

To be considered for a cannabis licence, the applicant **must** provide all requirements before the application can proceed.

- Non-refundable application fee of **\$400** and licence fee of **\$700**.
- Application for Cannabis Licence (Form 8000)
- Particulars of Individual (Form 8005) completed by all directors, shareholders, officers and the proposed manager.
- Floor plan of the premises. Details about acceptable floor plans are provided below.
- A site plan of the surrounding businesses. Details about the site plan are provided below.
- Offer to lease.
- Particulars of Incorporation of Company (Form 8004).
- Particulars of Shareholding Company (Form 8004) if applicable.
- Certificate of Incorporation.
- Acquisition of Cannabis Products (Form 8010)
- Cannabis Licensee Acknowledgment and Undertaking (Form 8012)
- Separation of Business (Form 8008)

Provide to Licensing in a sealed envelope addressed to Due Diligence, the below items:

- Deposit of **\$3,000**
- Applicant Disclosure (Form 8015)
- Associated Applicant Disclosure (Form 8016) to be completed by corporate entities only
- Personal Disclosure (Form 8017)

Only applicants that have submitted all the required items listed above will be reviewed for eligibility. If the application is deemed eligible, the remaining items must be submitted prior to a licence being issued.

- E-Commerce and Web Access Request (Form 8011)
- Executed copy of the lease agreement or certificate of title, in the name of the applicant.
- Approved Development Permit
- City business licence or written approval of the municipality.
- Fire approval/Right to occupy

The applicant may mail or deliver the completed package to the nearest AGLC office. Please allow approximately three months for processing the application.

**A CANNABIS LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED**

<b>Head Office</b> 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Ph: 780-447-8600 Fax: 780-447-8911 Email: <a href="mailto:cannabis.licensing@aglc.ca">cannabis.licensing@aglc.ca</a>	<b>Calgary Office</b> 110, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 Ph: 403-292-7300 Fax: 403-292-7302 Email: <a href="mailto:cannabis.licensingcalgary@aglc.ca">cannabis.licensingcalgary@aglc.ca</a>
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## **Floor Plans**

Floor plans may be blueprints, architectural drawings, or a line drawing by hand.

If the applicant is providing a line drawing, the floor plan must be of high quality and clearly legible. The drawing must include measurements.

- Entrances and Exits
- Walls
- Dimensions/Square Footage
- Location of Shelving
- Point of Sale Area
- Office Area
- Delivery Area
- Shipping/Receiving Area
- Proposed Camera Placement and area of coverage

## **Site Plan**

Site plans may be hand drawn but must be of high quality and clearly legible.

- Detailed Site Plan of Surrounding Businesses
- Other Business Name(s) (if vacant, please state)
- Geographical Directions (i.e., North, South, East, West)
- Location and Names of Surrounding Roadways
- Parking Areas



# APPLICATION FOR RETAIL CANNABIS STORE LICENCE

**Note: Municipalities may have bylaws or zoning restrictions relating to retail cannabis stores that impact your eligibility for a licence. It is recommended that you contact your municipal government to determine local requirements prior to the submission of your application to AGLC.**

NAME OF APPLICANT:  
(Company, Partnership or Individual) \_\_\_\_\_

NAME OF PREMISES:  
(Operating/Trade Name) \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PREMISES PHONE: \_\_\_\_\_

AGLC requires a Communications Contact email address for the purpose of sharing and collecting important information related to cannabis licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the corporation mailing address will be used.

COMMUNICATION CONTACT EMAIL: \_\_\_\_\_

APPLICATION CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

PREMISE MANAGER NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORRECT, AND THE APPLICANT IS THE OWNER OR LESSEE OF THE PREMISES COVERED BY THIS APPLICATION, AND IS IN ACTUAL POSSESSION AND CONTROL OF THOSE PREMISES.

DATE: \_\_\_\_\_

x \_\_\_\_\_  
Signature of Applicant (Individual) or Applicant's Representative  
(Corporation/Partnership)

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



## PARTICULARS OF INDIVIDUAL

NAME	_____	_____	_____
	Surname	First Name	Middle Name(s) (in full)
MAIDEN NAME	_____	OTHER NAMES	_____
DATE OF BIRTH	____ ____ ____	<input type="checkbox"/> CANADIAN CITIZEN	<input type="checkbox"/> MALE
	Year Month Day	<input type="checkbox"/> LANDED IMMIGRANT	<input type="checkbox"/> FEMALE
PLACE OF BIRTH	_____	TELEPHONE Res	_____
HOME ADDRESS	_____	Bus	_____
	_____	Cell	_____
	City	Postal Code	
EMAIL ADDRESS	_____		

### Please check (✓)

Licensee/Registrant       Director       Shareholder       General Manager       Manager

NAME OF APPLICANT: (Company, Partnership)	_____
NAME OF PREMISES: (Operating/Trade Name)	_____
STREET ADDRESS	_____
	_____
	_____
	City
	Postal Code

I hereby authorize Alberta Gaming, Liquor & Cannabis to undertake a criminal record check, with any police agency, to determine my eligibility to be involved in a retail cannabis store.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# PARTICULARS OF INCORPORATION OF COMPANY

Name of Premises  
(Operating/Trade Name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Business Telephone \_\_\_\_\_ Contact Email \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Date of Incorporation \_\_\_\_\_ Date of Registration in Alberta (if applicable) \_\_\_\_\_

**DIRECTORS:**

Name	Address	Phone Number	Position Held

**SHAREHOLDERS:** (both voting and non-voting, and the number and class of shares that each holds)

as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name	Address	No. of Shares Held

**CERTIFIED CORRECT** by an authorized director of the Corporation, and by a Lawyer, CA, CGA, or CMA, as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
BARRISTER, CA, CGA, or CMA

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(please print name)

**ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.**

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



# PARTICULARS OF PARTNERSHIP

Name of Premises (Operating/Trade Name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Business Telephone \_\_\_\_\_ Contact Email \_\_\_\_\_

Name of Registered Partnership: \_\_\_\_\_

Date of Registration \_\_\_\_\_ Date of Registration in Alberta (if applicable) \_\_\_\_\_

**DIRECTORS:**

Name	Address	Phone Number	Position Held

**PARTNERS:** (both general and registered)

as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name	Address	Type of Partner

**CERTIFIED CORRECT** by an authorized director of the Corporation, and by a Lawyer, CA, CGA, or CMA, as of the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature)  
BARRISTER, CA, CGA, or CMA

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(please print name)

**ANY CHANGE IN DIRECTORS OR SHAREHOLDERS MUST BE IMMEDIATELY REPORTED TO AGLC.**

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



## ACQUISITION OF CANNABIS PRODUCTS

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NAME OF APPLICANT  
(company, partnership or  
individual)

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NAME OF PREMISES  
(operating/trade name)

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STREET ADDRESS

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CITY/TOWN

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This will confirm that I have read the back of this form pertaining to unauthorized / illegal cannabis, and fully understand that I am responsible to ensure that all cannabis products on the premises have been legally purchased from AGLC.

This will also confirm that if any unauthorized / illegal cannabis products are found on the premises, the Regulatory Services Division must be notified immediately.

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Signature of Applicant

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Date

## UNAUTHORIZED / ILLEGAL CANNABIS ON LICENSED PREMISES

The following cannabis information is provided so that applicants and/or licensees are clearly aware of what is considered unauthorized or illegal cannabis products.

- **Homegrown cannabis.** Homegrown products cannot be brought into a licensed premises.
- **Any cannabis product purchased from other provinces in Canada, the USA, or any foreign country.**
- **Any cannabis product that is not registered/sold by AGLC.**
- **Any legal cannabis product that has been adulterated, changed or altered in any manner.**

It is important to understand that unauthorized or illegal cannabis products found on licensed premises are subject to immediate seizure. AGLC has a policy of **“ZERO TOLERANCE”** with respect to unauthorized or illegal cannabis products. A licensee may face criminal charges, provincial prosecution and/or a Board Hearing with a penalty which could include suspension or cancellation of the retail cannabis store licence.

If you have any questions or require further information, please contact AGLC Regulatory Services Division at 780-447-8600 or Calgary at 403-292-7300.





## ACKNOWLEDGEMENT AND UNDERTAKING

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**TO: ALBERTA GAMING, LIQUOR & CANNABIS (AGLC)**

1. The cannabis licensee named below understands his or her legal obligations under:
  - a) the *Gaming, Liquor and Cannabis Act*,
  - b) the Gaming, Liquor and Cannabis Regulation, and
  - c) AGLC policies and guidelines
2. The cannabis licensee acknowledges his/her responsibility to ensure all staff becomes aware of the requirements contained in this Acknowledgement and Undertaking.
3. The cannabis licensee confirms that he/she has not entered into any verbal or written, express or implied agreement with a cannabis supplier, an employee of a cannabis supplier, a cannabis supplier representative or an employee of a cannabis supplier representative employee (hereafter referred to as "cannabis representative") to buy any particular brand, class, kind or type of cannabis or cannabis accessory, except as authorized by the *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation or AGLC policies and/or agreements which have been approved by the Board of AGLC.
4. The cannabis licensee confirms that he/she has not directly or indirectly received or accepted a loan or advance, money, a rebate, a concession or anything of value from a cannabis representative.
5. The cannabis licensee confirms that he/she has not purchased, received, rented or borrowed any furniture, furnishings, equipment, fixtures, decorations, signs, or supplies from a cannabis representative.
6. The cannabis licensee understands that failure to follow the requirements of the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, or AGLC policy (includes handbooks) may result in prosecution and/or appearance before the Board of AGLC.
7. The cannabis licensee agrees to advise AGLC each time the cannabis licensee or employee of the cannabis licensee is offered a benefit or inducement from a cannabis representative.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Cannabis Licensee Signature

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Date (Month, Day, Year)

\_\_\_\_\_  
Name of Cannabis Licensee

**Requesting, accepting or receiving inducements from a cannabis representative is prohibited under the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation and AGLC policy.**

The following describes monetary (or monetary value) inducements which a cannabis licensee or employee of a cannabis licensee, are prohibited from requesting, accepting or receiving from a cannabis representative.

