



Liquor Representative Requirements

If you are interested in representing liquor products in Nova Scotia, please use the following checklist as a guideline of the requirements needed.

To view a copy of the Liquor Control Act and NSLC Liquor Regulations, please click on the following links:

<https://www.mynslc.com/en/About-NSLC/Company/Corporate-Governance>

Requirement	✓
<p>Registry of Joint Stocks</p> <p>Your company must be registered with the Nova Scotia Registry of Joint Stocks. The government website for this is http://www.gov.ns.ca/snsmr/rjsc/default.asp</p>	
<p>NSLC Agency Permit</p> <p>Once you have registered with the Joint Stocks, you can register your company as an agency with the Nova Scotia Liquor Corporation. To obtain a copy of the application form needed to register, follow this link to our website and select Agency from the drop down list: https://securepay.mynslc.com/permits</p>	
<p>Registered Representative Permit</p> <p>Next, you will also need to register someone, which could be yourself, to act as a representative for the company. Service Nova Scotia and Municipal Relations handle this registration on behalf of the NSLC. You can register a rep by accessing the form at this link - https://accesstobusiness.snsmr.gov.ns.ca/a2b_web/portal/documents.jsf. Under key words type "NSLC" and select your municipality from the drop down list. If you are registering someone who does not live in Nova Scotia, just select Halifax Regional Municipality in the drop down list.</p> <p>Make sure you include a letter, on company letterhead, that confirms this person works for the company.</p>	



Requirement	✓
<p>Which products do you represent?</p> <p>Supplier(s) will need to write to our Customer Strategy Team indicating they have appointed your company to represent them in Nova Scotia. For further information on these letters, you can contact Mary Alward at 902-450-5928 or mary.alward@mynslc.com.</p>	
<p>Listing your products with the NSLC</p> <p>You will need to contact one of the following people to list your product with the NSLC. For spirits and beer contact Pius Walker at 902-450-5859 or pius.walker@mynslc.com. For craft beer and ready to drink contact Jeremy Archibald at 902-450-7528 or Jeremy.archibald@mynslc.com. For NS and New World wine contact Peter Rockwell at 902-450-5979 or peter.rockwell@mynslc.com. For Old World wine contact Jennifer Katona at 902-450-5939 or Jennifer.katona@mynslc.com. I must point out that even if you are successful in obtaining an Agency Permit, it does not guarantee that the products you wish to represent will receive an automatic listing with the Corporation.</p>	
<p>Vendor Guide and NSLC Manufacturer Policies</p> <p>To gain access to the NSLC Vendor Guide, which is used to communicate with and assist our beverage alcohol vendors in doing business with the NSLC, please click on this link - http://www.mynslc.com/-/media/Trade-MyNSLC/Working-with-the-NSLC-and-Policies/NSLC_Vendor_Guidebook_2016_web.pdf?la=en.</p> <p>To gain access to NSLC Manufacturer's Policies, please click on this link - http://www.mynslc.com/en/About-NSLC/Policies/Manufacturers-Policies</p>	