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### Section One - General Information

The Saskatchewan Liquor and Gaming Authority (SLGA), a corporate body created by law, issues permits for the possession, sale, importation and delivery of recreational cannabis. SLGA regulates the operation of cannabis retail stores and wholesale warehouses for which a permit has been issued. Each permit holder is required to operate their business in accordance with municipal, provincial and federal laws, including purchasing cannabis only from sources authorized by SLGA.

For more information about the application process and ongoing operating requirements, please see the Cannabis Regulatory Policy Manual available at [www.slga.com/permits-and-licences/cannabis-permits](http://www.slga.com/permits-and-licences/cannabis-permits).

#### Fee schedule

A **non-refundable application fee** of \$2,200 applies. In addition to the application fee, the permit is subject to an **annual permit fee** (\$3,300 for all wholesale permits and for retail stores located in cities; \$1,650 for retail stores located elsewhere). SLGA may also charge applicants on a cost recovery basis for expenses incurred as a result of investigations into individual or corporate backgrounds.

The permit may be issued for up to three years. Applicants can pay the fee in annual installments due at the time the permit is issued and on each anniversary date thereafter or can pay the full three-year fee at the time the permit is issued.

#### Processing time

SLGA recommends that applicants allow at least 180 days for processing. Several factors may contribute to the time needed to issue a permit, including:

- Any incomplete, missing, or incorrect information on the application
- Municipal or band confirmation that cannabis businesses are not prohibited in that community
- Review of personal and corporate information, and any related investigations, to establish that the applicant is of suitable character to operate a cannabis business
- Construction or renovation of physical premises, followed by SLGA inspection
- Configuration of inventory tracking and reporting systems, followed by SLGA confirmation, and
- Confirmation that all owners and employees have taken mandatory social responsibility training (retail only)

*Applying for a cannabis permit does not guarantee approval. Any construction, renovations, leases, purchases, etc. completed prior to confirmation of permit eligibility are at your own risk.*

*SLGA reserves the right to close any open application after a period inactivity of at least six months. Before SLGA closes an application, a licensing specialist will reach out to the applicant to determine if the applicant still intends to pursue the application.*

*For further information or help completing this application, please email [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com) You can also call SLGA toll-free at 1(800) 667-7565 or in Regina at (306) 787-5563.*

## Section Two – Before You Proceed

### What do you need to start the application process?

To start the process, SLGA needs Sections Three to Seven inclusive from this application package in order to assess the character and financial status of any individuals and corporations that have an ownership or financial interest in the applicant business.

As of September 1, 2020, SLGA requires applicants who are applying for **two or more** permits at a time within one municipality to provide copies of documents verifying legal possession of the premises for every application **at the time the initial application is submitted**. If you are submitting only one application for a municipality, this information does not have to be included in the initial application package but will be required before a permit can be issued. For the purpose of validating multiple applications, SLGA will accept binding agreements to lease or purchase in addition to the document types listed in Section Eight. Please be aware before you enter into any binding agreements that you do so at your own risk, as SLGA cannot guarantee that the permit will be approved or that the location will meet local bylaw requirements.

See the Cannabis Regulatory Policy Manual, available at [www.slga.com](http://www.slga.com), for detailed information about the application process as well as requirements for permitting and operation of your particular type of cannabis business. Note that cannabis retail operations located in communities of less than 2,500 people may be located in or adjacent to an existing business if they meet all the requirements specified in the Cannabis Regulatory Policy Manual for integrated cannabis retail stores.

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#### Information required of all applicants

- Applicant, Contact, and Business Information (Section Three)
- Financial and Business Agreements (Section Six)
- Certification of Information (Section Seven)
- Proof of legal possession (at the time of application if applying for two or more permits within one municipality at the same time, otherwise can be provided after the due diligence review is complete)

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#### Information required of individuals

(Section Four, copy as needed)

- Personal Disclosure form, consisting of:
  - Part 1 - Personal information
  - Part 2 – Criminal record check
  - Part 3 - Employment and investment history
  - Part 4 - Personal and criminal history
  - Part 5 - Personal financial information
  - Part 6 - Consent to obtain and release information and declaration of honesty (personal)

#### Who needs to provide this information?

- Any individuals who are applicants or general partners in the proposed or permitted cannabis business
- If an applicant is a corporation, the officers and directors of that corporation
- If an applicant is a limited partnership, the officers and directors of any general partner corporations
- If an applicant is a First Nation, the chief and council members
- Any individual who has at least 10% overall ownership interest in the permitted cannabis business, whether directly, through shares held in a shareholder corporation, as a beneficiary of a trust, or through any other ownership or compensation structure

