



# OREGON LIQUOR & CANNABIS COMMISSION

## Change of 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.

If you are making a "change of ownership" as described in OAR [845-025-1160](#)(5), you must instead file a new application and submit a [Change of Ownership](#) form.

Submit this notification via email to: [OLCC.MarijuanaAssignments@oregon.gov](mailto:OLCC.MarijuanaAssignments@oregon.gov)

### Section 1 – License Change Information

Licensee of Record Name:		Effective Date of Changes:	
License Number(s):			

- Removing Persons.** I am notifying OLCC that the following individuals or legal entities will no longer be "licensees" and will not meet any of the qualifications described in OAR [845-025-1045](#)(3):

- Adding Persons.** I am notifying OLCC that the following individuals or legal entities are being added to my license because they will meet one or more of the qualifications described in OAR [845-025-1045](#)(3):

### Section 2 – Affiliated Licenses

	Yes	No
Does the licensee of record named in Section 1 hold any other OLCC marijuana licenses? If yes, you must list the license number for all of these licenses in Section 1.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are any other licensees of record impacted by this change? (Submit a notification form for each) If yes, list the name of each licensee of record for which a related change notification is being submitted:	<input type="checkbox"/>	<input type="checkbox"/>

### Section 3 – Signature

By signing this form, I attest that:

- This change in licensees is not a "change of ownership" as described in OAR [845-025-1160](#)(5).
- If I am adding any individuals that will meet the definition of an "applicant" as described in OAR [845-025-1045](#) to my license, I am attaching an [Individual History](#) form for each of these individuals.
- If I am adding any individuals that will meet the definition of an "applicant" to my license, each of these individuals has submitted fingerprints for a background check following OLCC's [Fingerprint Instructions](#). I agree that I will pay the \$50 fee described in OAR [845-025-1060](#) for submitting fingerprints when that fee is requested by OLCC.

*Note: If an individual has previously submitted fingerprints with another marijuana license application, they do not need to submit new fingerprints for this notification to be considered complete. If they have never previously submitted fingerprints for a marijuana license application, they must do so **before this form is signed**.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



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***Leave this page blank***

Once you have filled out and signed the previous page, submit the signed notification by email to [OLCC.MarijuanaAssignments@oregon.gov](mailto:OLCC.MarijuanaAssignments@oregon.gov). After receiving your notification, OLCC staff will review the information you have submitted and return a copy to you acknowledging the notification and showing the current business structure information reflected in OLCC records.

You do not need to wait to receive approval or acknowledgement from OLCC prior to making the changes. OLCC will consider the changes to be effective on the date specified in Section 1 of the notification form.

You are required to 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).

If OLCC determines that an individual or legal entity disclosed in this notification may be unlicensable, OLCC staff will contact you to discuss options as described in OAR [845-025-1160](#)(4)(c)

### **For Official OLCC Use Only – Do Not Write in This Box**

Thank you for submitting this notification of a change in business structure. Staff of the Oregon Liquor and Cannabis Commission have considered your notification and are providing the following acknowledgement of the change.

This acknowledgement applies to the following license number(s):

**Prior to the changes** you disclosed on this form, OLCC records showed that the following individuals and legal entities were licensees on the license(s):

**After incorporating the changes** you disclosed on this form, OLCC records show that the following individuals and legal entities are currently licensees on the license(s) as of the date specified in Section 1:

If this information is not correct, please contact [OLCC.MarijuanaAssignment@oregon.gov](mailto:OLCC.MarijuanaAssignment@oregon.gov) immediately with an explanation of the discrepancy. You may need to submit an additional [Change of Business Structure Notification](#) to document additional changes.

**Acknowledged by:** \_\_\_\_\_

**Date:** \_\_\_\_\_