Appendix "A"

Appointment of Exclusive Agent Letter Template

(LETTERHEAD OF SUPPLIER)

[Instructions to Supplier: When appointing an Agent, this form of letter must be submitted on the Supplier's letterhead, signed by the Supplier and returned with the LCBO Vendor Onboarding Form, and if applicable to the Supplier, the Direction to Pay Agent Form]

Date:

To: Liquor Control Board of Ontario ("LCBO")

Re: Appointment of Exclusive Agent

To whom it may concern:

We are or wish to be a supplier of beverage alcohol products (the "**Products**") to the LCBO for resale by the LCBO. We acknowledge that we have reviewed and read: (i) LCBO's product policies and guidelines, as amended from time to time, relating to the Products, and (ii) LCBO's Supplier Code of Business Conduct, as amended from time to time (collectively, the "**LCBO Policies**"), which LCBO Policies are available online at www.doingbusinesswithlcbo.com.

As of the date hereof and until we notify the LCBO otherwise in writing, we hereby authorize the following person to be our exclusive agent with respect to the sale of the Products listed below to the LCBO:

Supplier's Appointed Agent (the "Agent")	
Corporate Name:	Telephone:
Agent Number:	
Address:	Contact Name:
Email:	

Description of Products

Brand	**Product Name**	**Product Number**

Note: Agent must represent each Product in all sizes and forms and the entire brand line.

We acknowledge and agree that by submitting this Appointment of Exclusive Agent form, LCBO will be entitled to deal exclusively with our Agent with respect to the Products listed above. The appointment of this Agent will continue until we notify LCBO in writing (through the submission of a Change/Cancellation of Appointment of Exclusive Agent Letter) of our termination of the agency. We represent and warrant that (i) to the best of our knowledge, the Agent is the holder of a valid licence to represent us issued under the *Liquor Licence and Control Act, 2019*, and (ii) the Agent is the sole representative for the Products in Ontario. We agree that we and our Agent will comply at all times with the LCBO Policies (as defined above).

[SUPPLIER NAME]

By: _____

Name:

Title:

I/We have authority to bind the Supplier

Appendix "B"

Change/Cancellation of Appointment of Exclusive Agent Template

(LETTERHEAD OF SUPPLIER)

[Instructions to Supplier: When making a change to your Agent representation, this form of letter must be submitted on the Supplier's letterhead, signed by the Supplier and returned to the LCBO in order for the change of Agent to become effective.]

Date:

To: Liquor Control Board of Ontario ("LCBO")

Re: Change/Cancellation of Appointment of Exclusive Agent

To whom it may concern:

We are a supplier of beverage alcohol products (the "**Products**") to the LCBO for resale by the LCBO. We acknowledge that we have reviewed and read: (i) LCBO's product policies and guidelines, as amended from time to time, relating to the Products, and (ii) LCBO's Supplier Code of Business Conduct, as amended from time to time (collectively, the "**LCBO Policies**"), which LCBO Policies are available online at www.doingbusinesswithlcbo.com.

As of the date hereof, we hereby terminate the appointment of the following Agent and their representation of the following Products:

Agent Name:
Agent Number:
Appointment Date:

Products

Brand	Product Name	Product Number

As of the date hereof and until we notify the LCBO otherwise in writing, we authorize the following person to be our exclusive agent with respect to the sale of the Products listed above [**and below**] [*Note: only include table below if there are additional/different Products to be represented by the new Agent*] to the LCBO:

Supplier's New Appointed Agent (the "Agent")	
Corporate Name:	Telephone:
Agent Number:	
Address:	Contact Name:
Email:	

Description of Products

Brand	Product Name	Product Number

Note: Agent must represent each Product in all sizes and forms and the entire brand line.

We acknowledge and agree that by submitting this Change/Cancellation of Appointment of Exclusive Agent form, LCBO will be entitled to deal exclusively with our Agent with respect to the Products listed above. The appointment of this Agent will continue until we notify LCBO in writing (through the submission of a Change/Cancellation of Appointment of Exclusive Agent Letter) of our termination of the agency. We represent and warrant that (i) to the best of our knowledge, the Agent is the holder of a valid licence to represent us issued under the *Liquor Licence and Control Act, 2019*, and (ii) the Agent is the sole representative for the Products in Ontario. We agree that we and our Agent will comply at all times with the LCBO Policies (as defined above).

[SUPPLIER NAME]

By: _____

Name:

Title:

I/We have authority to bind the Supplier