

WHOLESALE CHANGE ATC ONLINE SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control
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P.O. Box 837
Jefferson City, MO 65101
<https://atc.dps.mo.gov>

WHOLESALE CHANGE – USER MANUAL

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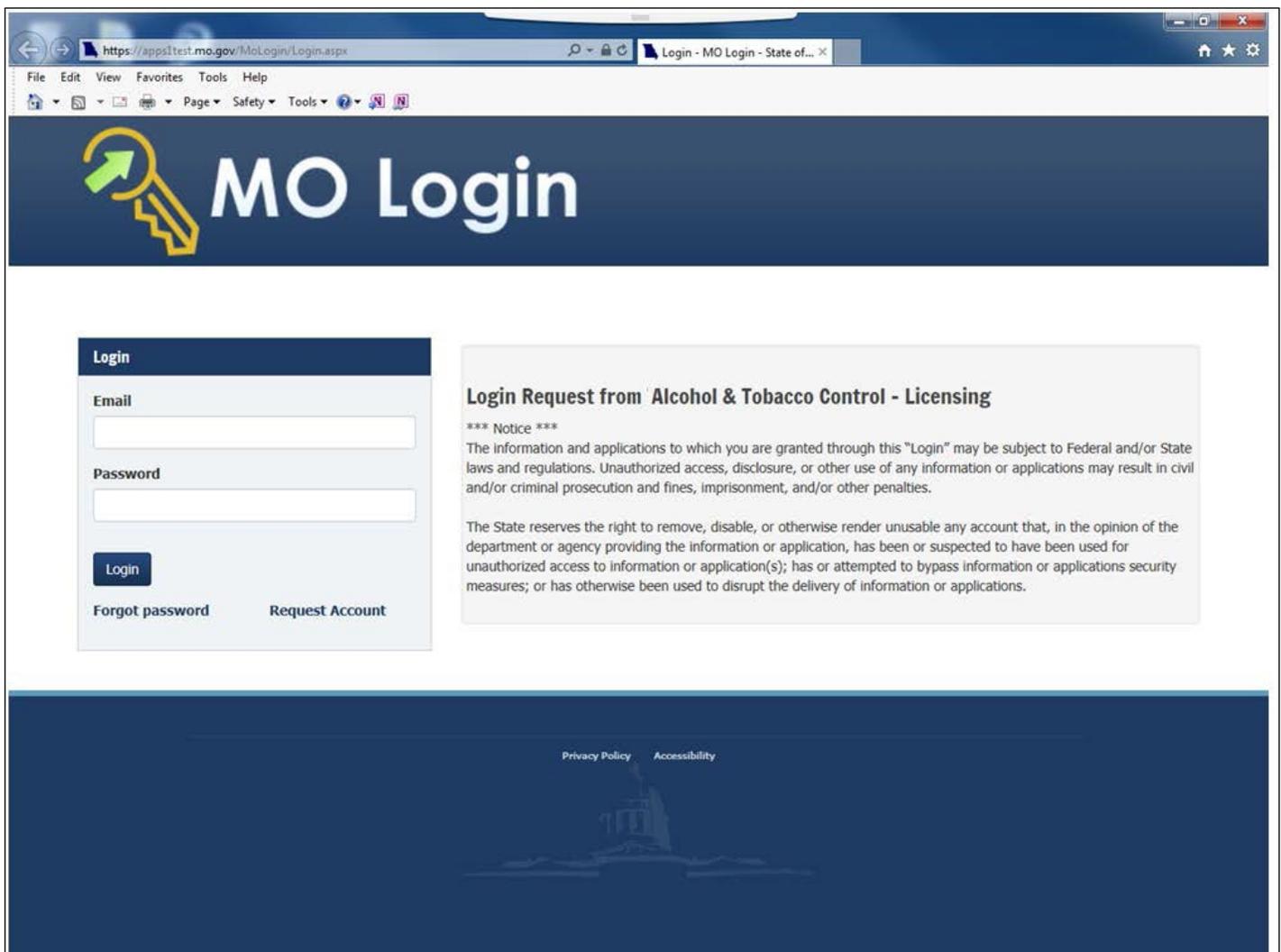
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Starting ATC Online Brand Label Wholesaler Change

Website address: <https://apps1.mo.gov/atclicense/>

LOG IN:

Enter email address and password and click the Login button.



