

Honolulu Liquor Commission (HLC)
FY21 LIQUOR LICENSE RENEWAL - FREQUENTLY ASKED QUESTIONS (FAQ)

1. Can I renew my Liquor License online?

YES! You may renew your liquor license online using HLC's new web-based system.

LCIS Program site: www.honliquor.com

Check our LCIS Information website www.honolulu.gov/liq/LCIS.html for more information, to register, and how to use our new system.

2. What important dates do I need to remember?

June 26, 2020: License Renewal Application Packet due (submit by 6/19/20 and we will mail your license)

June 30, 2020: Current FY20 Liquor License expires

July 1, 2020: New FY21 Liquor License must be posted to continue to serve liquor

July 31, 2020: Gross Liquor Sales (GLS) Report for FY20 and any additional fees due

3. How long will it take before I receive my new liquor license?

Renew your license online using HLC's new system by June 19, 2020 and it will be mailed to you. If you renew online after June 19, you must come to our office and pick up your license in person.

Mail your complete Renewal Application Packet to HLC by June 19, 2020 and your new license will be mailed to you within 2 business days of receiving your application.

Submit in person your complete Renewal Application Packet to HLC by June 26, 2020 and your new license will be processed while you wait.

4. What if I miss the June 26, 2020 deadline?

We cannot guarantee your renewed license will be available the same day you submit your Renewal Application Packet if submitted after June 26, 2020.

5. What happens if I did not receive or I lost my liquor license renewal application?

Email liq-licensing@honolulu.gov and request a replacement Renewal Application Packet. Include your:

- Contact information, name, phone number(s), email address
- Mailing address
- Licensee Name, DBA/Trade Name and License Number

To update your mailing address and other contact information, submit HLC [Form LIQ-LIC-134](#)

6. I did not receive the State of Hawaii Department of Taxation (DOTAX) Pre-Tax Clearance document.

What do I do? If you did not receive a Pre-Tax Clearance document by mail, contact DOTAX directly and inquire if there are any outstanding issues you need resolved.

State of Hawaii Department of Taxation (DOTAX)

Ph: (808) 587-4242

830 Punchbowl Street, Honolulu, HI 96813

New Online System: HITAX.HAWAII.GOV

State of Hawaii Tax Clearance Form A-6

http://files.hawaii.gov/tax/forms/2019/a6_i.pdf

Submit DOTAX form A-6 with approval stamp (if you are not pre-tax cleared) **OR** Register with Hawaii Compliance Express (HCE) in advance at: <https://vendors.ehawaii.gov/hce/splash/welcome.html> and expect a response within 2-3 weeks by email. If approved, you may obtain and print your State Tax Clearance plus your Certificate of Good Standing (COGS) all on a single "Compliant" page.

7. What is Hawaii Compliance Express (HCE)?

HCE is a State of Hawaii website that allows you to obtain State Clearance and COGS. Register in advance at <https://vendors.ehawaii.gov/hce/splash/welcome.html> and expect a response within 2-3 weeks

by email. If approved, you may submit your "Compliant" page showing State Tax Clearance and COGS (two (2) renewal requirements) on one single print out.

8. How do I obtain a Certificate of Good Standing (COGS)?

The Certificate of Good Standing (COGS), dated within 60 days from the renewal application filing date, is required. Purchase and print the certificate from the DCCA website <http://cca.hawaii.gov/breg> or print your HCE "Compliant" page. A COGS is not required for Sole Proprietors.

9. Can I still renew my license without a Certificate of Insurance (COI)?

No. You must provide a COI indicating \$1,000,000 Liquor Liability insurance in effect on July 1st to renew your license, unless your license type is exempt. COI is not required for license classes: 1 (Manufacturer), 3 (Wholesaler), 7 (Vessel) and 9 (Tour/Cruise Vessel) and class 4 (Retail stores less than 2,500 sq. ft.).

10. The information on my liquor license renewal application is incorrect. What do I do?

- **DBA/Trade Name Change or Address Change** – Submit HLC Form LIQ-LIC-134 with your renewal application. For DBA/Trade Name change, submit form, DCCA registration, original liquor license and \$45.00 check payable to: City & County of Honolulu
- **Corporate/Club Officer(s), LLC Member(s) or Title Changes** - Strike out the full name of the officer or member to be deleted. Strike out the old title (Pres, VP, Treas, Sec or Mbr, Dir, etc.) and write in the new title. To add new officer(s) or member(s), obtain checklist 017 from our website and file:
 - 1) Form LIQ-LIC-103 or LIQ-LIC-104
 - 2) Minutes or Official documentation confirming new officer(s) or member(s)
 - 3) Original notarized Personal History and Affidavit (PHA)
 - 4) Original completed Hawaii Criminal Justice Data Center search application for each new officer, 25%+ stockholder, or member.

NOTE: Notification of a change in officer(s) or member(s) must be filed within 30 days of the change. The information filed with the Department of Commerce & Consumer Affairs (DCCA) must match HLC records.

11. What if there was a corporate stock percentage or member interest share change?

Strike out the stock percentage or interest share amount and write in the correct new amount. Obtain checklist 010 from our website and file:

- 1) Form LIQ-LIC-114 Transfer of Stock Application
- 2) Original notarized Personal History and Affidavit (PHA)
- 3) Original completed Hawaii Criminal Justice Data Center search application for each new officer, 25%+ stockholder, or member.
- 4) Stock Purchase Agreement (proof of stock transfer/purchase)

NOTE: Notification of a change in certain stock transfers must be approved by the HLC prior to the transfer of stock.

12. Who can sign the renewal application?

Only an officer, member or authorized agent registered with the HLC may sign the application. To register or renew an agent to represent the licensee for one year, provide a Notification of Authorized Agent Form LIQ-LIC-106. You may also provide a Power of Attorney (POA) document, which is valid indefinitely.

13. What if I don't have my State tax clearance by June 30?

Liquor Rules allow for State tax clearance to be submitted by July 31, all other documents must be provided by June 30. If you submit your tax clearance between June 30 and July 31, you may NOT sell liquor during this time. If you miss the July 31st deadline, your license will be cancelled (placed in "not renewed" status) and you will not be able to renew. To be considered to renew late, submit in writing a request to be scheduled to appear before the Commission and your case will be heard.

14. My current FY20 liquor license expires on June 30, 2020. If I don't have my new FY21 liquor license, can I still sell or serve liquor?

No. Your FY21 liquor license must be posted in your establishment on July 1, 2020.

SCAN OR MAKE COPIES OF YOUR SUBMITTED APPLICATION AND DOCUMENTS FOR YOUR FILES.