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### Information required of corporations

(Section Five, copy as needed)

- Corporate Disclosure form, consisting of:
  - Part 1 – Corporate information
  - Part 2 – Corporate history
  - Part 3 – Corporate financial information
  - Part 4 - Consent to obtain and release information and declaration of honesty (corporate)

### Who needs to provide this information?

- Any corporations that are applicants or general partners in the proposed or permitted cannabis business
  - Corporations that hold at least 10% overall ownership in the permitted cannabis business, whether directly, through shares held in a shareholder corporation, or through any other ownership or compensation structure
- 

## What can be submitted later?

Applicants may be asked to provide part or all of the information requested in Section Five for limited partnerships, trusts, First Nations, and other non-corporate entities where SLGA deems it necessary for clarity or to conduct due diligence on those entities. SLGA may also require at its discretion completed Sections Four and Five from other individuals and corporations who have financial interest in or exercise significant control over the operation of the cannabis business, including but not limited to investors, associates, managers, management companies, franchisors, and corporate executives.

Under *The Cannabis Control (Saskatchewan) Act* and *The Cannabis Control (Saskatchewan) Regulations*, SLGA cannot issue a cannabis retail store or wholesale permit in a community where the municipal or band council has prohibited those types of businesses. Upon receiving an application, if there is no existing retail store or wholesale warehouse in that community, SLGA will notify the municipality or band that an application has been received, and the municipality or band will be given 45 calendar days to respond. If the municipality requests additional time for consideration or consultation, SLGA will grant the request as no permit can be issued until SLGA receives confirmation that such businesses are allowed in that community.

The information listed below (and detailed in Sections Eight and Nine of this application package) can be submitted at a later date but will be required before a permit can be issued. SLGA may also request additional information depending on the particular circumstances of your application.

- A floor plan drawing of the warehouse space(s) or the retail store space and any related storage facilities
- A detailed description of the inventory management and sales tracking system that will be used (see Appendix: Cannabis Tracking and Reporting in the Cannabis Regulatory Policy Manual available at [www.slga.com](http://www.slga.com))
- A detailed description of security measures for all facilities associated with this application (see Appendix: Facility Security in the Cannabis Regulatory Policy Manual available at [www.slga.com](http://www.slga.com))
- Copies of documents verifying legal possession of the premises (unless required at the time of application to validate multiple applications)
- Copy of municipal business licence or written approval of the facility location(s) from the municipality
- Building inspection approval for all facilities

## Section Three – Applicant, Contact, and Business Information

### Applicant information

Applicant/Legal name(s): \_\_\_\_\_  
(must match name(s) registered on land title(s) or lease(s) for all facilities related to this application)

What type of entity are you? (please check one)

- ☐ Individual  
☐ Corporation (for-profit, non-profit, co-operative)  
☐ Indian Band  
☐ Partnership or joint venture of any combination of the above  
☐ Other (please describe) \_\_\_\_\_

Proposed business type:  
(please check one)

- ☐ Retail Standalone      ☐ Wholesale  
☐ Retail Integrated (Type 1)    ☐ Retail Integrated (Type 2)\*  
 (See Cannabis Regulatory Policy Manual for definitions of standalone and integrated)

Please note that if you are applying for a Retail Integrated (Type 2) permit, you must ultimately own the business being integrated with.

Municipality or reserve where the business will be located: \_\_\_\_\_  
(Required to begin processing application)

### Contact information

(In order to streamline communication in this application process, SLGA requires that all correspondence regarding the permit application and related reporting be sent to one individual. Please identify here who that person will be and provide the necessary contact information.)

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

SLGA requires a current email address for ongoing communication regarding this application. Please ensure that the email address provided is monitored regularly.

