



AGCO

Alcohol and Gaming
Commission of Ontario

iAGCO Update for Liquor Sales Licence Applicants and Licensees

On January 29, 2018, the Alcohol and Gaming Commission of Ontario (AGCO) launched the second phase of online services offered through the iAGCO web portal. Customers are now able to conduct all alcohol-related transactions with the AGCO over the Internet. iAGCO improves and modernizes the AGCO's service delivery by offering its customers an easy, convenient and digital way of doing business with the Commission.

This new service delivery brings some modifications to the liquor sales licensing application process, as outlined below.

Expired licences cannot be reinstated

The AGCO no longer accepts reinstatement applications for expired liquor sales licences.

If a liquor sales licence is not renewed prior to the expiry date on the licence, the licence will expire and the sale and service of alcohol will no longer be permitted. The licensee must apply for a **new** liquor sales licence, which will result in a **new licence number** being assigned, once approved.

In such cases, this application for a new liquor sales licence may be exempt from requiring public notice. Once the application has been submitted online, applicants are advised to call AGCO Customer Service stating their file number.

Individuals without a valid liquor licence are prohibited under the *Liquor Licence Act* from selling and serving alcohol. To prevent a lapse in the sale and service of alcohol, licensees must ensure they apply to renew their liquor sales licence prior to the expiry date. While it is the licence holder's responsibility to renew their licence before it expires, as a service to licensees, the AGCO will continue to send a reminder notice to the address on file before the expiration dates. Once a licensee has created an iAGCO account, those notices will be sent to the licensee by email.

Personal and Entity Disclosure information must be submitted at the time of applications

When applying for a liquor-related licence online through the iAGCO web portal, Personal and Entity Disclosure information for each individual and entity associated with the application must be provided at the time of submission.

Specifically, applicants will be required to provide the name of any individual and entity that:

- Has or will have a direct or indirect interest in the entity
- Has or will have a key management or operational role
- Holds 10% or more of any class of shares

Those persons and entities named above include the following:

- Sole Proprietors
- All Officers and/or Directors
- All Partners
- All Managers
- Any shareholder holding 10% or more of any class of shares

Each of the persons and entities listed above are required to provide Personal or Entity Disclosure information at the time the application is submitted online, by completing the Disclosure Form. Applications submitted through iAGCO will not proceed until all Personal and Entity Disclosure information have been submitted.

For more information, please contact AGCO Customer Service at 416-326-8700 (GTA) or 1-800-522-2876 (toll-free in Ontario), or submit your questions online at www.agco.ca/iAGCO.