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After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

Search License

License Number:

Please enter your search criteria below. If the exact information is not known, a 'wildcard' search can be performed. To perform a wildcard search on Licensee, DBA, Address Line 1 or City enter a "%" at the beginning and/or end of the search criteria value. For example, on Address 1 enter Kemp% to search on all the street names that begin with the letters Kemp. Enter %kemp% to search all the street names that have kemp in the middle. Alternatively, enter %kemp to find all addresses that end with kemp - use this if you know the street name but not the number.

Licensee:
DBA:
Address Line 1:
City:
State:
County:

Search Results (2) Page Size: 10

License Number	Type	Licensee	DBA	Address Line 1	City	State	County	Status
9999998	DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	MO	GASCONADE	Active
9999996	Liquor Wholesale Solicitor	Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	MO	GASCONADE	Active

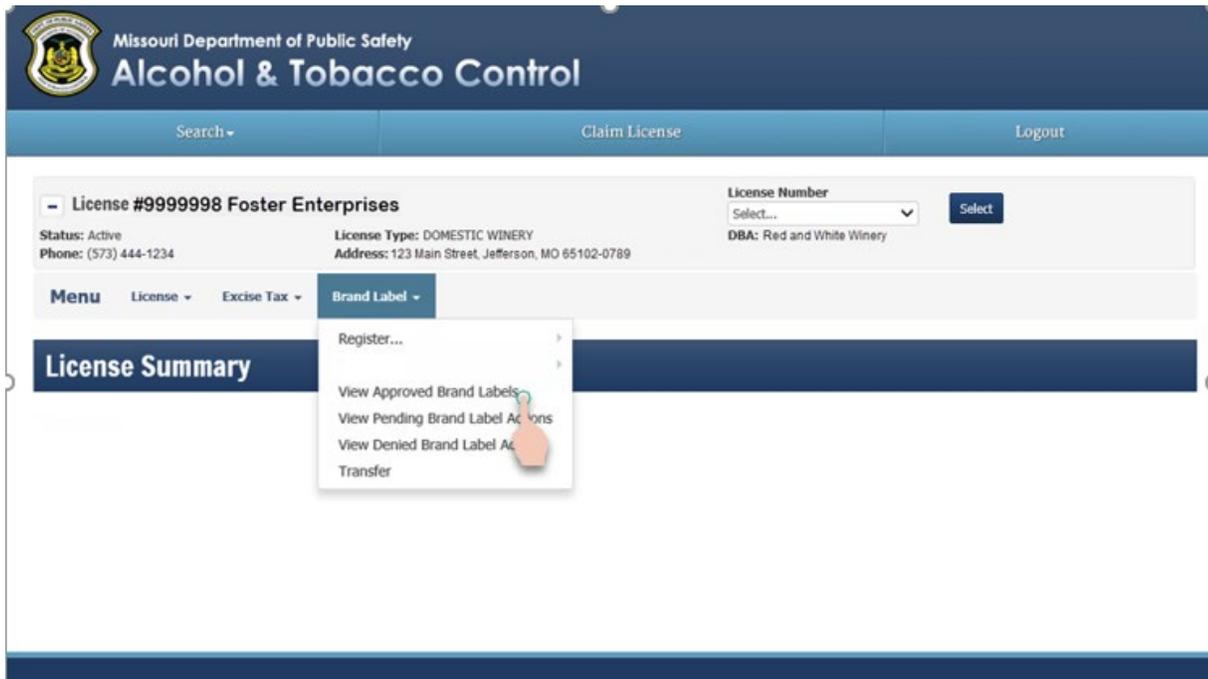
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Accessibility Privacy Policy Alcohol & Tobacco Control

After you have selected your license, the system will take you to the License Summary page.

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You will see a Menu Bar located below the license detail. Hover over “Brand Label”.



WHOLESALE CHANGE – USER MANUAL

Click on “View Approved Brand Labels”.

Menu License ▾ Excise Tax ▾ Brand Label ▾

Brand Labels - Approved

View Approved Brand Labels
View Pending Brand Label Actions
View Denied Brand Label Actions

▢ **Filter Your Approved Brand Labels**

Brand Number

Referred Brand Name

Brand Label Status

 ▾

Product Type

 All
 Liquor
 Malt
 Wine

Search
Clear

Your Approved Brand Labels

Use the **Select** button next to the Approved Brand Label in order to make a change.
 Use the **View** button to view all associated information for your Brand Label including the details, wholesalers, territories, samples, and documents.

