PROCEDURE FOR REPORTING A CHANGE OF LEGAL NAME

ALLOW 10 – 21 DAYS FOR PROCESSING

1. PRIMARY APPLICATION – Completed and notarized. Note: Photos of managing officer and building are not required if no changes have occurred.
   a. If applicant has more than one primary license type (ex. manufacturer, wholesale and retail by drink) then a new application is required for each primary license type.

2. LICENSING FEE(S) – No fee is required IF the Missouri tax ID number AND the Secretary of State charter number remain the same. IF ONE OR BOTH NUMBERS CHANGE, appropriate primary license fees and any corresponding secondary license fees (and applications) are required.

3. MISSOURI RETAIL SALES TAX LICENSE – Copy of the Missouri Retail Sales Tax License in the name of the new entity.

4. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” Required regardless of exemption status. Can be obtained online with the Tax ID and PIN, or by phone at (573) 751-9268.

5. CERTIFICATE OF GOOD STANDING – From the Secretary of State, dated within 90 days for the applicant organization.

SPECIAL REQUIREMENTS:

6. AFFIDAVIT OF NO CHANGE – Written statement of no change in officers or shareholders – only the legal name.

7. AMENDMENT CERTIFICATE – From the Secretary of State, amending the name of the entity.
8. FEDERAL LICENSEES – If the licensee holds a federal license through TTB (Alcohol and Tobacco Tax and Trade Bureau), such as a solicitor, manufacturer and/or wholesaler, an updated TTB permit or license is required approving the new legal name.

9. TAX BOND – Manufacturers and solicitors must submit a properly executed Corporate Bond form or bond continuation letter for the re-named entity.

IF THE NAME CHANGE IS FOR A PARENT ORGANIZATION, AND NOT THE LICENSEE, ALL THAT IS REQUIRED IS A COPY OF THE AMENDMENT CERTIFICATE (#5) AND AN AFFIDAVIT OF NO CHANGE (#2).

RETURN DOCUMENTS TO:

<table>
<thead>
<tr>
<th>District I – Kansas City</th>
<th>District II – Jefferson City</th>
<th>District III – St. Louis</th>
<th>District V – Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Alcohol &amp; Tobacco Control 8800 E. 63rd Street, Ste. 180 Raytown, MO 64133</td>
<td>Division of Alcohol &amp; Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101</td>
<td>Division of Alcohol &amp; Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125</td>
<td>Division of Alcohol &amp; Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806</td>
</tr>
<tr>
<td>(816) 743-8888</td>
<td>(573) 526-4026</td>
<td>(314) 416-6280</td>
<td>(417) 895-5004</td>
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