

Business Disclosure

COMMERCIAL LICENCE

We use the information in this application to assess a business's eligibility for a licence. If applying for a liquor licence, you must submit a non-refundable \$500 application fee before your application will be processed. No fee is required if applying for a gaming licence.

NOTE: Please attach a separate sheet if you require additional space for any responses.

SECTION A: Business Applicant

Please include copies of supporting corporate documents with this application. This can include articles of incorporation, charter, by-laws, corporate annual return, business registration, partnership agreement, or shareholders' agreement.

1. Legal Business Name:

2. Site Name (if different from legal business name):

3. Type of Business:

- Privately-Held Corporation
 Publicly-Traded Company
 Partnership
 Sole Proprietorship
 Limited Partnership
 Other (please specify) _____

4. Business Address and Contact Information:

# AND STREET	CITY/TOWN	PROVINCE	POSTAL CODE

LAST NAME	FIRST NAME	POSITION/TITLE

BUSINESS PHONE	FAX	EMAIL

5. Mailing Address (if different from business address):

# AND STREET/P.O. BOX #	CITY/TOWN	PROVINCE	POSTAL CODE

6. Site Address (if different from business address):

# AND STREET	CITY/TOWN	PROVINCE	POSTAL CODE



Liquor and Gaming
Authority of Manitoba

www.LGManitoba.ca

SECTION B: Liquor Licence Type

Please fill out this section ONLY if you are applying for a liquor licence. Visit LGAmanitoba.ca for more information on the types of liquor licences.

7. Select the liquor licence(s) you are applying for:

SERVICE LICENCE

- Dining Room
- Dining Room/Lounge
- Beverage Room
 - Family-Friendly Authorization
- Entertainment Facility (select one)
 - Live Entertainment Venue
 - Entertainment Facility
- Customer/Member Service (select one)
 - Hotel (no dining room)
 - Service/Health Care
 - Veterans' Organization
 - Personal Services
 - Sports/Recreational Facility
 - Private Club
 - Transportation
- Brew Pub Endorsement (**NOTE:** This may only be obtained in conjunction with one of the service licences above.)

MANUFACTURER LICENCE

- Manufacturer (select all that apply)
 - I want to retail my product at the premises
 - I want to have a tasting room

RETAIL LICENCE

- Retail Beer Vendor
- Liquor Vendor
- Specialty Wine Store
- Duty-Free Store
- Other _____

8. Select the type of property that you will occupy:

- Owned Premises
(**NOTE:** A certified copy of the Status of Title showing ownership of the land will be required prior to licensing.)
- Leased Premises
(**NOTE:** A copy of the lease agreement and a certified copy of the Status of Title will be required prior to licensing.)

9. Seasonal Operation:

Seasonal businesses that operate eight consecutive months or less during the year may qualify for a 50% reduction in licence fees.

Will the entire licensed premises operate eight consecutive months or less each year?

YES NO

Please list the range of months you intend to operate your premises:



SECTION C: Gaming Licence Type

Please fill out this section ONLY if you are applying for a gaming licence. Visit LGManitoba.ca for more information on the types of gaming licences.

10. Select the gaming licence(s) you are applying for:

- Video Lottery Terminal Siteholder
 Lottery Ticket Retailer

SECTION D: Applicant Background

11. Criminal Proceedings

Has the business applicant ever been charged with any criminal offence in any jurisdiction? YES NO

If yes, provide details: _____

12. Civil Proceedings

Has the business applicant ever had any claims made against it based in whole or in part of fraud, deceit, misrepresentation, breach of trust or similar conduct in any jurisdiction? YES NO

If yes, provide details: _____

13. Bankruptcy and Insolvency Proceedings

Has the business applicant declared bankruptcy or had a receiver of assets appointed for any type of bankruptcy or insolvency proceedings under any law in any jurisdiction in the last five years? YES NO

If yes, provide details: _____

14. Licensing History

a. Has the business applicant ever applied for or held a licence in conjunction with liquor or gaming in any jurisdiction? YES NO

If yes, provide details: _____

SECTION E: Principals

15. Please provide a list of all principals of the business applicant. Each individual principal must submit a Personal Disclosure. The LGA considers principals to be:

- officers and directors of a corporation;
- partners of a partnership;
- individual and corporate general partners of a limited partnership;
- any person or business responsible to direct the affairs of the organization; and
- any person or business who directly or indirectly holds 10% or more shares of the business.