1. Payments, rebates or credits of any monetary value.
2. Monetary deposits into licensee accounts in any direct or indirect manner.
3. Any cannabis products other than authorized cannabis product samples permitted under policy guidelines, "Product Promotions".
4. Interior decorating (e.g. painting, window dressing, and flooring) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly in a business relationship with the licensee.
5. Locked display cabinets, alarm system, video security surveillance system, furniture, office equipment, signs, required in the operation of a licensed premises.
6. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
7. Seasons tickets to sporting or other events.

This is a summary only. The relationship between a cannabis licensee and a cannabis representative, or any product promotion, must comply with the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, and AGLC policy.

For further information, contact the Regulatory Services Division:

St. Albert Office 780-447-8600	Calgary Office 403-292-7300
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References: *Gaming, Liquor and Cannabis Act*  
Gaming, Liquor and Cannabis Regulation

**Please retain Appendix A for your records.**

**IMPORTANT**

All Retail Cannabis Store licensees:

Retail cannabis store applicants are required to complete and submit a Separation of Business document as part of their application package.

The Separation of Business document is attached for your completion. If you have any questions in regard to this policy or document, please contact your local Inspections office:

**St. Albert**

50 Corriveau Avenue  
St. Albert AB T8N 3T5  
Phone: 780-447-8600  
Fax: 780-447-8913

**Grande Prairie**

100, 11039 78 Avenue  
Grande Prairie AB T8W 2J7  
Phone: 780-832-3000  
Fax: 780-832-3006

**Red Deer**

3, 7965 49 Avenue  
Red Deer AB T4P 2V5  
Phone: 403-314-2656  
Fax: 403-314-2660

**Calgary**

110, 6715 8<sup>th</sup> Street NE  
Calgary AB T2E 7H7  
Phone: 403-292-7300  
Fax: 403-292-7302

**Lethbridge**

3103 12<sup>th</sup> Avenue N  
Lethbridge AB T1H 5P7  
Phone: 403-331-6500  
Fax: 403-331-6506



# SEPARATION OF BUSINESS DOCUMENT

Applicant/Licensee: \_\_\_\_\_ Licence #: \_\_\_\_\_

Name of Premises: \_\_\_\_\_

Address: \_\_\_\_\_ Location: \_\_\_\_\_

**Please initial and date all pages.**

- A. Applications for a Retail Cannabis Store licence for a new premises must complete the entire document and attach supporting agreements/contracts.
- B. Applications for a new licence for an existing licensed premises where there is a transfer of the business must complete the entire document and attach supporting agreements/contracts.
- C. Applications for an existing licensed premises where the current licence is expiring, are only required to indicate changes to any previously submitted document, and provide any supporting agreement/contract only if there are changes.

1. Has a Separation of Business Document been previously submitted for the above named premises:  YES  NO

If you answered 'Yes' and there have been changes since the submission of the previous form, please complete entire form starting on Page 2.

If you answered 'Yes' and there have been no changes to the information previously submitted, you are not required to complete this form.

If you answered 'No', please complete entire form starting on Page 2.

2. Will the applicant for the Retail Cannabis Store licence have any commonly owned or affiliated business(es)?  YES  NO  
**(Note: A business is commonly owned or affiliated with another business if one controls or operates the other or if they are commonly controlled or operated.) List all affiliated businesses on page 6**

If you answered 'Yes' and the other commonly owned business(es) is not a retail cannabis store(s) please complete entire form starting on Page 2.

If you answered 'Yes' and the other commonly owned business(es) is another retail cannabis store you are only required to complete Pages 1, 6 and 7 of this form.

If you answered 'No' you are only required to complete pages 1 and 7 of this form.

**Yes**    **No**

**STANDARDS**

- 3.1.1 a)    The retail cannabis store will operate as a separate businesses in accordance with Part 2 of Schedule 2 of the Gaming, Liquor and Cannabis Regulation.
  
- 3.1.1 b)    The retail cannabis store will operate as a separate viable business to make a reasonable profit for itself and will not be operated solely as a loss-leader in support of any commonly owned or affiliated business.

If you answered “No” to any of the questions above, please explain:

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- 3.1.1 c)    The retail cannabis store licensee will be incorporated as a separate company (unless it is a sole proprietorship, a cooperative, or is prohibited by legislation). Multiple retail cannabis stores may be operated by the separate company.

- 3.1.1 d)    Separate financial records will be maintained for the retail cannabis store.  
  
Licensee must maintain their own separate and distinct financial institution accounts (bank, credit, debit cards and store loyalty cards, etc.) and not use that of the commonly-owned or affiliated business.
  - 1. Will the retail cannabis store operation maintain separate bank accounts?
  - 2. Will the retail cannabis store operation maintain separate credit card accounts (e.g., Visa/MC)?
  - 3. Will the retail cannabis store operation maintain separate debit card accounts (e.g., bank card)?
  - 4. Will the retail cannabis store operation maintain separate loyalty program accounts (e.g., air miles)?

If you answered “No” to any of the questions above, explain your position and how you intend to comply:

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The retail cannabis store licensee must maintain its own books and records.

**STANDARDS**

1. Accounting system currently in use? \_\_\_\_\_

2. Will the accounting system for the retail cannabis store operations be maintained separately from the commonly-owned or affiliated company? If a common system will be (is) used, explain why and how costs will be (are) allocated to the retail cannabis store:

\_\_\_\_\_  
\_\_\_\_\_

3. Will any intercompany accounts be maintained between the retail cannabis store and any commonly-owned or affiliated companies?

If "Yes", provide details below:

\_\_\_\_\_  
\_\_\_\_\_

4. Will the retail cannabis store have its own separate annual audit? If separate audited financial statements are not prepared for the retail cannabis store, explain what type of financial statements will be prepared:

\_\_\_\_\_  
\_\_\_\_\_

5. The retail cannabis store must maintain its own Corporate, GST and CRA payroll deduction tax accounts (to ensure it is recognized as a separate business and employer). These items may still be prepared by the commonly-owned or affiliated business as long as a contract is in place for the service. Please provide copies of documents.

Separate GST Account #: \_\_\_\_\_

Separate Corporation Tax Account #: \_\_\_\_\_

Separate Payroll Deductions Account #: \_\_\_\_\_

If separate accounts are not maintained, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**STANDARDS**

3.1.1 e) A commercial relationship must exist between the retail cannabis store and any other commonly-owned or affiliated business for the purposes of leasing space, purchasing equipment, product or supplies, or other necessary services (by way of written contracts and agreements stating the terms and conditions between the licensee and the commonly-owned or affiliated business).

- 1. Are there any Trademark Agreements, if common trademarks are employed?
- 2. Are there Equipment Lease Agreements?
- 3. Are there Property Lease Agreements?
- 4. Are there Other Intercompany Agreements?
- 5. Are there any other agreements (e.g. Utilities, Maintenance, Janitorial, Parking Lot, etc.)?

If you answered "Yes" to any of the questions above, please provide a copy of the agreements and state the details below:

- a) Service provided by: \_\_\_\_\_
- b) Cost allocation procedure: \_\_\_\_\_

3.1.1 f) Employees must be hired by and work for the retail cannabis store (payroll, recruiting, reporting and staffing must be done independently).

- 1. Will hiring for retail cannabis store employees be done by the management of the cannabis store?
- 2. Will the retail cannabis store maintain a separate CRA Payroll Deductions account number?
- 3. What will the reporting period be for payroll deductions? \_\_\_\_\_
- 4. For year-end reporting, will the T4s be in the name of the retail cannabis store licensee (and not the commonly-owned or affiliated business)?
- 5. Will employees of the retail cannabis store work at a commonly-owned or affiliated business?

NOTE: If employees of the retail cannabis store licensee are also employed by the commonly-owned or affiliated business, they must be paid separately and receive a separate T4 from the commonly-owned or affiliated business.

If you answered "No" to 1-4 above or "Yes" to 5 above, please explain:  
\_\_\_\_\_

**STANDARDS**

3.1.1 g) The retail cannabis store must have management separate from that of any other commonly-owned or affiliated business. NOTE: If senior or middle management or other head office functions are provided to the retail cannabis store from a common head office, written agreements must be in place as to the provision of those services and the related costs.

1. Will personnel of the commonly-owned or affiliated business perform duties for the retail cannabis store as part of their duties of employment by the commonly-owned or affiliated business?    
If you answered "Yes", please explain below:

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2. Will the retail cannabis store have the following services provided by the commonly-owned or affiliated business:

- a. Human Resources
- b. Payroll
- c. Accounting
- d. Advertising
- e. Management Services
- f. Other

If you answered "Yes", please explain below:

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3. Will the ultimate decision-making authority for the day-to-day operation of the retail cannabis store reside:

- a. At the individual store level
- b. At the subsidiary level

If the authority is at the subsidiary level, please provide details below:

a. Authority provided by: \_\_\_\_\_  
b. Cost allocation procedure: \_\_\_\_\_



**AGREEMENTS**

Applicants for a new licensed premises or for the purchase of an existing premises must provide a copy of all agreements in place between the applicant and commonly-owned or affiliated company. Existing licensees only have to provide copies of agreements if they have been changed.

**ATTACHMENTS (please list):**

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**LIST OF ALL AFFILIATED BUSINESS(ES):**

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**AUTHORIZATION**

\_\_\_\_\_  
PRINTED NAME & POSITION OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

**AGLC USE ONLY**

\_\_\_\_\_  
Approved (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANY OMISSION OR FALSE INFORMATION MAY RESULT IN SANCTIONS AGAINST THE LICENSEE.**



# MUNICIPAL INFORMATION - RETAIL CANNABIS STORE

NAME OF APPLICANT:  
(Company, Partnership or Individual) \_\_\_\_\_

NAME OF PREMISES:  
(Operating/Trade Name) \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

APPLICATION CONTACT NAME: \_\_\_\_\_

CONTACT PHONE/E-MAIL: \_\_\_\_\_

By the issuance of a development permit, or in accordance with band council bylaw/approval or settlement council bylaw/approval, the municipality confirms that the premises meets the buffer zone requirements contained in section 105(3) of the Gaming, Liquor and Cannabis Regulation (GLCR) or that the premises meets the varied requirements set by the municipalities land use bylaw per section 105(5) of the GLCR.

