



June 19, 2006

## NEW COLA FORMS

To Our Industry Members and Representatives:

The Alcohol & Tobacco Tax & Trade Bureau (TTB) has just released two updated forms for your immediate use:

1. A new version of the Application for Certification/Exemption of Label/Bottle Approval (COLA), TTB F 5100.31 is now available on our web-site for immediate use. The new version has incorporated a new field that will allow us to capture whether the product is imported or domestic. We will continue to accept the previous version of the COLA form until October 1, 2006.
2. In addition, we have updated our COLAs Online Access Request form, TTB F 5013.2, to add our newest user role, "Preparer/Reviewer." This role will have limited access. It will only allow an employee or a representative of the company to prepare and/or review electronic applications. The permit holder, with signature authority or designated power of attorney, will actually be able to submit the electronic application to TTB for processing. This role will be activated for use in August 2006; however, we're accepting the COLAs Online Access Request Form for processing prior to such time.

These forms can be accessed and printed from TTB's website at <http://www.ttb.gov/forms/5000.htm#general>. If you have any questions, please contact us at 202-927-8140 or 866-927-2533

Thank you!

The Advertising, Labeling, and Formulation Division