

A Cannabis Representative Registration is to be completed by all cannabis suppliers (LP's) and corporations that represent cannabis suppliers in the sale of cannabis in Alberta.

The applicant must provide the following items before the application can proceed and the application process is usually 2 – 4 months:

- Non-refundable Registration fee of \$200
- Application for Cannabis Representative Registration (Form 8002)
- Particulars of Individual – Cannabis (Form 8005) completed by all directors, shareholders, officers
- Particulars of Incorporation of Company (Form 8004)
- Particulars of Incorporation of Company for all shareholding companies (Form 8004), if applicable
- Certificate of Incorporation in Alberta or Extra-Provincial Registration for Alberta
- Acknowledgment and Undertaking (Form 8003)
- Letter of Authorization – Cannabis (Form 8007) (sample attached)
- List of all Health Canada cannabis licences

Please provide in a sealed envelope addressed to Due Diligence

- Organizational Chart
- Ownership Structure Chart (including percentage of ownership)
- Consent to Records Check (Form 8009) to be completed by the following:
 - Directors and Officers of the applicant
 - Individual shareholders of 10% or more, or Directors and Officers of any entity that hold 10% or more, shares of the applicant (including publicly traded and privately held entities)
 - Key employees that exercise influence or control over day-to-day operations or decision making

Note: The AGLC may identify additional individuals required to complete the consent to records check (Form 8009)

All individuals who represent a Cannabis Supplier (licensed producer) within the province of Alberta are required to obtain Qualified Cannabis Worker status (Form 8013). Additional information on Qualified Cannabis Workers may be found at aglc.ca

The applicant may return the completed package to:

AGLC Liquor/Cannabis Licensing
50 Corriveau Avenue
St. Albert AB, Canada T8N 3T5

OR phone 1-855-506-1066 ext. 1 (toll-free) to schedule an appointment.

ONLY COMPLETED APPLICATION PACKAGES WILL BE PROCESSED



APPLICATION FOR CANNABIS REPRESENTATIVE REGISTRATION

NAME OF REGISTRANT: _____
(e.g., Company, Partnership or Individual)

OPERATING NAME: _____

STREET ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

MAILING ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

CONTACT NAME: _____ PHONE: _____

PREMISES PHONE: _____

The 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: _____

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 REGISTRANT

In the event that the licence application process is not completed within one year of the submission date, AGLC may require that a new application be made.

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.

NAME	Surname	First Name	Middle Name(s) (in full)			
MAIDEN NAME	OTHER NAMES					
DATE OF BIRTH	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Year</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Day</td> </tr> </table>	Year	Month	Day	<input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT	
Year	Month	Day				
PLACE OF BIRTH	TELEPHONE		Res			
EMAIL ADDRESS						

Please check (✓)

- Licensee/Registrant
 Director/Officer
 Shareholder
 General Manager
 Manager

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

	City

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 or to become a Registered Cannabis Representative.

Signature

Date

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PARTICULARS OF INCORPORATION OF COMPANY

Name of Premises
(Operating/Trade Name): _____

Street Address: _____

City/Town: _____ Postal Code _____

Telephone _____

Name of Corporation: _____

Date of Incorporation _____ Date of Registration in Alberta (if applicable) _____

DIRECTORS/OFFICERS:

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	Percentage & No. of Shares Held

CERTIFIED CORRECT by an authorized director or officer of the Corporation, and by a Lawyer or CPA, as of the _____ day of _____, 20 _____

(Signature)
BARRISTER or CPA

(Firm)

(Signature of Director or Officer)

(please print name)

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

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ACKNOWLEDGEMENT AND UNDERTAKING

1. The cannabis representative named below understands his/her legal obligations under:
 - a) the *Gaming, Liquor and Cannabis Act*, as amended from time to time
 - b) the Gaming, Liquor and Cannabis Regulation, as amended from time to time
 - c) AGLC policies and guidelines

The cannabis representative:

2. Acknowledges responsibility to ensure all staff become aware of the requirements contained in this Acknowledgement and Undertaking.
3. Confirms that the cannabis representative has not entered into any verbal or written, expressed or implied, agreement with a cannabis licensee, an employee of a cannabis licensee, or an agent of a cannabis licensee (hereafter referred to as “cannabis licensee”) to sell 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, AGLC policies and/or agreements which have been approved by the AGLC Board.
4. Confirms that the cannabis representative has not directly or indirectly made, or offered to make, a loan or advance, given or offered to give money, a rebate, a concession or anything of value to a cannabis licensee.
5. Confirms that the cannabis representative has not sold, given, rented or loaned any furniture, furnishings, equipment, fixtures, decorations, signs or supplies to a cannabis licensee.
6. Understands that failure to comply with the *Cannabis Act*, Cannabis Regulation, *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, or AGLC policies (includes handbooks) may result in prosecution and/or appearance before the AGLC Board.
7. Agrees to advise the AGLC each time a licensee or employee of the licensee requests a benefit or inducement from the cannabis representative.

Witness Signature

Cannabis Representative Signature

(Please Print Name)

(Please Print Name)

Date (Month, Day, Year)

Name of Cannabis Representative

Offering or providing inducements to a cannabis licensee 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 cannabis representative or employees of cannabis representative, are prohibited from offering or providing to cannabis licensees.

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 nominal 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. Season tickets to sporting or other events.

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

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*, as amended from time to time
Gaming, Liquor and Cannabis Regulation, as amended from time to time

Please retain Appendix A for your records.

(MUST BE ON CANNABIS SUPPLIER LETTERHEAD)

Date: _____

LETTER OF AUTHORIZATION

AGLC
50 Corriveau Avenue
St. Albert, Alberta
Canada T8N 3T5

We authorize (***name and address of cannabis representative***) to handle our products in Alberta.

We understand (***name of cannabis representative***) is totally responsible for the marketing of the product in the Alberta.

We confirm that we are a federally licenced cannabis producer and remain solely responsible for the quality of our product, will only supply product free of defect, safe for human consumption, and of quality acceptable to the AGLC. We will (and do hereby) indemnify and save harmless the AGLC and its servants and agents from and against any and all losses, damages, claims, demands, liabilities, costs and harm whatsoever arising out of any defects or other faults whatsoever with any of our products.

We understand that cancellation of this Authorization is our responsibility. We must notify the AGLC in writing.

(Signed by the Supplier)

Consent to Records Check – Cannabis Representative/Retail Manager

ALL AREAS OF THIS FORM MUST BE COMPLETED IN FULL (e.g. full name including middle name, contact number, etc.). Failure to do so will render the form incomplete and will therefore not be processed.

(Print Full Name)

I, _____ of
First
Middle
Last

(Address, City/Town, Province and Postal Code)

Email: _____ Phone (hm): _____

Date of Birth: _____ Phone (cell): _____
(month/day/year)

Male Female
 (Provide maiden name, if applicable):

SIN: _____

Signature: _____ Date: _____
MUST BE ORIGINAL SIGNATURE

hereby consent to the Alberta Gaming, Liquor and Cannabis Commission conducting criminal and financial indices checks on myself as a result of: ***Check Applicable Section***

A. my duties as a Cannabis Representative on behalf of _____ (employer)
 at _____ (location).

B. my duties as _____, on behalf of _____ (position)
 _____, at _____ (location).
(retail cannabis store applicant)

NB: • Criminal indices checks are conducted but are not limited to checks for persons who have been charged but not yet convicted, are subject of court orders or prohibitions, are under investigation by a police or related government agency (Immigration, Canadian Border Services etc.) or are a danger to the public. Financial checks are conducted through Equifax, an agency also used by department stores, credit card companies, banks, car dealerships, etc.

• **If you reside outside of Canada for more than six months at a time, attach current criminal record and credit bureau checks from each jurisdiction where you reside. The criminal check may be provided by a third party vendor that includes but is not limited to the following:**

- *Nationally accredited by a professional association i.e. PBSA (Professional Background Screening Association)*
- *Use of an SSN (Social Security Number) and DOB (Date of Birth) as identifiers*
- *Multiple jurisdictions such as municipal, county and/or federal criminal records checks*
- *Date of order and issuance*

The personal information provided on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of AGLC and is intended to be used to determine suitability of the applicant. A privacy statement for the collection of personal information may be found at www.aglc.ca. The personal information you provide is managed according to AGLC's retention and disposition policies and Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information.