Search Results: 1201
Page Size: 10 ▾

		Brand Number	Referred Brand Name	Product Owner	Class Type	Origin	ABW	Proof	Effective Date - Termination Date	Status
Select	View	WA00005	SHOW ME WINE	FOSTER INC	88 - DESSERT /PORT/SHERRY/ (COOKING) WINE	01 - CALIFORNIA			12/19/2016	Active
Select	View	WA07892	RIVER RUNS THROUGH IT		80 - TABLE RED WINE	62 - ARGENTINA			5/29/2009	Active
Select	View	L008899	FOUNDERS BATCH		531 - BRANDY-APRICOT FLAVORED	29 - MISSOURI		30.0	5/29/2009	Active
Select	View	L321568	CAPITAL CONCOTION		603 - CURACAO	62 - ARGENTINA		60.0	8/09/2006	Active
Select	View	M000698	SUNRISE WHEAT		902 - ALE	62 - ARGENTINA	5		6/26/2012	Active
Select	View	M323232	ARCHING BREW		906 - MALT BEVERAGE SPECIALTIES - FLAVORED	32 - NEVADA	6.98		7/28/2011	Active
Select	View	M320598	SCARY MARY		900 - MALT	62 - ARGENTINA	7.08		3/30/2007	Active

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Click the “Select” button next to the brand you are submitting the wholesale change.
Click “Go”.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search ▾ Claim License Logout

License #99998 FOSTER ENTERPRISES INC. Return to License
Status: Active License Type: 22% SOLICITOR DBA: FOSTER ENTERPRISES
Phone: (530) 444-1234 Address: 123 Main Street, CHICO, CA 95928-6722

Menu License ▾ Excise Tax ▾ Brand Label ▾

Brand Labels - Approved

View Approved Brand Labels View Pending Brand Label Act

Filter Your Approved Brand Labels

Brand Number: % Wildcard Search Referred Brand Name: % Wildcard Search

Product Type:
 All Liquor Malt Wine

Search Clear

MY IPA ✕
What would you like to do with your Brand Label today?
Wholesaler Changes
Go Cancel

Your Approved Brand Labels
Use the **Select** button next to the Approved Brand Label in order to make a change.
Use the **View** button to view all associated information for your Brand Label including the details, wholesalers, territories, samples, and documents.

Search Results: 1/5 Page Size: 10 ▾

	Brand Number	Referred Brand Name	Product Owner	Class Type	Origin	ABW	Proof	Effective Date - Termination Date	Status
Select View	M01234	MY IPA		902 - ALE	01 - CALIFORNIA	3.55		2/24/2016	Active

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INACTIVATE A CURRENT WHOLESALER:

The “Brand Label – Inactivate Wholesalers” screen lists the current wholesaler(s) appointed.

If you are terminating a wholesaler, you are required to enter a Termination Date.

IF you are adding additional wholesaler(s) click Next.

Brand Label - Inactivate Wholesalers

License #99998 FOSTER ENTERPRISES INC. Return to License

Status: Active License Type: 22% SOLICITOR DBA: FOSTER ENTERPRISES
Phone: (530) 444-1234 Address: 123 Main Street, CHICO, CA 95928-6722

Instructions: Inactivate current wholesalers by adding a *Termination Date*.

Page Size: 10

	Change Status	Status	Whl#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Current	Active	9898	22WS	JCMO DISTRIBUTING COMPANY INC	JCMO DISTRIBUTING	02/24/2016	<input type="text"/>
Select	Current	Active	8787	LWS	ABC MANAGEMENT INC		02/24/2016	<input type="text"/>

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WARNING: Reset Wholesalers button clears any changes and reverts back to the original state.

Reset Wholesalers

Back Save Next

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ADD NEW WHOLESALER(S):

The “Brand Label – Add Wholesalers” screen will prompt you to enter the Missouri wholesaler information.

