

## INSTRUCTIONS

Assemble all required documents and upload them at: <https://justice.gov.bc.ca/cannabislicensing/>. After the documents have been submitted, the Liquor and Cannabis Regulation Branch (LCRB) may contact the applicant for additional information or documents.

## DOCUMENT CHECKLIST

An applicant for a cannabis retail store licence who is applying as a partnership must provide the LCRB with the following completed documents. Failing to include them will delay the application process.

All documents must be clear and legible. Unless otherwise indicated, all documents must be submitted in high-quality PDF format.

### Application Form

A completed "Cannabis Retail Store Transfer of Licence Application: Partnership" form (this application form)

### Documents Related to the Store

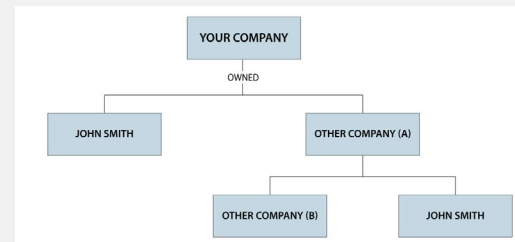
A copy of the offer to purchase, lease, or sub-lease the store location. This document is required unless the applicant currently owns the store location.

### Documents Related to the Partnership

#### Partnership Agreement

Document of organization structure showing the partnership's business relationships:

- Must include all parent companies, holding companies, subsidiaries and partnerships
- For each company, include:
  - Company name
  - Relationship to the partnership applying for the licence (e.g. subsidiary)
  - Percentage of ownership in the partnership applying for the licence



Example of organization structure (applicable to Private Corporation only).

### Financial Documents (if the partnership has operated for more than one year)

Completed *Business Financial Integrity* form

Annual financial statements for the past 3 years including:

- Balance sheet
- Profit and loss statement
- Cash flows

Tax filing for the past 3 years in all jurisdictions filed in

Notice of Assessment (or equivalent) for past 3 years in all jurisdictions filed in

Documentation of funding sources and amounts

Documentation about any debts owed

Documentation about any loans given

**Financial Documents (if the partnership has operated for less than one year)**

Completed *Business Financial Integrity* form

Projected financial statements, including:

- *Balance sheet*
- *Profit and loss statement*
- *Cash flows*
- *Assumptions used for projections*

**Privacy Collection Notice**

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Sections 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of cannabis licensing, compliance and enforcement matters in accordance with the Cannabis Control and Licensing Act. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.