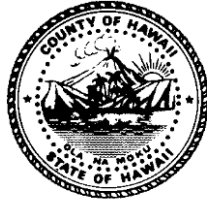


William P. Kenoi
Mayor

William T. Takaba
Managing Director



Gerald A. Takase
Director

County of Hawaii

Department of Liquor Control

Hilo Lagoon Centre, 101 Aupuni Street, Suite 230 • Hilo, Hawaii 96720-4261
(808) 961-8218 • Fax (808) 961-8684

NOTICE OF INSPECTION AND/OR AUDIT OF RECORDS

TO: Class & Kind of License: _____
License No. _____

AUTHORITY: Rule 3-6-D, Rules and Regulations of the Liquor Commission, provides that books and records showing all income, purchases and expenses including but not limited to daily sales records, employee timesheets and invoices shall be made available for inspection and/or auditing upon notification by the Department within 48 hours from the time the licensee is notified. The Department and licensee may negotiate an acceptable date for the production of records.

DATE AND TIME OF NOTICE: _____

NOTICE MADE BY: _____ TITLE: _____

NOTICE MADE TO: _____ TITLE: _____

NOTICE: The licensee shall produce copies of the following records: _____

Report Period: _____ to _____

Report shall be provided by (date): _____

GERALD TAKASE, Director

Date: _____

RECEIVED BY:

Print Name

Signature

Date & Time: _____