**Please email your completed application to [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com)**

**A non-refundable application fee of \$2,200 will be required before this application can be processed. An SLGA representative will contact you to obtain payment of this fee by credit card, or you can send a cheque or money order payable to Saskatchewan Liquor and Gaming Authority.**

## Cannabis Permit Application Retail Store or Wholesale

### Business information

Applicant/Legal name(s): \_\_\_\_\_  
(must match name(s) registered on land title(s) or lease(s) for all facilities related to this application)

Business operating name: \_\_\_\_\_  
(if different from applicant name)

All websites associated with this business: \_\_\_\_\_  
\_\_\_\_\_

What date would you like your permit to take effect? \_\_\_\_\_

### Location of primary facility (retail store or wholesale warehouse)

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Province: Saskatchewan Postal code: \_\_\_\_\_

For your building, do you: ☐ Own ☐ Lease ☐ Sub-lease  
(please check one)

If purchasing the premises, when do you expect to have the certificate of title? \_\_\_\_\_

If you are leasing or subleasing, when does your lease commence and expire? \_\_\_\_\_

Is the building located on reserve status land? ☐ Yes ☐ No

### Location of any additional facilities, if applicable (retail off-site storage facility or second wholesale warehouse)

(copy as necessary)

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Province: Saskatchewan Postal code: \_\_\_\_\_

For your building, do you: ☐ Own ☐ Lease ☐ Sub-lease  
(please check one)

If purchasing the premises, when do you expect to have the certificate of title? \_\_\_\_\_

If you are leasing or subleasing, when does your lease commence and expire? \_\_\_\_\_

Is the building located on reserve status land? ☐ Yes ☐ No

## Section Four – Information Required of Individuals

### Who must complete this part of the application?

In order to do business as a cannabis retailer, wholesaler, or supplier in Saskatchewan, a business must apply to the Saskatchewan Liquor and Gaming Authority (SLGA) for a cannabis permit or registration. SLGA is required by *The Cannabis Control (Saskatchewan) Act* and by corporate policy to determine whether or not an applicant for a cannabis permit or registration is of good character. When determining good character, SLGA may consider the business itself, its owners and key decision-makers, and if necessary, any other businesses and individuals that have direct or indirect control or involvement in the business applying for the permit or registration.

The following individuals must complete and submit all forms in this section:

- Any individuals who are applicants or general partners in the proposed or permitted cannabis business
- If an applicant is a corporation, the officers and directors of that corporation
- If an applicant is a limited partnership, the officers and directors of any general partner corporations
- If an applicant is a First Nation, the chief and council members
- Any individual who has at least 10% overall ownership interest in the permitted cannabis business, whether directly, through shares held in a shareholder corporation, as a beneficiary of a trust, or through any other ownership or compensation structure

SLGA may require at its discretion completed Sections Fours from other individuals who have financial interest in or exercise significant control over the operation of the cannabis business, including but not limited to investors, franchisors, managers, management companies, associates, and corporate executives.

### General information

1. Provide an answer to every question. If there is not enough room to provide a complete answer, use a separate sheet of paper and reference the applicable section.
2. All personal information you provide to SLGA is confidential. SLGA is required under [\*The Freedom of Information and Protection of Privacy Act\*](#) to protect the confidentiality of personal information in its possession and control, and to use the information only for the purpose for which it is collected.
3. SLGA will conduct a due diligence interview or investigation in order to establish your suitability to be involved with a cannabis permitted or registered business. Through the interview or investigation process, SLGA will gather any information it considers necessary and may request additional information from you, including character references. By signing the attached consent, you are agreeing that SLGA may collect and use this information for the current and any future applications that you are involved with.
4. You are required to inform SLGA within 7 days of any changes to the information you supplied that might affect your suitability. Changes that you must report include, but are not limited to, change of address, new charges, convictions, findings of guilt, civil or bankruptcy proceedings and/or if you are the subject of a cannabis investigation by a regulatory agency, other than as an applicant for permitting, licensing, or registration purposes. This requirement applies both before and after the permit or registration is issued.

## Cannabis Permit/Registration Application

5. For questions relating to the existence of a criminal history, be aware that a criminal history may include criminal investigations, interviews, detentions, arrests and charges that may or may not have resulted in a conviction. Any statements regarding a criminal history will be verified by SLGA, including but not limited to verification through a criminal record check.

Answer 'yes' to the questions if:

- i) you were charged and convicted of a criminal offence
- ii) the charges were dismissed or subsequently downgraded to a lesser charge
- iii) the charges were stayed
- iv) you received a conditional discharge
- v) you completed an alternative measures or other similar program
- vi) you were charged but not convicted
- vii) you were questioned by the police in relation to your personal involvement in criminal activity
- viii) you were contacted to be questioned by police and had a lawyer or other representative intercede with police on your behalf,  
or
- ix) the investigation, charges or offence happened in another jurisdiction/province/country

Answer 'no' to the questions if:

- i) you received a pardon under *The Criminal Records Act* (Canada) or similar legislation, or if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency, or
- ii) you have never been investigated, arrested, detained, interviewed, charged or convicted of an offence

6. If you have any questions regarding the form, please contact:

Manager, Cannabis Inspections and Integrity  
Saskatchewan Liquor and Gaming Authority  
Phone: (306) 529-3565  
Fax: (306) 798-0230  
Email: [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com)

7. Give this completed form to the person responsible for submitting the application and/or Personal Disclosure forms to SLGA. If you would like to send this form directly to SLGA, please email it to [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com).