Brand Label - Add Wholesalers

License #99998 FOSTER ENTERPRISES INC. [Return to License](#)

Status: Active License Type: 22% SOLICITOR DBA: FOSTER ENTERPRISES
Phone: (530) 444-1234 Address: 123 Main Street, CHICO, CA 95928-6722

Instructions: Add Wholesalers by following the instructions below to **Search for Wholesalers**.
Use the **Remove** button in the **Proposed Wholesalers** list to remove a Wholesaler has been added.
Use the **Save** button at the bottom of the page to update *Effective Date* for **Proposed Wholesaler(s)**.

Search for Wholesalers

To appoint Missouri wholesaler(s) to handle the product you are registering, search by Name, License Number, and/or City and click the **Add** button next to the Wholesaler.

Wholesaler Name Wholesaler License Number Address Line 1 City

Page Size: 10 ▼

	Change Status	Status	Whl#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Current	Active	9898	22WS	JCMO DISTRIBUTING COMPANY INC	JCMO DISTRIBUTING	02/24/2016 <input type="text"/>	<input type="text"/>
Select	Current	Active	8787	LWS	ABC MANAGEMENT INC		02/24/2016 <input type="text"/>	<input type="text"/>

In the “Wholesaler Name” box, type the name of the Missouri wholesaler you are appointing and click the “Search” button.

OR

If you know the license number of the wholesaler, in the “Wholesaler License Number” box, type the license number you are appointing and click the “Search” button.

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Click the “Add” button for each wholesaler you have appointed. Required field is the Effective Date.

Search for Wholesalers

To appoint Missouri wholesaler(s) to handle the product you are registering, search by Name, License Number, and/or City and click the **Add** button next to the Wholesaler.

Wholesaler Name: _____ Wholesaler License Number: 3232 Address Line 1: _____ City: _____

Search Clear

Available Wholesalers

Search Results: 1 Page Size: 5

Whl#	Whl Lic Type	Wholesaler Name	DBA	Address Line 1	City
3232	22WS	ACME DISTRIBUTING		3937 MAIN STREET	ST. LOUIS

« < Page 1 of 1 > »

	Change Status	Status	Whl#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Added	Active Soon	3232	22WS	ACME DISTRIBUTING			
Remove								
Select	Current	Active	9898	22WS	JCMO DISTRIBUTING COMPANY INC	JCMO DISTRIBUTING	02/24/2016	
Select	Current	Active	8787	LWS	ABC MANAGEMENT INC		02/24/2016	

Once the wholesaler(s) and effective date have been added, click “Next”.

The system will navigate to the Upload Documents page 17.

WHOLESALE CHANGE – MALT PRODUCT AND/OR “ON PREMISE SALES”:

A wholesale change is required to be submitted to change a product from “On Premise Sales”, to “Off Premise Sales”. Licensee must obtain a Federal TTB COLA.

Follow steps listed on Pages 1 through 7 of this user manual.

The Brand Label – Details page will require you to add the Class/Type code that is listed on the Approved Federal TTB COLA.

Brand Label - Details

Brand Number: M10003198	Referred Brand Name: MISSOURI SUNSHINE IPA Type of Product: Malt	Brand Name: MISSOURI SUNSHINE IPA
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Instructions: Update any details of the Brand Label.

Details

Class/Type (CT)
 or No COLA - On Premise

[Back](#) [Save](#) [Next](#)

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The Brand Label – Inactivate Wholesalers screen will show your Microbrewery and/or Manufacturer license appointed for “On Premise Sales” to allow your Retail by the Drink license to carry the product.

If your Retail by the Drink license will continue to carry the product on premise, then you will not terminate your MICB or MS license that was appointed to allow for On Premise Sales to your Retail By the Drink license.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search ▾ Claim License Logout

License #99998 FOSTER ENTERPRISES INC. [Return to License](#)

Status: Active License Type: MICROBREWERY
Phone: (573) 444-01234 Address: 123 MAIN ST, JEFFERSON CITY, MO 65101-4002 DBA:

Menu License ▾ Excise Tax ▾ Brand Label ▾

Brand Label - Inactivate Wholesalers

Brand Number: M01234 Referred Brand Name: SHOW ME BEER Brand Name:
Type of Product: Malt

Instructions: Inactivate current wholesalers by adding a *Termination Date*.

Page Size: 10 ▾

	Change Status	Status	Whi#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Current	Active	99998	MICB	FOSTER ENTERPRISES INC.		08/23/2012	

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WARNING: Reset Wholesalers button clears any changes and reverts back to the original state.

