

CITY OF PASSAIC

Office of
Amada D. Curling, RMC
City Clerk

REQUIREMENTS FOR CHANGE OF CORPORATE STRUCTURE

1. A copy of the Corporate Resolution must be submitted to the City Clerk's Office along with the completed application denoting the Change in Corporate Structure.
 - A) 1/3 or more of the total number of shares:
 - Must file complete original 12 page application form.
 - B) Less than 1/3 of the total shares:
 - Submit an amendment to the last application on file by filing new pages 1,2,7,8
 - (if applicable), 11 and 12 to reflect the change.

(Submit applications in triplicates with original signatures)
2. If a new stockholder is reported to acquire an interest of 1% or more of the issued stock in a licensed corporation, publication is required once in a newspaper printed in the English language, published and circulated in Passaic.
3. Proof of Publication shall be furnished by the licensee to the municipal issuing authority within ten (10) days after the date of publication with a copy of the dated advertisement attached.
4. The officers of the corporation must contact the licensing officer (Officer Morales) in the Record Bureau in the Passaic Police Department to (973) 365-3912 make an appointment for fingerprinting) to obtain the two part questionnaire that must be completed and to make an appointment for an interview. There are certain documents that are required by the licensing officer (i.e. source of funds, stock certificates, etc.) which will be detailed for you when you obtain the necessary paperwork from the Record Bureau.
5. At least one week prior to the meeting it is advisable to contact the City Clerk's Office, at 365-5584, to verify the meeting dates and make sure that all the required documents have been submitted.
6. Amended Certificate of Incorporation/Formation filed with the state of New Jersey
7. Fee \$60.00 - Check or Money order payable to City of Passaic.
8. Notarized consent to sell shares.



PASSAIC BOARD OF ALCOHOLIC BEVERAGE CONTROL

**REPORT FROM RECORD BUREAU COPY OF CORPORATE RESOLUTION
PROOF OF PUBLICATION**

TO: ABC LICENSING OFFICER/STATE DIVISION OF ALCOHOLIC
 BEVERAGE CONTROL

FROM: BOARD OF ALCOHOLIC BEVERAGE CONTROL

RE: CHANGE OF CORPORATE STRUCTURE APPLICATION

DATE:

Name of Corporate Licensee _____

Trade Name _____

Address of Licensed Premise _____

Type of License and Number _____

Current Principals of the Corporation _____

New Principals of the Corporation _____

Dated:

Amada D. Curling
City Clerk

In accordance with (N.J.S.A. 33:1-25; N.J.A.C. 13:2-2.16, the following notice of change in corporate structure shall be published once in a newspaper printed in the English language, published and circulated in the municipality in which the licensed premises is located. When a new stockholder is reported to acquire an interest of one percent or more of the issued stock in a licensed corporation, the name and address of that individual and the name of the licensed corporation in interest must be published once in a newspaper of local circulation offering the public an opportunity to report any relevant information about the individual or the transaction to the municipal authorities. Proof of publication of such notice shall be furnished by the licensee to the municipal issuing authority within ten (10) days after the date of publication with a copy of the dated advertisement attached.

--NOTICE--

Take notice that on _____ a change occurred in the
(Date)

stockholdings of _____
(Licensee)

trading as _____ holder of
(Trade Name, if any)

_____ for premises located at
(Type of License and Number)

(No.)

(Street)

(Municipality)

resulting in the following persons, each acquiring in the aggregate one percent or more of the corporate licensee's stock:

(Name)

(Residence Address)

Any information concerning the qualifications of any of the above current stockholders should be communicated in writing to:

Amada D. Curling, Municipal Clerk of the City of Passaic

(Signature of Licensee)