# Cannabis Permit/Registration Application

## Personal Disclosure

(copy as necessary)

I am submitting this Personal Disclosure to SLGA in respect to a cannabis permit, registration, or application.

### Part 1 – Personal information

Legal first, middle and surname:					
List any other names you have used (maiden name, birth name, etc.):					
Mailing address:					
Home street address (current residence - if different from mailing address):					
City:	Province/state and Country:		Postal/zip code:	Driver's Licence Number	
Home phone:		Work/business phone:		Cell phone:	
Primary email address:					
Secondary email address:					
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of birth:  YY DD MM		Height:	Weight:	Eye Colour:
Place of birth (City, Province/State, Country) & Citizenship:					
The inclusion of a colour photocopied Government issued ID (front and back) is a requirement for the SLGA due diligence investigation. (For examples of acceptable forms of identification, see the Cannabis Regulatory Policy Manual at <a href="http://www.slga.com/permits-and-licences/cannabis-permits/cannabis-retailing">www.slga.com/permits-and-licences/cannabis-permits/cannabis-retailing</a> .)					

### Part 2 – Criminal record check

**A copy of a Criminal Record Check from the police agency in the jurisdiction where you live, completed within the last six (6) months, must be attached to this Personal Disclosure form.**

**DECLARATION** – All of the information provided on this form is true and complete to the best of my knowledge. I understand that the Saskatchewan Liquor and Gaming Authority (SLGA) collects the information for the purpose of determining my suitability as an individual involved with a cannabis business. I CONSENT to the release to SLGA of any information as may be necessary to verify the information contained on this form. My signature authorizes the Royal Canadian Mounted Police (RCMP), through the CPIC system; or other law enforcement agencies, to release records of criminal charges or convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with *The Criminal Records Act*, and records of outstanding criminal charges to SLGA. I release all persons referred to in this paragraph including their officers, agents and employees, from all liability respecting the release of information to SLGA. I further authorize SLGA to obtain a criminal record check during the time of application, the period of the permit or registration granted pursuant to any cannabis applications and any renewals.

Signature of applicant:	Date:
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**Legal Name from Part 1:** \_\_\_\_\_

[illegible]

## Cannabis Permit/Registration Application

### Part 4 - Personal and criminal history

**Legal Name from Part 1:** \_\_\_\_\_

<p>Have you ever been investigated, arrested, detained, interviewed, charged or convicted of an offence (such as criminal, drug, gaming, customs, income tax or any offence related to any government assistance program) in any jurisdiction?</p> <p>If yes, please attach details including date and place of investigation, detention, arrest, charge or conviction, the description/ circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>To your knowledge, do you have any charges or warrants outstanding or pending in any jurisdiction?</p> <p>If yes, please attach details including date of charge/offence(s), description/circumstances of the offence(s), and the name of investigating police agency or enforcement body.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>To your knowledge, has a business or corporation in which you had an interest or served as an officer or director ever been investigated, charged or convicted of an offence (criminal, liquor, drug, customs, income tax or any offence related to any government assistance program) in any jurisdiction? Or has that business or corporation ever been a defendant in a civil suit based in whole or part on fraud, deceit, misrepresentation, breach of trust or similar conduct?</p> <p>If yes, please attach details including date and place of investigation, detention, arrest, charge or conviction, the description/ circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Have you or a business you were involved with ever applied for a cannabis permit, licence, registration, or other similar qualification (such as liquor licence or permit)?</p> <p>If yes please attach details including date, the name of the jurisdiction, and the outcome (such as whether the application was approved, refused, suspended, revoked, or withdrawn).</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Have you had any claims made against you based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct in any jurisdiction? This includes being a defendant in a civil suit.</p> <p>If yes, please attach details including the date of the lawsuit; a description of the lawsuit, including court file number and the names of other parties named in the lawsuit; the outcome of lawsuit, and the name and address of court.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Have you ever made an assignment into bankruptcy, been petitioned into bankruptcy, or filed a proposal under an Act or legislation for Bankruptcy and Insolvency?</p> <p>If yes, please attach details including the file number, reason for bankruptcy, details of bankruptcy, the date of discharge, and the name of the trustee.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Do you control, manage or hold in trust any assets or liabilities for another person or entity?</p> <p>If yes, please attach details.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Are any of your assets or liabilities controlled, managed or held in trust by someone else?</p> <p>If yes, please attach details.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Have you ever had assets seized for non-payment or has other action been taken to collect an account or debt that you owed?</p> <p>If yes, please attach details.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
<p>Have you ever had a garnishee order executed against your salary or bank account?</p> <p>If yes, please attach details.</p>	<p><b>Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>

