 <p>Cannabis Licensing Authority Jamaica</p> <p>Building an Industry; Cultivating Responsibly</p>	LICENSING AND APPLICATIONS SECTION		REVISION NO: NEW
	Title of Document: New Application for Licence Checklist Guide		
	DOC. NO.: CLA-LA 100/02	EFFECTIVE DATE: 07 October 2024	REVISION DATE:
	DOCUMENT OWNER: Client Facilitation Supervisor	APPROVED BY: Director of Licensing & Applications	DATE APPROVED: 04 October 2024

New Application Checklist Guide (for Individuals)

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.

An applicant submitting an application as an Individual must be a resident of Jamaica not less than three (3) years and attained the age of eighteen (18) years before the submission of the application to 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 Record for each applicant or individual. <i>Note: The Police Record must be from the individual’s place and country of residence.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certified copy of two (2) Government issued Identification for the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Two (2) Passport-sized photographs for the applicant or individual, signed by a Justice of the Peace or the equivalent person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Certified copy of bio-data page of Passport for the applicant, signed by a Justice of the Peace for Due Diligence purposes. Kindly note, if one (1) of the certified identification submitted at number two (2) is a bio-data page of a passport, only one (1) additional certified identification is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 an Individual:				
1.	Certified copy of Current Tax Compliance Certificate for the Applicant/Individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Due Diligence Requirements

Note: Please note that we conduct due diligence checks on all applicants or individuals submitting an application to the Authority.

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"/>
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, receipt/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8½ x 11 (letter sized) 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:

Cons #	List of Supporting Documents	YES	NO	N/A
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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, receipt/loading areas and storage areas. Diagram does not have to be drawn to scale and should be on a single 8½ x 11 (letter-sized) 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"/>
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 (letter-sized) 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:

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- 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"/>
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.

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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"/>

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"/>

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Client Facilitation Unit – Application for Licence Sign off

<p>The review of the application for licence 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 – Application for Licence Sign off

<p>The review of the application for licence 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>