

Form 1

THE MEDICINAL CANNABIS INDUSTRY ACT 2018

The Medicinal Cannabis (Licensing) Regulations, 2018

MEDICINAL CANNABIS AUTHORITY

LICENCE APPLICATION FORM

Instructions to Applicant *(Please also consult the Instructions for Completing the Forms and Application Procedure Checklist set out in the Appendix hereto)*

1. Please read the form carefully and complete in **BLOCK CAPITALS**.
2. A separate application is required for each licence being applied for.
3. Each licence will be only applicable to the particular premises for which it is issued.
4. Individuals may apply for cultivation licences only. However, a registered sole trader may apply for any of the licences.
5. In completing this form, please note that:
 - a. Sections A, D, E and F should be completed by all applicants;
 - b. Section B should be completed by individuals and sole traders only;
 - c. Section C should be completed by companies and other businesses ; and
 - d. Section F which consists of the Authorisation for Background Checks and the Final Declaration must both be signed.
6. Kindly initial the bottom of each page.

SECTION A: TYPE OF LICENCE

ALL applicants should complete this section

TYPE OF LICENCE

Please indicate the type of licence for which you are applying:

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Cultivation (Class A) | <input type="checkbox"/> Traditional Cultivator | |
| <input type="checkbox"/> Cultivation (Class B) | <input type="checkbox"/> Dispensing/ Pharmacy | <input type="checkbox"/> Research |
| <input type="checkbox"/> Cultivation (Class C) | <input type="checkbox"/> Transportation | <input type="checkbox"/> Import |
| <input type="checkbox"/> Cultivation (Class D) | <input type="checkbox"/> Manufacturing (Class 1) | <input type="checkbox"/> Export |
| <input type="checkbox"/> Cultivation (Class E) | <input type="checkbox"/> Manufacturing (Class 2) | |

Please indicate whether this is your first application or if you are applying for a renewal:

First-time Applicant (*If you have ticked this box, please move to the next section*)

Application for Renewal

Current Licence Holder, type: _____

Applied previously, and awaiting approval, please indicate:

The date of application (MM-YYYY) _____

Licence type: _____

Applied previously, and application not approved, please indicate:

The date of application (MM-YYYY) _____

Licence Type: _____

SECTION B: INDIVIDUAL INFORMATION

Complete this section only if you are an Individual or Sole Trader

(If sole trader please attach copy of Registration of Business Name Certificate)

SURNAME	FIRST NAME	MIDDLE NAME
OTHER NAMES (IF APPLICABLE)	MAIDEN NAME (IF APPLICABLE)	MOTHER'S MAIDEN NAME
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed	DATE OF BIRTH (DD-MM-YYYY)
PLACE OF BIRTH (TOWN, COUNTRY)	NATIONALITY	LENGTH OF TIME LIVING IN SAINT VINCENT AND THE GRENADINES (IN YEARS):
IDENTIFICATION 1 #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		IDENTIFICATION 2 #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card
PERMANENT ADDRESS		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
ADDRESS OF PREMISES BEING LICENCED (IF APPLICABLE)		
CONTACT NUMBER(S) (HOME)	(WORK)	(MOBILE)
EMAIL ADDRESS(ES)		

SECTION C: COMPANY/ BUSINESS INFORMATION

Complete this section only if you are a Business or Company, including Cooperative

(Please attach copy of Articles of Incorporation and Registration Certificate of Company)

NAME OF COMPANY/BUSINESS		
REGISTERED ADDRESS		
MAILING ADDRESS <small>(IF DIFFERENT FROM ABOVE)</small>		
ADDRESS OF PREMISES BEING LICENCED <small>(IF APPLICABLE)</small>		
TYPE OF COMPANY/BUSINESS: <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability <input type="checkbox"/> Cooperative <input type="checkbox"/> Friendly Society	REGISTRATION NUMBER: 	
CONTACT NUMBER(S)	EMAIL ADDRESS(ES)	
AUTHORISED AGENT:		
SURNAME	FIRST NAME	MIDDLE NAME
POSITION	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH <small>(DD-MM-YYYY)</small>
CONTACT NUMBER(S)	EMAIL ADDRESS(ES)	

SECTION D: GENERAL DECLARATIONS

All applicants should complete all the questions in this section.

