 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

New Application Checklist Guide (Not for Individual)

Please note that the Dangerous Drugs (Cannabis Licensing) (Interim) Regulations, 2016, Regulation 3 (1) (2) (a) stipulates that an applicant for a licence shall submit to the Authority a completed application. The completed application form must be submitted to the Cannabis Licensing Authority along with all the required supporting documents. The application form includes:

1. Form 1A – Application for Licence
2. Form 1B – Supplemental Information for Licence Application
3. Form 2A – Application for Occupational Licences (Group)
4. Form 2B – Declaration of Ownership
5. Form 3 – Consent by Property Owner to Utilise Property for Cannabis – Only complete and submitted, if the property (land, buildings, or motor vehicle) is not owned by the applicant.

THE AUTHORITY DOES NOT ACCEPT INCOMPLETE APPLICATIONS

An applicant may be a Company, Business, Individual (for a Cultivator’s Licence Only) or a Co-operative/Friendly Society. The Authority does not accept applications from International Business Corporation (IBC). Likewise, if an applicant’s shareholder is an IBC, that application will not be accepted by the Authority.

Please state the name of the Applicant _____


1. Are you submitting a completed Application for Licence Form? YES NO
2. Please use this document as a guide in ensuring that you have gathered and are submitting **ALL** the relevant supporting document with the completed application form.

FORM 2B: DECLARATION OF OWNERSHIP

Supporting documents to be submitted in respect of this Form:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original and signed Official Police Certificate/Record for each Director and Shareholder (holding 10% shares and over) addressed to the Cannabis Licensing Authority or in the full and complete name of a registered Jamaican company if expired. <i>Note: The Police Record must be from the Director’s/Shareholder’s place and country of residence.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Original and signed Official Police Certificate/Record addressed to the Cannabis Licensing Authority or in the full and complete name of a registered Jamaican company for each Board of Director of a Cooperative or Friendly Society. <i>Note: The Police Record must be from the member’s country of residence.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Certified copy of one (1) Government issued Identification (<i>back and front</i>) for each Director and Shareholder (holding 10% shares and over).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLA-LA 100/01	Prepared by: Client Facilitation Supervisor	Approved by: Director of Licensing and Applications
Revision 1.3	Revision Date: September 2024	Issue Date: 19 September 2024
		Page 1 of 8


 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

Cons #	List of Supporting Documents	YES	NO	N/A
4.	Certified copy of bio-data page of passport for each Director and Shareholder (holding 10% shares and over) for Due Diligence purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of one (1) Government issued Identification (back and front) for each Board of Directors of the Applicant's Cooperative Society or Friendly Society listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Two (2) Passport-sized photographs of each Director and Shareholder (holding 10% shares and over), signed by a Justice of the Peace or the equivalent person (this depends on the jurisdiction).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Two (2) Passport-sized photographs of each Board of Directors of the Applicant Cooperative Society or Friendly Society listed signed by a Justice of the Peace (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Certified copy of bio-data page of Passport for each Board of Directors signed by a Justice of the Peace or the equivalent person (this depends on the jurisdiction) for Due Diligence purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Police Records must be signed by the subject of the record and addressed to "The Cannabis Licensing Authority" or to the Applicant or in the correct and complete name of the registered company.

Cons #	List of Supporting Documents	YES	NO	N/A
Supporting documents to be submitted in respect of the Applicant's company OR business OR Co-operative/Friendly Society:				
1.	Certified copy of the Certificate of Incorporation of the Applicant's Company, which is issued by the Companies Office of Jamaica OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of Certificate of Registration of the Applicants Business/Partnership, which is issued by the Companies Office of Jamaica.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Where a shareholder is a Company , certified copy of the Certificate of Incorporation for that Company as well the Articles of Incorporation or the equivalent. Also, the registered address and telephone number for the Company. Kindly note if an Annual Return is due for the Shareholding company, a certified copy is to be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of Certificate of Registration of a Co-operative Society or Friendly Society OR evidence that the applicant has applied to the Department of Co-operatives and Friendly Society under the Co-operative Societies Act or the Friendly Societies Act, and the application has not yet been determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of the Articles of Incorporation of the Applicant's Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Certified copy of Status Letter for the Applicant's Company/Business. Kindly note this document is only required if the Company/Business filing date is approaching or if the Annual Return is not yet due.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Certified copy of the current annual return for the Applicant's Company/Business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLA-LA 100/01	Prepared by: Client Facilitation Supervisor	Approved by: Director of Licensing and Applications
Revision 1.3	Revision Date: September 2024	Issue Date: 19 September 2024
		Page 2 of 8

