

INSTRUCTIONS

This partnership has been identified as an associate of an applicant for a cannabis retail store licence. Complete all fields and save as high quality PDF. Contact 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 any 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.

Associate Form

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

Documents Related to Your Partnership

Partnership Agreement

List of **all** key personnel of the partnership

- *Key personnel are those people having authority and responsibility for planning, directing, and controlling the activities of the partnership, either directly or indirectly*
- *Examples of key personnel may include chief executive officer, vice president, senior manager*

Document of organization structure showing the partnership's business relationships:

- *Must include all parent companies, holding companies, subsidiaries and partnerships*
- *For each company, include:*
 - *Company name*
 - *Relationship to the partnership applying for the licence (e.g. subsidiary)*
 - *Percentage of ownership in the partnership applying for the licence*

Financial Documents (if the partnership has operated for more than one year)

Completed *Business Financial Integrity* form

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>

Annual financial statements for the past 3 years including:

- *Balance sheets*
- *Profit and loss statements*
- *Cash flows*

Tax filing for the past 3 years in all jurisdictions filed in

Notice of Assessment (or equivalent) for past 3 years in all jurisdictions filed in

Documentation of funding sources and amounts

Documentation about any debts owed

Documentation about any loans given

Financial Documents (if the partnership has operated for less than one year)

Completed *Business Financial Integrity* form

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>

Three years of projected financial statements, including:

- *Balance sheets*
- *Profit and loss statements*
- *Cash flows*
- *Assumptions used for projections*

Consent for Cannabis Security Screening Forms

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

- *If the partnership is a general or a limited liability partnership: All partners*
- *If the partnership is a limited partnership: All general partners and all limited partners holding a 10% or greater interest in the partnership*

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>

Financial Integrity Forms

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

- *If the partnership is a general or a limited liability partnership: All partners*
- *If the partnership is a limited partnership: All general partners and all limited partners holding a 10% or greater interest in the partnership*

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>

Completed "Associate Organization Assessment" forms for the following:

- *If the one or more of the partners is a private corporation, public corporation, partnership or society, all of those shareholders must submit additional documentation*
- *Partners' documentation must be submitted separately from the application*
- *Please direct the above partners to <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation/associate-forms> for instructions for submitting their documentation*

Attestation Forms

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

- *If the partnership is a general or a limited liability partnership: All partners*
- *If the partnership is a limited partnership: All general partners and all limited partners holding a 10% or greater interest in the partnership*

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 <i>The application (or "job") number the LCRB gave the applicant.</i>	Address <i>The physical address of the applicant's proposed store.</i>
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PART 2: DETAILS OF THE PARTNERSHIP

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

Business Number <i>9 digit number from the Canada Revenue Agency</i>	Partnership Type General Limited Limited Liability		
Business Contact <i>The name and contact information of the person the LCRB should contact for ongoing communications</i>			
Contact Person	Phone	Email	
Mailing Address <i>The address for snail mail, including where licence renewal notifications will be sent.</i>			
Applicant/Partnership Name	Address		
City	Country	Province/State	
Postal Code/ZIP Code			

PART 3: PARTNERS

- If the applicant is a **general partnership**, include the following information for **all general partners**.
- If the applicant is a **limited partnership**, include the following information for:
 - All general partners
 - Limited partners holding at least a 10% interest
- If the applicant is a **limited liability partnership**, include the following information for **all limited partners**.

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 "Partners."

Partner Type	Organization Name <i>Not applicable to individuals</i>	First Name <i>Only applicable to individuals</i>	Last Name <i>Only applicable to individuals</i>	General or Limited? <i>Only applicable to Limited and Limited Liability Partnerships</i>

PART 3: PARTNERS - CONTINUED

Partner Type	Organization Name <i>Not applicable to individuals</i>	First Name <i>Only applicable to individuals</i>	Last Name <i>Only applicable to individuals</i>	General or Limited? <i>Only applicable to Limited and Limited Liability Partnerships</i>

Check this box if an additional page is included

Have instructions for submitting additional documentation been provided to partners who are private corporations, public corporations or societies?

Yes

No, the partnership does not have any partners who are private corporations, public corporations or societies

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

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

Yes No

i This includes, but is not limited to:

- Directly holding voting shares in the partnership.
- Indirectly holding voting shares in the partnership. For example, through a subsidiary or holding voting shares in a company that holds voting shares in the partnership.
- Having a beneficial interest in the partnership. 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).