

INSTRUCTIONS

This society 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 Society

- Statement of Directors and Registered Office

- List of society's key personnel and senior employees:

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

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

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

For each company, include:

- o Company name*
- o Relationship to the society applying for the licence (e.g. subsidiary)*
- o Percentage of ownership in the society applying for the licence*

Financial Documents

- 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

Senior managers

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

Senior managers

The form and instructions can be found at:
<https://www2.gov.bc.ca/gov/content?id=B8E6EBE15A594CB7832B490C0A2815B2>

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?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: 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, including where licence renewal notifications will be sent.*
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
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 Check this box if an additional page is included

PART 4: CONNECTIONS TO FEDERAL PRODUCERS OF CANNABIS

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

Yes No *Associates of Producer Retail Store applicants must identify connections to **other** federal producers that are not the applicant.

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).