Appendix E: Licensing Record Keeping Attestation

## PART 11 – RETENTION OF DOCUMENTS AND INFORMATION

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Application Number</th>
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### INSTRUCTIONS

1. Complete the ‘General Information’ and ‘Responsible Person Attestation Signature’ fields in the attestation form provided below.
2. Upload the completed attestation form as an attachment under the ‘Record Keeping Example Section’ in the Cannabis Tracking and Licensing System (CTLS).

### GENERAL INFORMATION

Please confirm the proposed record keeping method:
- [ ] Electronic-based (please specify any record keeping software to be used):
- [ ] Paper-based
- [ ] Other:

### REGULATORY ATTESTATION

While applicants are expected to meet all regulatory requirements pertaining to Part 11 – Retention of Documents and Information of the Cannabis Regulations, 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
I, the undersigned, attest that:

- All applicable documents and information pertaining to *Part 11 – Retention of Documents and Information* of the *Cannabis Regulations*, 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).
- With respect to section 221 of the *Cannabis Regulations*, all applicable documents and information will be retained in a manner that will enable an audit to be made of it in a timely manner.
- 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.

**Responsibility Person Name (Printed):**

**Responsibility Person Name (Signature):**

**Date:**

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