

# LCBO

November 1, 2024

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

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

Global Affairs Canada (GAC) 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, J or SR. Diplomatic Missions, Consular posts, and International Organizations accredited to Canada by GAC and endorsed foreign representatives carrying a "C" or "D" Identity Card, as well as individuals from the Taipei Economic and Cultural Offices who have "SR" as a suffix on their ID 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 (first 6 months of posting) for accredited members of the administrative and technical staff and career consular employers who have a "J" Identity Card.

Individuals, who are designated as "Service Staff" or "Domestic Employee", despite holding a "J" card, are never entitled to duty- and tax-free privileges.

GAC regularly provides the LCBO with the list of any Head of Mission/Consular Post and other diplomats/career consular officers authorized to sign correspondence regarding 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 GAC 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 a copy of the accredited individual's GAC issued identity card at the time the order is submitted to the LCBO.

If the cardholder cannot be present to pick-up the goods, the individual picking up the order must provide written authorization from the cardholder to authorize LCBO to release the goods. Only individuals with the designations of "C", "D", "SR" (Taipei Economic and Cultural Offices) and "J" (first 6 months of installation) clearly shown on their GAC identity card qualify when placing orders to the LCBO for alcoholic beverages.

## **GAC ACCREDITED PERSONS ENTITLED TO PRIVILEGES IN THE PURCHASE OF ALCOHOLIC BEVERAGES**

### **"D"**

- **Diplomatic agents** and their families
- **Officials of the Delegation of the European Union** (Ottawa) and of the Office of the European Union (Montréal), and their families
- Members of the administrative and technical staff of the **Embassy of the United States of America**, and their families

- **Representatives of a Member State to the International Civil Aviation Organization (ICAO)**, including permanent representatives, alternate representatives, advisers and technical experts, and their families
- Officials of the following organizations who enjoy status equivalent to diplomatic agents and their families:
  - COL**- Commonwealth of Learning
  - COSPAS-SARSAT**- International Satellite System for Search and Rescue
  - EGMONT Secretariat**- Secretariat of the Egmont Group of Financial Intelligence Units
  - ICAO**- International Civil Aviation Organization
  - 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
  - UIS**- UNESCO Institute for Statistics
  - UNEP**- United Nations Environment Programme (Multilateral Fund for the Implementation of the Montréal Protocol Secretariat)
  - SCDB**- Secretariat of the Convention on Biological Diversity

## “C”

**Career consular officers** and their families

Officials of the **Hong Kong Economic and Trade Office** in Toronto and their families

## “J”

- Members of the administrative and technical staff of diplomatic missions, and their families
- Consular employees and their families.
- Members of the administrative staff employed in a permanent mission to the International Civil Aviation Organization (ICAO) and their families.
- Officials of the following organizations and their families:
  - COL**- Commonwealth of Learning
  - COSPAS-SARSAT**- International Satellite System for Search and Rescue
  - EGMONT Secretariat**- Secretariat of the Egmont Group of Financial Intelligence Units
  - IAEA**- International Atomic Energy Agency
  - ICAO**- International Civil Aviation Organization
  - 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
  - OIF/IEPF**- Organisation internationale de la Francophonie/Institut de la Francophonie pour le développement durable
  - OIF/REPAM**- Organisation internationale de la Francophonie/Représentation extérieure de la Francophonie en Amérique
  - \*PICES**- North Pacific Marine Science Organization
  - PSC**- Pacific Salmon Commission
  - UIS**- UNESCO Institute for Statistics
  - UN Habitat**- United Nations Human Settlements Programme
  - UNEP**- United Nations Environment Programme (Multilateral Fund for the Implementation of the Montréal Protocol Secretariat)
  - UNHCR**- Office of the United Nations High Commissioner for Refugees, including its Private Sector Partnerships Branch

**SCDB-** Secretariat of the Convention on Biological Diversity  
**WFP-** World Food Programme

**“SR”**

- **Individuals from the Taipei Economic and Cultural Offices** who have “SR” as a suffix of their ID card are exempt from customs duties and taxes on alcoholic beverages imported for official or personal use under the Taipei Economic and Cultural Offices Remission Order.

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.doingbusinesswithlcbo.com/tro/Forms-Documents/Forms/Forms.shtml>

**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 GAC 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 the following two LCBO service depots:
  1. **Ottawa Distribution Depot**  
1100 Polytek Street, Ottawa, Ontario K1J 9H9

E-mail: Store0620@lcbo.com  
Contact: Sean Spencer, seanspencer@lcbo.com  
Tel: 613-731-6621

2. **GTA Service Centre**

2460 Stanfield Road, Mississauga, Ontario L4Y 1S2  
E-mail: GTADiplomats@lcbo.com  
Contact: Lino Piccinin, lino.piccinin@lcbo.com  
Tel: 905-949-3091

- The completed, original LCB-1132 and one photocopy of the same, are to be delivered to either designated LCBO location. Payment is made at the time of pick up in the form of a cheque drawn on the Diplomatic Mission, Consular post or international organization, or using a 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 and holidays 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: <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/gst498.html>
- Once an order has been placed with the LCBO it must be accepted and paid in full and upon LCBO processing no additions, reductions, or changes can be made.

Any inquiries or requests for clarification should be directed to:

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