[Reset Wholesalers](#)

[Back](#) [Save](#) [Next](#)

Continue by clicking Next.

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The Brand Label – Add Wholesalers screen will prompt you to enter the Missouri Wholesaler information.

Brand Label - Add Wholesalers

License #99998 FOSTER ENTERPRISES INC.

Return to License

Status: Active

Phone: (530) 444-1234

License Type: 22% SOLICITOR

Address: 123 Main Street, CHICO, CA 95928-6722

DBA: FOSTER ENTERPRISES

Instructions: Add Wholesalers by following the instructions below to **Search for Wholesalers**. Use the **Remove** button in the **Proposed Wholesalers** list to remove a Wholesaler has been added. Use the **Save** button at the bottom of the page to update *Effective Date* for **Proposed Wholesaler(s)**.

Search for Wholesalers

To appoint Missouri wholesaler(s) to handle the product you are registering, search by Name, License Number, and/or City and click the **Add** button next to the Wholesaler.

Wholesaler Name

Wholesaler License Number

Address Line 1

City

Search

Clear

										Page Size: 10
	Change Status	Status	Whl#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date		
Select	Current	Active	9898	22WS	JCMO DISTRIBUTING COMPANY INC	JCMO DISTRIBUTING	02/24/2016			
Select	Current	Active	8787	LWS	ABC MANAGEMENT INC		02/24/2016			

In the “Wholesaler Name” box, type the name of the Missouri Wholesaler you are appointing and click the “Search” button. If you know the license number of the Wholesaler, in the “Wholesaler License Number” box, type the license number you are appointing and click the “Search” button.

WHOLESALE CHANGE – USER MANUAL

Click the “Add” button for each wholesaler you are appointing. You must add an Effective Date, this is a required field.

Search for Wholesalers

To appoint Missouri wholesaler(s) to handle the product you are registering, search by Name, License Number, and/or City and click the **Add** button next to the Wholesaler.

Wholesaler Name: _____ Wholesaler License Number: 3232 Address Line 1: _____ City: _____

Search **Clear**

Available Wholesalers

Search Results: 1 Page Size: 5

Whl#	Whl Lic Type	Wholesaler Name	DBA	Address Line 1	City
3232	22WS	ACME DISTRIBUTING		3937 MAIN STREET	ST. LOUIS

« < Page 1 of 1 > »

Wholesaler Territories Page Size: 10

Change Status	Status	Whl#	Whl Lic Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Added	Active Soon	3232	22WS	ACME DISTRIBUTING		

Select **Remove**

The Brand Label – Wholesaler Territories page is displayed. Click on the “Select” button by each wholesaler to add their geographical territory.

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The system will display the territories for the selected wholesaler.

Change Status	Status	Whl#	Whl. Type	Wholesaler Name	DBA	Effective Date	Termination Date
Select	Added	Active	1234	22WS	URIAH DISTRIBUTING	URIAH BEVERAGE & SALES	11/21/2017
Select	Inactivated	Inactive	5678	LWS	COMPANY ABC		02/24/2014
Select	Current	Active	9012	22WS	ACME ENTERPRISES LLC	ACME DISTRIBUTING	02/23/2016
Select	Current	Active	8765	LWS	TRI LEVEL COMPANY		02/24/2014

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Territories for Wholesaler: URIAH DISTRIBUTING - URIAH BEVERAGE & SALES

No counties or territories for selected wholesaler.

WARNING: Reset Territories button clears any territory changes and reverts them back to their original states.

Reset Territories

Add County & Territory

Instructions:
Step 1: Select the County from the drop down list.
Step 2: Select the Territories within that county.
 Repeat steps 1 & 2 for each County.
 If you do not find the correct Territory or Description, please notify ATC by clicking [here](#). Explain what you were expecting to see.

County

Back Save Next

Select the County from the drop down list. Effective date is a required field.

Add County & Territory

Instructions:
Step 1: Select the County from the drop down list.
Step 2: Select the Territories within that county.
 Repeat steps 1 & 2 for each County.
 If you do not find the correct Territory or Description, please notify ATC by clicking [here](#). Explain what you were expecting to see.

County Effective Date required

Page Size: 10

Portion	Description
<input checked="" type="checkbox"/> ALL	ALL

« < Page 1 of 1 > »

Back Save Next

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The system will display the geographical territories within that county. Select the applicable geographical territories for that specific county and wholesaler.

