GENERAL INFORMATION
FOR
SUBSTITUTION OF CORPORATE OFFICER
OR LIMITED LIABILITY COMPANY MEMBER APPLICATION

Section 9-217(g) of Article 2B of the Annotated Code of Maryland provides for a Substitution of a Corporate Officer or Member Application. A Substitution Application shall be filed when the cumulative amount of change in the stock is less than 50% since the last transfer or new application, or when election of new corporate officer/member 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 or members, all three (3) must be applicants for the license. One of the officers/members must hold a 25% interest and have lived in Prince George's County two years prior to the application being filed.

The appropriate affidavits must accompany the Substitution of Corporate Officers Application. Criminal Background Investigation 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.

Applicants must provide Proof of Legal Status at the time the application is filed. Our office will verify the information and the documents will be immediately returned.

PROOF OF LEGAL STATUS
Pursuant to Section 10-103 of Article 2B of the Annotated Code of Maryland applicants for an alcoholic beverage license shall provide proof of the applicant's legal status at the time of filing the application. In order to meet the requirement the Board will accept:

1. United States Passport or United States Passport Card or
2. Naturalization Certificate or
3. Permanent Resident Card (Green Card)

Or One Document from Column A and One from Column B

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Driver's License</td>
<td>• Social Security Card</td>
</tr>
<tr>
<td>• ID Card issued by federal, state or local government</td>
<td>• Certificate of Birth Abroad</td>
</tr>
<tr>
<td>• US Military Card</td>
<td>• Certificate of Birth issued by the Department of State</td>
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<tr>
<td>• Military dependent's ID Card</td>
<td>• Original or certified copy of birth certificate</td>
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<td></td>
<td>• US Citizen ID Card</td>
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<tr>
<td></td>
<td>• Identification Card for Use of Resident</td>
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</table>

After the Public Hearing the following documents must be filed with our office, in order to officially effectuate the change.

1. Copy of the Minutes
2. Stock Certificates or Operating Agreement with Membership Interests
3. License from the wall.

BOARD OF LICENSE COMMISSIONERS
9200 Basil Court
Suite 420
Largo, Maryland 20774
http://bolc.mypgc.us

Updated April 2015
PRINCE GEORGE'S COUNTY
BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR SUBSTITUTION OF CORPORATE OFFICER
OR LIMITED LIABILITY MEMBER

Name and address of the **former** Officer/Member: ____________________________________________

Name and address of the **new** Officer/Member: ____________________________________________

Type of License Class: ____________________________

**APPLICANTS** - Complete the following information including the new Corporate Officer/Member:

<table>
<thead>
<tr>
<th>Interest %</th>
<th>Name</th>
<th>Title</th>
<th>Verification of Legal Status</th>
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</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td>Telephone Number</td>
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</tbody>
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**NOTE:** If there are additional members or stockholders please list them on page three.

Trade Name: ____________________________
Corporate Name/Limited Liability Name: ____________________________

Address: ____________________________
Town or City: ____________________________
Zip: ____________________________

Telephone Number of the Establishment: ____________________________

**OFFICIAL USE ONLY**

Attorney: ____________________________
Phone Number: ____________________________
Address: ____________________________

Hearing Date: ____________________________
Date Filed: ____________________________
Board Action: ____________________________
STATEMENT OF FORMER OFFICER/MEMBER

I, the undersigned acknowledge my resignation as ______________ of ______________

(Title)  (Corp/LLC)

on ____________________________

(Date)

__________________________________

Former Officer/Member

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

STOCK OWNERSHIP AFFIDAVIT

We, the undersigned officers/members of the Corporation or Limited Liability Company, and applicants for the license make oath in due form of law that ______________, Resident Agent of the Corporation/Limited Liability Company is qualified to act as Resident Agent for the purpose of obtaining this license, that they are the holder of a 25% interest in the business conducted under the license and that there exists no collateral agreements, promises, restriction or commitments, regarding change of ownership of said ownership, assignment, transfer, or pledge or future assignment, transfer, pledge or change of ownership of the stock.

________________________________________

Signature

________________________________________

Signature

________________________________________

Signature

________________________________________

Signature

We, the undersigned affirm that not more than 50% interest has been transferred since the last new or 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

Substitution of Corporate Officers Application – Updated April 2015

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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

If page 1, does not list everyone with an interest, summarize the information below. When computing the percentages of the total stock issued, please verify your entries to assure that 100% of the stock is accounted for.

<table>
<thead>
<tr>
<th>CORPORATE OFFICER, MEMBER, OR STOCKHOLDER</th>
<th>Name of Officer or Member</th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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<td>Other</td>
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<td>Other</td>
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<td>Other</td>
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<tr>
<td></td>
<td></td>
<td>100</td>
<td>TOTAL STOCK ISSUED</td>
</tr>
</tbody>
</table>

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