

Key investor report form

Complete the required information. Submit a form for each of your key investors. This form must be submitted electronically. Do not print and scan the form.

All fields indicated by an asterisk (*) are mandatory for all users of this form.

All fields indicated by a cross (†) are mandatory for licence holders only. If you select that you're submitting as an applicant in Section A, the parts that don't apply to you will be greyed out.

You must use the following form to prepare your Key investor report. Refer to the [Cannabis key investors: Cultivation, processing and sale for medical purposes](#) page for more information.

For licence holders submitting an annual report: You do not need to re-submit transactions and benefits that were reported in a previous year. However, you should report any changes to information that you previously reported for the key investor, such as any update on how they exercise control over your business.

Section A: Applicant or licence holder information	
This section should be the same for all your completed forms for this Key investor report and match the information on your application or licence.	
Are you submitting as an applicant or licence holder?*	Applicant Licence holder
APP # (for applicants) or LIC # (for licence holders)*	
Are you submitting as an individual or an organization?*	Individual Organization
Name of applicant or licence holder: name of organization (for organization) or first and last name (for individual)*	
Reporting calendar year (for licence holders)†	

Section B: Information on key investor	
Part 1: Name and mailing address	
For more information, refer to Identifying your key investors .	
First and last name (for individual) or name of organization (for organization)*	
Mailing address*	
City or town*	
Province or state*	
Country*	
Postal or zip Code*	

Part 2: How the key investor exercises, or is in a position to exercise, control	
For more information and examples, refer to Completing part 2 .	
Type of transaction*	Select all that apply: Goods Money Services Other
If other, specify	
Describe how the key investor exercises, or is in a position to exercise, control over your business*	

Part 3: Transaction in which the investor became a key investor	
<p>For licence holders only, if applicable. Do not fill out if you're an applicant.</p> <p>Fill out this part if the investor became a key investor after you received your licence.</p> <p>If you had a licence under the <i>Access to Cannabis for Medical Purposes Regulations</i> and it transferred to the <i>Cannabis Act</i>, only fill out this part for investors who became key investors on or after October 17, 2018.</p> <p>For more information and examples, refer to Completing part 3.</p>	
Will you complete Part 3?	I won't complete Part 3 because the investor became a key investor before I received my licence I won't complete Part 3 because my licence was transferred from the <i>Access to Cannabis for Medical Purposes Regulations</i> and the investor became a key investor prior to October 17, 2018 I will complete Part 3
Type of transaction	
Date of transaction	
Amount or fair market value at the time of transaction	
Description (such as, amount of money provided, share acquisition, loan, assets, contractual arrangements, ownership interest, ability to vote, family or historical connection)	
Terms and conditions (such as interest rate, maturity date, sole supplier due to terms on contract)	

Part 4: Each time the key investor provides money, goods or services

For licence holders only. Do not fill out if you're an applicant.

Each transaction in this part needs to have a benefit associated in Part 5. Only include the transactions that happened during the reporting calendar year.

Provide a description (such as amount of money provided, share acquisition, loan, assets, contractual arrangements, ownership interest, ability to vote, or family or historical connection) and any terms and conditions (such as interest rate, sole supplier conditions, and the maturity date or when repayment is due).

For more information and examples, refer to [Completing part 4](#)

I've left Part 4 blank because no reportable transactions happened during the reporting calendar year.

#	Type†	Date†	Value†	Description, terms and conditions†
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Part 7: Transfer of ownership interest or other interest or right	
<p>For applicants and licence holders, if applicable.</p> <p>For more information and examples, refer to Completing part 7.</p> <p>Note: If the person who got the ownership interest now meets the requirements of a key investor, you'll also need to keep records for them and include them in your report.</p>	
First and last name (for individual) or name of organization (for organization)	
Mailing address	
City or town	
Province or state	
Country	
Postal or zip Code	
Ownership interest affected and explanation of ownership transfer (such as, which one was mortgaged to a bank)	

Part 8: Key investor who is no longer a key investor	
<p>For licence holders only. Do not fill out if you're an applicant.</p> <p>For more information and examples, refer to Completing part 8.</p> <p>If you've reported a key investor in this section before, you don't need to list them again here.</p>	
Date that ceased to be a key investor	
How they ceased to be a key investor	

Attestation	
This form must be submitted electronically. Do not print and scan the form.	
I, the undersigned, attest that this key investor report is complete and accurate.	
Responsible person's name*	
Responsible person's signature*	
Date*	