



OREGON LIQUOR CONTROL COMMISSION

Change in Business Structure Notification

What is this form?

Certain changes of business structure require that you notify OLCC. See OAR [845-025-1160\(4\)](#) and OLCC's [Guidance on Disclosing Interests in a Recreational Marijuana Business](#). Use this form if you are making a change of less than 51% and:

- Any individual or legal entity that met the definition of a “licensee” is being removed from the business structure; or
- Any individual or legal entity that will meet the definition of an “applicant” is being added to the business structure.

You must notify OLCC **prior** to making the change, unless it is a change in principal officers or shareholders of a publicly-traded corporation. You must notify OLCC within 60 calendar days of changes in a publicly-traded corporation as described in OAR [845-025-1160\(4\)](#). You do not need to receive approval from OLCC prior to making the change.

If you are making a change of ownership of 51% or more, you must file a new application.

Submit this notification via email to: marijuana.licensing@oregon.gov

Section 1 – License Change Information

License Number:		Notification Date:	
Licensee Name:			

- I am requesting to **remove** the following individuals or legal entities from my license because they no longer meet any of the qualifications described in OAR [845-025-1045\(3\)](#):

- I am requesting to **add** the following individuals or legal entities to my license because they now meet one or more of the qualifications described in OAR [845-025-1045\(3\)](#):

Section 2 – Signature

By signing this form, I attest that:

- If I am adding any individual that will meet the definition of an “applicant” to my license, I am submitting an [Individual History](#) form for each individual who is an applicant for this license as described in OAR [845-025-1045](#).

I understand that OLCC will review this information. If OLCC requires an individual disclosed above to submit fingerprints for a background check, I agree to pay the \$50 fee described in OAR [845-025-1060](#). If OLCC determines that an individual or legal entity disclosed above is unlicensable, I understand that may remove that individual or legal entity from the business and that if I do not remove that individual or legal entity from the business, the Commission will propose license suspension or revocation under [OAR 845-025-1115](#).

Signature: _____

Date: _____

Name: _____

Title: _____