NOTE: We reserve the right to request a Personal Disclosure for any other individual(s) who, in the LGA's opinion, has a financial interest in, or has some responsibility for, the operation of the applicant's business affairs.

List principals:

FULL NAME	POSITION/TITLE	% SHARES/ OWNERSHIP

NOTE: Business principals may be required to fill out a Business Disclosure.

SECTION F: Authorization

It may be necessary for the LGA to share some of the personal information you have provided with entities and organizations outside of the LGA, and/or to collect additional information about you from outside entities and organizations, to assess your eligibility to be granted a licence, or to continue being licensed, under *The Liquor and Gaming Control Act*. The LGA will use the results of background investigations to complete or verify the information you provided in this application.

The LGA will conduct background investigations when you first apply for a licence under *The Liquor and Gaming Control Act* and periodically during the term of your licence.

Your consent is required so that personal information about you can be indirectly collected and disclosed by the LGA under the authority of *The Freedom of Information and Protection of Privacy Act* and *The Liquor and Gaming Control Act*, including:

- name;
- home address;
- telephone number;
- current and previous employment information;
- credit history;
- criminal background; and
- licensing or registration history.



CONSENT

I consent and authorize the entities and organizations below to disclose personal information about me to the LGA for the purposes of conducting background investigations:

- law enforcement agencies;
- credit bureaus;
- industry associations;
- former or current employers; and
- federal, provincial and municipal government departments and agencies.

I consent to the LGA collecting my personal information from these entities and organizations, and to the LGA disclosing my personal information to these entities and organizations as may be necessary to obtain the information the LGA requires to conduct background investigations for licensing purposes under *The Liquor and Gaming Control Act*.

I consent to the LGA disclosing my personal information contained in this application or collected during the course of its investigations to law enforcement agencies, or to liquor and/or gaming regulators for liquor- and/or gaming-related investigations.

UNDERSTANDING

I understand that:

- I have the right to withdraw my consent at any time by notifying the LGA. My consent cannot be withdrawn retroactively;
- I cannot provide partial consent or withdraw part of my consent to the disclosure and collection of my personal information;
- my consent is voluntary; however refusal to provide consent may be grounds for the denial of my application, or revocation or suspension of any licence(s) granted by the LGA;
- my consent continues until I notify the LGA that I withdraw my consent;
- the outside entities and organizations referred to above that will collect and disclose my personal information will be instructed not to use or disclose the information, except for the purposes noted above. The LGA will disclose only as much information about me to these entities and organizations as is necessary; and
- the personal information received by the LGA will be kept in a confidential file and access to the information will be limited to individuals conducting the LGA's background investigations.

DECLARATION

I certify that all of the information provided in this application is true and complete. I understand that any false or inaccurate statements or omissions made in this application may disqualify me, or the applicant business, from receiving a licence under *The Liquor and Gaming Control Act*.

Print Name

Position/Title

Signature of Applicant

Date (MM/DD/YYYY)



PRIVACY NOTICE

The LGA is collecting your personal information to conduct investigations for the purposes of licensing prospective and current licensees in Manitoba under *The Liquor and Gaming Control Act* (C.C.S.M. c. L153).

The LGA is authorized to collect your personal information under subsections 36(1)(a) and (b) of *The Freedom of Information and Protection of Privacy Act* (C.C.S.M. c. F175), because the collection is authorized by *The Liquor and Gaming Control Act* and your personal information relates to and is necessary for the LGA's background investigations. Your personal information will only be used by the LGA to process your application, to assess your eligibility to receive and maintain a licence, and for enforcement purposes under *The Liquor and Gaming Control Act*.

Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. The LGA cannot use or disclose your personal information for other purposes, unless you consent or the LGA is authorized to do so by *The Freedom of Information and Protection of Privacy Act*.

If you have any questions or concerns about the LGA's collection of your personal information, please contact the LGA's Freedom of Information and Privacy Protection Coordinator at FIPPAcoordinator@LGAmanitoba.ca or 204-954-9400.

SUBMISSION INSTRUCTIONS

If you are applying for a liquor licence or video lottery terminal siteholder licence, please email, fax or mail this application to:

Mailing address: Unit 10-1146 Waverley Street, Winnipeg, Manitoba, R3C 2X1

Email: liquorlicence@LGAmanitoba.ca

Fax: 204-453-5254

If you are applying for a lottery ticket retailer licence, please email, fax or mail this application to:

Mailing address: 800-215 Garry Street, Winnipeg, Manitoba, R3C 3P3

Email: gaminglicence@LGAmanitoba.ca

Fax: 204-954-9450