 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: 1.2
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/03	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

Renewal of Licence Application Checklist Guide (All Licence Types)

Please note that The Dangerous Drugs (Cannabis Licensing) (Interim) Regulations, 2016, Regulation 8 (1) (a) stipulates that a Licensee may apply for renewal of the licence by submitting to the Authority a completed application in accordance with Form 1. Application Form 1 includes:

1. Form 1A- Application for Licence
2. Form 1B- Supplemental Information for Licence Application

Forms 1A and 1B must be completed in full and supporting documents provided as necessary.

THE AUTHORITY DOES NOT ACCEPT INCOMPLETE RENEWAL APPLICATIONS

*Kindly note that updated identification is required **ONLY** if the identification submitted with the original application has expired.*

FORM 2B: DECLARATION OF OWNERSHIP


The Declaration of Ownership Form is only required for applicants applying as an Individual and required for companies when there are changes to the company structure.

If there are changes to the company structure, information pertaining to the Licensee’s current company structure is to be provided on **Form 2B: Declaration of Ownership Form**. That is, if changes were made after the licence was issued, these changes must be noted on this form.

Additionally, kindly note the following documents are required based on the expiry date on the original document or certified copy of document previously submitted by the Licensee:

Company Director(s)/Shareholder(s) (Ordinarily Resident in Jamaica):

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 or more) addressed to the Cannabis Licensing Authority or in the full and complete name of a registered Jamaican company if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of receipt used to apply for Police Certificate/Record for each Director and Shareholder (holding 10% shares or more).	<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 or more).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of bio-page of passport for each Director and Shareholder (holding 10% shares or more) once due diligence has expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Company Director(s)/Shareholder(s) (Foreign Nationals – NOT Ordinarily Resident in Jamaica):

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original Police Records for each Director and Shareholder (holding 10% shares or more), which must be obtained from the jurisdiction of residence and must be suitable for the purposes of an employment application if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of receipt used to apply for Police Certificate/Record for each Director and Shareholder (holding 10% shares or more).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Notarized copy of one (1) Government issued Identification (<i>back and front</i>) for each Director and Shareholder (holding 10% shares or more).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of bio-page of passport from jurisdiction of residence for each Director and Shareholder (holding 10% shares or more) once due diligence has expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cooperative or Friendly Society


Cons #	List of Supporting Documents	YES	NO	N/A
1.	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 if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of receipt used to apply for Police Certificate/Record for each Director.	<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 Board of Directors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of bio-data page of passport for each Director and Shareholder once due diligence has expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Individual Applicant (For Cultivator's Licence only)

Cons #	List of Supporting Documents	YES	NO	N/A
1.	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 if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of receipt used to apply for Police Certificate/Record for the individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Two (2) certified copies of Government issued identification (<i>back and front</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of bio-data page of passport for the applicant/individual once due diligence has expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certified copy of Current Tax Compliance Certificate for the Applicant/Individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting documents to be submitted in respect of the Licensee's company, business OR Co-operative/Friendly Society when submitting a Renewal of Licence Application.

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Certified copy of the current Annual Return for the company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of a Current Tax Compliance Notification Letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Official Status Letter from the Department of Co-operatives & Friendly Societies, confirming the current Board of Directors in respect of a Co-operative or Friendly Society.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Kindly note if the Annual Return for the company is not yet due but the company is close to filing or the company has filed but the document is not yet available, the following documents are required:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Certified copy of Status Letter from the Companies Office of Jamaica for the Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kindly note due diligence checks are conducted on an individual, the Directors and Shareholders (who holds at least ten percent (10%) shareholding) of a company as well as the proprietors of a business and members of a Co-operative/Society every three (3) years.

EMPLOYEES:


Licensee is only required to submit a list of all the employees that will be reemployed. In addition, the following are required for processing:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original and signed Official Police Certificate/Record for each employee addressed to the Cannabis Licensing Authority or in the full and complete name of a registered Jamaican company, if expired. OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of receipt used to apply for Police Certificate/Record for each previous employee. Note: Existing employees will be conditionally approved for employment and will get three (3) months to produce the Police Certificate.	<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 employee if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kindly note the Licensee must indicate employees who are no longer employed with the company.

Where the Licensee engages a new employee, **Form 2A: Application for Occupational (Group) Licence** along with the following documents must be submitted:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Original and signed Official Police Certificate/Record for each employee, from where they are resident, addressed to the Cannabis Licensing Authority or in the full and complete name of a registered Jamaican company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of one (1) Government issued Identification (<i>back and front</i>) for each new employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Two (2) passport sized photos, certified by a Justice of the Peace or Notarized by a Notary Public (<i>in the case of international individuals</i>). The certification should indicate that it is a true photo of the individual and must indicate the name of the individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of Work Permit Card or Exemption Letter issued by Ministry of Labour and Social Security (<i>in the case of foreign citizens</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PROPERTY:

Where a lease agreement, or any other agreement previously submitted with the initial application or any renewal application for licence is still current, only the document indicated below is required:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	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"/>

In cases however where the lease agreement, or any other agreement previously submitted with the initial application or any renewal application for licence has expired, **Form 3: Consent by Property Owner to Utilise Property for Cannabis Form along with** the following documents are required:

Cons #	List of Supporting Documents	YES	NO	N/A
1.	Proof showing that all applicable property taxes have been paid up to date, that is, there are no outstanding property tax in respect of the property to be licensed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of Lease Agreement or Rental Agreement between the Licensee and the titled owner(s) of the property covering the duration of the licence period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the property is owned by a company, certified copy of one (1) Government issued identification for the Director(s) giving consent to utilise the property for cannabis related activities is to be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Client Facilitation Unit – Renewal of Licence Application Sign off

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

Application Processing Unit – Renewal of Licence Application Sign off

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