



## COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS CANNABIS COMMISSION

[www.cnmicannabis.org](http://www.cnmicannabis.org)

### APPENDIX B:

#### Application Instructions Marijuana Processor License

A Marijuana Processor License permits a licensee to preform the processing, compounding, or conversion of marijuana into marijuana products or marijuana extracts, the packaging or repackaging of marijuana items or the labeling or relabeling of any package or container of marijuana items.

Application Fee	License Fee
\$1,000	\$4,500

#### Document Checklist

An applicant for a Marijuana Processor Licence must provide the CNMI Cannabis Commission with the following documents. All documents must be complete, clear and legible. Failing to include these required documents will delay the application process. Additional information or clarification regarding the details of your submission may be requested.

#### **Business documents required if applying as a corporation:**

- Directors Register** listing all directors of the corporation, including their: legal name, address, position, and date of appointment/ceased to be a director.
  - All directors owning or controlling 3% or more of stock in the applicant corporation must submit an **Individual History** form
- Officers Register** listing all officers of the corporation, including their: legal name, address, position, and date of appointment/ceased to be an officer
  - All principal officers in applicant corporation must submit an **Individual History** form
- Shareholder (stockholder) Register** listing all shareholders, including legal name, address, class of shares, number of voting shares distributed to each shareholder, and the date the shares were issued/transferred/cancelled.
- Corporate Share Interest Summary** – using the active voting shareholder information (from the Shareholder Register), provide a separate sheet summarizing 100% interest each shareholder owns in the corporation.

e.g.

<b>Company Name:</b>	<b>ABC Ltd.</b>	
<b>Shareholder</b>	<b>Date of Birth (if an individual)</b>	<b>Interest %</b>
John Smith	July 23, 1982	15
EFG Ltd.	N/A	15
Michelle Elliott	November 11, 1982	60
<b>Total:</b>		<b>100</b>

- Note:*
- All shareholders (individuals) holding 10% or greater voting shares in the applicant corporation must submit an **Individual History** form.
  - All shareholders (individuals) holding less than 10% voting shares in the application corporation, list the individual's legal name and date of birth.
  - If one of the shareholders is a corporation, LLC, or a partnership (see example above), submit all documents required for that legal entity type.
- **Corporation Bylaws** – the bylaws of a corporation may contain any provisions for managing the business and regulating the affairs of the corporation that is not consistent with law or the articles of incorporation.
  - **Articles of Incorporation** – contains pertinent information such as the corporation's name, address, the purpose(s) for which the corporation is organized managing the business and regulating the affairs of the corporation, defining, limiting, its board of directors, and shareholders, etc.
  - **Residency Requirement** – At least **one** applicant director/officer or voting shareholder must meet the residency provision. Provide evidence of continued residency for 5 years immediately prior to the date of application. CNMI annual 1040, Employment Verification, Voter's Certification Reports (VCR), and/or Certified Medical/Dental visit dates may be used to prove residency.

**Business documents required if applying as a Limited Liability Corporation (LLC):**

- **Articles of Organization** – Articles of Organization will contain pertinent information such as the corporation's name, address, the business purpose(s), registered agent, management structure, and duration of the LLC.
- **Operating Agreement** – this agreement specifies the rights and duties of the LLC members. It also states the distribution of income of the LLC to its members.
- **Members list** (if member-managed) of all members including their: legal name, address, and date of appointment/ceased to be a member.
- **Managers list** (if manager-managed) of all managers including their: legal name, address, and date of appointment/ceased to be a member.
- **Individual History** form – all members/managers are required to submit a completed Individual History form.
- **Residency Requirement** – At least **one** applicant member/manager must meet the residency provision. Provide evidence of continued residency for 5 years immediately prior to the date of application. CNMI annual 1040, Employment Verification, Voter's Certificate Report (VCR), and/or Certified Medical/Dental visit dates to prove may be used to prove residency.

**Business documents required if applying as a partnership:**

- Partnership Agreement** – this is a contract between partners in a partnership which sets out the terms and conditions of the relationship between the partners, including: percentages of ownership and distribution of profits and losses, and description of management powers and duties of each partner.
- Individual History** form – all partners are required to submit a completed Individual History form.
- Residency Requirement** – At least **one** partner must meet the residency provision. Provide evidence of continued residency for 5 years immediately prior to the date of application. CNMI annual 1040, Employment Verification, Voter's Certification Reports (VCR), and/or Certified Medical/Dental visit dates may be used to prove residency.

