

# STATE OF COLORADO

## DEPARTMENT OF REVENUE

Liquor Enforcement Division  
1881 Pierce Street, Suite 108A  
Lakewood, Colorado 80214  
Phone (303) 205-2300  
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**E-mail:** LED@spike.dor.state.co.us

**Website:** [www.colorado.gov/revenue/liquor](http://www.colorado.gov/revenue/liquor)



John Hickenlooper  
Governor

Roxanne Huber  
Executive Director

Laura K. Harris  
Division Director

March 29, 2011

Suncor Energy Sales Inc  
D/b/a Phillips 66  
7800 East Orchard Road, Ste. 300  
Greenwood Village, CO 80111

**Re: State Master File for Suncor Energy Sales Inc.  
dba Phillips 66**

Dear Sir or Madam:

This is to advise you that the Colorado Liquor Enforcement Division ("Division") has, at your request, created a "master file" for the above-listed applicant.

As of the date of this letter our master file includes the following items which you have submitted:

1. Individual History Records (Form DR-8404-1) for the following persons:

Steven J. Ewing

2. All the fingerprint cards have been submitted by us to the Colorado Bureau of Investigation. The CBI and FBI have checked the prints and reportedly found no record of any criminal history for the individuals listed above.
3. Certificate of Authority or a Certificate of Good Corporate standing from the Colorado Secretary of State which indicates that Suncor Energy Sales, Inc. is a corporation authorized to do business in Colorado.

When filing a new application for additional licensed locations, you must check with the local licensing authority to determine what documents they may require to process your application. Please feel free to provide them with this letter, as many local authorities will not require you again to submit fingerprint cards to them if you have already submitted such documents to the Division.

This letter will serve to inform the local authorities exactly which documents you have already submitted to the Division.

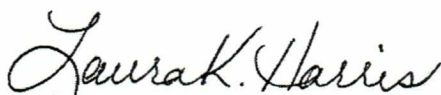
Finally, once the local authority has approved your new license or transfer of ownership application, it must be sent to the Division.

The local authority need not send change of corporate structure information previously reported to the Division, as listed in and approved by this letter.

The only documents which are needed for a new or transfer of ownership application by the Division are:

1. The approved application signed by the local authority;
2. The appropriate fees;
3. A copy of this letter;
4. Proof of possession of the premises;
5. A diagram of the licensed premises;
6. Completed form DR 8442, and an Individual History Record (DR 8404-I) if manager's registration is required.

Sincerely,

A handwritten signature in cursive script that reads "Laura K. Harris".

Laura Harris  
Licensing Director

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