



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

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<http://www.town.orleans.ma.us>

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

CHANGE OF CORPORATION NAME APPLICANT PROCEDURE (Liquor Licenses)

All ABCC license forms are on the ABCC website: mass.gov/abcc. The ABCC requires forms to be filled out online. Bring hard copies to the Town Administrator's/Selectmen's Office. You may pay the ABCC fee online (preferred method) or bring a separate check or money order in the amount of \$200 made payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION.

- _____ \$50.00 filing fee, payable to the Town of Orleans
- _____ \$200.00 check, bank check or money order payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION
- _____ Retail Alcoholic Beverages License Application Monetary Transmittal Form
- _____ Petition for a Change of License
- _____ Amended Articles of Organization filed with the Secretary of State
- _____ Vote of the Corporate Board or LLC authorizing the changes

PLEASE NOTE:

Form 43 WILL BE FILLED OUT BY THE SELECTMEN'S OFFICE after the Board of Selectmen's approval and will be sent out to the ABCC with all other necessary paperwork. ONLY AFTER approval of both the Board and the Commission can the name change take effect.

Revised: January 20, 2011