

**GENERAL INFORMATION  
FOR  
SUBSTITUTION OF CORPORATE OFFICER APPLICATION**

Section 9-217(g) of Article 2B of the Annotated Code of Maryland provides for a Substitution of a Corporate Officer Application. A Substitution of Corporate Officers shall be filed when the cumulative amount of change in the corporate stock is less than 50% since the last transfer or new application, or when election of new corporate officers takes place.

The fee for this application is \$250.00. Payable by Certified Check, Cashier's Check or Money Order to Prince George's County.

If there are three (3) officers of the corporation, all three (3) officers must be applicants for the license. One of the officers must hold 25% of the stock in the corporation and have lived in Prince George's County two years prior to the application being filed. The office of President, Secretary and Treasurer must be satisfied.

The stockholder affidavits must accompany the Substitution of Corporate Officer application. Criminal Background Investigations checks must be submitted to the Central Repository and the results received by the Board of License Commissioners.

Applicants for alcoholic beverage licenses must be present at the scheduled Public Hearing. If the newly elected officer is a naturalized citizen, please submit the original naturalization documents at the time of filing the Substitution of Corporate Officer application. Our office will verify the information and the naturalization documents will be immediately returned.

In order to have the newly approved application issued, it is necessary for the following documents to be filed with our office:

1. Copy of the Minutes
2. Stock Certificates
3. License from the wall.

**BOARD OF LICENSE COMMISSIONERS  
6200 Baltimore Avenue  
3<sup>rd</sup> Floor  
Riverdale Park, Maryland 20737  
301-699-2770  
[www.princegeorgescountymd.gov/BOL/](http://www.princegeorgescountymd.gov/BOL/)**

**PRINCE GEORGE'S COUNTY  
BOARD OF LICENSE COMMISSIONERS  
APPLICATION FOR SUBSTITUTION OF CORPORATE OFFICER**

1. Name and address of the former Officer: \_\_\_\_\_  
\_\_\_\_\_

2. Name and address of the new Officer: \_\_\_\_\_  
\_\_\_\_\_

3. Complete the following information including the new Corporate Officer: Shares  
# %

**PRESIDENT**

Name/Social Security	Residence	Zip Code	Telephone Numbers
Date of Birth	Sex	Place of Birth	Period of Resident in PGCO.
		Place Naturalized	Petition #

**VICE PRESIDENT**

Name/Social Security	Residence	Zip Code	Telephone Numbers
Date of Birth	Sex	Place of Birth	Period of Resident in PGCO.
		Place Naturalized	Petition #

**SECRETARY**

Name/Social Security	Residence	Zip Code	Telephone Numbers
Date of Birth	Sex	Place of Birth	Period of Resident in PGCO.
		Place Naturalized	Petition #

**TREASURER**

Name/Social Security	Residence	Zip Code	Telephone Numbers
Date of Birth	Sex	Place of Birth	Period of Resident in PGCO.
		Place Naturalized	Petition #
		Total Stock Issued	100%

=====  
**\*\*NOTE:** If there are any additional Stockholders or Corporate Officers, other than those listed above, please turn to page four (4) and complete the information. The total number of stock issued must add up to 100%. Please check your entries.  
 =====

4. Trade Name (t/a) for the licensed establishment, the address, and the telephone number.

Trade Name \_\_\_\_\_ Corporate Name \_\_\_\_\_

Address \_\_\_\_\_ Town or City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number of establishment \_\_\_\_\_

OFFICIAL USE ONLY

Attorney \_\_\_\_\_ Hearing Date \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Date Filed \_\_\_\_\_  
 Address \_\_\_\_\_ Board Action \_\_\_\_\_

5. That \_\_\_\_\_, \_\_\_\_\_ the Resident Agent of the Corporation.  
 (Former Officer) (was/was not)
6. Does the Resident Agent \_\_\_\_\_ possess the following qualifications:
- Has been a resident of Prince George's County for two years prior to the date of this application? Yes \_\_\_\_ No
  - Is the Resident Agent a registered voter and taxpayer of Prince George's County? Yes \_\_\_\_ No
  - Does the Resident Agent hold at least 25% of the outstanding stock in the corporation, which is recorded, in the corporate records? Yes \_\_\_\_\_ No
7. Does any person other than the applicants have a financial interest in the business to be conducted under the license?  
 Yes \_\_\_\_\_ No

If "Yes" give name(s) and address(es), relationship to applicants and or office held in corporation.