Add County & Territory

Instructions:
Step 1: Select the County from the drop down list.
Step 2: Select the Territories within that county.
Repeat steps 1 & 2 for each County.
If you do not find the correct Territory or Description, please notify ATC by clicking [here](#). Explain what you were expecting to see.

County:

Page Size: 10

Portion	Description
<input type="checkbox"/> ALL	ALL
<input type="checkbox"/> 1	Except the town of Centralia
<input type="checkbox"/> 2	South of Missouri State Rte Y & Mo Route M including the city of Ashland
<input type="checkbox"/> 3	South of a line starting at the junction of the Mo River & Cnty Rd. M: East on Cnty Rd M, excluding the town of Wilton but including the town of Ashland, to Cnty Rd. Y; East on Cnty Rd Y to the Boone/Callaway Cnty line.
<input type="checkbox"/> 4	BOONE COUNTY TOWN OF CENTRALIA ONLY
<input type="checkbox"/> 5	COLUMBIA CITY LIMITS
<input type="checkbox"/> 6	ALL EXCEPT THE TOWNS OF CENTRALIA AND STURGEON
<input type="checkbox"/> 7	NORTH OF THE FOLLOWING LINE: STARTING AT THE JUNCTION OF THE MISSOURI RIVER & CNTY RD M, EAST ON CNTY RD M, INCLUDING THE TOWN OF WILTON BUT EXCLUDING THE CITY OF ASHLAND, TO CNTY RD Y; EAST ON CNTY RD Y TO THE CALLAWAY CNTY LINE.
<input type="checkbox"/> 8	ALL OF BOONE COUNTY NORTH OF HIGHWAY M AND Y EXCLUDING THE CITY OF ASHLAND
<input type="checkbox"/> 9	THE TOWNS OF CENTRALIA AND STURGEON.

« < Page 1 of 2 > »

Back Save Next

The following error will appear if any geographical territories are duplicated.

Please make an attempt to fix the issues below. You may hit the Submit button again in order to force the submission if there are warnings you cannot resolve, however, you may be contacted by ATC.

- The territory COLE overlaps the wholesaler [REDACTED] - Whl# [REDACTED] territory COLE.

UPLOAD DOCUMENTS:

Documents that are required to be uploaded that correspond to your submission will be listed under “Required Documents”.

1. TTB COLA required for product moving from “On Premise” to “Off Premise” sales.
2. Wholesaler letter required for all wholesale changes, even if you are appointing your own wholesale license.

Instructions: The system has identified required documents that are necessary for changing wholesalers.

Upload

Before you begin the Upload process, review the list of Required Documents. You will not be able to submit until you upload **all** required documents.

Your scanned document(s) must be in TIF or PDF format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 5MB or less.

1. Select the required document from the Document Type drop down list.
2. Click **Browse** to browse your computer for the required document. Once found, click the **Open** button to choose the file to upload.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the required documents that you have uploaded.

Required Documents

Document Type
TTB COLA 1
Wholesaler Letter 2

Upload

Document Type

Document Description

File

Uploaded Documents

No records found.

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Step 1 – Click on the “Document Type” drop down and click on the document you will be uploading first.

Step 2 – Click “Browse” to search for that document in your computer files.

Step 3 – Click “Upload”.

If you have a document that you want to upload and it is not a required document, you will select “Miscellaneous – Brand Label” in the drop down and in “Document Description” name the item you are uploading (ex. Use up letter).

Brand Label - Wholesaler Documents

Brand Number: 99998 Referred Brand Name: SHOW ME
Type of Product: Malt Status: Not Submitted

Instructions: The system has identified required documents that are necessary for this document type.

Upload

Before you begin the Upload process, review the list of Required Documents. Your scanned document(s) must be in TIF or PDF format. The dimensions must be 3.5 x 5.0 inches.

1. Select the required document from the Document Type drop down.
2. Click **Browse** to browse your computer for the required document.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the required documents that you have uploaded.

Required Documents

Document Type
Wholesaler Letter

Upload

Document Type: Wholesaler Letter

Document Description: Optional

File: **Browse...**

Upload

Choose File to Upload

File name: Whl Appt Letter All Files (*.*)

Open **Cancel**

No records found.

WHOLESALE CHANGE – USER MANUAL

Once the document(s) have been uploaded, you will see it listed under “Uploaded Documents”.

