



**Oregon Liquor & Cannabis Commission (OLCC)  
CORPORATE QUESTIONNAIRE  
FORM INSTRUCTIONS**

**Definitions**

- “Corporation” means a corporation for profit that is incorporated under the laws of Oregon.
- “Foreign Corporation” means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

**When does the OLCC require this form to be submitted?**

- The corporation or foreign corporation is listed as an applicant in the “Applicant Information” section of the Liquor License Application form;
- The corporation or foreign corporation has 20% or more ownership in an entity applicant listed in the “Applicant Information” section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> <li>• All corporations; and</li> <li>• All foreign corporations who <b><u>are</u></b> listed as an applicant in the “Applicant Information” section of the Liquor License Application form.</li> </ul>	All foreign corporations who are <b><u>not</u></b> listed as an applicant in the “Applicant Information” section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	The OLCC does not require registration in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Section 1	<ul style="list-style-type: none"> <li>• <b><u>MUST</u></b> list at least a president and secretary.</li> <li>• If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business.</li> </ul>	If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business.
Section 2	<b><u>MUST</u></b> list at least one director, and if more than one, must list all directors.	If it has them, must list all directors.
Section 3	<ul style="list-style-type: none"> <li>• Must have issued at least one share of stock.</li> <li>• Must list all shareholders (individuals and entities) holding 20% or more of the issued stock.</li> </ul>	
Individual History form	<p>The following individuals listed on this form must submit an Individual History form unless an exception applies:</p> <ul style="list-style-type: none"> <li>• All officers, directors with 3% or more stock, and individuals holding 20% or more of the issued stock.</li> </ul> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>• The OLCC has determined that the corporation has provided proof to the OLCC that it is listed on an exchange registered with the U.S. Securities and Exchange Commission; or</li> <li>• The OLCC has determined that the corporation has provided written documentation to the OLCC sufficient to show that control of the day-to-day operation of the business has been relinquished by the individual through a written management agreement, or similar written agreement, to one or more parties who are an applicant or licensee for the same license at the same premises. Relinquishing control over the day-to-day operation of the business includes not managing or controlling the sale or service of alcohol or directly supervising any person who sells or serves alcoholic beverages</li> </ul>	
Section 4	<ul style="list-style-type: none"> <li>• If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC-approved Alcohol Server Education class and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business.</li> <li>• If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.</li> </ul>	
Section 5	One of the officers listed in section 1 must sign this form.	



Oregon Liquor & Cannabis Commission  
**CORPORATE QUESTIONNAIRE**

Corporation or Foreign Corporation Name \_\_\_\_\_

Trade Name of Business (Name Customers Will See) \_\_\_\_\_

**LIST OFFICERS** (Please follow directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President (if required)	
Secretary (if required)	
Treasurer (list only if have one)	
Vice president with responsibility over the operation of the business (list only if have one)	

**LIST BOARD OF DIRECTORS** (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Name (please print)

**LIST SHAREHOLDERS** (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Percentage of issued shares held

**SERVER EDUCATION DESIGNEE** (Please follow directions on page 1)

Name (please print)	Date of Birth

**OFFICER'S SIGNATURE** (Please follow directions on page 1)

NAME of Signing Officer (please type or print) \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE of signing officer (may electronically sign) \_\_\_\_\_ DATE \_\_\_\_\_

**This box OLCC use ONLY**

Does the entity hold, or has it ever held, an OLCC-issued liquor license? \_\_\_\_\_