If the premises meets the above requirements but a development permit, band council approval or settlement council approval is not issued by the municipality, the municipality may apply to the AGLC for an exception to this requirement, per 105(4) GLCR. As an example, this exception is intended in cases where an existing premises converts its operations from a previous business to a retail cannabis store and a development permit is not issued.

If the premises does not meet the buffer zone requirements and a bylaw is not in place for a variance, the municipality may apply to the AGLC for an exception regarding these requirements per section 105(6) GLCR. This exception is intended in cases where a municipality may not have the capacity to create a land use bylaw for the purposes of a cannabis retailer and would otherwise grant approval.

Upon approval from the AGLC the municipality would proceed with issuing development approval, band council approval or settlement council approval.

Note: In addition to the above, municipal approval is required for the above noted premises by way of a business licence or notification of municipal approval. This form may be used as notification of municipal approval when signed by the municipality.

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address of Municipal Representative

\_\_\_\_\_  
Telephone Number of Municipal Representative

\_\_\_\_\_  
Name of Municipal Representative (Print)

\_\_\_\_\_  
X  
Signature of Municipal Representative

**Excerpt of section 105 of the Gaming, Liquor and Cannabis Regulation:**

**Restrictions on location of licensed premises**

**105 (1)** In this section,

- (a) “band council” means the council of the band as defined in the *Indian Act* (Canada);
- (b) “Indian reserve” means a reserve as defined in the *Indian Act* (Canada);
- (c) “land use bylaw” has the meaning given to it in Part 17 of the *Municipal Government Act*;
- (d) “Metis settlement” and “settlement council” have the meanings given to them in the *Metis Settlements Act*;
- (e) “provincial health care facility” means an approved hospital as defined in the *Hospitals Act*;
- (f) “school” means a school as defined in the *School Act*.

**(2)** The board may not issue a cannabis store licence in respect of any premises located

- (a) in a municipality, unless a development permit has been issued under the *Municipal Government Act* for the proposed use of the premises as described in the application for the cannabis licence,
- (b) on an Indian reserve, except in accordance with an applicable band council bylaw or the band council’s approval, or
- (c) on land within a Metis settlement area, except in accordance with an applicable settlement council bylaw or the settlement council’s approval.

**(3)** For the purposes of sections 640(7), 642(5) and 687(3) of the *Municipal Government Act*, a premises described in a cannabis licence may not have any part of an exterior wall that is located within 100 metres of

- (a) a provincial health care facility or a boundary of the parcel of land on which the facility is located,
- (b) a building containing a school or a boundary of a parcel of land on which the building is located, or
- (c) a boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the *Municipal Government Act*.

**(4)** Despite subsection (2)(a), on application by a municipality the board may, if the board considers it appropriate to do so, issue a cannabis store licence in respect of a premises that meets the requirements of subsection (3) but for which a new municipal development permit is not required under the *Municipal Government Act*.

**(5)** A municipality may, in a land use bylaw, expressly vary the distance set by subsection (3) and set a different distance that is applicable to one or more of the types of properties referred to in subsection (3)(a) to (c), and where a municipality has done so, subsection (3) does not apply to a premises to the extent the variation in the land use bylaw is applicable to it.

**(6)** On application by a municipality that has not by bylaw varied a distance set by subsection (3), the board may, in writing, if the board considers it appropriate to do so, vary the distance set by that subsection and set a different distance that is applicable to one or more of the types of properties referred to in subsection (3)(a) to (c) in relation to a specified premises that is the subject of a cannabis licence application.

**(7)** Where the board has issued a variance under subsection (6), subsection (3)

- (a) does not apply to the specified premises to the extent the variance is applicable to it, and
- (b) for greater certainty, does not operate to bar the issuance of a development permit under the *Municipal Government Act* in respect of the premises.

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



## E-COMMERCE AND WEB ACCESS REQUEST

NAME OF APPLICANT:  
(Company, Partnership or Individual)

NAME OF PREMISES:  
(Operating/Trade Name)

STREET ADDRESS:

CITY/TOWN:

POSTAL CODE:

PREMISES PHONE:

AGLC requires an additional telephone number for the purposes of ensuring cannabis product can be received during delivery. This number will be called if contact cannot be made using the premises phone.

ALTERNATE PHONE:

AGLC requires an E-commerce contact email address for the purpose of ordering cannabis products. This email address must adhere to the following requirements:

- Email address has to be unique for each store location
- This will also be used for e-commerce user name
- Email address may not change or be edited and is attached to the licence number
- Cannot be a personal email address

E-COMMERCE CONTACT EMAIL:

AGLC requires a Cannabis Portal contact email address for web access to:

- Cannabis Worker Qualification Check
- Monthly Product Activity Report Submission

(Note that this email can be the same email as the E-commerce contact email)

CANNABIS PORTAL CONTACT  
EMAIL:

BY SIGNATURE I CERTIFY THE ABOVE INFORMATION IS CORRECT, AND THE APPLICANT IS THE OWNER OR LESSEE OF THE PREMISES COVERED BY THIS APPLICATION, AND IS IN ACTUAL POSSESSION AND CONTROL OF THOSE PREMISES.

DATE: \_\_\_\_\_

x

\_\_\_\_\_  
Signature of Applicant (Individual) or Applicant's Representative  
(Corporation/Partnership)

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to cannabis licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.



# Applicant Disclosure

## Cannabis Retailer

**Alberta Gaming, Liquor & Cannabis (AGLC) will only approve a Cannabis Retailer** after a thorough investigation. Full disclosure is required.

**The approval for a Cannabis Retailer** is a privilege not a right. The burden of proving eligibility is at all times on the applicant.

**An approval is automatically cancelled** on a sale, assignment or transfer that results in a change of control in the ownership structure (owner, financial interest, share structure) of the applicant or associated applicant. **Any proposed change of 10% or more must be approved by**, and a due diligence investigation conducted by, AGLC prior to any sale, assignment or transfer taking place.

**Read the Instructions carefully** – it contains important information required for the completion of the disclosure package.

**Submit the completed Due Diligence application forms (Applicant Disclosure, Associated Applicant Disclosure, Personal Disclosure)** in a **sealed** envelope marked **“Personal & Confidential – To Be Opened By Addressee Only”** and addressed to:

Attention: Senior Manager Due Diligence  
Alberta Gaming, Liquor & Cannabis  
Audit Services Branch  
50 Corriveau Avenue  
St. Albert, Alberta, Canada T8N 3T5

**Ensure that the courier package is prepaid and clearly labelled.**

**For further information please contact Due Diligence at:**

Telephone: 780-732-6300  
Fax: 780-447-8692  
E-Mail: [duediligence@aglc.ca](mailto:duediligence@aglc.ca)

# INSTRUCTIONS

## A. TERMS / DEFINITIONS

1. **AGLC** – Alberta Gaming, Liquor & Cannabis.
2. **Applicant** – Individual, corporation or other entity applying for a licence, registration or approval.
3. **Associated Applicant** – Individual, corporation or other entity that is or will be a(n)
  - i. Owner,
  - ii. Partner (in a partnership),
  - iii. Promoter,
  - iv. Shareholder directly or indirectly controlling 10% or more of the shares in the **Applicant**, or
  - v. Any individual or entity with a direct or indirect financial interest of 10% or more in the **Applicant**.
4. **Cannabis Licence** - means a licence under the *Gaming, Liquor and Cannabis Act (Alberta)* that authorizes the purchase, sale, transport, possession, storage or use of cannabis.
5. **Cannabis Supplier**- means a person who holds a licence under the federal Act that authorizes the person to produce cannabis for commercial purposes or to sell cannabis to AGLC.
6. **Control** –
  - i. Power to direct.
  - ii. Any direct or indirect influence which, if exercised, would result in control in fact of the corporation whether directly through the ownership structure, or indirectly through a trust, a contract, ownership of shares, stocks, equities or securities of another corporation or other entity.
  - iii. The ability to appoint, elect or cause the appointment or election of a director, whether or not that ability is exercised.
  - iv. Any owner, shareholder, other individual, or corporate entity related to an associated applicant that has direct or indirect control of 10% or more of the **applicant**.
7. **Controlling Interest** – the holding by an individual, group or corporate entity a majority of a business, giving the holder a means of exercising control.
8. **Director** –
  - i. Those individuals acting collectively to whom the duty of managing the general affairs of the company is delegated by the shareholders. Their duty is to conduct the business of the company for the greatest benefit of the shareholders.
  - ii. Any individual acting in a capacity similar to that of director of a company.
  - iii. A trustee, officer, member of an executive committee and any individual occupying a similar position.
9. **Financial Interest** – Includes any direct, indirect or contingent interest
  - i. Whether as owner, partial or otherwise, of an interest, beneficial owner, owner of shares or owner through trusteeship, investment or otherwise, or
  - ii. In management, whether by management agreement, partnership agreement or other agreement, or
  - iii. Because of having loaned or advanced or caused to be loaned or advanced money or anything of value, with or without security, or
  - iv. Any individual or corporate entity related to an applicant or associated applicant that holds a direct or indirect financial interest of 10% or more in the **applicant**.
10. **Key Employee** –
  - i. Individual(s) that exercise influence or control over the day to day operations or decision-making of a registrant or licensee.
  - ii. Individuals employed in senior management positions such as CEO, CFO, controller, senior compliance officers, or any other individual who performs functions for a company similar to those normally performed by an individual occupying any of these offices.
  - iii. Any other individual holding a key position as determined by AGLC.
11. **Licence and/or registration** – a licence or registration issued under the *Gaming, Liquor and Cannabis Act*

(Alberta) and, includes an agreement, permit, certificate, finding of suitability, qualification or other authorization issued under the laws of a jurisdiction other than Alberta that, in AGLC's opinion, is similar to a licence/registration issued under the *Gaming, Liquor and Cannabis Act (Alberta)*.

