



## Discover the World

February 27, 2012

**To: All Diplomatic Missions, Consular posts, and International Organizations and/or their accredited representatives who are entitled to purchase alcoholic liquors and wine from the LCBO duty and tax free.**

The LCBO would like to take the opportunity to clarify LCBO procedures as they relate to the ordering by Diplomatic Missions, Consular posts, and International Organizations and/or their accredited representatives who are entitled to purchase alcoholic beverages from the LCBO duty and tax free.

DFAIT issues four (4) types of polycarbonate cards to officially-recognized foreign representatives assigned to diplomatic missions, consular posts, international organizations and offices as proof of their accreditation. These identity cards are clearly distinguished by the alpha prefix C, D, I, or J.

Diplomatic Missions, Consular posts, and International Organizations accredited to Canada by the federal Department of Foreign Affairs and International Trade (DFAIT) and accredited foreign representatives carrying a "D", "C" and "I" Identity Card are, at all times, authorized to purchase alcoholic beverages from the LCBO for official and/or personal use. The placing of orders for alcoholic beverages from the LCBO is restricted to the first installation (ie first 6 months of posting) for accredited members of the administrative and technical staff and career consular employers. Individuals, who are designed as "Service Staff" or "Private Servant", despite holding a "J" card, are never entitled to duty- and tax- free privileges.

The Department of Foreign Affairs and International Trade regularly provides the LCBO with the list of any Head of Mission/Consular Post and other diplomats/career consular officers authorized to sign correspondence with regard to the purchase of products from the LCBO intended for the official use of the Mission/Consular post or its diplomats/career consular officers. The LCBO relies on DFAIT to provide specimen signatures for those accredited individuals with delegated signing authority.

### **Important**

**All orders placed by the Diplomatic Mission, Consular post or international organization that will be processed by the LCBO must be accompanied with the accredited individuals DFAIT issued identity card at the time the order is submitted to the LCBO.**

The LCBO will process orders, without the need for the issued identity card being submitted, for those accredited persons with delegated signing authority based on the specimen signature provided by DFAIT matching the signature on the LCBO order form LCB-1132 only.

*Only those individuals with the designations of "C" "D" "I" and "J" (First 6 months) clearly shown on their DFAIT identity card qualify when placing orders to the LCBO for alcoholic beverages.*

This document may not be fully accessible. For an accessible version, please visit:

[http://www.international.gc.ca/protocol-protocole/LCBO\\_Diplomatic\\_Letter\\_Feb\\_2012\\_April16\\_2012.aspx?lang=eng&view=d](http://www.international.gc.ca/protocol-protocole/LCBO_Diplomatic_Letter_Feb_2012_April16_2012.aspx?lang=eng&view=d)

**DFAIT ACCREDITED PERSONS ENTITLED TO PURCHASE  
ALCOHOLIC LIQUORS AND WINE**

**“D”**

- **DIPLOMATIC AGENTS** assigned to diplomatic missions and “members of their family forming part of the household.”
- **MEMBERS OF THE ADMINISTRATIVE AND TECHNICAL STAFF** of the Embassy of the United States of America and “members of their family forming part of the household.”

**“C”**

- **CAREER CONSULAR OFFICERS** assigned to consular posts and “members of their family forming part of the household”,

**“I”**

- **SENIOR OFFICIALS** and “members of their family forming part of the household” of the following International Organizations and offices
  - COSPAS-SARSAT - International Satellite System for Search and Rescue
  - COL - Commonwealth of Learning
  - EU – Office of the European Union in Montreal
  - EGMONT SECRETARIAT - Secretariat of the Egmont Group of Financial Intelligence Units
  - HKETO – Hong Kong (SAR) Economic and Trade Office
  - IAEA - International Atomic Energy Agency
  - ICAO - International Civil Aviation Organization
  - IEPF - Institut de l'énergie et de l'environnement de la Francophonie
  
  - INWEH - United Nations University/International Network on Water, Environment and Health
  - NACEC - North American Commission for Environmental Cooperation
  - NAFO - Northwest Atlantic Fisheries Organization
  
  - UIS – UNESCO Institute for Statistics
  - UNEP – United Nations Environment Programme (Multilateral Fund for the Implementation of the Montréal Protocol Secretariat)
  - UNEP/SCBD - Secretariat of the Convention on Biological Diversity
  - UNHCR – Office of the United Nations High Commissioner for Refugees

**“J”**

- **MEMBER OF ADMINISTRATIVE AND TECHNICAL STAFF** assigned to an Embassy and “member of their family forming part of the household” are allowed to import duties and tax free at first installation only (i.e. first 6 months)

“J”

- **CAREER CONSULAR EMPLOYEE** assigned to consular posts and “members of their family forming part of the household” are allowed to import duties and tax free at first installation only (i.e. first 6 months)

**Officials and” members of their family forming part of the household”** of the following International Organizations and offices are allowed to import duties and tax free at first installation only (i.e. first 6 months):

