

## INSTRUCTIONS

This society has been identified as an associate of an applicant for a cannabis retail store licence. Complete all fields and submit in high quality PDF to [Cannabis.Licensing@gov.bc.ca](mailto: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.

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

### Financial Documents (if the society 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 sheet*
- *Profit and loss statement*
- *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 society 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 sheet*
- *Profit and loss statement*
- *Cash flows*
- *Assumptions used for projections*

**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>

**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/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

<b>Reference Number</b> <i>The application (or "job") number the LCRB gave the applicant.</i>	<b>Address</b> <i>The physical address of the applicant's proposed store.</i>
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**PART 2: SOCIETY DETAILS**

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

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

**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 FEDERAL PRODUCERS OF CANNABIS**

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Does the associate 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 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).