**Business documents required if applying as a Limited Liability Partnership:**

- Partnership Agreement** – this is a contract between partners in a partnership which sets out the terms and conditions of the relationship between the partners, including: percentages of ownership and distribution of profits and losses, and description of management powers and duties of each partner.
- List of partners** – include legal name, address and percentage of ownership.
- Individual History** form – all partners are required to submit a completed Individual History form.
- Residency Requirement** – At least **one** partner must meet the residency provision. Provide evidence of continued residency for 5 years immediately prior to the date of application. CNMI annual 1040, Employment Verification, Voter's Certification Reports (VCR), and/or Certified Medical/Dental visit dates may be used to prove residency.

**Documents required if applying as a sole proprietorship:**

- Individual History** form
- Residency Requirement** – Provide evidence of continued residency for 5 years immediately prior to the date of application. CNMI annual 1040, Employment Verification, Voter's Certification Reports (VCR), and/or Certified Medical/Dental visit dates may be used to prove residency.

- Scope of Marijuana Processor License Operations

Provide a detailed submission describing the scope of business operations, including:

- *description of the type of products to be processed, including an equipment list and processor methods to be used (e.g. solvents, gases, chemicals other compounds used to create extracts or concentrates);*
- *description of estimated electricity and water usage taking into account all portions of the premises and expected requirements of operation for 12 months after issuance; and*
- *details of legal source of water provider (must include name, location, and if the provider is public or private) as evidenced by a statement that water is supplied.*

- A copy of the offer to: purchase, lease or sub-lease (submit with head lease) the proposed premises location for a term no less than 12 months. This document is required unless the applicant currently owns or leases the premises location.

- OR**

A copy of the lease, sub-lease (submit with head lease) for the proposed premises for a term no less than 12 months, or proof of ownership (deed).

- Hand-drawn drawing or computer-generated rendering of the proposed premises exterior signage (e.g. name and logo)
- Copy of valid business license for the premises in the name of the applicant

- Floor Plan(s)

**A floor plan** is a document showing a view from above of the dimensions and relationships between rooms, spaces and other physical features on each floor of a structure. Either a hand-drawn or computer-generated floor plan is acceptable, drawn to scale on 8.5" x 11" (standard letter size) paper, must be clear, legible and include:

- each room or area labelled with its intended use and dimensions;
- walls, partitions, windows; (the premises must be enclosed on all sides by permanent walls and doors)
- storage, limited access areas, office space;
- entrances and exits (including those used by staff only);
- secured cannabis storage area;
- furniture and fixture layout (e.g. sink, shelves, display cases, counters); and
- security features (e.g. alarm system or other physical security features that secure the store).

- Site map

**A site map** is a document showing representation of any interior or exterior spaces or buildings surrounding the proposed licensed area(s), pathways of travel, parking, and landscaping elements, and the surrounding area. Either a hand-drawn or computer-generated site map is acceptable, drawn to scale on 8.5" x 11" (standard letter size) paper, must be clear, legible and include:

- the location of any other buildings/businesses on the same site, labelled as type of business (e.g. office building, warehouse) and building names, and their entrances and exits;
- a description of the type of separation proposed for any adjoining businesses
- road access and exits, including any relevant street names; and
- parking lots.

- Appropriate zoning authorizations, if applicable. (this does not apply to Rota and Tinian)
- Standard Operating Procedure

*A **standard operating procedure (SOP)** is a set of step-by-step instructions compiled by an organization to help employees carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations. The SOP must include details regarding:*

- *security e.g. surveillance cameras, alarms, vault/safe (details must include how cannabis product is securely stored);*
  - *employee qualifications and training;*
  - *inventory management*
  - *quality control and quality assurance*
  - *transportation of product;*
  - *inventory management;*
  - *quality control and quality assurance;*
  - *prevention of minors from entering the licensed premises; and*
  - *preventing minors from obtaining or attempting to obtain marijuana items.*
- **Completed Marijuana Processor Endorsement Application Supplementary Form**
- Applicants seeking a processor license must also include the proposed endorsements as part of the operating plan. This supplemental form is required for all applicants seeking a processor license or any licensee seeking an additional endorsement type for an existing processor license. If additional product description space is required, attach completed **Marijuana Processor Endorsement Product Description Supplementary Form(s)**.