

Setting Up a Corporate Structure (LLC or Inc)

Step 1: Complete the new application process until you reach section #3: Corporate Structure. (See picture below)



New Application

File Number License Type Licensee
- - JURASSIC PARK BAR LLC

Status: New

GETTING STARTED LICENSEE **CORPORATE STRUCTURE** PREMISES QUESTIONS DOCUMENTS FINISH

Corporate Structure

List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Liquor License to be approved.

Type	Name	Position / Title	Parent Company	% Interest
------	------	------------------	----------------	------------

Rows per page: 10 0-0 of 0

Step 2: Click the + icon to begin adding the separate elements that make up the entity corporate structure.

For this example, we will be adding the individuals and businesses that comprise the ownership of our applicant entity “JURASSIC PARK BAR LLC” which is comprised of three (3) individuals and one (1) parent entity.

New Application

File Number License Type Licensee
- - JURASSIC PARK BAR LLC

Status: New

GETTING STARTED LICENSEE **CORPORATE STRUCTURE** PREMISES QUESTIONS DOCUMENTS FINISH

Corporate Structure

List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Liquor License to be approved.

Type	Name	Position / Title	Parent Company	% Interest
+				

Rows per page: 10 0-0 of 0

Step 3: Complete the **Party** information screen for the first ownership element that makes up the corporate structure of the applicant entity. The POSSE ABC Software breaks Corporate Structure down by **Party** members. When entering a “Party,” that should be equated to a “party to,” “member of” or “associated with” the person or entity you’re reporting on at that time. For multi-tier entities, it may be simplest to enter all parties in the first tier who are tied directly to the applicant entity before completing party information for parent-level tiers.

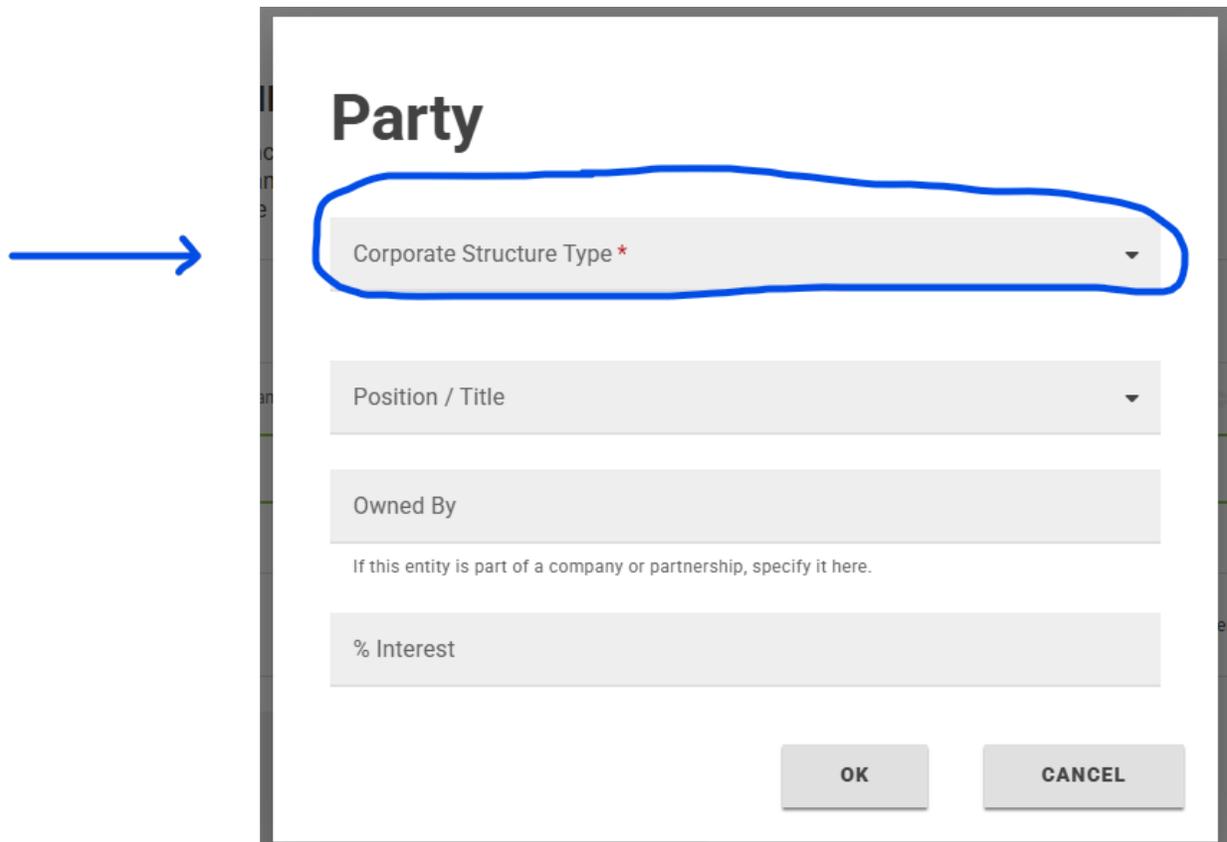
The Corporate Structure Type* (pictured below) will correspond to the box that comes up which states *Party*, the first *ownership element* of the applicant entity:

To report a *person* who has ownership in the applicant entity, you will select 'individual'.

To report a *corporation* who has ownership in the applicant entity, you will select 'corporation'.

To report an *LLC* who has ownership in the applicant entity, you will select 'LLC'.

To report a *trust* who has ownership in the applicant entity, you will select 'Trust'.



The image shows a screenshot of a form titled "Party". A blue arrow points from the left towards the "Corporate Structure Type" dropdown menu, which is highlighted with a blue hand-drawn circle. Below this menu are other fields: "Position / Title", "Owned By", and "% Interest". At the bottom right, there are "OK" and "CANCEL" buttons. The text "If this entity is part of a company or partnership, specify it here." is located below the "Owned By" field.

For this example, we are entering information for an *individual* (named Alan Grant), who *owns* 25% interest in our applicant entity: "JURASSIC PARK BAR LLC".

This **Party** member is for a person, so the Corporate Structure Type is *Individual*. Since we are reporting that individual's relationship to the applicant entity, a relevant Position/Title must be selected from the dropdown menu, for this example *Owner* was selected. The "Owned by" identifies the entity this party is related to. Because we are reporting on the applicant entity, *JURASSIC PARK BAR LLC* is entered. Next is % Interest, which can be entered from 0-100 and allows decimals to the hundredth position. Then, because we selected "Individual" that drives the remaining Party details to collect information on a person. Alternatively, choosing an entity type would require business details to be entered.

Party

Corporate Structure Type *
Individual

The entity type "Individual" represents one person. This entity may be related to a license or other legal entity in a variety of ways such as an owner, officer, member, managing officer, contact person, etc.

Position / Title *
Owner

Owned By
JURASSIC PARK BAR LLC

If this entity is part of a company or partnership, specify it here.

% Interest
25.00

Use my information

Details

OK CANCEL

Details

First Name *
ALAN
First name of the individual

Middle Name
Middle name of the individual

Last Name *
GRANT
Last name of the individual

Birth Date *
Feb 12, 1976
Birth date of the individual

SSN *
.....
SSN of the individual

Gender *
 Male Female
Gender of the individual

Birth State or Country *
MISSOURI

OK CANCEL

Naturalization Document

Contact Information

Contact Phone
(573)-298-2175
Phone number of the contact person

Alternate Phone
Alternate phone number of the contact person

Fax
Fax number of the contact person

Email *
Mark.Grist@dps.mo.gov
Email address of the contact person

Preferred Contact Method *
 Email Mail Phone
How the contact person should receive written communication

Addresses

OK CANCEL

Email Mail Phone
How the contact person should receive written communication

Addresses

Individual Correspondence Address

Address Type *
Civic

Unit Number

Street Number *
123

Pre Direction

Street *
PALEONTOLOGIST

Street Type *
DRIVE

Post Direction

OK CANCEL



Select "OK" when finished

Step 4: Once all the mandatory fields have been completed for the party you reported, you can confirm they were successfully added when they appear on the corporate structure screen. (See picture below). **It is highly suggested to click SAVE after each entry to prevent losing your progress.** Hitting Save also allows you to filter on the “Parent Company” column, which can then sort your corporate structure table by tier(s), which can be very useful for multi-tier organizations with multiple parent entities.

Corporate Structure

List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Liquor License to be approved.

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Individual	ALAN GRANT	Owner	JURASSIC PARK BAR L...	25.00	

Rows per page: 10 0-0 of 0

Additional Information

Now that Alan Grant was added successfully, we can repeat steps 2-4 until we have 100% ownership of “JURASSIC PARK BAR LLC” displayed on the **Corporate Structure** screen above.

It is recommended that you click the green “Save” button at the bottom of the screen after each party entry.

