



Licensing Record Keeping Attestation

Part 11 – Retention of documents and information	
Applicant information	
Applicant Name:	Application Number:
Instructions	
<ol style="list-style-type: none">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	
<p>Please confirm the proposed record keeping method:</p> <p>Electronic-based (please specify any record keeping software to be used):</p> <p>Paper-based</p> <p>Other:</p>	
Attestation	
<p>While applicants are expected to meet all regulatory requirements pertaining to <i>Part 11 – Retention of Documents and Information</i> of the <i>Cannabis Regulations</i>, Health Canada 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.</p>	
Regulation	
Inventory and distribution	
224 Inventory	
225 Inventory – cannabis extract, etc.* (*only applies to applicants applying for a processing licence)	
226 Cannabis obtained from another person	
226.1 Things to be used as ingredients	
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	
Packaging and labeling	
233 Packages and labels	
System of control for recalls	
235 System of control	
Responsible person attestation signature	
<p>I, the undersigned, attest that:</p> <ul style="list-style-type: none"> ● All 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 as required by the regulation(s). ● With respect to section 221 of the <i>Cannabis Regulations</i>, 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 and will be available 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. ● All information provided in this document is accurate ● I have read and understand all of the requirements in the provisions of the <i>Cannabis Regulations</i> cited above. 	
Responsible Person Name (Printed):	
Responsible Person Name (Signature):	Date:

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