**12. Officer –**

- i. An individual employed in connection with the administration and management of a department.
- ii. The chairman and vice-chairman of the board of directors, the president, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, general manager and any other individual designated an officer by by-law or resolution of the directors, and any other individual who performs functions for a company similar to those normally performed by an individual occupying any of those offices.
- iii. The chairman, president, vice-president, secretary, treasurer, comptroller, general counsel, general manager, director, managing director or any other individual who performs functions for a corporation similar to those normally performed by an individual occupying any such office.

**13. Partner –** A reference to a partner of an individual includes a spouse, common-law spouse or individual connected to the applicant by virtue of an adult interdependent relationship.

**14. Promoter –** Any individual, corporation or other entity who

- i. Acting alone or in concert with one or more other individuals or corporate entities, directly or indirectly takes the initiative in founding, organizing or substantially reorganizing a business; or
- ii. In connection with the founding, organization or substantial reorganization of the business, directly or indirectly receives, in consideration of services or property or both, 10% or more of a class of shares or 10% or more of the proceeds from the sale of a class of shares.

**15. Qualified Cannabis Worker –**

- i. Means an individual qualified with AGLC and who assists a Cannabis Retailer in the operation of a licensed premises.

- ii. No individual may act as a worker unless qualified by AGLC.

**16. Cannabis Representative –**

- i. No cannabis supplier may authorize any person to be its representative in the sale of the supplier's cannabis unless the person is registered with AGLC for that purpose.
- ii. No person may act as the representative of a cannabis supplier in the sale of the supplier's cannabis unless the person is qualified with AGLC for that purpose.

**B. DEPOSIT**

- 1. **Unless otherwise advised**, the applicant must pay the costs of the due diligence investigation conducted by AGLC on the applicant, the applicant's employees and associates, and persons with connections to the applicant.
- 2. Applicants may submit an initial deposit of \$3,000 CAD (or an amount as otherwise directed), with the completed application package.
  - i. If further funds are requested, the investigation will not continue once the initial deposit is depleted.
  - ii. Additional funds may be requested at any time during the course of the investigation.
- 3. An accounting of costs will be provided to the applicant at the conclusion of the investigation. Further funds may be required; any excess funds will be refunded.
- 4. Costs may include, but are not limited to
  - i. Cost of checks conducted and reports and documents obtained.
  - ii. Travel costs, including transportation, food and lodging.
  - iii. An hourly charge for AGLC staff assigned to the due diligence investigation.
  - iv. Costs associated with any person contracted by AGLC to perform specific portions of the due diligence investigation.



### C. COMPLETING THE DISCLOSURE

1. Individuals are only required to complete **one** disclosure form, even though they may be related to both the applicant and an associated applicant(s).
2. AGLC may request disclosure from other individuals and entities associated with the applicant.
3. An answer must be provided for every question – do not leave blank spaces
  - i. If a question does not apply, write “Does not Apply” or “N/A”.
  - ii. If there is nothing to disclose, write “None”.
  - iii. Answers such as *see previous disclosure* or *no changes since last disclosure* are **NOT** acceptable when questions ask for current information.
4. All disclosures must be typed or printed clearly. Illegible disclosures will be returned.
5. The disclosure may not be modified in any way. Modified disclosures will be returned.
6. If additional space is required, either make additional copies of the page, or use additional paper and attach it to the appropriate page.
7. All attachments must be clearly labelled as “Attachment 1, Attachment 2, Attachment 3,” etc. The attachment number must then be noted **in the space provided beside** the applicable question.
8. All attachments must be an accurate copy of the original, and be signed by you.
9. The disclosure must be signed/initialed as follows
  - i. Initial and date each page to verify all statements made are accurate, all material facts are included, and all requested information and documents are provided.
  - ii. Sign the consent to criminal and financial checks – your partner must also sign.
  - iii. Sign the Statutory Declaration. The Declaration must be witnessed by an individual authorized to take declarations.

- iv. Sign the Consent Waiver.

10. Keep a copy of this disclosure for your records. You may be contacted for further information, documents or clarification.
11. Incomplete disclosures will be returned to the appropriate individual for completion.

### D. IMPORTANT INFORMATION

1. All information and documents provided as part of this disclosure
  - i. Become the property of AGLC and will not be returned.
  - ii. Are confidential and will be treated as such.
  - iii. Are for AGLC’s use to determine the applicant’s eligibility for a licence, registration or approval.
  - iv. Will be verified through an investigative process – further information, documents or clarification may be requested.

### E. PROTECTION OF INFORMATION

1. The information collected in this disclosure is only used in determining the eligibility of the applicant for a licence, registration or approval and will not be shared with other AGLC units without consent.
2. The authority for the collection of this information is the *Gaming, Liquor and Cannabis Act* (Alberta) and the *Gaming and Liquor Regulation* (Alberta) and FOIP Sections 33(a) & (c).
3. All application packages shall be kept confidential and shall only be released in accordance with the
  - i. Consent Waiver.
  - ii. *Freedom of Information and Protection of Privacy Act* (FOIP Act) (Alberta).
4. Disclosure documents are classified “Restricted” and are handled as such. Details of these processes can be found [here](#).

## APPLICANT IDENTITY

1. Applicant's Legal Name: \_\_\_\_\_
2. Retailer Name: \_\_\_\_\_
3. It is the applicant's responsibility to pay the costs of the due diligence investigation. **Unless otherwise directed**, a deposit is required. Further funds may be requested; any surplus will be refunded. **See "Instructions" for further information.**
  - i. An initial deposit of \$3,000 CAD (or an amount as otherwise directed) must be provided with the completed application package. The investigation will not commence until the full amount of the requested deposit is received.
  - ii. Cheque for the initial deposit is attached as attachment # \_\_\_\_\_
4. Business Address ..... Street \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Website \_\_\_\_\_
5. Mailing Address ..... Street/Box \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_
6. Company Representative to contact regarding **all matters**:  
Name \_\_\_\_\_  
Position \_\_\_\_\_ Birth Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_
7. Is the applicant known by any other name?  
 No  Yes, list all names \_\_\_\_\_

8. Provide any updated document(s) since previous disclosure.

	Document Attached?		Attachment #	N/A
i. Change to Certificate and Articles of Incorporation	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____	<input type="checkbox"/>
ii. Memorandum of Association .....	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____	<input type="checkbox"/>
iii. Unanimous Shareholders Agreement .....	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____	<input type="checkbox"/>
iv. Partnership Agreement .....	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____	<input type="checkbox"/>
v. Other – specify _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes	_____	<input type="checkbox"/>

**CORPORATE STRUCTURE**

9. Has the applicant **ever** made application for or held any cannabis retail licences/approvals in any **other** jurisdiction?

No  Yes – Check () one

Name & Address of Regulatory Agency	Contact Name & Telephone Number	Licence / Registration Type	Date Licensed & Status	Details

10. List all **current** owners, investors, promoters, parent or holding companies, shareholders and partners (in a partnership).

- i. Personal and Associated Applicant Disclosures must be provided.
- ii. Disclosures are not required for shareholders/partners of less than 10%; **however, these must be listed** and disclosures may be required at a later date.

Individual/Person Name	Position or Relationship	% of Ownership

**Corporate Structure - Continued**

11. List all other corporate entities **currently** associated to the applicant include all subsidiary companies and those the applicant has a financial, organizational or managerial interest in. Disclosures may be requested. Provide details as to the nature and extent of any financial, organizational or managerial interest.

Name	Relationship	Contact Name & Telephone Number

12. List all **current** directors and officers. (Personal Disclosures must be provided)

Name	Position

13. Total current number of employees – **applicant:** \_\_\_\_\_

14. Attach a **current** organizational chart showing the reporting structure and all key employees.

**Corporate Structure - Continued**

15. Has the Applicant ever been licenced/registered with AGLC?  No  Yes – **Check (☑) one**

Licence/Registration Type	Date Licenced/Registered & Status	Details

16. Has the Applicant ever been involved in any capacity in the production, distribution or selling of Cannabis?  No  Yes – **Check (☑) one**

Name & Address of Regulatory Agency	Date	Contact Name & Telephone Number	Details

**Corporate Structure - Continued**

17. List all **current** key employees. Provide Personal Disclosures for all individuals listed:

Name	Position	Individual & Position Reporting To

## CRIMINAL / LITIGATION / DISCIPLINARY INFORMATION

**IMPORTANT INFORMATION:** Failure to provide full disclosure will be taken into account in assessing the **applicant's** character, honesty and integrity and may result in the applicant being denied a licence/registration.

- A.** An applicant may not be eligible for licence/registration if the character, financial history or competence of the applicant or any associated person (including but not limited to an owner, shareholder, director, officer, key employee, or partner of any individual shareholder, director, officer or key employee) poses a threat to the integrity of the retail of cannabis.
- B.** Enquiries will be made to determine if the applicant or any associated person has ever been charged with or convicted of, or is subject to pending charges for a criminal, regulatory, civil or other statutory offence.
- C.** The applicant and all associated persons must provide full disclosure of all criminal and civil proceedings on the appropriate disclosures.
- D.** Failure to disclose any such involvement will be taken into account when assessing the applicant's eligibility for licence/registration.
- E.** The particulars of any offence or claim and the sentence or penalty imposed will be reviewed to determine whether a conviction or charge affects the applicant's eligibility for licence/registration.

### F. INSTRUCTIONS

- 1.** Answer **"Yes"** and provide all information **even if**
  - i.** The charges were dismissed or subsequently downgraded to a lesser charge.
  - ii.** The applicant was not convicted.If answering **yes** ensure you check () the appropriate box and list all incidents as requested.
- 2.** Answer **"No"** if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.

### Definitions:

**Charge** – Includes any indictment, information, summons or other notice of the alleged commission of a criminal offence.

**Arrest** – Includes any detaining, holding or taking into custody by any law enforcement authority to answer for the alleged performance of any offence.

**Offence** – Includes all offences, regardless of the seriousness, under any Federal, Provincial or Municipal statute, or violations of probation or any other court order.



**Criminal / Litigation / Disciplinary Information - Continued**

18. Has the **applicant** ever been investigated for, charged with or convicted of a criminal offence or other violation of any statute, regulation or code?

