



LICENCE AND REGISTRATION APPLICATION EXCISE ACT, 2001

This application form is for use by all spirits, wine and tobacco manufacturers, users, warehousing and registration applicants. Use this form if you are the head office of a new or renewing applicant for an excise duty licence or registration number. Additional details are available on the back of the form.

Language of communication: English, French; Business Number required? No, Yes

Identification of business (For a corporation, enter the name and address of the head office.)

Form fields for business identification: Name, Operating / Trading / Partnership name, Business Number, Business address, Postal code, Mailing address, Fiscal year end

Contact person - Complete this area to identify an employee of your business as your contact person in all matters pertaining to your excise duty accounts. To authorize a representative who is not an employee of your business, complete form RC59, Business Consent Form.

Form fields for contact person: First name, Last name, Title, Telephone number, Fax number, E-mail address

Client ownership type - All corporations have to provide a copy of the certificate of incorporation or amalgamation.

Form fields for client ownership type: Sole proprietorship, Partnership, Are you incorporated?, Other Specify

Complete this part to provide information about the individual, partner(s), corporate director(s), or officer(s) of your business. (If you need more space, include the information on a separate sheet.)

Form fields for individual information: First name, Last name, Title, Date of birth, Social Insurance Number, Work telephone number, Work fax number, Business address, Mailing address

If more than one premises, please complete the area below. (If you need more space, include the information on a separate piece of paper.)

Form fields for multiple premises: Name of premises, Business address, Mailing address, Licence or registration type, Telephone number, Fax number, E-mail address

Form fields for licence and registration types: Spirits, Wine, User, Tobacco, Tobacco Dealer, Excise Warehouse, Special Excise Warehouse, Duty-Free Shop, Ferment-on-premises, Alcohol, Specially Denatured Alcohol

Form fields for security: Type of security, Cash/Certified cheque, Surety bond, Government of Canada bond, Other, Bond/Surety Company name, Bond no., Amount of security, Branch of financial institution

Note: All information provided in the application is subject to verification and may include criminal and financial checks.

Certification section with signature line, title, and date fields

Instructions for Completion

Name - Enter the legal name of the business.

Operating, trading or partnership name - Enter the full name under which the business operates if it is different from the legal name.

Business Number - Enter your 9-digit Business Number. If you do not have one, check the YES box above.

Business address - Enter the physical location of the business, including the postal code.

Mailing address - Enter the mailing address of the business, including the postal code.

Contact person - Enter the full name, title, e-mail address, telephone number and fax number of the employee identified as the person with whom we may deal with respect to your excise duty account(s). To authorize a representative who is not an employee of your business, contact your regional Excise Duty office to obtain the RC59 *Business Consent Form*.

Client ownership type - Check the box that best describes your business type.

Individuals, partners or, in the case of a corporation, directors - Enter the full name, business and mailing addresses, title, telephone number and date of birth each proprietor, partner or director. If there is insufficient space, use a separate sheet and attach it to this form.

Additional premises - If you operate out of more than one business location (premises), please list the name, business and mailing addresses, licence or registration type that is applicable for each premises, telephone and fax numbers and the e-mail address. Please use, and attach to this form, a separate sheet to list all premises and related type of licence or registration. Separate premises have the option of filing separate excise duty returns. If you wish to have one or more of your premises file a separate return, please indicate this on the list of premises.

Licence type required - Check the box beside the type of licence(s) required.

Registration type required - Check the box beside the type of registration(s) required.

Type of security - For tobacco and spirits licence applicants only, enter the type of security attached.

Financial institution - Enter the name and address of the branch of the financial institution used for business transactions.

The following extracts from the Regulations Respecting Excise Licences and Registrations explain the requirements that must be met by all applicants.

ISSUANCE OF LICENCE

2. (1) In order to be issued a licence, a person must submit to the Minister a completed application, in the form authorized by the Minister, accompanied by a list of the premises in respect of which the application is being made.

(2) Subject to subsections (3) and (4), an applicant is eligible for a licence, other than a licence issued under section 22 of the Act, if

- (a) they are not the subject of a receivership in respect of their debts;
- (b) they have not, in the five years immediately before the date of the application,
 - (i) failed to comply with any Act of Parliament, other than the Act, or of the legislature of a province respecting the taxation of or controls on alcohol or tobacco products or any regulations made under it, or
 - (ii) acted to defraud Her Majesty;
- (c) in the case of an applicant who is an individual, they
 - (i) are at least eighteen years of age, and
 - (ii) have sufficient financial resources to conduct their business in a responsible manner;
- (d) in the case of an applicant that is a partnership or unincorporated body,
 - (i) where the partnership or unincorporated body is composed only of individuals, each of the individuals meets the requirement of subparagraph (c)(i) and the partnership or unincorporated body meets the requirement of subparagraph (c)(ii),
 - (ii) where the partnership or unincorporated body is composed only of corporations, each of the corporations meets the requirement of subparagraph (c)(ii), and
 - (iii) where the partnership or unincorporated body is composed of both individuals and corporations, each of the individuals meets the requirement of subparagraph (c)(i) and the partnership or unincorporated body and each of the corporations meet the requirement of subparagraph (c)(ii); and
- (e) in the case of an applicant that is a corporation, the corporation meets the requirement of subparagraph (c)(ii).

(3) Subject to subsection (4), an applicant for a licence issued under section 19 of the Act authorizing them to possess in their excise warehouse non-duty-paid packaged alcohol must, in addition to meeting the requirements of subsection (2), where the province in which the warehouse is located has enacted legislation respecting the warehousing of packaged alcohol, be authorized by that province or its liquor authority to warehouse the alcohol at that warehouse.

(4) The additional requirement referred to in subsection (3) does not apply to an applicant who is an alcohol licensee that is producing or packaging alcohol in the province where the warehouse is located.

ISSUANCE OF REGISTRATION

3. (1) In order to be issued a registration, a person must submit to the Minister a completed application, in the form authorized by the Minister, accompanied by a list of the premises in respect of which the application is being made.

(2) An applicant is eligible for a registration if

- (a) they are not the subject of a receivership in respect of their debts; and
- (b) they have not, in the five years immediately before the date of the application,
 - (i) failed to comply with any Act of Parliament, other than the Act, or of the legislature of a province respecting the taxation of or controls on alcohol or tobacco products or any regulations made under it, or
 - (ii) acted to defraud Her Majesty.

DURATION OF LICENCE

4. A licence is valid for the period specified in the licence, which period shall not exceed two years.