## Cannabis Permit/Registration Application

### Part 5 – Personal financial information

(Include any relevant information from the past 12 months)

Legal Name from Part 1: \_\_\_\_\_

ASSETS (At lower of cost or market value)		LIABILITIES (amounts over \$5,000)	
	AMOUNT	PAYABLES	AMOUNT
Chequing	\$	Notes payable to relatives and friends	
		Notes payable to others	
Savings		Income tax payable	
Escrow		Accounts and bills payable	
Cash on hand		Debts secured by personal property	
Stocks and bonds		Credit cards payable	
Notes receivable		Accruals, including real estate taxes, etc.	
Accounts receivable			
Real estate owned		<b>TOTAL CURRENT LIABILITIES</b>	<b>\$</b>
Mortgages and contracts owned			
Automobiles		Mortgages and liens on real estate	
Personal property		Court ordered payments	
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>TOTAL LIABILITIES</b>	<b>\$</b>
		<b>NET WORTH = Total Assets Minus Total Liabilities</b>	
INCOME	AMOUNT	CONTINGENT LIABILITIES	AMOUNT
Annual salary	\$	As guarantor, endorser, and co-signer	
Source of salary		On discounted paper, leases, and contracts	
Bonus and commissions		On surety bonds	
Dividends		Lawsuits or other liabilities (specify)	
Real estate income			
Other income			
<b>TOTAL INCOME</b>	<b>\$</b>		
PERSONAL INFORMATION		GENERAL INFORMATION	
Other business interests		Are any assets pledged or mortgaged other than as shown above? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, give name, where, what and when. Attach copies of documents and court papers.	

## Cannabis Permit/Registration Application

### Part 6 – Consent to obtain and release information and declaration of honesty (personal)

**Legal Name from Part 1:** \_\_\_\_\_

The Saskatchewan Liquor and Gaming Authority (SLGA) is required to collect personal information for the purpose of permitting or registering prospective and current cannabis businesses. The following consent form allows SLGA representatives to verify or investigate the information provided in this Personal Disclosure form and any permit or registration application. SLGA is required under [The Freedom of Information and Protection of Privacy Act](#) to protect the confidentiality of such information in its possession and control, and to use the information only for the purpose for which it is collected. SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

#### **I, THE UNDERSIGNED, HEREBY:**

- (a) consent to the direct and indirect collection from any source and to the use by Saskatchewan Liquor and Gaming Authority (SLGA) of all personal, financial, business, general, or criminal information or documents that SLGA may reasonably require to determine an applicant's suitability to obtain and hold a cannabis permit or registration, namely whether the applicant (including but not limited to individuals such as shareholders, officers, directors and affiliated companies, identified in connection with the applicant) is of good character;
- (b) consent to the release by SLGA of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other regulatory jurisdiction or agency with which SLGA has an arrangement or agreement;
- (c) consent to the release to SLGA by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, financial, business, general or criminal information or documents that SLGA reasonably determines it requires respecting this application or any other cannabis application;
- (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to SLGA pursuant to paragraph (c);
- (e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;
- (f) understand that the consent is in effect for as long as I am involved with a cannabis business permitted or registered by SLGA; and
- (g) certify that the information provided in this Personal Disclosure form is accurate, correct, true, and free of omissions. I understand that if any of the information provided in this form is not accurate, correct, true, and free of omissions, SLGA may deny any application or may subsequently revoke any permit or registration with which I am involved. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code* of Canada.

**I have read and understand the above statement.**

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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## Section Five – Information Required of Corporations

### Who must complete this part of the application?

In order to do business as a cannabis retailer, wholesaler, or supplier in Saskatchewan, a business must apply to the Saskatchewan Liquor and Gaming Authority (SLGA) for a cannabis permit or registration. SLGA is required by *The Cannabis Control (Saskatchewan) Act* and by corporate policy to determine whether or not an applicant for a cannabis permit or registration is of good character. When determining good character, SLGA may consider the business itself, its owners and key decision-makers, and if necessary, any other businesses and individuals that have direct or indirect control or involvement in the business applying for the permit or registration.

