

January 07, 2003

Phillips Retail Marketing Company
D/B/A Phillips 66
1500 N. Priest Drive
Tempe AZ 85281

Re: Chain Store Application for Phillips Retail Marketing Company

Dear Sir or Madam:

This is to advise you that the State Liquor Enforcement 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) for the following persons:

David B. Holte
Kathryn A. Krecke
Paul F. Murphy
Kim K. Kwiatkowski
Charles M. Parker

2. Fingerprint cards bearing the names and birth dates of the persons listed in paragraph 1. have been checked by CBI and FBI and reportedly found no record of any criminal history for those listed above.

3. Certificate of Authority or a Certificate of Good Corporate standing from the Colorado Secretary of State which indicates that Phillips Retail Marketing Company, is a corporation authorized to do business in Colorado.

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

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

The local authority need not send change of corporate structure information previously reported to the Liquor Enforcement 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, if manager's registration is required.

Sincerely,

Laura Harris
Licensing Administrator