If necessary, please use a supplementary sheet to provide all of the required information

<p>1. Are you, any of your Directors or any of your employees under the age of eighteen (18)?</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p>
<p>2. Are you the titled owner of the premises being licenced (land, buildings or vehicle)?</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>If no, state the name of the legal (titled) owner of the property.</p> <p>_____</p> <p>If no, please also provide copy of title and complete Form 3 (Consent of Property Owner Form)</p>
<p>3. Have you, any of your Directors, your parent company or any related entity ever applied for a licence to handle medicinal cannabis or medicinal cannabis products in any other jurisdiction (whether or not the licence was issued)?</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>If yes, state jurisdictions and type of licence:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Status: [<input type="checkbox"/>] Current [<input type="checkbox"/>] Denied [<input type="checkbox"/>] Being processed [<input type="checkbox"/>] Issued, but then Revoked/Suspended</p>
<p>4. Have you, any of your Directors, your parent company or any related entity ever applied for a casino or racing licence in any other jurisdiction (whether or not the licence was issued)?</p>	<p>[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No</p> <p>If yes, state jurisdictions and type of licence:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Status: [<input type="checkbox"/>] Current [<input type="checkbox"/>] Denied [<input type="checkbox"/>] Being processed [<input type="checkbox"/>] Issued, but then Revoked/Suspended</p>

<p>5. Have you or any of your Directors ever been convicted of any serious offence?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, state jurisdiction, type of crime and sentence dates or penalties paid, if any:</p> <p>_____</p> <p>_____</p>
<p>6. Is the location of your property/facility within 600 metres of any of the following? (Tick all that apply)</p>	<p><input type="checkbox"/> Schools/Colleges <input type="checkbox"/> Childcare centres</p> <p><input type="checkbox"/> Playground <input type="checkbox"/> Community Centre</p> <p><input type="checkbox"/> Library <input type="checkbox"/> Place of Worship</p>
<p>7. Please state the name(s) of the beneficial owner(s) of the company.</p>	
<p>8. Please name parent company(ies) and any related entity(ies) (if applicable).</p>	

SECTION E: STATEMENT OF FINANCIAL HISTORY

All applicants should complete all the questions in this section.

Please attach supporting documents for all questions to which you have answered 'Yes'.

1. Are you, any of your Directors, your parent company or any related entity delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
2. Have you, any of your Directors, your parent company or any related entity filed a bankruptcy petition in the past 5 years, or had such a petition filed against it?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
3. Are you, any of your Directors, your parent company or any related entity ever been a party to any business trust instrument?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
4. Has a complaint, judgment, consent decree, settlement or other disposition related to a violation of any financial or trade regulation ever been filed or entered against you, any of your Directors, your parent company or any related entity?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
5. Have you, any of your Directors, your parent company or any related entity been a party to a lawsuit in the past 5 years, either as a plaintiff or defendant, complainant or respondent, or in any other fashion, in this or any other country?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
6. Have you, any of your Directors, your parent company or any related entity completed financial statements, either audited or unaudited, in the past two years?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No

7. Attach a list detailing the operating and investment accounts for this business, including financial institution name, address, telephone number, and account number for each account.
8. Attach a list detailing each outstanding loan and financial obligation obtained for use in this business, including creditor name, address, phone number, loan number, loan amount, loan terms, date acquired, and date due.

SECTION F: AUTHORISATION FOR BACKGROUND CHECKS

All applicants must sign this section for their application to be processed.

Please READ CAREFULLY and sign to give consent.

