

# **Checklist of What to Submit for RFP 2019-069 Authorization to Sell Beverage Alcohol as Part of a Retail Business**

- Appendix B – Application Form;
- Appendix C – Personal History Form: One form per person for all people listed in the Appendix B - Application Form including the Proposed Manager;
- Floor Plan;
- Criminal Background Check for every person listed in the Appendix B - Application Form, including the Proposed Manager (do not submit the receipt);
- Articles of Incorporation if applicant is a corporation; or a Master Business Licence or a Partnership Agreement, if respondent is a sole proprietor or partnership. Some sole proprietors will not have a Master Business Licence.

Please note:

- Email submissions must not exceed 50 MB;
- Where possible, scan all documents together and send as one file. Refer to “How to Fill Out Your LCBO Convenience Outlet Authorization Application Forms” for more detailed instructions.