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

Cons #	List of Supporting Documents	YES	NO	N/A
8.	Certified copy of Current Tax Compliance Certificate for the Company or Business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Evidence of Application (<i>in the case of an Application under the Cooperative or Friendly Societies Act, not yet approved</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cons #	List of Supporting Documents	YES	NO	N/A
With respect to each Director or Shareholder (holding 10% shares and over) who are foreign nationals, the following documents must be submitted:				
1.	Original Police Records for each Director or Shareholder (holding 10% shares and over), which must be obtained from the jurisdiction of residence and must be suitable for the purposes of an employment application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Notarized copy of one (1) Government issued Identification for each Director or Shareholder (holding 10% shares and over) of the Applicant Company/Business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Two (2) Notarized passport-sized photograph of each Director and shareholder (holding 10% shares and over).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Notarized copy of bio-data page of passport for each Shareholder (holding 10% shares and over) for Due Diligence purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Due Diligence Requirements

Note: Please note that we conduct due diligence checks on all your directors and shareholders (holding 10% shares and over).

FORM 3: CONSENT BY PROPERTY OWNER TO UTILISE PROPERTY FOR CANNABIS FORM

If the property (land, buildings, or motor vehicle) to be licensed is not owned by the applicant, the Consent by Property Owner to Utilise Property for Cannabis Form **must be completed** by the Applicant and the declaration signed by the titled owner(s).

Cons #	List of Supporting Documents	YES	NO	N/A
Where the property to be licensed is registered, that is, a Certificate of Title has been issued for that property and it is owned by a company , a director, secretary, or other authorized officer of the company must sign the Multiple Owner Section of the Form. The following must be submitted by the Applicant:				
1.	Certified copy of Certificate of Title for the property to be licensed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of payment, showing that all applicable property taxes have been paid up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Certified copy of Lease Agreement, rental, or intent to lease between the Applicant and the authorized officer(s) of the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024


Cons #	List of Supporting Documents	YES	NO	N/A
4.	Certified copy of one (1) Government issued identification for the authorized officer(s) of the company giving consent to utilise the property for cannabis related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of Certificate of Incorporation or Annual Return of the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Survey Diagram (drawing or sketch) of Property to be licensed showing all distinct areas (with dimensions and partitions), including but not limited to; entrance/exits, receival/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8½ x 11 (lettersized) paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where the property to be licensed is registered, that is, a Certificate of Title has been issued for that property and it is owned by an **individual**; that individual must sign the Sole Owner section of the Form. However, if there are more than one (1) individuals the Multiple Owner section must be signed by each individual. The following must be submitted by the Applicant:

1.	Certified copy of Certificate of Title for the property to be licensed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proof of payment, showing that all applicable property taxes have been paid up, that is, there are no outstanding property tax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Certified copy of the Government issued identification of the individual(s) giving consent to utilise the property for cannabis related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of Lease Agreement, rental, or intent to lease, of the property between the Applicant and the titled owner(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of letter granting permission to utilise property for Cannabis related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Survey Diagram of Property to be licensed showing all distinct areas (with dimensions and partitions), including but not limited to; entrance/exits, receival/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8½ x 11 (lettersized) paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cons #	List of Supporting Documents	YES	NO	N/A
In the case of unregistered land or where the Applicant does not have a Certificate of Title:				
1.	Certified copy of Deed of Conveyance or any form of proof (see numbers 2-6 below) from which it can be established that the applicant has the rights of ownership in the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of Will.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Certified copy of Certificate of Compliance (issued under Facilities for Titles Act).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of Sale of Property receipt duly signed by buyer and seller.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of Contract of Sale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Certified copy of Deed of Gift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Certified copy of Lease Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLA-LA 100/01	Prepared by: Client Facilitation Supervisor	Approved by: Director of Licensing and Applications
Revision 1.3	Revision Date: September 2024	Issue Date: 19 September 2024
		Page 4 of 8

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

Cons #	List of Supporting Documents	YES	NO	N/A
8.	Together with: At least two (2) Statutory Declarations (witnessed by a Justice of the Peace) from persons resident in the area where the land is located, confirming that the applicant is the owner of the land, or that the person who has furnished the Applicant with a completed Consent Form (where the Applicant does not claim to own the Property to be licensed) is the owner of the land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Certified copy of the Government issued identification from person(s) who has signed the Statutory Declarations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Survey Diagram of Property to be licensed showing all distinct areas (with dimensions and partitions), including but not limited to; entrance/exits, receipt/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8½ x 11 (lettersized) paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Proof of payment that all applicable taxes in respect of the property to be licensed are paid up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Some useful information to note in respect of the property to be licensed:


- 1) If the property to be licensed is within a declared historic area/zone approval must be sought from the Development Review of the Jamaica National Heritage Trust for the restoration or development of declared/preserved sites or the erection of a new building. The Authority is to be satisfied that approving the application would not be inconsistent with any requirements of the Jamaica National Heritage Trust.
- 2) Should an applicant, submit information and documents relative to unregistered land and the applications progressed to the Conditional Approval Stage; it will be a requirement for the said land to be registered, within a year of the date of the Conditional Approval, under the Land Administration and Management Programme (LAMP) or brought under the jurisdiction of the Registration of Titles Act.