I, _____, hereby authorise the Medicinal Cannabis Authority, or its duly authorised representative, to validate the accuracy of the information provided in connection with this application for a licence. I understand that the Medicinal Cannabis Authority may utilise independent agencies to assist in checking such information, and I specifically authorise such an investigation by information services and outside entities of the Medicinal Cannabis Authority's choice. I also understand that by not signing, I am withholding my permission and that in such a case, no investigation will be done, and my application for a licence will not be processed.

Signature

FINAL DECLARATION

All applicants must sign this section for their application to be processed.

I, _____, declare that this form and all the attachments, statements, disclosures and supporting documents are true and correct to the best of my knowledge and belief. I further declare that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for the refusal to issue a licence by the Medicinal Cannabis Authority, and that where, after the issue of a licence, a statement made in connection with the applicant is found to be false, the licence may be revoked.

Position

Signature

Date

SUPPLEMENTAL INFORMATION FOR LICENCE APPLICATION

Please respond **ONLY** to the specific sub-form related to the licence for which you are applying.

Sub-Form A: Cultivation Licence/ Traditional Cultivators Licence (as applicable)	
1. What is the size of the property (in acreage)?	
2. What is the anticipated crop yield (kg/square metre per harvest)?	
3. How long is each crop expected to take to harvest?	
4. What type of cannabis will you be growing?	<input type="checkbox"/> Cannabis Sativa <input type="checkbox"/> Cannabis Indica <input type="checkbox"/> Cannabis Ruderalis <input type="checkbox"/> Hybrid Composition
5. How will the crop be grown? [Tick all that apply]	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Greenhouse <input type="checkbox"/> Hydroponics <input type="checkbox"/> Other, please specify: _____ _____
6. For what type of use are you cultivating? [Tick all that apply]	<input type="checkbox"/> Export <input type="checkbox"/> Manufacturing <input type="checkbox"/> Dispensing <input type="checkbox"/> Research
7. Do you have a buyer(s), or have you started discussions or entered into any preliminary agreement with an entity(ies) to purchase your crop? If you are also applying for a licence to process your own product, please tick YES.	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate name of person or company and the status of the agreement (confirmed, in-process, etc.): _____ Estimated Quantity to be purchased _____ (Attach agreement if finalised)
8. Please provide a detailed description of the transportation process you intend to use in accordance with <i>Subpart III G</i> .	

Sub-Form B: Manufacturing Licence

<p>1. (a) What is the size of the property (in square metres)?</p> <p>(b) Please include diagram of the premises in accordance with <i>Regulation 34(a) (vi)</i>.</p>	<p>Indoor:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Outdoor:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p><input type="checkbox"/> Tick if diagram or plan is attached</p>
<p>2. What medicinal cannabis products are you intending to manufacture?</p> <p>(Please attach list of products)</p>	
<p>3. Have you started discussions with an entity(ies) to sell your products?</p> <p>(Please attach list or agreement, if necessary)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate name of person(s) or company(ies):</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<p>4. Do you propose to use a registered trade mark or patent? Is it owned or being used under a licence?</p> <p>(Please attach a copy of the trade mark or patent as registered).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Owned <input type="checkbox"/> Used under Licence</p>
<p>5. Provide description of the procedures specified in <i>Regulation 34(a) (vii), (viii), (ix), (x) and (xi)</i> where necessary.</p> <p>(Please attach documents, as applicable).</p>	
<p>6. Provide detailed description of the transportation process you intend to use in accordance with <i>Subpart III G</i>.</p>	

Sub-Form C: Dispensing Licence

<p>1. What medicinal cannabis products do you intend to sell?</p> <p>(Please attach list if necessary)</p>	
<p>2. Have you started discussions with an entity(ies) to purchase products?</p> <p>(Please attach list if necessary)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate name of person(s) or company(ies):</p> <p>_____</p>
<p>3. Do you intend to sell other non-cannabis items on the same premises?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach list of items.</p>