Click “Next” to continue.

Upload

Before you begin the Upload process, review the list of Required Documents. You will not be able to submit until you upload **all** required documents.

Your scanned document(s) must be in TIF or PDF format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 5MB or less.

1. Select the required document from the Document Type drop down list.
2. Click **Browse** to browse your computer for the required document. Once found, click the **Open** button to choose the file to upload.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the required documents that you have uploaded.

Required Documents

Document Type
Wholesaler Letter

Save successful.

Upload

Document Type:

Document Description:

File:

Uploaded Documents

	Document Type	Document Description	Created By	Created Date	
<input type="button" value="View"/>	Wholesaler Letter		JOHN DOE	11/16/2017	<input type="button" value="Delete"/>

REVIEW AND SUBMIT:

Once you have entered all of the information and uploaded all of the required documents, click the “Submit” button or use the “Back” button to go back to review and make any changes.

Clicking “Submit” will send your submission to ATC for review.

After the submit takes place, you will receive a message on your screen.

Brand Label - Wholesalers Summary

Wholesaler Changes have been submitted successfully!

WHOLESALE CHANGE STATUS:

At any time you can view the status of your submission by clicking on “View Pending Brand Label Actions” listed under the Brand Label tab.

Action Status:

Not Submitted - Licensee has saved registration without submitting it.

Submitted – Licensee has submitted registration to ATC.

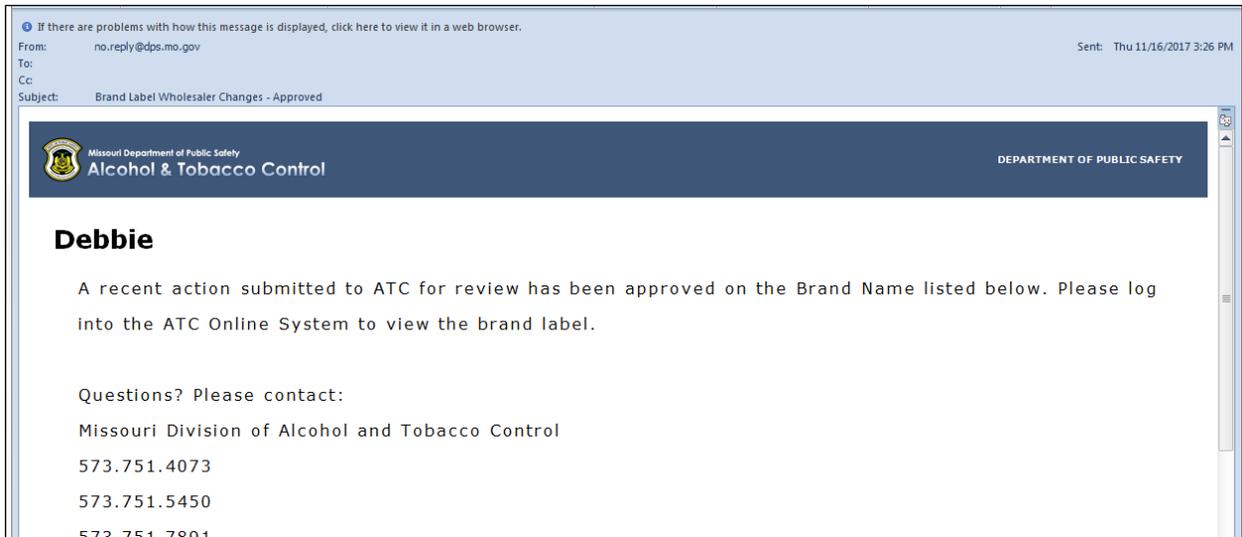
In Initial Review – ATC has claimed the submission and is performing an initial review.

Action Required – Submission was sent back to licensee for correction.

The screenshot displays the Missouri Department of Public Safety Alcohol & Tobacco Control website interface. At the top, the logo and name of the department are visible. Below the header, there are navigation links for Search, Claim License, and Logout. The main content area shows the license details for #91919191 SHOW ME MOUNTAIN INC., including its status (Active), phone number, license type (LIQUOR MANUFACTURER SOLICITOR), address, and DBA (SHOW ME MOUNTAIN). A 'Return to License' button is present. A 'Menu' section includes options for License, Excise Tax, and Brand Label. The Brand Label menu is expanded, showing options: Register..., Gift/VAP, View Approved Brand Labels, View Pending Brand Label Actions (highlighted), View Denied Brand Label Actions, and Transfer. The 'View Pending Brand Label Actions' option is highlighted in blue, indicating it is the selected action.

