



Hospitality Customer Information Update

Please email a copy of the completed form to LDBPAP@bcldb.com

LDB Office hours: Monday to Friday 8am – 4pm.

Please fill out your contact details. To be completed by the authorized Hospitality Customer:*

LCLB issued License Number:	
Contact Name:	
Establishment Name:	
Establishment Phone Number:	
Establishment Email:	

* **Note:** changes to your Establishment information (e.g. establishment name, address) must be completed with the Liquor Control and Licensing Branch (LCLB). LCLB Contact Information: LCLBHelpDesk@gov.bc.ca.

Information to update (five possible fields):

		Information to Add:	Information to Remove:
1	Pre-Authorized Payment (PAP) Signers (maximum 10 PAP Authorized Signers) Note: Please ensure you inform LDB with any changes to your PAP authorized signers.	Last, First Name:	Last, First Name:
2	Establishment Email		
3	Primary contact's name (i.e. establishment owner, General Manager)		
4	Primary contact's phone number		
5	PST Registration #		

Confirmation of the above changes will be sent to you via email within two business days.

To make changes to your Pre-Authorized Payment (PAP) information, email LDBPAP@bcldb.com.

Questions? Please contact the LDB Finance Department at (604) 775-0535
