

EXPLANATION FOR CORPORATION DOCUMENTS

1. **OWNERSHIP OF PREMISE: *MUST BE IN CORPORATION NAME*** - A copy of the warranty deed or a lease agreement showing that you have the right to occupy the premise and are in control of the premise.
2. **BILL OF SALE OR LEASE FOR THE FURNITURE, FIXTURES AND EQUIPMENT: *MUST BE IN CORPORATION NAME*** - Unless already stated in the above document, will need a document stating you either own or are leasing/renting the furniture, fixtures and equipment.
3. **CIGAR BAR: BILL OF SALE FOR HUMIDOR: *MUST BE IN CORPORATION NAME*** - Need a Bill of Sale for Humidor.
4. **IF AN ON-PREMISE LICENSEE AND YOU HAVE A DRAFT SYSTEM: *MUST BE IN CORPORATION NAME*** Will need a copy of the bill of sale with a \$\$ amount or lease for the draft system.
5. **IF YOU ARE BUYING AN ALREADY LICENSED ESTABLISHMENT AND THERE IS ALCOHOL: *MUST BE IN CORPORATION NAME*** - Will need a bill of sale with a \$\$ amount along with a complete inventory of the stock by brand and type.
6. **IF AN ON-PREMISE LICENSE: *MUST BE IN CORPORATION NAME*** - Must have a permit of assembly showing the seating capacity allowed by the local fire department.
7. **IF AN ON-PREMISE LICENSE : *MUST BE IN CORPORATION NAME*** -Must have a food certification permit (health Certificate) from the local or state health agency or a score sheet with a score of 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE NH SECRETARY OF STATE OFFICE: *MUST BE ISSUED TO CORPORATION*** - Example: 123 Main St Inc.-(DBA My Place On Main St –shows it is registered to the LLC).
9. **NOTARIZED AFFIDAVIT FOR ALL OFFICERS – attached.**
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** Must have a letter from corporation appointing person as manager and attach an affidavit for the manager and/or persons in charge.
11. **COPY OF THE CERTIFICATE OF MTS TRAINING:** (if attended prior to getting license) must be either manager or corporate officer.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING:** Filled out and signed by corporate officer – **attached.**
13. **IF ON-PREMISE RESTAURANT LICENSE:** We must have a copy of your menu.
14. **TOWN APPROVAL:** Need letter from town stating they have no objection to you having a liquor license at this address (only need if within 15 days of submitting your request for application to us). Additional permits (Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in Hudson must have a permit from Hudson).
15. **IF PREMISE has SMOKING ROOM/AREA – *MUST BE*** clearly defined on your diagram (see item # 17), NHLC office to provide licensee with Title XII Public Safety and Welfare 3 page packet.
16. **IF COMBINATION LICENSE:** Must have proof of \$3,000.00 wholesale grocery stock available to the public and it must include milk (including dairy), bread, meat, (vegetables, fruits- canned or fresh), cereal and snack food (soda, juice, water, candy, ice cream, pastries, chips, etc.). **\$1,000 Wholesale Grocery Stock if BEER SPECIALTY**
17. **DIAGRAM, SKETCH OR PLAN OF PHYSICAL LAYOUT OF ESTABLISHMENT** - Copy of Diagram, Sketch, or plan of physical layout of establishment
18. **IF ON-PREMISE LICENSE WANTING ENTERTAINMENT:** Letter from town stating they have no objections to you having entertainment at your establishment.
19. **IF THERE WAS A PREVIOUS LICENSE PRIOR TO YOU:** Need previous license, copy of previous license, or trade name and license number of previous license.

CORPORATE DOCUMENTS:

20. **CERTIFICATE OF INCORPORATION WITH ALL ADDENDUMS ATTACHED:** This is what you filled out for your corporation and sent to NH Secretary of State – they will send it back with stamp on upper right corner.
21. **CERTIFICATE OF GOOD STANDING FROM THE SECRETARY OF STATE ISSUED WITHIN THE LAST 12 MONTHS:** Log on to Secretary of State's website "NH.GOV/SOS" and print this off from the page with your information.
22. **CERTIFICATE OF AUTHORITY FROM NH SECRETARY OF STATE'S OFFICE:** Only if your corporation is not a New Hampshire corporation.
23. **ARTICLES OF INCORPORATION:** With all addendums attached.
24. **MINUTES OF ORGANIZATION MEETING:** Showing election of officers, directors and shareholders.
25. **MINUTES OF MOST RECENT MEETING:** To support current corporate officers, directors and shareholders.
26. **BY LAWS:** The bylaws show how the corporation is going to be run and do business.
27. **STOCK CERTIFICATES:** If issued.
28. **COMPLETE LIST OF ALL CURRENT CORPORATE OFFICERS, DIRECTORS AND SHAREHOLDERS:** Include full name, date of birth, place of birth, legal address and title.

29. IF SOMEONE OTHER THAN A CORPORATE OFFICER WILL BE SIGNING THE APPLICATION: Must have notarized original power of attorney and affidavit for person with power of attorney.

L-009a (updated 12/27/2016)