No  Yes – **Check (☑) one**

Date	Reason for Investigation, Charge or Conviction	Disposition and Sentence	Enforcement Agency Name and Location

19. Has the applicant ever had any cannabis retailer licence/approval denied, suspended, revoked or made subject to any sanctions or fines?

No  Yes – **Check (☑) one**

Type of Licence/Registration	Name of Licensing Agency and Contact Name and Telephone Number	Date of and Reason(s) for Denial, Suspension, Revocation or Condition

20. Has the applicant ever been the defendant or plaintiff in a lawsuit in the last five years? (include all collection matters, debt matters, bankruptcy, insolvency or liquidation)

No  Yes – **Check (☑) one**

Date of Order, Judgement or Decree	Docket/File Number	Details	Issuing Court and Location

## FINANCIAL INFORMATION

**INSTRUCTIONS**      Ensure all questions are answered and all documents are provided.

21. Attach financial statements for the last three years .....Attachment(s) # \_\_\_\_\_

22. Attach copies of completed income tax returns for each jurisdiction in which the applicant is required to file for the last three years. Include all schedules, information slips and assessment/reassessment notices. ....Attachment(s) # \_\_\_\_\_

23. Is the applicant a publicly-traded company?

No     Yes

i. Stock Symbol..... \_\_\_\_\_

ii. Traded on ..... \_\_\_\_\_

24. List all current financial obligations.

Date of Loan	Source of Funds Lender Name, Contact Name and Telephone Number	Collateral Pledged	Guarantor(s) Name (if applicable)	Reason for Loan and Type of Loan	Amount Borrowed	Amount Outstanding	Interest Rate & Term	Attachment #

**The applicant MUST notify AGLC immediately of any changes to the above list after it has been submitted.**

# COMPANY REPRESENTATIVE STATUTORY DECLARATION

## COMPANY REPRESENTATIVE COMPLETING APPLICATION

Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Fax \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_ E-Mail \_\_\_\_\_

I, \_\_\_\_\_  
(*PRINT Company Representative Name*)

### DO SOLEMNLY DECLARE THAT

1. I have prepared this disclosure on behalf of \_\_\_\_\_, the applicant.
2. I have provided an answer to every question on this disclosure.
3. The information provided is true, accurate and complete to the best of my knowledge, and all required disclosures and other documentation have been provided.
4. Any document accompanying this disclosure that is not an original document is a true copy of the original document.

I **MAKE** this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Declared** before me at \_\_\_\_\_ in the province of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Notary Public, Justice of the Peace,  
Commissioner for Oaths,  
or Other Individual Authorized to take Declarations

\_\_\_\_\_  
My Appointment Expires

**APPLICANT OWNER/PRESIDENT  
STATUTORY DECLARATION**

**Applicant Full Legal Name** \_\_\_\_\_

I, \_\_\_\_\_ (*Applicant Owner or President*)  
of the city of \_\_\_\_\_ in the province of \_\_\_\_\_

**DO SOLEMNLY DECLARE THAT**

1. I have read this Applicant Disclosure for Licence/Registration Application and have verified all information contained in it.
2. I have personally initialled and dated each page of this Applicant Disclosure declaring that the information provided is true, accurate and complete to the best of my knowledge.

**I MAKE** this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Declared** before me at \_\_\_\_\_ in the province of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Applicant Owner or President's Signature

\_\_\_\_\_  
Notary Public, Justice of the Peace,  
Commissioner for Oaths,  
Or Other Individual Authorized to take Declarations

\_\_\_\_\_  
My Appointment Expires

## CONSENT TO RELEASE INFORMATION

**Applicant's Name** \_\_\_\_\_

Alberta Gaming, Liquor and Cannabis ("AGLC") is required to conduct background checks and collect information to determine the eligibility of Applicants for licences and registrations pursuant to the *Gaming, Liquor and Cannabis Act*, R.S.A. 2000, c.G-1. This consent form will allow AGLC to verify and investigate the information provided by the Applicant in the applicant disclosure application form. AGLC is required under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25 to protect the confidentiality of personal information and to use and disclose the information only for the purpose for which it was collected.

1. I hereby authorize AGLC to verify all information provided in the applicant disclosure form to which this consent form is attached (the "Applicant Disclosure").
2. I executed the Applicant Disclosure with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of it may result in the Applicant being rejected for licence/registration by AGLC. I am further aware that later discovery of an omission or misrepresentation may be grounds for any licence/registration to be suspended or revoked.
3. For the purposes of this Consent to Release Information, I acknowledge that the Applicant has, or has had, an interest in any company or person if it currently has or has previously had any interest by way of ownership, financial or management.
4. I authorize AGLC to share or exchange the information I have provided only with those persons listed in clause 5, 6 or 7 below and only for the purposes of verifying or confirming the accuracy of the information.
5. I hereby authorize and request the following persons to whom this consent form is presented,
  - i) Canadian Customs and Revenue Agency, or the United States Internal Revenue Service, or other equivalent foreign taxing authority;
  - ii) any financial institutions, foreign or domestic, including banks, credit unions, trust companies, investment dealers or brokerage houses; or
  - iii) credit reporting agencies, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, including but not limited to, past loan information, notes signed or co-signed by me, account records of any type, passbooks, safety deposit records, and general ledger folios or entries, that are, or may be relevant to verifying my total income, sources of income, assets and liabilities.

## Consent to Release Information - Continued

6. I hereby authorize and request the following persons to whom this consent form is presented,

- i) any law enforcement agency, police service or sheriff's office, foreign or domestic;
- ii) any regulatory, licensing or administrative body foreign or domestic; or
- iii) any federal, provincial, state, or municipal government, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, that are, or may be relevant to determining the Applicant's eligibility for a licence/registration, or whether or not the Applicant may be a detriment to the integrity or lawful conduct of cannabis retail activities, by verifying whether or not

- iv) The Applicant has acted, or is alleged to have acted, or any company in which the Applicant has an interest in has acted, or is alleged to have acted in any manner not in accordance with federal, provincial, state, or municipal law;
- v) Any kind of cannabis retailer licence of which the Applicant held an interest in was refused, cancelled or suspended in any other jurisdiction;
- vi) The Applicant, or any licensee of which the Applicant held an interest in, received any fines or other sanctions in another jurisdiction pursuant to any cannabis retailer, securities, financial or criminal legislation or policy; or
- vii) The Applicant has connections, business or personal, with other individuals or corporations who may have acted, or who are alleged to have acted in any manner not in accordance with federal, provincial, state or municipal law or who have been subject to any investigations referred to in vi) above.

7. I hereby authorize and request all law enforcement agencies, foreign or domestic, to whom this consent form is presented having documents relating to or concerning the Applicant to permit AGLC to conduct a criminal records check, and obtain, review and copy any such documents.

8. I acknowledge that the Applicant shall not be entitled to make any claim against a party to whom this consent form is presented in respect of the release of information or documents in good faith to AGLC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Company Owner or President Signature

\_\_\_\_\_  
PRINTED Title



# Associated Applicant Disclosure

## Cannabis Retailer

**Alberta Gaming, Liquor & Cannabis (AGLC) will only approve a Cannabis Retailer** after a thorough investigation. Full disclosure is required.

**The approval for a Cannabis Retailer** is a privilege not a right. The burden of proving eligibility is at all times on the applicant.

**An approval is automatically cancelled** on a sale, assignment or transfer that results in a change of control in the ownership structure (owner, financial interest, share structure) of the applicant or associated applicant. **Any proposed change of 10% or more must be approved by**, and a due diligence investigation conducted by, AGLC prior to any sale, assignment or transfer taking place.

**Read the Instructions carefully** – it contains important information required for the completion of the disclosure package.

**Submit the completed Due Diligence application forms (Applicant Disclosure, Associated Applicant Disclosure, Personal Disclosure)** in a **sealed** envelope marked **“Personal & Confidential – To Be Opened By Addressee Only”** and addressed to:

Attention: Senior Manager Due Diligence  
Alberta Gaming, Liquor & Cannabis  
Audit Services Branch  
50 Corriveau Avenue  
St. Albert, Alberta, Canada T8N 3T5

**Ensure that the courier package is prepaid and clearly labelled.**

**For further information please contact Due Diligence at:**

Telephone: 780-732-6300  
Fax: 780-447-8692  
E-Mail [duediligence@aglc.ca](mailto:duediligence@aglc.ca)



# INSTRUCTIONS

## A. TERMS / DEFINITIONS

1. **AGLC** – Alberta Gaming, Liquor & Cannabis.
2. **Applicant** – Individual, corporation or other entity applying for a licence, registration or approval.
3. **Associated Applicant** – Individual, corporation or other entity that is or will be a(n)
  - i. Owner,
  - ii. Partner (in a partnership),
  - iii. Promoter,
  - iv. Shareholder directly or indirectly controlling 10% or more of the shares in the **Applicant**, or
  - v. Any individual or entity with a direct or indirect financial interest of 10% or more in the **Applicant**.
4. **Cannabis Licence** - means a licence under the *Gaming, Liquor and Cannabis Act (Alberta)* that authorizes the purchase, sale, transport, possession, storage or use of cannabis.
5. **Cannabis Supplier**- means a person who holds a licence under the federal Act that authorizes the person to produce cannabis for commercial purposes or to sell cannabis to AGLC.
6. **Control** –
  - i. Power to direct.
  - ii. Any direct or indirect influence which, if exercised, would result in control in fact of the corporation whether directly through the ownership structure, or indirectly through a trust, a contract, ownership of shares, stocks, equities or securities of another corporation or other entity.
  - iii. The ability to appoint, elect or cause the appointment or election of a director, whether or not that ability is exercised.
  - iv. Any owner, shareholder, other individual, or corporate entity related to an associated applicant that has direct or indirect control of 10% or more of the **applicant**.
7. **Controlling Interest** – the holding by an individual, group or corporate entity a majority of a business, giving the holder a means of exercising control.
8. **Director** –
  - i. Those individuals acting collectively to whom the duty of managing the general affairs of the company is delegated by the shareholders. Their duty is to conduct the business of the company for the greatest benefit of the shareholders.
  - ii. Any individual acting in a capacity similar to that of director of a company.
  - iii. A trustee, officer, member of an executive committee and any individual occupying a similar position.
9. **Financial Interest** – Includes any direct, indirect or contingent interest
  - i. Whether as owner, partial or otherwise, of an interest, beneficial owner, owner of shares or owner through trusteeship, investment or otherwise, or
  - ii. In management, whether by management agreement, partnership agreement or other agreement, or
  - iii. Because of having loaned or advanced or caused to be loaned or advanced money or anything of value, with or without security, or
  - iv. Any individual or corporate entity related to an applicant or associated applicant that holds a direct or indirect financial interest of 10% or more in the **applicant**.
10. **Key Employee** –
  - i. Individual(s) that exercise influence or control over the day to day operations or decision-making of a registrant or licensee.
  - ii. Individuals employed in senior management positions such as CEO, CFO, controller, senior compliance officers, or any other individual who performs functions for a company similar to those normally performed by an individual occupying any of these offices.
  - iii. Any other individual holding a key position as determined by AGLC.
11. **Licence and/or registration** – a licence or registration issued under the *Gaming, Liquor and Cannabis Act (Alberta)* and, includes an agreement, permit,

certificate, finding of suitability, qualification or other authorization issued under the laws of a jurisdiction other than Alberta that, in AGLC's opinion, is similar to a licence/registration issued under the *Gaming, Liquor and Cannabis Act (Alberta)*.

