



# DEPARTMENT OF COMMERCE

Alcohol Beverage and Tobacco Control Division  
 3523 Chuuk Court, Capitol Hill  
 P.O. Box 5795 CHRB, Saipan, MP 96950  
 Tel: (670) 664-3065/8024  
 Email: [reports.abtc@commerce.gov.mp](mailto:reports.abtc@commerce.gov.mp)



ALCOHOLIC BEVERAGE AND TOBACCO PRODUCTS								
MONTHLY SALES REPORT								
Please Select Class Type of License Below								
<input type="checkbox"/> Class-2 Retail Dealer General License	<input type="checkbox"/> Class-3 On-Sale License			<input type="checkbox"/> Class-4 Off-Sale License		<input type="checkbox"/> Class-7 Special Liquor License		
Report Month:			Prepared By:			Submission Date:		
Contact No.:		Email Address:				Village Location:		
Licensee Name:					Doing Business As:			
Alcohol License Number:					Tobacco License Number:			
(Please indicate (n/a) if any of the items/products are not applicable in your sales)								
Alcoholic Beverages				Tobacco Products				
A.	B.	C.	D.	A.	B.	C.	D.	E.
BEER:	WINE:	SPIRIT (Liquor):	KEG: Equivalent to 6cs and 23 cans / 2,004 oz.	CIGARETTE:	eCIGARETTE VAPE	CIGAR	SNUFF	CHEWING TOBACCO

**Notice to Licensee:**

This report is required to be submitted on a monthly basis in accordance with Section 9(h) of the ABTC Rules and Regulations and § 20-10.1-140 (g) of the Northern Mariana Islands Administrative Code (NMIAC). The purpose of this report is to collect general and accurate information on the actual number of individual sales on a monthly basis from the above described items or products.

The ABTC division does not intend to collect information with respect to the actual inventory of alcohol and tobacco products currently at hand, nor the actual dollar amount of sales generated from the licensed retailer.

Failure to provide the above report on a monthly basis may result in an automatic suspension of license, which the suspension shall not exceed 48 hours from the date and time the license is suspended in accordance with Public Law 17-83, Section 3, §5598 as amended, and Section 11(b) of the ABTC Rules and Regulations, and § 20-1.10-150 (2) of the NMIAC. Subsequent or continuous failure to comply with this requirement may result in an automatic revocation of license upon the determination of the Director of ABTC and Secretary of Commerce in accordance with Public Law 17-83, Section 3, §5597(b) as amended, and Section 11(a)(2), (b)(3) of the ABTC Rules and Regulations.

Please submit signed report via email to [reports.abtc@commerce.gov.mp](mailto:reports.abtc@commerce.gov.mp). If no email access available, submit original signed report via hand delivery to the Department of Commerce, One Stop Regulatory Processing Center, no later than 15 days after the end of each month (submission via fax not accepted).

REPORTING INSTRUCTIONS	
<b>ALCOHOLIC BEVERAGES</b>	
A.	BEER: Indicate only the number of beer cans/bottles sold within the reporting month. (applicable to Class-3, Class-4 and Class -7 Licenses)
B.	WINE: Indicate only the number of wine bottles sold/emptied within the reporting month. (applicable to Class-3, Class-4 and Class-7 Classified Licenses)
C.	SPIRIT (Liquor): Indicate only the number of Spirit bottles sold/emptied within the reporting month. (applicable to Class-3, Class-4 and Class-7 Licenses)
D.	KEGS (equivalent to 6 cases & 23 cans): Indicate the number of glasses/mugs (ounces) sold within the reporting month. (applicable only to Class-3 and Class-7 Licenses)
<b>NOTE:</b>	<b>Class-3 and Class-7 Licensees are not required to indicate the number of shots or wine and spirits poured into a separate glass or other containers served for consumption.</b>
<b>TOBACCO PRODUCTS</b>	
A.	CIGARETTE: Indicate the number of individual packages (20 pieces per pkg) sold within the reporting month. (applicable to Class-2 Tobacco License)
B.	E-CIGARETTE/VAPE PRODUCTS: Indicate the number of individual electronic cigarettes, liquid vape products, nicotine gels and electronic nicotine deliver system (ENDS) product sold within the reporting month. (applicable Class-2 Tobacco License).
C.	CIGAR: Indicate the number of individual cigars sold within the reporting month. (applicable to Class-2 Tobacco License)
D.	SNUFF: Indicate the number of individual tubs/containers sold within the reporting month. (applicable to Class-2 Tobacco License)
E.	CHEWING TOBACCO: Indicate the number of packages sold within the reporting month. (applicable to Class-2 Tobacco License)
<b>NOTE:</b>	<b>Cigarettes are prohibited to be sold individually (by stick) at any given time, or offered individually for free for purpose of promotional intent.</b>

#### DECLARATION AND CERTIFICATION

The undersigned Licensee or his/her authorized representative preparing this report hereby certify and declare under penalty of perjury, that the statement or information contained herein are True and Correct. The Licensee or his/her authorized representative further understands and acknowledges that any false information provided in this report may be grounds for immediate suspension of license.

DATED this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Licensee or Authorized Representative  
(Type or Print Name and Affix Signature)