← PREV



NEXT →

Pictured below is our completed **Corporate Structure** page (for this example). In our example, we have three individuals and one corporation that have ownership in “JURASSIC PARK BAR LLC”. Additionally, the parent corporation “HAMMOND INC.” has three individual owners.

Corporate Structure

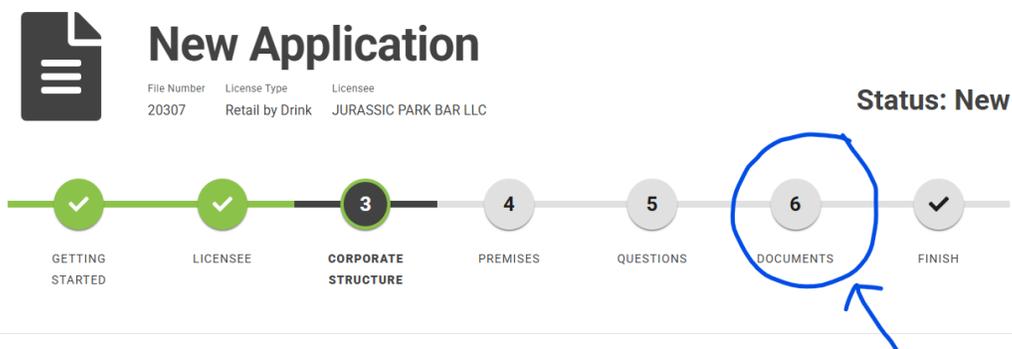
List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Liquor License to be approved.

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Corporation	HAMMOND INC.	Owner	JURASSIC PARK BAR LLC	35.00	
<input type="checkbox"/>	Individual	ALAN GRANT	Owner	JURASSIC PARK BAR LLC	25.00	
<input type="checkbox"/>	Individual	DENNIS NEDRY	Owner	HAMMOND INC.	10.00	
<input type="checkbox"/>	Individual	ELLIE SATTLER	Owner	JURASSIC PARK BAR LLC	30.00	
<input type="checkbox"/>	Individual	IAN MALCOLM	Owner	JURASSIC PARK BAR LLC	10.00	
<input type="checkbox"/>	Individual	JOHN HAMMOND	Owner	HAMMOND INC.	80.00	
<input type="checkbox"/>	Individual	RAY ARNOLD	Owner	HAMMOND INC.	10.00	

Rows per page: 10 ▾ 1-7 of 7 < >

The reviewer of your application will be checking to make sure 100% of ownership is listed for each separate LLC/INC that may comprise the applicant entity. In this instance we can see that 100% of ownership is listed for both “JURASSIC PARK BAR LLC” and the parent company “HAMMOND INC.”

In the event you have multiple “layers” of INC/LLC ownership, uploading a flow chart in the **Documents** section of the application may be required. (See picture below)



Step 5: IF you have a parent company that is *publicly traded* or is comprised of one to many individuals who individually own less than 5% of the collective interest in the applicant entity, you can utilize the “Additional Information” comment box to notify the reviewer of that information. (See picture below)

Corporate Structure

List all interested parties, partners (including investment percentage and profit distribution), officers, directors, and any other information pertinent to the Licensee and the Liquor License to be approved.

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Corporation	HAMMOND INC.	Owner	JURASSIC PARK BAR L...	35.00	
<input type="checkbox"/>	Individual	ALAN GRANT	Owner	JURASSIC PARK BAR L...	25.00	
<input type="checkbox"/>	Individual	DENNIS NEDRY	Owner	HAMMOND INC.	10.00	
<input type="checkbox"/>	Individual	ELLIE SATTLER	Owner	JURASSIC PARK BAR L...	30.00	
<input type="checkbox"/>	Individual	IAN MALCOLM	Owner	JURASSIC PARK BAR L...	10.00	
<input type="checkbox"/>	Individual	JOHN HAMMOND	Owner	HAMMOND INC.	80.00	
<input type="checkbox"/>	Individual	RAY ARNOLD	Owner	HAMMOND INC.	10.00	

Rows per page: 10 1-7 of 7

Additional Information

← PREV NEXT →

Step 6: Now that you have completed the **Corporate Structure** section, you continue with the process of submitting a new application by proceeding to the **Premises** section. (See picture below)

Home Getting Started Search Contact Us Payments Mark Grist

New Application

File Number: 20307 License Type: Retail by Drink Licensee: JURASSIC PARK BAR LLC

Status: New

Premises

Please enter detailed information about the premises to be licensed as part of this application.

Premises Type *

Premises Name *

The name by which the premise represents itself in its business.

Step 4 of 7