12. **Officer** –

- i. An individual employed in connection with the administration and management of a department.
- ii. The chairman and vice-chairman of the board of directors, the president, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, general manager and any other individual designated an officer by by-law or resolution of the directors, and any other individual who performs functions for a company similar to those normally performed by an individual occupying any of those offices.
- iii. The chairman, president, vice-president, secretary, treasurer, comptroller, general counsel, general manager, director, managing director or any other individual who performs functions for a corporation similar to those normally performed by an individual occupying any such office.

13. **Partner** – A reference to a partner of an individual includes a spouse, common-law spouse or individual connected to the applicant by virtue of an adult interdependent relationship.

14. **Promoter** – Any individual, corporation or other entity who

- i. Acting alone or in concert with one or more other individuals or corporate entities, directly or indirectly takes the initiative in founding, organizing or substantially reorganizing a business; or
- ii. In connection with the founding, organization or substantial reorganization of the business, directly or indirectly receives, in consideration of services or property or both, 10% or more of a class of shares or 10% or more of the proceeds from the sale of a class of shares.

15. **Qualified Cannabis Worker** –

- i. Means an individual qualified with AGLC and who assists a Cannabis Retailer in the operation of a licensed premises.
- ii. No individual may act as a worker unless qualified by AGLC.

16. **Cannabis Representative** –

- i. No cannabis supplier may authorize any person to be its representative in the sale of the supplier's cannabis unless the person is registered with AGLC for that purpose.
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**B. COMPLETING THE DISCLOSURE**

1. Individuals are only required to complete **one** disclosure form, even though they may be related to both the applicant and an associated applicant(s).
2. AGLC may request disclosure from other individuals and entities associated with the applicant.
3. An answer must be provided for every question – do not leave blank spaces
  - i. If a question does not apply, write “Does not Apply” or “N/A”.
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  - iii. Answers such as *see previous disclosure* or *no changes since last disclosure* are **NOT** acceptable when questions ask for current information.
4. All disclosures must be typed or printed clearly. Illegible disclosures will be returned.
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6. If additional space is required, either make additional copies of the page, or use additional paper and attach it to the appropriate page.
7. All attachments must be clearly labelled as “Attachment 1, Attachment 2, Attachment 3,” etc. The attachment number must then be noted **in the space provided beside** the applicable question.
8. All attachments must be an accurate copy of the original, and be signed by you.
9. The disclosure must be signed/initialed as follows
  - i. Initial and date each page to verify all statements made are accurate, all material facts are included, and all requested information and documents are provided.
  - ii. Sign the consent to criminal and financial checks – your partner must also sign.

- iii. Sign the Statutory Declaration. The Declaration must be witnessed by an individual authorized to take declarations.
  - iv. Sign the Consent Waiver.
10. Keep a copy of this disclosure for your records. You may be contacted for further information, documents or clarification.
  11. Incomplete disclosures will be returned to the appropriate individual for completion.

#### **IMPORTANT INFORMATION**

12. All information and documents provided as part of this disclosure
  - i. Become the property of AGLC and will not be returned.
  - ii. Are confidential and will be treated as such.
  - iii. Are for AGLC's use to determine the applicant's eligibility for a licence, registration or approval.
  - iv. Will be verified through an investigative process – further information, documents or clarification may be requested.

#### **C. PROTECTION OF INFORMATION**

1. The information collected in this disclosure is only used in determining the eligibility of the applicant for a licence, registration or approval and will not be shared with other AGLC units without consent.
2. The authority for the collection of this information is the *Gaming, Liquor and Cannabis Act (Alberta)* and the *Gaming and Liquor Regulation (Alberta)* and FOIP Sections 33(a) & (c).
3. All application packages shall be kept confidential and shall only be released in accordance with the
  - i. Consent Waiver.
  - ii. *Freedom of Information and Protection of Privacy Act (FOIP Act) (Alberta)*.
4. Disclosure documents are classified "Restricted" and are handled as such. Details of these processes can be found [here](#).



**CORPORATE STRUCTURE**

8. List all the Associated Applicant’s **current** owners, investors, promoters, parent or holding companies, shareholders and partners (in a partnership).

- i. Personal and Associated Applicant Disclosures must be provided.
- ii. Disclosures are not required for shareholders/partners of less than 10%; **however, these must be listed** and disclosures may be required at a later date.

Individual/Person Name	Position or Relationship	% of Ownership

9. List all **current** directors and officers in the Associated Applicant.

Name	Position

**Corporate Structure - Continued**

10. Total current number of employees – **Associated Applicant:** \_\_\_\_\_

11. Attach a **current** organizational chart showing the reporting structure and all key employees.

12. List all **current** key employees. Personal Disclosures must be provided for all individuals listed.

Name	Position	Individual and Position Reporting To

13. List all other corporate entities **currently** associated to the Associated Applicant. Include all subsidiary companies and those the Associated Applicant has a financial, organizational or managerial interest in.

Name	Relationship	Contact Name & Telephone Number

## ASSOCIATED APPLICANT'S ASSOCIATION WITH APPLICANT AND/OR OTHER ASSOCIATED PERSON(S)

14. Is/will the Associated Applicant be an owner, investor, partner (in a partnership), promoter or shareholder in the Applicant and/or other Associated Applicant(s)?

No  Yes, state the following. Indicate ownership/investment for any other Associated Applicant with an asterisk (\*).

(*)	Amount invested / to be invested	# and % of shares/units held / to be held	Class (voting, non-voting, preferred)	How was/will the investment be made (shareholder loan, purchase of shares/units)	Source of investment (personal savings, loan or investment) and repayment plan. Attach a copy of all agreements, documents and financial records for each transaction.

15. Will the Associated Applicant's interest in either the applicant or a second Associated Applicant be assigned, pledged or sold either in whole or in part?

No  Yes, provide the following. Indicate with an asterisk (\*) if for a second Associated Applicant.

(*)	Person(s) Name	Contact Name (if applicable) and Mailing Address	Telephone #	Agreements, documents, financial records Attachment #

16. Has the Associated Applicant ever been licenced/registered with AGLC?  No  Yes – **Check (☑) one**

Licence/Registration Type	Date Licenced/Registered & Status	Details

17. Has the Associated Applicant ever been involved in any capacity in the production, distribution or selling of Cannabis?  No  Yes – **Check (☑) one**

Name & Address of Regulatory Agency	Date	Contact Name & Telephone Number	Details



## CRIMINAL / LITIGATION / DISCIPLINARY INFORMATION

**IMPORTANT INFORMATION:** Failure to provide full disclosure will be taken into account in assessing the **Associated Applicant's** character, honesty and integrity and may result in the **applicant** being denied a licence/registration.

- A. An applicant may not be eligible for licence/registration if the character, financial history or competence of the applicant or any associated person (including but not limited to an owner, shareholder, director, officer, key employee, or partner of any individual shareholder, director, officer or key employee) poses a threat to the integrity of the retail of cannabis.
- B. Enquiries will be made to determine if the applicant or any associated person has ever been charged with or convicted of, or is subject to pending charges for a criminal, regulatory, civil or other statutory offence.
- C. The applicant and all associated persons must provide full disclosure of all criminal and civil proceedings on the appropriate Disclosures.
- D. Failure to disclose any such involvement will be taken into account when assessing the applicant's eligibility for licence/registration.
- E. The particulars of any offence or claim and the sentence or penalty imposed will be reviewed to determine whether a conviction or charge affects the applicant's eligibility for licence/registration.

### F. INSTRUCTIONS

1. Answer **"Yes"** and provide all information **even if:**

- i. The charges were dismissed or subsequently downgraded to a lesser charge.
- ii. The Associated Applicant was not convicted.

If answering **yes** ensure you check () the appropriate box and list all incidents as requested.

2. Answer **"No"** if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.

### Definitions:

**Charge** – Includes any indictment, information, summons or other notice of the alleged commission of a criminal offence.

**Arrest** – Includes any detaining, holding or taking into custody by any law enforcement authority to answer for the alleged performance of any offence.

**Offence** – Includes all offences, regardless of the seriousness, under any Federal, Provincial or Municipal statute, or violations of probation or any other court order.

## Criminal/Litigation/Disciplinary Information - Continued

18. Has the Associated Applicant ever been investigated for, charged with or convicted of a criminal offence or other violation of any statute, regulation or code?

No  Yes – **Check (☑) one**

Date	Reason for Investigation, Charge or Conviction	Disposition and Sentence	Enforcement Agency Name and Location

19. Has the Associated Applicant ever had any cannabis retailer licence/approval denied, suspended, revoked or made subject to any sanctions?

