

## Appendix E: Licensing Record Keeping Attestation

PART 11 – RETENTION OF DOCUMENTS AND INFORMATION	
APPLICANT INFORMATION	
Applicant Name:	Application Number:
INSTRUCTIONS	
<ol style="list-style-type: none"> <li>1. Complete the 'General Information' and 'Responsible Person Attestation Signature' fields in the attestation form provided below.</li> <li>2. Upload the completed attestation form as an attachment under the 'Record Keeping Example Section' in the Cannabis Tracking and Licensing System (CTLS).</li> </ol>	
GENERAL INFORMATION	
Please confirm the proposed <b>record keeping method</b> : <input type="checkbox"/> Electronic-based ( <i>please specify any record keeping software to be used</i> ): <input type="checkbox"/> Paper-based <input type="checkbox"/> Other:	
REGULATORY ATTESTATION	
While applicants are expected to meet <b>all</b> regulatory requirements pertaining to <i>Part 11 – Retention of Documents and Information</i> of the <i>Cannabis Regulations</i> , the Licensing and Medical Access Directorate has identified requirements (see below) for which we would like to emphasize and draw your attention to as these may represent a greater risk in the event of a non-compliance.	
REGULATION	
INVENTORY AND DISTRIBUTION	
224 Inventory – cannabis other than oil	
225 Inventory – cannabis oil* (*only applies to applicants applying for a processing licence)	
226 Receipt of cannabis	
227 Sale, distribution and export of cannabis	
DESTRUCTION	
229 Destruction	
SECURITY	
230 Organizational security plan	
PRODUCTION	
231 Good production practices	
232 Standard operating procedures and sanitation program	

<b>PACKAGING AND LABELING</b>	
233 Packages and labels	
<b>SYSTEM OF CONTROL FOR RECALLS</b>	
235 System of control	
<b>RESPONSIBLE PERSON ATTESTATION SIGNATURE</b>	
<p>I, the undersigned, attest that:</p> <ul style="list-style-type: none"> <li>• <b>All</b> applicable documents and information pertaining to <i>Part 11 – Retention of Documents and Information</i> of the <i>Cannabis Regulations</i>, as required by the licence class(es) and activities being applied for at the time of licensing, will be retained accordingly for the noted retention period(s) as outlined by the respective regulation(s).</li> <li>• With respect to section 221 of the <i>Cannabis Regulations</i>, <b>all</b> applicable documents and information will be retained in a manner that will enable an audit to be made of it in a timely manner.</li> <li>• All information or documents under section 221 will be retained at the site of the licence holder, or, in the case of a person that does not hold a licence, at the person's place of business, or if they do not have one, at a place of business in Canada.</li> </ul>	
<b>Responsible Person Name (Printed):</b>	
<b>Responsible Person Name (Signature):</b>	<b>Date:</b>

*Please review the regulations for the post licensing record keeping and reporting requirements.*