

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Location: 3322 Garner Road
Raleigh NC 27610
(919) 779-0700

MAIL TO ADDRESS ON BACK OF FORM

**QUALIFIED APPLICANTS HOLDING FEDERAL PERMITS AS A BONDED WINE
CELLAR OR A BONDED WINERY ONLY.**

HOW TO APPLY FOR A WINE SHIPPER ABC PERMIT

I. INSTRUCTIONS

A. Complete this application in its entirety. It must be signed by each applicant and notarized.

1. WHO MUST FILE

- a. **Individual Operation** – The individual owner of the business is required to file an application.
- b. **General Partnership Operation** – Each partner is required to sign the application and qualify for ABC permits.
- c. **Limited Partnership** – The general partner(s) is required to sign the application and qualify for ABC permits.
- d. **Corporation** – Each officer, and any stockholder owning 25% or more of the stock must sign the application and qualify for ABC permits. (NOTE: Articles of Incorporation must be submitted.)
If the corporation presently holds valid NC ABC permits, only one officer or owner needs to sign the application.
- e. **Limited Liability Company (LLC)** – If member managed, all members owning 25% or greater interest must sign the application and qualify for ABC permits; or, if no one owns 25% or greater interest, the managing members must sign the application and qualify for ABC permits. If manager managed, the person or persons acting as manager on behalf of the LLC must sign, in addition to any member who owns 25% or greater interest in the company. (Note: Articles of Organization must be submitted.)
- f. If a 25% interest holder is an LLC or a corporate stockholder is another business entity (partnership, corporation, or LLC), a partner, an officer or member must sign the application on behalf of that business entity and indicate the name of the business entity and position within entity.

B. No fee is required for this permit.

C. The following additional documents are required:

1. A copy of the **Federal Basic Permit as a Bonded Wine Cellar or Bonded Winery**.
2. **Corporations – Articles of Incorporation.**
3. **LLC's – Articles of Organization.** If manager managed, a copy of the operating agreement must also be submitted. If LLC is managed by an outside entity, a management contract must be submitted as well.
4. **Completed Wine Shipper Brand Listing.** This document must be updated accordingly.
5. **The Commission must receive Quarterly Shipping Reports** no later than the 15th day of the month immediately following the quarter.

II. CHANGES WITHIN BUSINESS ENTITY

- A. **Change in Ownership** – All permits for an establishment shall automatically expire and shall be surrendered to the Commission if:
1. Ownership of the establishment changes; or
 2. A change in the membership of the firm, association or partnership owning the establishment, involving the acquisition of twenty-five percent (25%) or greater interest in the firm, association or partnership by someone who did not previously own twenty-five percent (25%) or greater interest; or
 3. Twenty-five percent (25%) or more of the stock of the corporate permittee owning the establishment is acquired by someone who did not previously own twenty-five percent (25%) or more of the stock.
- B. **Change in Location** – An ABC permit cannot be transferred from one location to another. Therefore, if you relocate your business, you must apply for ABC permits at the new location.
- C. **Changes Within Establishment** – (Other than changes in Ownership).
1. LLC Manager Change – Each new manager must complete an application and qualify for ABC permits. No fee is required.
 2. Corporate Officer Change – Each new officer must complete an application and qualify for ABC permits. No fee is required.