No  Yes – **Check (☑) one**

Type of Licence/Registration	Name of Licensing Agency and Contact Name and Telephone Number	Date of and Reason(s) for Denial, Suspension, Revocation or Condition

20. Has the Associate Applicant ever been the defendant or plaintiff in a lawsuit in the last five years? (include all collection matters, debt matters, bankruptcy, insolvency or liquidation)

No  Yes – **Check (☑) one**

Date of Order, Judgement or Decree	Docket/File Number	Details	Issuing Court and Location

**FINANCIAL INFORMATION**

**INSTRUCTIONS**      Ensure all questions are answered and all documents are provided.

21. Attach financial statements for the last three years .....Attachment(s) # \_\_\_\_\_

22. Attach copies of completed income tax returns for each jurisdiction in which the applicant is required to file for the last three years. Include all schedules, information slips and assessment/reassessment notices .....Attachment(s) # \_\_\_\_\_

23. Is the Associated Applicant a publicly-traded company?

No     Yes, provide

i. Stock Symbol ..... \_\_\_\_\_

ii. Traded on ..... \_\_\_\_\_

24. Has the Associated Applicant or any person(s) associated to the Associated Applicant entered into any type of management or service contract or agreement with respect to any cannabis retailer activity?

No     Yes    – **Check (☑) one**

Name	Relationship, if any, to Associated Applicant	Contract	Amount Paid	Purpose	Terms	Attachment #

**COMPANY REPRESENTATIVE  
STATUTORY DECLARATION**

**COMPANY REPRESENTATIVE COMPLETING ASSOCIATED APPLICANT DISCLOSURE**

Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Fax \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_ E-Mail \_\_\_\_\_

I, \_\_\_\_\_  
(*PRINT Company Representative Name*)

**DO SOLEMNLY DECLARE THAT**

1. I have prepared this disclosure on behalf of \_\_\_\_\_  
the Associated Applicant.
2. I have provided an answer to every question on this disclosure.
3. The information provided is true, accurate and complete to the best of my knowledge, and all  
required disclosures and other documentation have been provided.
4. Any document accompanying this Disclosure that is not an original document is a true copy of  
the original document.

**I MAKE** this solemn declaration conscientiously believing it to be true and knowing that it is of the same force  
and effect as if made under oath.

**Declared** before me at \_\_\_\_\_ in the province of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Notary Public, Justice of the Peace,  
Commissioner for Oaths,  
Or Other Individual Authorized to take Declarations

\_\_\_\_\_  
My Appointment Expires

**ASSOCIATED APPLICANT OWNER OR PRESIDENT  
STATUTORY DECLARATION**

**Associated Applicant** Full Legal Name \_\_\_\_\_

I, \_\_\_\_\_ (*Associated Applicant Owner or President*)

of the city of \_\_\_\_\_ in the province of \_\_\_\_\_

**DO SOLEMNLY DECLARE THAT**

1. I have read this Associated Applicant Disclosure for Licence/Registration Application and have verified all information contained in it.
2. I have personally initialled and dated each page of this Associated Applicant Disclosure declaring that the information provided is true, accurate and complete to the best of my knowledge.

I **MAKE** this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Declared** before me at \_\_\_\_\_ in the province of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Associated Applicant Owner or President's Signature

\_\_\_\_\_  
Notary Public, Justice of the Peace,  
Commissioner for Oaths,  
Or Other Individual Authorized to take Declarations

\_\_\_\_\_  
My Appointment Expires

## CONSENT TO RELEASE INFORMATION

**Associated Applicant's Name** \_\_\_\_\_

Alberta Gaming, Liquor & Cannabis ("AGLC") is required to conduct background checks and collect information to determine the eligibility of Applicants for licences and registrations pursuant to the *Gaming, Liquor and Cannabis Act*, R.S.A. 2000, c.G-1. This consent form will allow AGLC to verify and investigate the information provided by the Associated Applicant in the Associated Applicant disclosure application form. AGLC is required under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25 to protect the confidentiality of personal information and to use and disclose the information only for the purpose for which it was collected.

1. I hereby authorize AGLC to verify all information provided in the Associated Applicant disclosure form to which this consent form is attached (the "Associated Applicant Disclosure").
2. I executed the Associated Applicant Disclosure with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of it may result in the Applicant being rejected for licence/registration by AGLC. I am further aware that later discovery of an omission or misrepresentation may be grounds for any licence/registration to be suspended or revoked.
3. For the purposes of this Consent to Release Information, I acknowledge that the Associated Applicant has, or has had, an interest in any company or person if it currently has or has previously had any interest by way of ownership, financial or management.
4. I authorize AGLC to share or exchange the information I have provided only with those persons listed in clause 5, 6 or 7 below and only for the purposes of verifying or confirming the accuracy of the information.
5. I hereby authorize and request the following persons to whom this consent form is presented,
  - i) Canadian Customs and Revenue Agency, or the United States Internal Revenue Service, or other equivalent foreign taxing authority;
  - ii) any financial institutions, foreign or domestic, including banks, credit unions, trust companies, investment dealers or brokerage houses; or
  - iii) credit reporting agencies, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, including but not limited to, past loan information, notes signed or co-signed by me, account records of any type, passbooks, safety deposit records, and general ledger folios or entries, that are, or may be relevant to verifying my total income, sources of income, assets and liabilities.

## Consent to Release Information – Continued

6. I hereby authorize and request the following persons to whom this consent form is presented,

- i) any law enforcement agency, police service or sheriff's office, foreign or domestic;
- ii) any regulatory, licensing or administrative body foreign or domestic; or
- iii) any federal, provincial, state, or municipal government, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, that are, or may be relevant to determining the Applicant's eligibility for a licence/registration, or whether or not the Associated Applicant may be a detriment to the integrity or lawful conduct of cannabis retail activities, by verifying whether or not

- iv) The Associated Applicant has acted, or is alleged to have acted, or any company in which the Associated Applicant has an interest in has acted, or is alleged to have acted in any manner not in accordance with federal, provincial, state, or municipal law;
- v) Any kind of cannabis retailer licence of which the Associated Applicant held an interest in was refused, cancelled or suspended in any other jurisdiction;
- vi) The Associated Applicant, or any licensee of which the Associated Applicant held an interest in, received any fines or other sanctions in another jurisdiction pursuant to any cannabis retailer, securities, financial or criminal legislation or policy; or
- vii) The Associated Applicant has connections, business or personal, with other individuals or corporations who may have acted, or who are alleged to have acted in any manner not in accordance with federal, provincial, state or municipal law or who have been subject to any investigations referred to in vi) above.

7. I hereby authorize and request all law enforcement agencies, foreign or domestic, to whom this consent form is presented having documents relating to or concerning the Associated Applicant to permit AGLC to conduct a criminal records check, and obtain, review and copy any such documents.

8. I acknowledge that the Associated Applicant shall not be entitled to make any claim against a party to whom this consent form is presented in respect of the release of information or documents in good faith to AGLC.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_\_

\_\_\_\_\_  
Company Owner or President Signature

\_\_\_\_\_  
PRINTED Title



## Personal Disclosure Cannabis Retailer

**Alberta Gaming, Liquor & Cannabis (AGLC) will only make a finding of suitability** after a thorough investigation. Full disclosure is required.

**The finding of suitability** is a privilege not a right. The burden of proving eligibility is at all times on the applicant.

**Read the Instructions carefully** – it contains important information that is required for the completion of the disclosure package.

**Submit the completed Due Diligence application forms (Applicant Disclosure, Associated Applicant Disclosure, Personal Disclosure) in a sealed envelope marked “Personal & Confidential – To Be Opened By Addressee Only” and addressed to:**

Attention: Senior Manager Due Diligence  
Alberta Gaming, Liquor & Cannabis  
Audit Services Branch  
50 Corriveau Avenue  
St. Albert, Alberta, Canada T8N 3T5

**For further information please contact Due Diligence at:**

Telephone: 780-732-6300

Fax: 780-447-8692

E-Mail: [duediligence@aglc.ca](mailto:duediligence@aglc.ca)



# INSTRUCTIONS

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1. The information collected in this disclosure is only used in determining the eligibility of the applicant for a licence, registration or approval and will not be shared with other AGLC units without consent.
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- Disclosure documents are classified "Restricted" and are handled as such. Details of these processes can be found [here](#).

## PERSONAL INFORMATION

1. Personal Information:

Last	First	Middle
Date of Birth (YYYY/MM/DD)		Place of Birth
Gender	Citizenship	
Maiden name	List all aliases and name changes including nicknames and the date changed	

2. Addresses:

Home Address			
City	Province/State	Postal/Zip Code	Country
Home Telephone Number	Work Telephone Number	Cell Phone Number	
E-mail Addresses (Work and Personal)			

3. **Whereas you** will be involved in a sensitive position of trust, criminal and financial checks will be conducted on you and your partner.

**Consent to criminal and financial checks by signing below.**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Spouse/Partner's Signature

4. This disclosure is being completed on behalf of the **following Applicant(s) and/or Associate Applicant(s) (entity/corporation):**

--

5. Have you or your partner ever been a Director, Shareholder or Key Employee of an AGLC Registrant or Licensee?  No  Yes

6. Is this the first time you have completed a disclosure for AGLC?  No  Yes

7. List all residences for the past three years, beginning with current residence.

Date		Primary Residence (Yes/No)	Location of Property (Street, City, Province/State, Country, Postal Code/Zip Code)
From (MO/YR)	To (MO/YR)		

8. Sign below to authorize AGLC to discuss this disclosure with an individual other than yourself:

You **ONLY**, OR

Individual's Name			
Mailing Address	City	Province/State	Postal/Zip Code
Home Telephone Number	Work Telephone Number	E-mail Addresses (Work and Personal)	

I **AUTHORIZE AGLC** to contact and discuss any aspects of this disclosure with the individual named above:

SIGNED BY (YOU): \_\_\_\_\_

9. Have you or your partner ever been involved in any capacity in the production, distribution or selling of Cannabis?  No  Yes

## EMPLOYMENT / WORK HISTORY

10. Current Employer Information:

Current Employer		Occupation/Title		Since Date	Salary
Address	City	Province/State	Postal/Zip Code	Country	

11. List your employment history for the past ten years, including all periods of unemployment.

From (MO/YR)	To (MO/YR)	Position	Name of Employer	Reason for Leaving

## FAMILY INFORMATION

12. I am **currently**  Married  Engaged  Divorced  Separated  Widowed  Single  Common Law  Cohabiting

13. If married, common-law or cohabitating, the following questions must be completed regarding your partner.

**Note:** A criminal records and financial check will be conducted on all spouses, who must sign the consent to a criminal records check and consent to financial check.