Sub-Form D: Import/Export Licence

<p>1. Reason for import/export (for example, sale, manufacture, research):</p>		
<p>2. Please attach copies of relevant licences and (if required) evidence that the licence has been renewed or renewal is in process.</p>		
Details of licence	Licence No.	Expiry Date
<p>3. Shipping agents or customs agents in Saint Vincent and the Grenadines</p>		
Name	Address	Service provided

Storage and security	
All sections must be completed (include additional pages if required)	
Storage address:	
(If you do not take possession of any – or certain - drugs at your premises, please specify)	
Date of last security report	Provided by:
Date of last inspection by Medicinal Cannabis Authority	Provided by:

4. Description of security measures
Secure storage (for example, vault or safe):
Access method to secure storage:
Building security and access control:
Transport process in accordance with Sub-part III G:
Details of any losses and/or thefts of medicinal cannabis/medicinal cannabis products (include where applicable, medicinal product name, amount, storage address, date, outcome and any security modifications). Attach extra pages if more space is required:
5. Please provide the relevant information and documents required as per regulation 42 or 49, where applicable, in relation to the country of exporter/importer (as applicable) all required documents must be certified by a Notary Public in the country of export/import and attached.

6. Proposed Authorised Contacts

Applications for import licence or export licence are only accepted from, or discussed with, the licence holder or additional persons who are confirmed as authorised contacts for a specified licence.

Use this page to specify authorised contacts associated with the licence(s) sought in this application.

Employee's full name	Position held	Office use only

7. Declaration and consent

I hereby apply to the Medicinal Cannabis Authority, for an import licence/export licence in accordance with the Medicinal Cannabis Industry Act.

I declare that, to the best of my knowledge, all the information in this application is true, correct and complete. I am aware that giving false or misleading information constitutes an offence.

Signature of applicant:

Name:

Date:

Total number of pages in this application:

Sub-Form E: Research Licence	
1. What is the square footage of the premises?	Indoor: _____ Outdoor: _____
2. What activities do you plan on undertaking? (Tick all that apply)	<input type="checkbox"/> Research Only <input type="checkbox"/> Research and Cultivation for Research <input type="checkbox"/> Research and Sample Manufacturing <input type="checkbox"/> Analytical Services
3. Do you intend to research other items on the same premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of items.

Sub-Form F: Transportation Licence	
1. How many vehicles do you wish to be licensed? _____	
(Attach list with make, model, year of each vehicle along with licence, engine and chassis number)	
2. Where will the vehicle(s) be routinely parked when not in use?	
3. For what type of use are you transporting? [Tick all that apply]	<input type="checkbox"/> Research & Development <input type="checkbox"/> Manufacturing <input type="checkbox"/> Dispensing <input type="checkbox"/> Export <input type="checkbox"/> Import
4. What type of product do you intend to transport? [Tick all that apply]	<input type="checkbox"/> Raw Material <input type="checkbox"/> Manufactured Products
5. Have you started discussions with an entity to transport their crops? (Attach list if necessary)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate name of person or company: _____ (Attach list if necessary)
6. Do you intend to transport other non-cannabis items using the same vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach list of items.

DECLARATION

All applicants must sign this section for their application to be processed.

I, _____, declare that this form and all the attachments, statements, disclosures and supporting documents are true and correct to the best of my knowledge and belief. I further declare that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for the refusal to issue a licence by the Medicinal Cannabis Authority, and that where, after the issue of a licence, a statement made in connection with the applicant is found to be false, the licence may be revoked.

Position

Signature

Date

Form 2

THE MEDICINAL CANNABIS ACT 2018
The Medicinal Cannabis (Licensing) Regulations, 2018
MEDICINAL CANNABIS AUTHORITY

EMPLOYEE INFORMATION LIST

Please attach Official Police Record for each Employee as well as a certified copy of their ID.

You may use multiple copies of this form if necessary.

