

## **Bonded Warehouse Licenses – Guidelines and Application**

*A bonded warehouse license authorizes the licensee to store liquor on his or her licensed premises, duty and tax free, until it is exported or consumed domestically.*

If you are interested in obtaining a Bonded Warehouse license in Newfoundland and Labrador please use the following as a **guideline** of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

<b>Guidelines / Requirements</b>	✓
<b>Newfoundland Labrador Liquor Corporation (NLC) License Requirements</b>	
<ul style="list-style-type: none"> <li>• Completed application for a Bonded Warehouse license (see attached)</li> <li>• Completed Personal Data Sheets (enclosed) for all shareholders or directors</li> <li>• Current Certificate of Conduct for all Directors and shareholders</li> <li>• One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms (including storage)</li> <li>• If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)</li> <li>• Written approval from the Canada Revenue Agency (<i>see CRA section below</i>)</li> <li>• Written approval from Buildings Accessibility and Fire &amp; Life Safety (<i>see Digital Government and Service NL section below</i>)</li> <li>• Once all information is collected, a pre-licensing inspection will be conducted</li> </ul>	
<b>Other Agency Requirements</b>	
<p><b>Digital Government and Service NL</b></p> <p>The proposed establishment will need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please visit <a href="https://www.gov.nl.ca/dgsnl/licenses/building">https://www.gov.nl.ca/dgsnl/licenses/building</a> or call (709) 729-1038.</p>	
<p><b>Canada Revenue Agency (CRA)</b></p> <p>Applicants must obtain and submit a copy of a License and Registration Application issued by CRA. For more information, please call 1-866-330-3304 or visit <a href="https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/edm8-1-1/excise-warehouses.html">https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/edm8-1-1/excise-warehouses.html</a></p> <p>Application: <a href="https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/l63.html">https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/l63.html</a></p>	

## APPLICATION FOR BONDED WAREHOUSE LICENSE

**\* Please note:**

**An application fee of \$200 must accompany this application.**

**All licenses are subject to an Annual Licensing Fee. For more details, please see the License Fee Schedule.**

1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE

Email: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

2. Type of Business: \_\_\_\_\_

3. Purpose of Bonded Warehouse: \_\_\_\_\_

4. Location of Warehouse, if different from above: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE

5. Indicate approximate dollar value of projected annual sales in spirits, beer and wines:

\_\_\_\_\_

6. Is applicant the sole owner of aforementioned business?  Yes  No

a) If not sole owner, give particulars of agreements with any other party or parties:

\_\_\_\_\_  
\_\_\_\_\_

b) If a partnership, state name and address of each partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) If a corporation, provide the following information:

Date of incorporation: \_\_\_\_\_

Public or Private Company: \_\_\_\_\_

Provincial or Federal Charter: \_\_\_\_\_

Officers and Directors (name and address of each):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Nationality:

- a) If sole owner, is applicant a Canadian citizen?  Yes  No
- b) If partnership, are all partners Canadian citizens?  Yes  No
- c) If corporation, are all officers and directors Canadian citizens?  Yes  No

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
(IF PARTNERSHIP, ALL PARTNERS MUST SIGN;  
IF COMPANY, AUTHORIZED OFFICER MUST SIGN)

---

---

**PLEASE NOTE THAT PERSONAL DATA SHEET(S) AND CERTIFICATES OF CONDUCT *MUST* ACCOMPANY THIS APPLICATION AND BE COMPLETED BY ALL APPLICANTS INCLUDING DIRECTORS AND SHAREHOLDERS.**

**Please send completed application to:**

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION  
P.O. Box 8750, Stn. A  
St. John's, NL A1B 3V1  
Attention: Regulatory Services**

**Telephone: (709) 724-1159**

**Fax: (709) 753-8625**

**Email: [corporateservices@nliquor.com](mailto:corporateservices@nliquor.com)**

## PERSONAL DATA SHEET

Name of Establishment for which this report is submitted

Location

Surname

Given Name(s)

Address

Phone Number

Email

Date of Birth

Place of Birth

Place of Residence during past ten years

Are you or any member of your family engaged, in any capacity, with the enforcement or administration of the *Liquor Control Act* and/or the *Liquor Corporation Act*?

YES       NO      If yes, please give details

Have there been any findings of guilt against you of an offense in Canada or the United States?

YES       NO      If yes, please attach a certified copy of your criminal record.

The Royal Canadian Mounted Police, the Royal Newfoundland Constabulary or any other law enforcement agency is hereby authorized to supply the Newfoundland Labrador Liquor Corporation with any information which the Board considers pertinent to my application for a license.

Date

Signature of Applicant