

## **CHANGE OF OFFICERS/DIRECTORS – NON PROFIT**

### **REQUIRED DOCUMENTS**

#### **Alcoholic Beverage Control Commission (ABCC)**

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](https://www.mass.gov/info-details/alcoholic-beverages-retail-licenses) for ABCC documents

- LLA Certification (Completed by LLA)
- \$200 Fee via ePay
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officers/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents
- If Sole Proprietor, **Business Certificate**
- If partnership, **Partnership Agreement**
- If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

#### **LOCAL LICENSING AUTHORITY (LLA)**

- All ABCC Required Documents shown above
- \$75 filing fee and license fees payable to Town of Braintree

**Please Note: you may be requested to submit additional supporting documentation if necessary.  
Hearing date will not be scheduled until all documents are submitted and reviewed by LLA  
Please download copy of Town's Policy & Regulations Governing Liquor Licenses at...**  
[Board of License Commissioners | Braintree, MA \(braintreema.gov\)](https://www.braintree.ma.gov/Board-of-License-Commissioners)