The following must complete and submit all forms in this section:

- Any corporations that are applicants or general partners in the proposed or permitted cannabis business
- Corporations that hold at least 10% overall ownership in the permitted cannabis business, whether directly, through shares held in a shareholder corporation, or through any other ownership or compensation structure

Applicants may be asked to provide part or all of the information requested in Section Five for limited partnerships, trusts, First Nations, and other non-corporate entities where SLGA deems it necessary for clarity or to conduct due diligence on those entities. SLGA may also require at its discretion completed Section Fives from other corporations who have financial interest in or exercise significant control over the operation of the cannabis business, including but not limited to investors, franchisors, management companies, and corporate executives.

### General information

1. Provide an answer to every question. If there is not enough room to provide a complete answer, use a separate sheet of paper and reference the applicable section.
2. SLGA will retain the information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*. SLGA is required under [The Freedom of Information and Protection of Privacy Act](#) to protect the confidentiality of the information you provide and to use it only for the purposes for which it was collected.
3. You may withdraw your application if your plans change or if you do not wish to provide information about your business. To withdraw your application, submit a written request to SLGA at the address listed on this application form. However, once an application form and all related documents are received by SLGA, they become the property of SLGA and will not be returned. Any fees you have paid will be non-refundable.

4. If you have any questions regarding the form, please contact:

Manager, Cannabis Inspections and Integrity  
Saskatchewan Liquor and Gaming Authority  
Phone: (306) 529-3565  
Fax: (306) 798-0230  
Email: [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com)

5. Give this completed form to the person responsible for submitting the application and/or Corporate Disclosure forms to SLGA. If you would like to send this form directly to SLGA, please email it to [cannabisinquiries@slga.com](mailto:cannabisinquiries@slga.com)

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# Cannabis Permit/Registration Application

## Corporate Disclosure

(copy as necessary)

### Part 1 – Corporate information

Please complete this form for each of the applicant or general partner corporations, as well as any corporations that hold at least 10% overall ownership in the permitted cannabis business, whether directly, through shares held in a shareholder corporation, or through any other ownership or compensation structure. As the information contained in this form will replace any previously held records, please ensure all information is accurate. If more room is needed on any section, please attach information as an appendix.

**Corporation name:** \_\_\_\_\_

**Business name:** \_\_\_\_\_

**Corporate Address:** \_\_\_\_\_  
Address City, town, village, hamlet, etc. Postal code

What type of entity are you? (Please check one)

<input type="checkbox"/> Corporation (for-profit, non-profit, co-operative)	<input type="checkbox"/> Trust
<input type="checkbox"/> Other (please describe):	

Please list all officers, directors, shareholders, partners, trustees, and/or beneficiaries:

Position held	Name (please print)	Home address	Percentage of shares held	Consent Form attached
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Please list who has financial and or legal signing authority on behalf of the corporation:

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I certify that the above information is true:

Applicant/permittee signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: SLGA will retain any personal information on these forms only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with the cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.**

## Cannabis Permit/Registration Application

### Part 2 – Corporate history

List all other jurisdictions where this corporation or a related business currently operates, has previously operated, plans to operate, or has applied to operate a cannabis related business.	
Has your business ever had a cannabis related permit, licence, or other similar qualification refused, suspended, revoked, or withdrawn?  If yes, please attach details including name of the jurisdiction and the reason and date of action.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your business ever been investigated, charged or convicted of an offence (criminal, liquor, drug, customs, income tax or any offence related to any government assistance program) in any jurisdiction? Or has your business ever been a defendant in a civil suit based in whole or part on fraud, deceit, misrepresentation, breach of trust or similar conduct?  If yes, please attach details including date and place of investigation, detention, arrest, charge or conviction, the description/ circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your business had any claims made against it based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct in any jurisdiction?  If yes, please attach details including date of the lawsuit; a description of the lawsuit, including court file number and the names of other parties named in the lawsuit; the outcome of lawsuit, and the name and address of court.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your business ever made an assignment into bankruptcy, been petitioned into bankruptcy, or filed a bankruptcy proposal?  If yes, please attach details including file number, reason for bankruptcy, details of bankruptcy, the date of discharge, and the name of trustee.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you control, manage or hold in trust any assets or liabilities for another person or entity?  If yes, please attach details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are any of your assets or liabilities controlled, managed or held in trust by someone else?  If yes, please attach details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had assets seized for non-payment or has other action been taken to collect an account or debt that you owed?  If yes, please attach details.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Part 3 – Corporate financial information