EMPLOYEE INFORMATION		
EMPLOYEE #1		
Surname	First Name	Middle Name
Position		Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identification #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		Date of Birth (DD-MM-YYYY):
EMPLOYEE #2		
Surname	First Name	Middle Name
Position		Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identification#: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		Date of Birth (DD-MM-YYYY):

EMPLOYEE INFORMATION		
EMPLOYEE #3		
Surname	First Name	Middle Name
Position		Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identification #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		Date of Birth (DD-MM-YYYY):
EMPLOYEE #4		
Surname	First Name	Middle Name
Position		Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identification #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		Date of Birth (DD-MM-YYYY):
EMPLOYEE #5		
Surname	First Name	Middle Name
Position		Management? <input type="checkbox"/> Yes <input type="checkbox"/> No Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
Identification #: Type: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identification Card		Date of Birth (DD-MM-YYYY):

Name of Individual / Business Company _____

Authorised Agent

Date

The following sections are to be completed by the legal (titled) owner of the property

FOR SOLE OWNERS [Please include copy of official identification of the owner(s) certified by a Justice of the Peace]

I, _____, declare that I am the owner of this property and I am fully aware of the intended use of the property as outlined in section 2 above and freely give my consent for such activities to be conducted on the site.

Signed: _____

Date: _____

Address: _____

Phone: _____

FOR MULTIPLE OWNERS

(Where the property is owned by a Company, this section is to be signed by all Owners/Directors, and the Certificate of Registration attached)

We, _____

_____, declare that we are the owners of this property and are fully aware of the intended use of the property as outlined in Section 2 (Page 1) above and freely give our consent for such activities to be conducted on the site.

Signed: _____

Date: _____

Address: _____

Phone: _____

APPENDIX

INSTRUCTIONS TO COMPLETE APPLICATION

Please ensure that you have completed the applicable Forms in accordance with Regulations 5 (3) and (4). A separate set of application forms are required for **EACH** licence. Each of the following documents **must** be completed for new and renewal applications.

1. FORM 1: Licence Application

- Section B should be completed by individuals and sole traders (attach a copy of Registration)
- Section C should be completed by companies and other businesses
- All other sections are to be completed
- Please sign the Authorisation for Background Checks, the Final Declaration and initial each page
- Ensure that all relevant supporting documentation is attached
- Proceed to Sub-Forms A-F

2. SUB-FORMS A-F: Supplemental Information for Licence Application

- Respond **ONLY** to the specific Sub-Form related to the licence to which you are applying
- Please sign the Declaration and initial each page
- Ensure that all relevant supporting documentation is attached

3. FORM 2: Employee Information List

- Form 2 must be completed using multiple copies of the form if necessary
- Please sign the form and initial each page
- Ensure that all relevant supporting documentation is attached

4. FORM 3: Consent of Owner

- This form is required **ONLY** if the applicant does not own the premises(s) and or motor vehicle(s) being licensed
- The Declaration must be signed by the legal (titled) owner(s) of the premises(s) and or motor vehicle(s)
- The applicant must initial each page
- Ensure that all relevant supporting documentation is attached

APPLICATION PROCEDURE CHECKLIST

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

- Licence Application [FORM 1]
- Supplemental Information for Licence Application [SUB-FORMS A-F]
- Employee Information List [FORM 2]
- Consent of Owner [FORM 3]

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

- Deed of Conveyance
- Order of Declaration of Possessory Title
- Lease Agreement for Property/Premises
- Official Police Records – for Owner and 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, receive/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/Societies:

- 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 Building Societies Act, not yet approved)

For Cultivation Licence Applicants:

- Letter of Agreement from prospective Purchaser of raw material

In addition, individuals must submit:

- Passport-sized photographs (certified by a Justice of the Peace or a Notary Public)
- Copies of two (2) Government issued forms of identification (certified by a Justice of the Peace or a Notary Public)

Please note that:

- a. Only originals of the Police Record(s) will be accepted
- b. All copied documents submitted must be certified by a Justice of the Peace or a Notary Public.

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

Medicinal Cannabis Authority
Administrative Centre, Rivulet
St. Vincent and the Grenadines

4. Await Feedback from the Medicinal Cannabis 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 (for each license being applied for).