Last Name	First	Middle
Date of Birth (YYYY/MM/DD)	Gender	Social Insurance Number (Optional)
List all aliases and name changes, legal or otherwise, include nicknames and maiden name and the date changed		

14. List all compensated employment, held by your partner during the last twelve month period, beginning with their current employer.

From: (MO/YR)	To (MO/YR)	Name, Address and Telephone Number of Employer	Title/Position Held

i. Does your spouse have any involvement with the cannabis industry?

No     Yes, provide details \_\_\_\_\_

15. List **all** your children, step-children and adopted children (dependent or not), and any other dependent individual(s).

Name	Birth Date	Relationship	Amount of Support Received	Dependant (Y/N)

16. Your current dependent/(ex-)partner support obligations

- I am not subject to a court order or other agreement for the support of a child/dependent or (ex-) partner.
- I am subject to a court order or other agreement for the support of a child/dependent or (ex-) partner, and am in compliance with the order/agreement.
- I am subject to a court order or other agreement for the support of a child/dependent or (ex-) partner, and am NOT in compliance with the order.

Public agency/court responsible for enforcing support order/agreement

Agency Name & Contact Person	Telephone Number	File Number



## BUSINESS INTERESTS

**When answering the following questions, indicate with an asterisk (\*) before each item/line, answers that pertain to your partner or dependent.**

17. List all corporations/entities that you or your partner have or have had a financial, ownership, organizational or shareholder interest in - do not include publicly traded corporations in which you own less than 10% of stock. List all corporations owned during the past ten years.

(*)	Dates		Name and Location of Corporation/Entity	% interest held	Current Status of Business	Name & Address of Other Owners (Other than a publicly traded company)
	From (MO/YR)	To (MO/YR)				

18. List all corporations/entities that you or your partner are/were associated with as an officer, director or other similar capacity. Include non-profit societies, charitable entities and family trusts. List all associations for the past ten years.

(*)	Dates		Position Held and/or Nature of Interest	Compensation Received	Name and Address of Corporation/Entity
	From (MO/YR)	To (MO/YR)			

19. I am/will be associated with the corporate applicant and/or corporate associated applicants as one of the following – include all positions currently held or proposed:

Position	For Corporate Applicant Position Held and Since Date	For Corporate Associated Applicant Position Held and Since Date
<input type="checkbox"/> Owner/Investor		
<input type="checkbox"/> Director/Officer		
<input type="checkbox"/> Employee		

## CRIMINAL / LITIGATION / DISCIPLINARY INFORMATION

**IMPORTANT INFORMATION:** Failure to provide full disclosure will be taken into account in assessing **your** character, honesty and integrity and may result in **you** being found unsuitable.

- A. You may be found unsuitable if your character, financial history or competence poses a threat to the integrity of the retail of cannabis.
- B. Enquiries will be made to determine if you, or your partner has ever been charged with or convicted of, or is subject to pending charges for a criminal, regulatory, civil or other statutory offence.
- C. You, the applicant and all associated applicants must provide full disclosure of all criminal and civil proceedings on the appropriate disclosures.
- D. Failure to disclose any such involvement will be taken into account when assessing the applicant's eligibility for a licence or registration.
- E. The particulars of any offence or claim and the sentence or penalty imposed will be reviewed to determine whether a conviction or charge affects the applicant's eligibility for licence or registration.

### Definitions:

**Charge** – Includes any indictment, information, summons or other notice of the alleged commission of a criminal offence.

**Arrest** – Includes any detaining, holding or taking into custody by any law enforcement authority to answer for the alleged performance of any offence.

**Offence** – Includes all offences, regardless of the seriousness, under any Federal, Provincial or Municipal statute, or violations of probation or any other court order.

### INSTRUCTIONS

1. Provide all required information **even if**
  - i. The charges were dismissed or subsequently downgraded to a lesser charge.
  - ii. You completed an alternative measures or other similar program.
  - iii. You were not convicted.
  - iv. You did not serve any time in prison or gaol.
  - iv. The investigation, charges or offences happened in another jurisdiction.
2. Do not provide information in questions 30 and/or 31 if you were charged under the provisions of the *Youth Criminal Justice Act (Canada)* or other similar legislation.

20. If you and/or your partner reside outside of Canada for a period of more than six months at a time, attach a current criminal record check for both you and your partner from each jurisdiction where you reside. Attachment(s) #: \_\_\_\_\_

21. List all instances where you or your partner have **ever** been: investigated, charged, arrested, or convicted of any offence (except minor traffic violations), regulation or code?

(*)	Date	Reason for Investigation, Arrest, Charge and/or Conviction	Disposition and Sentence	Enforcement Agency Name and Location

22. List all instances where you or your partner have ever been investigated, disciplined, fined or sanctioned by any regulatory body (i.e. cannabis, liquor, securities, professional, etc.).

(*)	Type of Licence/Registration	Name of Regulatory Body, Contact Name and Telephone Number	Date of, and Reason(s) for Denial, Suspension, Revocation or Condition

23. List all instances where you or your partner have been a defendant or plaintiff in any civil action or lawsuit in the last ten years?

(*)	Date	Reason for Action or Lawsuit	Disposition and/or Judgement	Court Type and Location

## FINANCIAL

**INSTRUCTIONS**

1. Financial information must be provided for you, your partner and dependents.
2. When answering financial questions, indicate with an asterisk (\*) before each item/line answers that pertain to your partner or dependent.
3. If not using Canadian funds, identify currency used.

24. If you and/or your partner reside outside of Canada or the United States for a period of more than six months at a time, attach a current credit bureau check for both you and your partner from each jurisdiction where you reside. Attachment(s) #: \_\_\_\_\_

25. Attach Notices of Assessment/Reassessment, from the appropriate jurisdiction(s) for the last three years. Attachment(s) #: \_\_\_\_\_

26. List all instances in the last five years where you, your partner or dependent(s) have given a guarantee, co-signed or otherwise insured payment of a loan, debt or other financial obligation?

(*)	Nature of Obligation (Personal Guarantee, Etc.)	Primary Debtor	Date Obligation Made	Original Balance	Current Balance	Status of Debt

27. If you answer yes to the following, include a narrative explaining your answer. (Marked as attachment number):

- i. In the last ten years has any level of government filed a lien against or seized any of your or your partner's assets?  
 No    Yes
- ii. In the last ten years have you or your partner been a defendant in any collection or debt matters?  
 No    Yes
- iii. In the last ten years have you or your partner had your wages or assets garnisheed?  
 No    Yes
- iv. In the last ten years have you or your partner applied for any financial monitoring or consumer proposal?  
 No    Yes
- v. Have you or your partner ever declared bankruptcy?  
 No    Yes

# STATUTORY DECLARATION

I, \_\_\_\_\_,  
(PRINT full LEGAL name)

of the city of \_\_\_\_\_ in the province/state of \_\_\_\_\_.

## DO SOLEMNLY DECLARE THAT

1. I personally supplied and/or verified all information contained in this personal applicant disclosure ("Disclosure"), and I have personally initialled and dated each page of this Disclosure.
2. I understand and read the English language or I have had an interpreter read, explain and record the answer to each and every question on this Disclosure.
3. The information provided on this Disclosure is true, accurate and complete to the best of my knowledge, and all requested documentation has been provided.
4. Any document accompanying this Disclosure that is not an original document is an accurate copy of the original document.
5. I executed the disclosure with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of it may result in the applicant being rejected for licence or registration by AGLC. I am further aware that later discovery of an omission or misrepresentation may be grounds for any finding of suitability to be suspended or revoked.

I **MAKE** this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Declared** before me

in the city of \_\_\_\_\_, in the province/state of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Notary Public, Justice of the Peace, Commissioner for Oaths, or  
Other Person Authorized to Take Declarations

My appointment expires: \_\_\_\_\_

Alberta Gaming, Liquor & Cannabis (the "AGLC") is required to conduct background checks and collect information to determine the eligibility of applicants pursuant to the *Gaming, Liquor and Cannabis Act*, R.S.A. 2000, c.G-1. The AGLC is required under the *Freedom of Information and Protection of Privacy Act* to protect the confidentiality of personal and corporate information. The information is strictly for the use of the AGLC and is intended to be used for the purpose for which it was collected.

## CONSENT WAIVER

**Your Name:** \_\_\_\_\_

1. I authorize AGLC to verify all information provided by me in the Personal Applicant Disclosure (the Disclosure) or other information identified during the course of the background investigation. The information is strictly for the use of AGLC and is intended to be used for the purpose of a background investigation pursuant to Section 9 and 9.1 of the GLR.
2. I authorize the following entities to release to AGLC any documents, records or correspondence that are, or may be, relevant to determining whether I may be a detriment to the integrity or lawful conduct of cannabis activities:
  - i) Canada Revenue Agency, or the United States Internal Revenue Service, or other equivalent foreign taxing authority;
  - ii) Financial institutions, including banks, credit unions, trust companies, investment dealers or brokerage houses;
  - iii) Credit reporting agencies;
  - iv) Law enforcement agencies, police services or sheriff's office (release of criminal record);
  - v) Other regulatory, licensing or administrative bodies; or
  - vi) Federal, provincial, state, or municipal government.
3. I authorize AGLC to share with the entities listed above the information I have provided or other information identified during the course of the background investigation.
4. I authorize AGLC to conduct ongoing investigations, including but not limited to checks for outstanding criminal charges, criminal records, police intelligence and credit bureau.
5. This authorization shall be in effect for the duration of the registration, licence or approval granted by AGLC.
6. I acknowledge that additional consent may be required for the collection of information from the entities listed above and agree to cooperate and provide any further consent as may be required throughout the course of the background investigation.
7. I acknowledge that I shall not be entitled to make any claim against a party to whom this consent form is presented in respect of the release of information or documents in good faith to AGLC.
8. I authorize a reproduction of this request to be treated as the original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Your Signature