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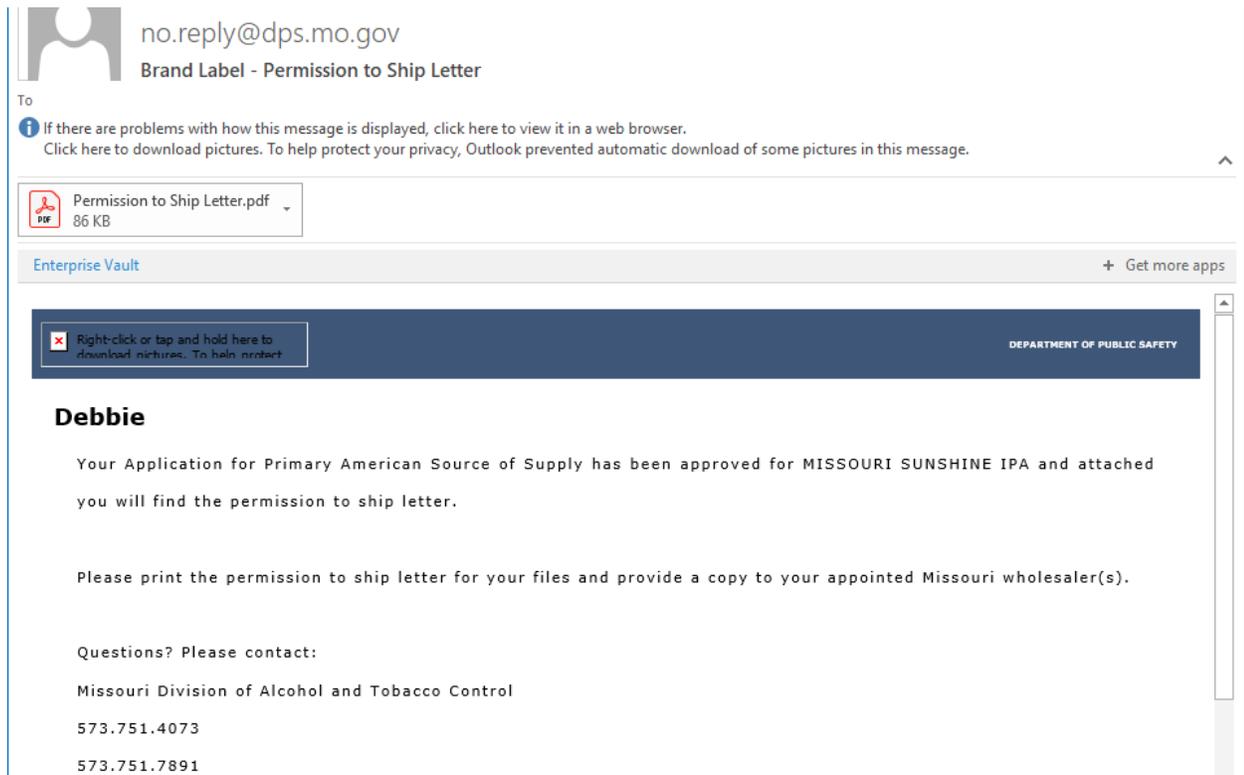
Once your submission has been approved by the Division, you will receive an email notification.



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Wholesale change to allow for “Off Premise Sales”:

Once your submission has been reviewed and approved by the Division, you will receive email notification with the Permission to Ship letter attached.



Dear Licensee:

The Division of Alcohol and Tobacco Control has received copies of the TTB Federal Label Approval and executed wholesale appointment letter(s), listing geographical territory for the following:

Missouri License Number:

Brand Name	CT	Brand #
MISSOURI SUNSHINE IPA	956	M10003198

This product was previously registered.

The requirements of Sections 311.275 and 311.510, RSMo, and 11 CSR 70-2.060, Rules and Regulations of the Supervisor of Alcohol and Tobacco Control, have been fulfilled and permission is hereby granted to distribute the product to wholesaler(s) in the State of Missouri.

Sincerely,