State of New Hampshire
Liquor Commission
Division of Enforcement & Licensing

VENDOR, REPRESENTATIVE, CARRIER APPLICANT CHECKLIST

To All Applicants:

The following documents shall be provided for Licensing under Title XIII New Hampshire Liquor Law. RSA 178:3 III is specific in detailing the qualifications for each applicant. Copies of each document **MUST** be submitted and will be retained by the New Hampshire Liquor Commission Division of Enforcement & Licensing in Concord, New Hampshire. Each document must appear in the Applicant's Name (I.E. Sole Proprietor, Partnership, LLC, or Corporation.)

1. ☐ Certificate of Registered Trade Name (NH Secretary of State)
2. ☐ Application for Registration for Liquor Representative (L-055 attached)
3. ☐ Partnership Agreement (Gen/Ltd) & Certificate of Registration with the NH Secretary of State
4. ☐ Affidavits (L-002 or L-035) filed by Proprietor, Each Partner, Each Corporate Officer & Director, LLC Member and LLC Manager.

CORPORATION APPLICANT to be provided in addition to 1 through 4

5. ☐ Certificate of Incorporation or certificate of good standing.
6. ☐ Certificate of Authority if non-NH corporation (obtain from NH Secretary of State 603-271-3244 or on-line at http://www.sos.nh.gov/corporate/corpforms2.html
7. ☐ Articles of Incorporation
8. ☐ Minutes of Organizational Meeting
9. ☐ Minutes of most recent Corporate Meeting electing current officers/directors
10. ☐ Bylaws
11. ☐ Stock Certificates (if issued)
12. ☐ Complete list of all current Corporate Officers (full name, legal address, date of birth, place of birth)

LIMITED LIABILITY COMPANY to be provided in addition to 1 through 4

5. ☐ Certificate of Formation
6. ☐ Certificate of Authority if non-NH LLC (obtain from NH Secretary of State 603-271-3244 or on line at http://www.sos.nh.gov/corporate/corpforms2.html
7. ☐ LLC Agreement
8. ☐ Disclosure of all current members (full name, legal address, date of birth, place of birth)
9. ☐ Appointment of LLC Manager (full name, legal address, date of birth, place of birth)

ONCE <u>ALL</u> PAPERWORK ABOVE IS COMPLETE, PLEASE CALL 603 271-3521 FOR CORRECT FEE AS FEE IS PRO-RATED

For Questions regarding this paperwork, call Licensing at 603-271-3521