FORM 2A: APPLICATION FOR OCCUPATIONAL (GROUP) LICENCE

Supporting documents to be submitted in addition to the completed Application for Occupational Licence (Group) Form:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original Official Police Record for each employee listed, which should be signed by the employee. <i>Note: The Official Police Record must be from the employee's place and country of residence.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of one (1) Government issued Identification for each employee listed. (front and back for all identifications except for a passport).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLA-LA 100/01	Prepared by: Client Facilitation Supervisor	Approved by: Director of Licensing and Applications
Revision 1.3	Revision Date: September 2024	Issue Date: 19 September 2024
		Page 5 of 8

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

Cons #	List of Supporting Documents	YES	NO	N/A
3.	Two (2) Passport-sized photograph of each employee listed, certified and signed by a Justice of the Peace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of the Taxpayer Registration Number (TRN) Card for each employee listed. If the ID submitted at number 2 above is a Driver's Licence, you are not required to submit a certified copy of the TRN Card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: With respect to employees who are foreign nationals, the following documents must be submitted:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original Police Records for each employee listed must be obtained from the jurisdiction of residence and must be suitable for the purposes of an employment application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Notarized copy of Identification for each employee listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Notarized passport-sized photograph for each employee listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of Work Permit Card issued by Ministry of Labour and Social Security or any documentary proof authorising the employee to work in the country.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Police Records must be signed by the subject of the record and addressed to "The Cannabis Licensing Authority" or to the Applicant or in the correct and complete name of the registered company.

FORM 1B: SUPPLEMENTAL INFORMATION FOR LICENCE APPLICATION

Supporting documentation to be submitted in respect of each section of the Form. You must only complete the Sub-Form which applies to the category of licence being applied for. For example, if you apply for a Processor Licence, you are only required to complete Sub-Form B: Processor.


Sub-Form A: Cultivator

Cons #	List of Supporting Documents	YES	NO	N/A
1.	List of persons or company to whom ganja will be sold and status of agreement (if applicable at this time).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub-Form B: Processor

Cons #	List of Supporting Documents	YES	NO	N/A
1.	List of ganja products to be manufactured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	List of person(s) or company to whom manufactured ganja products will be sold (if applicable at this time).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copy of registered Trademark (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	List of non-cannabis items to be processed or manufactured on same premises (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLA-LA 100/01	Prepared by: Client Facilitation Supervisor	Approved by: Director of Licensing and Applications
Revision 1.3	Revision Date: September 2024	Issue Date: 19 September 2024
		Page 6 of 8

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3		
	Title of Document: New Application for Licence Checklist Guide				
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024		REVISION DATE: 18 September 2024	
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications		DATE APPROVED: 04 October 2024	

Sub-Form C: Transportation


Cons #	List of Supporting Documents	YES	NO	N/A
1.	List of vehicles to be licensed, with make, model, year of each vehicle, licence, engine and chassis number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	List of person(s) or company whose ganja you intend to transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	List of non-cannabis items intended to be transported in the vehicle(s) to be licensed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub-Form D: Retailer

Cons #	List of Supporting Documents	YES	NO	N/A
1.	List of ganja items that you intend to sell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	List of person(s) or company from whom you will purchase ganja products (if applicable at this time).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	List of non-cannabis items that you intend to sell at the licensed premises (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub-Form E: Research and Development

Cons #	List of Supporting Documents	YES	NO	N/A
1.	List of other items intended to be researched at the licensed premises (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.3
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/01	EFFECTIVE DATE: 07 October 2024	REVISION DATE: 18 September 2024
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

THIS SECTION IS FOR OFFICIAL USE ONLY

Client Facilitation Unit – Application for Licence Sign off

The review of the application for licence at the Desk Review Stage was done by:	
Client Facilitation Officer: _____	Signature: _____
Date reviewed: _____	
Desk Review verified by:	
Client Facilitation Supervisor Name: _____	
Client Facilitation Supervisor Signature: _____	
Date Verified: _____	

Application Processing Unit – Application for Licence Sign off

The review of the application for licence at the Desk Verification and Due Diligence Stage was done by:	
Application Processing Officer: _____	Signature: _____
Date reviewed: _____	
Desk Verification and Due Diligence Checks verified by:	
Supervisor, Application Processing Name: _____	
Supervisor, Application Processing Signature: _____	
Date Verified: _____	