Alcoholic Beverage/Gambling Operator Short Form

Checklists and Instructions

Sale Among Licensees

Gambling and alcoholic beverage activity may continue pending approval of the sale of interests among licensees. Submit the following documents, if applicable, for review and approval of the transfer.

- ☐ Copy of the purchase/sale documents that include all terms and prices.
- ☐ Copies of all documents verifying the source of funding for amounts to be paid to the seller (e.g., six months of bank statements, loan documents and security agreements, etc.).
- ☐ Minutes of meetings during which the sale and terms of sale are approved, if applicable.
- ☐ Current financial statements or most recent tax return for the licensed entity.

Upon Closing Licensee will be notified of the completion of the audit and at that time you can schedule the closing.

- ☐ Documents verifying the sale of interests among licensees.
- ☐ Corporate documents, partnership agreements, LLC agreements, minutes, etc. (depending on type of change).
- ☐ Documents verifying the cancellation of shares/interests, issuance of shares/interests and updated stock ledger (if applicable).
- ☐ If the owner transferring an interest is being completely removed from ownership, provide letters from creditors, and lessors if applicable, removing the seller(s) from all liability.
- ☐ If the seller is no longer on the license, a copy of new bank signature cards with updated signatures.

Note: The Gambling Control or Alcoholic Beverage Control Division may require the applicant to send additional documents or information. This application and the documents and information provided will be reviewed under an amended license process and final approval will correspond with those procedures. If you have any questions, contact the Gambling Control Division at (406) 444-1971.

Mail application and required documents listed above to:

Gambling Control Division
PO Box 201424
Helena, MT 59620