- COSPAS-SARSAT - International Satellite System for Search and Rescue
- COL - Commonwealth of Learning
- EU – Office of the European Union in Montreal
- EGMONT SECRETARIAT - Secretariat of the Egmont Group of Financial Intelligence Units
- HKETO – Hong Kong (SAR) Economic and Trade Office
- IAEA - International Atomic Energy Agency
- ICAO - International Civil Aviation Organisation
- IEPF - Institut de l'énergie et de l'environnement de la Francophonie
- IICA - Inter-American Institute for Cooperation on Agriculture
- INWEH - United Nations University/International Network on Water, Environment and Health
- NACEC - North American Commission for Environmental Cooperation
- NAFO - Northwest Atlantic Fisheries Organization
- NPAFC – North Pacific Anadromous Fish Commission
- PICES – North Pacific Marine Science Organization
- UIS – UNESCO Institute for Statistics
- UNEP – United Nations Environment Programme (Multilateral Fund for the Implementation of the Montréal Protocol Secretariat)
- UNEP/SCBD - Secretariat of the Convention on Biological Diversity
- UNHCR – Office of the United Nations High Commissioner for Refugees

No order may be placed by a Diplomatic Mission, Consular post, or international organization until their credentials have been presented to the Department of Foreign Affairs and International Trade and accreditation has been approved. Until authenticity has been verified by DFAIT to the LCBO no orders will be processed by the LCBO. Once accredited with the Department of Foreign Affairs and International Trade the following procedures must be followed when placing an order to the LCBO for alcoholic liquors and wine duty and tax free.

LCBO form LCB-1132 “**Diplomatic Institution Order**” form must be used to submit orders for alcoholic liquors and wine to the LCBO. The form can be located on the web at [http://www.lcbotrade.com/resources\\_forms.htm](http://www.lcbotrade.com/resources_forms.htm).

### **INSTRUCTIONS FOR COMPLETION OF LCB-1132 FORM**

- The full name and address of the Diplomatic Missions, Consular posts, and international organization must be clearly entered on the upper portion of the LCB-1132 along with the name of the accredited purchaser and the date on which the order was submitted. Please note, when ordering product from the LCBO the chosen brands must be purchased by the case only. If you wish to purchase product in a quantity less than a full case, or if you wish to purchase Vintage brands not available through regular listings you may do so at any retail outlet, however you will be expected to pay all applicable sales taxes.
- An explanation of usage is required if the alcoholic liquors and wine are to be used at a commercial address. (i.e. date and purpose of function placing the order as well as the official designation/trade office).
- The case quantity(s), LCBO product number, and full product description(s) are required in the appropriate columns.
- Mark with an “X” the usage of the product(s) being ordered in the corresponding box.
- The Name of the accredited staff member (Name of Staff Member) of the Diplomatic Mission, Consular post or international organization placing the order and their DFAIT Identify Card number (Title of Designation)
- The official seal of the Diplomatic Mission, Consular post, and international organization, is required to be stamped on the lower left side of the order form.
- The Diplomatic Mission, Consular post, or international organization must then have the Canada Border Services Agency (CBSA) stamp the order form prior to submission to the LCBO. Please note that you will require one original and a minimum of two photocopies of your order when it is placed. The Canada Border Services Agency (CBSA) will wish to keep one copy and the LCBO will require at minimum the original and one copy of the order affixed with the CBSA authorization stamp.

- The LCBO currently accepts Diplomatic Mission, Consular post, or international organization orders at two LCBO service centers. They are:
  - Ottawa Distribution Depot 1100 Polytek Street # 600 Ottawa K1J 0B3 Fax:613-736-6655
  - Private Ordering Service Centre 33 Freeland Street Toronto Ontario M5E 1L7 Fax: 416-365-5934
- The fully completed, original LCB-1132, with at minimum one copy are to be delivered to either designated LCBO locations. Payment is made at the time of pick up can be made in the form of a cheque drawn on the Diplomatic Mission, Consular post, or international organization, debit or credit card.
- The order should be sent to the LCBO location closest to your Diplomatic Mission, Consular post, or international organization to request current availability and price prior to submission of your order. Due to the popularity of certain items there may be times when specific brands are unavailable, we recommend you place your order well in advance of special occasions such as national holidays, Christmas; New Year's to avoid disappointment. It is also advisable to place regular orders at least a week prior to any planned event throughout the year thereby compensating for unforeseen delays.
- GST/HST relief for Diplomatic Missions, Consular posts, and international organizations is available from the Canada Revenue Agency. The CRA form GST498 E (09) can be utilized if you are a diplomatic mission, consular post, international organization, and you are applying for a rebate of GST/HST you paid on domestic purchases made from the LCBO. It is important to consider that the name of the accredited purchaser on the LCBO -1132 order form will appear on all LCBO invoices and documents and that the CRA requires the accredited LCBO purchaser to be the claimant on the GST/HST rebate. Copies of these LCBO documents must be submitted with the CRA form GST 498E (09) when requesting your GST/HST rebate. A sample copy of this form may be found at <http://www.craarc.gc.ca/E/pbg/gf/gst498/gst498-09e.pdf>
- Once an order has been placed with the LCBO it must be accepted and paid for in full. Once an order is placed, accepted and processed by the LCBO no additions, reductions, or changes can be made.

Any inquiries or requests for clarification should be directed to Bruce Dunstan, Manager of Traffic, and Customs & Excise at (416)365-5811 or [bruce.dunstan@lcbo.com](mailto:bruce.dunstan@lcbo.com)