



## Application Checklist and Procedures

**1. Complete Application Forms.** Each of the following documents must be completed for new and renewal applications:

- Application for Licence [FORM 1A]
- Supplemental Information for Licence Application [FORM 1B]
- Application for Occupational Licence (Group) [FORM 2A]
- Declaration of Ownership/Change in Directors [FORM 2B]

**Please also note that:**

- A. If the applicant does not own the property/premises/motor vehicle being licensed, Form 2C "Consent of Owner Form" will also be required
- B. A separate set of application forms is required for each licence being applied for.
- C. Use multiple copies of Form 2A and 2B if necessary

**2. Gather all Supporting Documents:** In addition to the above, the following documents must also be submitted:

- Tax Compliance Certificate
- Land Title or documents granting authority to access/use property
- Official Police Records – for Owner or all Directors, as well as for each Employee
- Survey diagram of property and/or premises showing all distinct areas (with dimensions and partitions), including – but not limited to – entrance/exits, receipt/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8 ½ x 11 (letter-sized) paper.

**For Businesses/Companies/Cooperatives:**

- Constituent Documents (e.g. Articles of Incorporation, Partnership Agreement, etc.)
- Certificate of Registration
- Evidence of Application (in the case of an Application under the Cooperative or Friendly Societies Act, not yet approved)

**For Cultivator Applicants:**

- Letter of Agreement from prospective Purchaser of raw material
- Individuals must have:
- Passport-sized photo (certified by a Justice of the Peace)
  - Copies of two (2) Government issued Identification

**Please also note that:**

- A. Please also note any additional documents requested on any of the relevant Application Forms
- B. Only originals of the Police Record(s) will be accepted
- C. All copied documents submitted must be certified by a Justice of the Peace.

**3. Submit your Application.** All completed application forms and all supporting documents must be placed in a single sealed envelope and delivered to:

Licensing and Applications Division  
Cannabis Licensing Authority  
18 Trafalgar Road  
Kingston 10

**4. Await Feedback from the Cannabis Licensing Authority.** The Authority will review your application for completeness and will notify you of any additional information that may be required. All applicants are required to pay a Non-Refundable Processing Fee (per licence being applied for). The Application Processing Fee is US\$300 for individuals and US\$500 for all others. **Do NOT pay this fee until you are advised by the Authority to provide proof of payment.**