

Consignment Program  
Application Form



The Application Form is for admission to the LCBO's **Consignment Program**. The Program enables suppliers and their Ontario agents to provide LCBO customers with convenient access to brands not purchased for sale in LCBO retail outlets (please see the Consignment Program Guidelines for more details).

An application should be made to the LCBO on this form (and include noted supporting documentation) and be directed to:

Consignment Applications  
Manager  
LCBO Private Ordering Service Centre  
33 Freeland Street  
Toronto, Ontario M5E 1L7

I. **Applicant Information**

Agent: \_\_\_\_\_ (full legal name)  
(the "Applicant Agent")

(Note: Name must be identical to that shown on licence issued by the Alcohol and Gaming Commission of Ontario ("AGCO"). Please note that a copy of such licence must accompany this Application Form.)

Sole Proprietorship       Partnership       Corporation

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

If Applicant Agent is a partnership, please provide names and addresses of all partners.

<u>Name</u>	<u>Position</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant Agent is a corporation, please provide names and addresses of all officers and directors.

<u>Name</u>	<u>Position</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**II. Applicant History**

1. Has Applicant Agent or any partner, officer or director of the Applicant Agent, or any entity affiliated with or related to, the Applicant Agent, any such partner, officer or director ever had (i) any application for any AGCO liquor or liquor related licence refused; (ii) any AGCO liquor or liquor related licence cancelled, suspended or revoked; or (iii) any conditions imposed on any AGCO liquor or liquor related licence?  
 Yes       No

If Yes, please provide full details, including any conditions applied or imposed at the time of issue or reinstatement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Has Applicant Agent or any partner, officer or director of the Applicant Agent or any entity affiliated with or related to, any such partner, officer or director ever been convicted of any offence under the *Liquor Licence Act*, R.S.O. 1990, c. L. 19,?  
 Yes       No

If Yes, please provide full details.

\_\_\_\_\_

\_\_\_\_\_

3. Are there any civil court judgments, executions, or similar obligations relating to any commercial matter or dispute outstanding against the Applicant Agent or any partner, officer or director of the Applicant Agent?  
 Yes       No

If Yes, please provide details:

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4. Is the Applicant Agent currently a party to any agreements with the LCBO?  
 Yes    No  
If Yes, is the Applicant Agent in compliance with all such agreements?  
 Yes    No

If not in compliance, please provide details:

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5. Has the Applicant Agent or any partner, officer or director of the Applicant Agent or any entity affiliated with to the Applicant Agent or with any such partner, officer or director been advised in writing within the last three (3) years that it has breached any LCBO policy or program or any agreement with the LCBO?    Yes       No

If yes, please provide details:

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6. Other than compensation for acting as agent for a supplier, does the Applicant Agent or any partner, officer or director of the Applicant Agent have any financial connection with any supplier of liquor?  Yes  No

If yes, please provide details:

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III. **Declarations**

- The Applicant Agent hereby confirms that it has read and understands the terms and conditions set out in the Consignment Program Guidelines and that participation in the Program is contingent upon (i) acceptance of the Applicant Agent by the LCBO; (ii) the Applicant Agent signing a "Consignment Program Agreement" between the Applicant Agent and the LCBO; and (iii) the Applicant Agent providing performance security in a form acceptable to the LCBO.
- The Applicant Agent hereby confirms it has fully informed the Applicant Supplier(s) of the terms and conditions associated with the Program, and that participation in the Program is contingent on each Applicant Supplier signing the "Supplier Agreement and Appointment of Agent" between the Applicant Supplier and the LCBO.
- The Applicant Agent hereby confirms that all of the information contained in this application is true and complete as of this date and authorizes the LCBO to contact AGCO to confirm the accuracy and completeness of such information.

IV. **Supporting Documentation**

Included with the application must be:

1. A copy of the Applicant Agent's manufacturer's representative licence issued by AGCO.
2. A copy of the Applicant Agent's appointment as agent of the Applicant Supplier.
3. Where the Applicant Agent is a corporation, a Certificate of Status or similar good standing Certificate dated not more than thirty (30) days prior to the date of this application.

4. A Business Plan that includes:
  - Overview of Ontario sales of all products from all suppliers processed through LCBO Specialty Services by the Applicant Agent
  - Detailed historical Ontario sales on each sku the Applicant Agent proposes to include in the program, including price-points, annual sales, monthly sales (i.e.: identifying peak periods), etc.
  - Ontario sales targets for each of the proposed skus
  - Key strategies the Agent will employ to achieve the sales targets, including a description of target customers (e.g.: banquet halls, chain restaurants, fine restaurants, etc.)
  - Resources to be dedicated to the achievement of the plan.
5. A non-refundable application fee of one hundred dollars (\$100.00), payable to the LCBO in the form of a certified cheque or money order or by credit card.

**PLEASE READ THE CONSIGNMENT PROGRAM GUIDELINES CAREFULLY**

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signing Officer of the Applicant Agent

Name: \_\_\_\_\_

Title: \_\_\_\_\_

I have authority to bind the Applicant Agent

The personal information on this form is collected under the authority of the *Liquor Control Act*, R.S.O. 1990, c.L.18, Section 3(n) for the purposes of assessing the eligibility of the Applicant to participate in Consignment Program. For questions on the collection, use and disclosure of this personal information, please contact the Manager, Freedom of Information & Privacy, 55 Lake Shore Blvd. East, Toronto, Ontario M5E 1A4 (Tel: 416- 864-6482)