Financial statements for the past three years, or to the date your business first undertook any kind of activity including fundraising (whichever is less), must accompany this Corporate Disclosure form. They must be prepared by an accountant holding a professional designation and certified correct and in accordance with generally accepted accounting principles. The statements must reflect the business operation for which the Corporate Disclosure form is being submitted and must include a balance sheet and income statement. Where applicable, consolidated financial statements must be submitted. If your business was formed recently and does not have three years of financial statements, please provide the statements you do have and check the appropriate box below. Note that SLGA may request additional financial information from individuals or corporations where necessary.

- ☐ I confirm that I have attached three years of required financial statements as described above.
- ☐ I have provided partial or no financial statements because business activity as described above began in the year \_\_\_\_\_.

**SLGA reserves the right to require updated financial information as necessary.**

## Cannabis Permit/Registration Application

### Part 4 – Consent to obtain and release information and declaration of honesty (corporate)

The Saskatchewan Liquor and Gaming Authority (SLGA) is required to collect corporate information for the purpose of permitting or registering prospective and current cannabis businesses. The following consent form allows SLGA representatives to verify or investigate the information provided in this Corporate Disclosure form and any permit or registration application. SLGA is required under [The Freedom of Information and Protection of Privacy Act](#) to protect the confidentiality of such information in its possession and control, and to use the information only for the purpose for which it is collected. SLGA will retain the corporate information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

#### I, THE UNDERSIGNED, ON BEHALF OF THE NAMED CORPORATION, HEREBY:

- (a) consent to the direct and indirect collection from any source and to the use by Saskatchewan Liquor and Gaming Authority (SLGA) of all personal, corporate, financial, business, general, or criminal information or documents that SLGA may reasonably require to determine the applicant's suitability to obtain and hold a cannabis permit or registration, namely whether the applicant (including but not limited to individuals such as shareholders, officers, directors and affiliated companies, identified in connection with the applicant) is of good character;
- (b) consent to the release by SLGA of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other regulatory jurisdiction or agency with which SLGA has an arrangement or agreement;
- (c) consent to the release to SLGA by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, corporate, financial, business, general or criminal information or documents that SLGA reasonably determines it requires respecting this application or any other cannabis application;
- (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to SLGA pursuant to paragraph (c);
- (e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;
- (f) understand that the consent is in effect for as long as this corporation is involved with a cannabis business permitted or registered by SLGA; and
- (g) certify that the information provided in this Corporate Disclosure form is accurate, correct, true, and free of omissions. I understand that if any of the information provided in this form is not accurate, correct, true, and free of omissions, SLGA may deny any application or may subsequently revoke any permit or registration with which I, the corporation, and/or the applicant is involved. I further understand that if any of the information provided in this application is fraudulent, I, the corporation, and/or the applicant may be subject to prosecution under the *Criminal Code of Canada*.

**I have read and understand the above statement.**

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of corporation

\_\_\_\_\_  
Date

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## Section Six – Financial and Business Agreements

Does your business have outstanding loans or financial obligations (from financial institutions, individuals or other sources) obtained for use in operating this business?	
<i>If yes</i> , please attach details including name and address of creditors, the loan number (if applicable), initial loan amount and present balance, date loan was taken out, and the date loan is due. Be sure to email (pdf preferred) or attach copies of any loan agreements you have outstanding.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If no</i> , please attach details describing the source of funds for the business proposed in this application. <i>(please, provide details in the space below)</i>	
<p>Has your business at any time entered into verbal or written agreements, contracts, or other arrangements with any other individuals or businesses related to financing, ownership, or control of this business not described elsewhere in this application? Answer yes if such agreements, contracts, or arrangements are currently under negotiation, are in effect, are to take effect in the future, have already been fulfilled, or have been suspended with any option to resume in the future.</p> <p><i>If yes</i>, please attach details including copies of any related documents.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If at any time before or after the permit is issued the answers to either of the above questions becomes ‘Yes,’ or if the parties involved change, the applicant is required to notify SLGA immediately.**

## Section Seven - Certification of Information

**I, THE UNDERSIGNED, HEREBY:**

1. Certify that I/we am/are the applicant(s) named in this application **OR** I am the \_\_\_\_\_ of the Corporation/Indian Band named in this application and have \_\_\_\_\_ [position or office held] authority to speak on their behalf;
2. Certify that the facts contained in this application are complete and true in substance and in fact;
3. Certify that the applicant has complied with the requirements of *The Cannabis Control (Saskatchewan) Act*, *The Cannabis Control Regulations* and any other applicable legislation;
4. Acknowledge and understand that a photocopy or other electronic reproduction of this document will have the same force and effect as the original;

I have read and understand the above statement.