8. We, the undersigned officers of the corporation affirm that not more than 50% of the stock in the corporation has been transferred since the last new transfer application.

Signature	Title
Signature	Title
Signature	Title
Signature	Title

STATE OF MARYLAND, \_\_\_\_\_SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared and made oath of having personal knowledge of the above statement and that they are true and correct.

WITNESS my hand and official seal.

My Commission expires: \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public

TO BE ANSWERED BY INCOMING CORPORATE OFFICER: \_\_\_\_\_

- |  | Name |
|--|------|
| 1. State whether or not you have now, or have ever had an interest, either directly or indirectly in any other place of business in Prince George's County, Maryland with which an alcoholic beverage license has been issued? Yes ____ No ____<br>If yes, _____ |      |
| 2. Have you ever been convicted of a felony? Yes ____ No ____<br>If yes, specify _____   |      |
| 3. Have you ever been found in violation of the alcoholic beverage or gambling laws? Yes ____ No ____<br>If yes, specify _____   |      |
| 4. Have you ever had a license for the sale of alcoholic beverages denied or revoked in any jurisdiction? Yes ____ No ____<br>If so, specify: _____  |      |
| 5. Have you ever held a license for the sale of alcoholic beverages? Yes ____ No ____<br>If so, specify _____  |      |
| 5. Do you have a pecuniary interest in the business to be conducted under the license? Yes ____ No ____  |      |

STATEMENT OF FORMER OFFICER

I, the undersigned acknowledge my resignation as \_\_\_\_\_ of \_\_\_\_\_  
(t/a) \_\_\_\_\_ (title) \_\_\_\_\_ (corporation)  
on \_\_\_\_\_  
(date)

\_\_\_\_\_  
Former Officer



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My Commission expires: \_\_\_\_\_  
Notary Public



STOCK OWNERSHIP AFFIDAVIT

We, the undersigned, being duly elected officers of \_\_\_\_\_ Corporation, and  
the applicants for this Substitution of Corporate Officer application of a Class \_\_\_\_\_, \_\_\_\_\_, license for the  
use of said Corporation, do hereby make oath in due form of law that \_\_\_\_\_,  
Resident Agent is a duly elected officer of the Corporation and that he/she is qualified to act, as Resident agent of the Corporation for  
purposes of obtaining this license; that he/she is the sole owner of 25% of the outstanding stock and that the stock has been issued by  
the Corporation to the Resident Agent, and is recorded in the records of the Corporation and that stock truly represents a proportionate  
share of the total equity and assets and net worth of the Corporation and that there exists no collateral agreements, promises, restriction  
or commitments, regarding change of ownership of said stock or future endorsement, assignment, transfer, or pledge of same which  
have not been disclosed to the Board of License Commissioners and that we understand that prior to any changes regarding the stock,  
notification must be made to the Board of License Commissioners in writing prior to any future assignment, transfer, pledge or change  
of ownership of the stock.

PRESIDENT: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_



STATE OF MARYLAND, \_\_\_\_\_ SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally  
appeared \_\_\_\_\_ and made oath of having personal knowledge of the above  
statement and that they are true and correct.

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My Commission expires: \_\_\_\_\_  
Notary Public



percentages of the total stock issued, please verify your entries to assure that 100% of the stock is accounted for.

CORPORATE OFFICER OR STOCKHOLDER	Name of Officer or Stockholder	%	#
President	_____		
Vice President	_____		
Secretary	_____		
Treasurer	_____		
Other	_____		
Other	_____		
Other	_____		
		100	TOTAL STOCK ISSUED

ADDITIONAL NOTARIES

STATE OF MARYLAND, \_\_\_\_\_ SS:

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