

INSTRUCTIONS

As an associate of an applicant for a cannabis marketing licence, complete all fields and submit in high quality PDF to Cannabis.Licensing@gov.bc.ca to arrange for a secure file transfer of the form and supporting documents. Please include the cannabis retail store licence application number in the email. Do not include the form, documents or personal information.

DOCUMENT CHECKLIST

In addition to this form, provide the LCRB with the following documents.
All documents must be clear and legible, and must be submitted in high-quality PDF format.

Documents Related to Your Society

Statement of Directors and Registered Office

List of society's key personnel and senior managers:

- *Key personnel are those people having authority and responsibility for planning, directing, and controlling the activities of the society, either directly or indirectly*

Consent for Cannabis Security Screening Forms

Completed "Consent for Cannabis Security Screening" forms for the following individuals:

- *Directors*
- *Officers*
- *Senior managers*

The form and instructions can be found at:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation/associate-forms>

Associate Information Forms

Completed "Cannabis Marketing Licence Application: Associate Information Form" for the following individuals:

- *Directors*
- *Officers*
- *Senior managers*

The form and instructions can be found at:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation/associate-forms>

Attestation Forms

Completed "Identity Verification" and "Witness of Signature" forms for the following individuals:

- *Directors*
- *Officers*
- *Senior managers*

The form and instructions can be found at:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation/associate-forms>

Privacy Collection Notice

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Sections 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of cannabis licensing, compliance and enforcement matters in accordance with the Cannabis Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

PART 1: INFORMATION ABOUT THE LICENCE APPLICATION

Get the information below from the applicant

Reference Number

The application (or "job") number the LCRB gave the applicant.

Applicant Name

The name of the legal entity applying for the cannabis marketing licence.

PART 2: ASSOCIATE SOCIETY DETAILS

Complete all fields. Fields that are incomplete or incorrect will cause delays.

Society Incorporation Number**Date of Incorporation****Business Number** *9 digit number from the Canada Revenue Agency***Business Contact** *The name and contact information of the person the LCRB should contact for ongoing communications***Contact Person****Phone****Email****Mailing Address** *The address for snail mail.***Society Name****Address****City****Country****Province/State****Postal Code/ZIP Code**

PART 3: DIRECTORS, OFFICERS & SENIOR MANAGERS

Enter the following information for all directors, officers and senior managers. If more space is required, please use a separate piece of paper and upload it as a PDF along with supporting documents. Please title the additional page as "Directors, Officers & Senior Managers."

First Name**Last Name****Email****Position****Date of Appointment**

Check this box if an additional page is included

PART 4: CONNECTIONS TO B.C. CANNABIS RETAIL STORE LICENSEES OR APPLICANTS

Does the society have any association, connection or financial interest in a B.C. cannabis retail store licensee or applicant?

Yes No



This includes, but is not limited to:

- Directly holding voting shares in a licensee or applicant.
- Indirectly holding voting shares in a licensee or applicant. For example, through a subsidiary or holding voting shares in a company that holds voting shares in a licensee or applicant.
- Having a beneficial interest in a licensee or applicant. For example, through a trust.
- A contractual business arrangement of any sort.

If Yes - Provide the name of the licensee or applicant and details of the connection (e.g. percentage and type of shares held).

PART 5: CONNECTIONS TO FEDERALLY LICENSED PRODUCERS OF CANNABIS

Does the society have any association, connection or financial interest in a federally licensed producer of cannabis?

Yes No



This includes, but is not limited to:

- Directly holding voting shares in a federal producer.
- Indirectly holding voting shares in a federal producer. For example, through a subsidiary or holding voting shares in a company that holds voting shares in a federal producer.
- Having a beneficial interest in a licensee or applicant. For example, through a trust.
- A contractual business arrangement of any sort.

If Yes - Provide the name of the federal producer and details of the connection (e.g. percentage and type of shares held).