Name(s): \_\_\_\_\_  
[please print name(s)]

Signature(s): \_\_\_\_\_

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section Eight - Additional Information to be Submitted**

The following additional information will be required in order to complete your application and before a permit can be issued, but does not have to be included in your initial application package.

- ☐ A detailed description of the inventory management and sales tracking system that will be used.
  - For specifications, see the Appendix: Cannabis Tracking and Reporting section of the Cannabis Regulatory Policy Manual available at [www.slga.com](http://www.slga.com)
  - SLGA will confirm that your system is appropriately configured before a permit will be issued
- ☐ A detailed description of security measures that will be put in place, including a floor plan showing the location of the required security measures (cameras and alarms). For specifications, see the Appendix: Facility Security section of the Cannabis Regulatory Policy Manual available at [www.slga.com](http://www.slga.com)  
**It is strongly recommended that you discuss your proposed security measures with SLGA before any construction or renovations start**
- ☐ A floor plan drawing of the warehouse or retail store space and any related storage facilities (all changes to the layout of an existing permitted warehouse, retail store, or related storage facility require approval prior to proceeding with the renovations):
  - If you are planning changes to the layout of an existing permitted warehouse, retail store, or related storage facility, please ensure your floor plan drawing clearly labels the proposed renovations
  - A floor plan is not typically required if the warehouse, retail store, or related storage facility has been previously permitted and the applicant is not making any changes to the current layout
- ☐ The applicant must be lawfully entitled to possession of the premises where the cannabis warehouse or retail store and any related storage facilities will be located in Saskatchewan. To verify legal possession, the following documentation is required for all relevant locations:
  - If the applicant owns the premises, a copy of the certificate of title
  - If the applicant leases the premises from the owner, a copy of the lease agreement, or
  - If the applicant leases the premises from a lessee, a copy of the sublease as well as a copy of the head lease and the landlord's written consent
- ☐ Copy of municipal business licence or written approval of the facility location from the municipality
- ☐ Class 2 or 3 building inspection approval for all facilities (must comply with provincial building standards)

Before a permit can be issued:

- (Retail store only) SLGA will confirm that all owners and employees have taken mandatory social responsibility training.
- An SLGA Cannabis Inspector will attend the proposed location of the cannabis warehouse or retail store and any related storage facilities in order to verify the contents of the submitted application package. This will include but is not limited to the verification of the security safeguards as well as the existence and proper configuration of the inventory management and sales tracking system.
- You will be required to complete and submit a Declaration of Compliance form (Section Nine) verifying that your business complies with all other applicable legislation. If your warehouse, retail store, or related storage facility is under construction or renovation, this form should not be completed until the premises have received approval from a Building Inspector.
- You will have to pay the first annual permit fee of \$3,300 or \$1,650, depending on the permit type and location. An SLGA representative can take your credit card payment by phone, or the fee can be paid by cheque or money order.

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## Section Nine - Declaration by Applicant

### COMPLIANCE WITH OTHER APPLICABLE LEGISLATION

SLGA requires all permitted businesses to comply with any relevant federal, provincial, or municipal legislation. All cannabis permitted facilities must also have approval from a Building Inspector to ensure the facilities comply with relevant building codes.

By completing the declaration below, you are confirming that your facilities and operation are and will remain in compliance with any relevant federal, provincial, or municipal laws.

### IMPORTANT NOTICE:

If a cannabis permitted business is not in compliance with applicable building code requirements or any other relevant laws, SLGA may refuse to issue a permit, or may suspend or cancel an existing cannabis permit.

### DECLARATION:

**I, THE UNDERSIGNED, HEREBY** solemnly declare that the facilities and operation to which this application relates are and will remain in compliance with any relevant federal, provincial, or municipal laws.

Name(s): \_\_\_\_\_  
[please print name(s)]

Signature(s): \_\_\_\_\_

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_