

## INSTRUCTIONS

This corporation is identified as an associate of an applicant for a retail store licence for cannabis. Complete all fields and save as high-quality PDF.

## DOCUMENT CHECKLIST

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

### Associate Form

- ☐ A completed "Associate Organization Assessment" form (this form)

### Documents Related to Your Corporation

- ☐ Notice of Articles
- ☐ Central Securities Register document. (NOTE: This is not required for public corporations)
- ☐ List of key personnel of the corporation

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

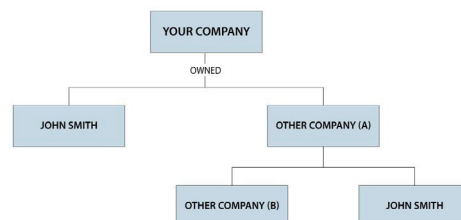
*Key personnel typically include: chief executive officer, chief operating officer, chief financial officer, vice presidents, senior managers*

- ☐ Document of organization structure showing the corporation's business relationships:

*Must include all parent companies, holding companies, subsidiaries and partnerships*

*For each company, include:*

- ☐ Company name
- ☐ Relationship to the corporation applying for the licence (e.g. subsidiary)
- ☐ Percentage of ownership in the corporation applying for the licence



*Example of organization structure (applicable to Private Corporation only)*

### Financial Document

- ☐ Completed *Business Financial Integrity* form

*The form and instructions can be found at:*

<https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2>

### Consent for Cannabis Security Screening Forms

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

*Directors*

*Officers*

*Shareholders holding at least 10% or more of voting shares. (Note: This is NOT required for Public Corporations)*

*The form and instructions can be found at:*

<https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2>

### Financial Integrity Forms

- ☐ Completed "Associate Financial Integrity" forms for the following individuals:

*Directors*

*Officers*

*Shareholders holding at least 10% or more of voting shares. (Note: This is NOT required for Public Corporations)*

*The form and instructions can be found at:*

<https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2>

**Associate Organization Assessment Forms** (Note: This section is NOT a requirement for applicants who are public corporations)

- ☐ Completed "Associate Organization Assessment" forms for the following:

*If the associate corporation is a private corporation and one or more of the shareholders is a private corporation, public corporation, partnership or society, all of those shareholders must submit additional documentation*

*Shareholder documentation must be submitted separately from the application*

*Please direct all applicable shareholders to <https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2> for instructions for submitting their documentation*

**Attestation Forms**

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

*Directors*

*Officers*

*Shareholders holding at least 10% or more of voting shares. (Note: This is NOT required for Public Corporations)*

*The form and instructions can be found at:*

<https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2>

**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.*

**Address**

*The physical address of the applicant's proposed store.*

**PART 2: CORPORATION DETAILS**

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

**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, including where licence renewal notifications will be sent.*

**Corporation Name**

**Address**

**City**

**Country**

**Province/State**

**Postal Code/ZIP Code**

**PART 3: DIRECTORS & OFFICERS**

Enter the following information for all directors and officers. 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."

First Name	Last Name	Email	Position	Date of Appointment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Check this box if an additional page is included

**PART 4: SHAREHOLDERS**

If the associate organization is a **private corporation**, enter the following information for all voting shareholders. Complete:

Shareholder Type

Name

Email

Number of Voting Shares

Plus, voting shareholders (individuals) holding less than 10% interest must provide their full legal name and date of birth on a separate sheet of paper.

If the associate is a **public corporation**, complete all the fields below for ALL shareholders with a 20% or greater interest.

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 "Shareholders."

Shareholder Type	Name <small>individual or organization</small>	Email	Number of Voting Shares	Percentage of Shares
Total Number of Shares in the Corporation:				100%

☐ Check this box if an additional page is included

If the associate is a private corporation, has the corporation's Central Securities Register been included?

☐ Yes

If the association is a private corporation, have instructions for submitting additional documentation been provided to shareholders who are private corporations, public corporations, partnerships or societies?

Yes

No, the corporation does not have any shareholders who are private corporations, public corporations, partnerships or societies

No, the corporation is not a private corporation

**PART 5: CONNECTIONS TO FEDERAL PRODUCERS OF CANNABIS**

\*Associates of Producer Retail Store applicants must identify their connections to **other** federal producers that are not the applicant.

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

Yes      No

- i** 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 federal producer. 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).*

*For Private Corporations only:*

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

Yes      No

- i** This includes, but is not limited to:
- Directly holding voting shares in the corporation.
  - Indirectly holding voting shares in the corporation. For example, through a subsidiary or holding voting shares in a company that holds voting shares in the corporation.
  - Having a beneficial interest in the corporation. 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).*

*For Public Corporations only:*

Does any shareholder with 20% or more voting shares have any association, connection or financial interest in a federally licensed producer of cannabis?

Yes      No

- i** 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 federal producer. 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).*

Does any shareholder with 20% or more of voting shares have any immediate family members with any connection to a federally licensed producer of cannabis?

Yes      No

- i** 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 federal producer. For example, through a trust.
  - A contractual business arrangement of any sort.

Immediate family members include spouses, parents, siblings, children, sons-in-law and daughters-in-law

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