



**Oregon Liquor & Cannabis Commission (OLCC)  
LIMITED LIABILITY COMPANY (LLC)  
FORM INSTRUCTIONS**

Definitions

- “Manager-Managed LLC” means an LLC where one or more individuals or entities have the responsibility to run the LLC, and as such, have been named as a “managing member.”
- “Managing member” means an individual or entity who has been named to run a manager-managed LLC.
  - A managing member is not required to own or hold membership in the LLC.
  - A manager of the business is not required to be a member or managing member of the LLC.
- “Member-Managed LLC” means an LLC where all members have the responsibility to run the LLC, and as such, no managing member has been named.
- “Member” means an individual or entity who owns membership in the LLC.
- “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 LLC is listed as an applicant in the “Applicant Information” section of the Liquor License Application form;
- The LLC has 20% or more ownership in an entity applicant listed in the “Applicant Information” section of the Liquor License Application;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	Manager-Managed LLC	Member-Managed LLC
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	Must complete this section. <ul style="list-style-type: none"> <li>• List <u>all</u> managing members (may be one or more individuals or entities)</li> </ul>	Not Applicable.
Section 2	Must complete this section. <ul style="list-style-type: none"> <li>• List <u>all</u> members with 20% or more membership (may be one or more individuals or entities).</li> </ul>	
Section 3	<ul style="list-style-type: none"> <li>• An LLC with no officers should skip this section.</li> <li>• An LLC with the following officers must complete this section: president, secretary, treasurer, and vice president (with responsibility over the operation of the business).</li> </ul>	
Individual History form	The following individuals must submit an Individual History form unless an exception applies: <ul style="list-style-type: none"> <li>• All individuals who are a managing member, member with 20% or more membership, or a listed officer.</li> </ul> Exceptions: <ul style="list-style-type: none"> <li>• The OLCC has determined that the LLC 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 LLC 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 listed members or managing members must sign and date this form.	



# LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name \_\_\_\_\_

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

The LLC named in this document is a (see page 1 for definitions): \_\_\_\_\_ Manager-Managed LLC \_\_\_\_\_ Member-Managed LLC

**This section is ONLY for a manager-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)

**This section is for BOTH a manager-managed LLC and a member-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held

**This section is ONLY for an LLC with the listed officers.** (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

**SERVER EDUCATION DESIGNEE** (Directions on page 1)

Name (please print)	Date of Birth

**SIGNATURE** (Directions on page 1)

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

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

**This box for OLCC use ONLY**

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