



**Oregon Liquor Control Commission (OLCC)
LIMITED LIABILITY COMPANY (LLC)
FORM INSTRUCTIONS**

Definitions

- “Manager-Managed LLC” means an LLC where one or more individuals or entities have the responsibility to run the LLC, and as such, have been named as a “managing member.”
- “Managing member” means an individual or entity who has been named to run a manager-managed LLC.
 - A managing member is not required to own or hold membership in the LLC.
 - A manager of the business is not required to be a member or managing member of the LLC.
- “Member-Managed LLC” means an LLC where all members have the responsibility to run the LLC, and as such, no managing member has been named.
- “Member” means an individual or entity who owns membership in the LLC.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

When does the OLCC require this form to be submitted?

- The LLC is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The LLC has 10% or more ownership in an entity applicant listed in the “Entity or Individuals applying for the license” section of the Liquor License Application;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	Manager-Managed LLC	Member-Managed LLC
Registered with the Oregon Secretary of State (SOS)	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form
This section for <u>ONLY</u> a manager-managed LLC	Must complete this section. <ul style="list-style-type: none"> • List <u>all</u> managing members (may be one or more individuals or entities) • Each individual listed as a managing member must submit an Individual History form. 	Not Applicable.
This section for <u>BOTH</u> a manager-managed and a member-managed LLC	Must complete this section. <ul style="list-style-type: none"> • List <u>all</u> members with 10% or more membership (may be one or more individuals or entities). • Each individual listed as a member must submit an Individual History form. 	
Officers	<ul style="list-style-type: none"> • An LLC with no officers should skip this section. • An LLC with the following officers must complete this section: president, secretary, treasurer, and vice president (with responsibility over the operation of the business). • Each individual listed as a listed officer must submit an Individual History form. 	
Server Education Designee	<ul style="list-style-type: none"> • If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business. • If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank. 	
Signature	One of the listed members or managing members must sign and date this form.	



LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name _____

Trade Name of Business (Name Customers Will See) _____

The LLC named in this document is a (see page 1 for definitions): _____ Manager-Managed LLC _____ Member-Managed LLC

This section is ONLY for a manager-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)

This section is for BOTH a manager-managed LLC and a member-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held

This section is ONLY for an LLC with the listed officers. (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

SERVER EDUCATION DESIGNEE (Directions on page 1)

Name (please print)	Date of Birth

SIGNATURE (Directions on page 1)

NAME of Signing Person (please type or print) _____

DATE _____
SIGNATURE of signing person (may electronically sign) _____

This box for OLCC use ONLY

Only for an applicant of record: SOS Number _____ Current at time of issuing license (yes/no) _____

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____