



## Checklist: Applying for cultivation, processing and sale for medical purposes with possession of cannabis licences

**Tip:** For document naming convention, your application number (APP #) is available after you’ve created a licence application in the CTLS.

### Section 1: Before you apply

- [Determine which licence types to apply for](#)
- [Familiarize yourself with the legislation](#)
- If you intend to [self-identify as an Indigenous or Indigenous-affiliated applicant](#), you may want to contact the Indigenous Navigator Service at [navigator-navigateur@hc-sc.gc.ca](mailto:navigator-navigateur@hc-sc.gc.ca) for additional guidance on the application process
- [Know your fees](#)
  - application-screening fee
  - security clearance application fees
  - annual regulatory fee

- [Notices to your local authorities](#)

	Prepare a written notice, or fill out the Notices to local authorities template	Send the written notice	Gather contact information
Local police force or the Royal Canadian Mounted Police detachment	<input type="checkbox"/> Document naming convention: “NoticePolice_APP-#_YYYY-MM-DD.PDF”	<input type="checkbox"/>	<input type="checkbox"/>
Local fire authority	<input type="checkbox"/> Document naming convention: “NoticeFire_APP-#_YYYY-MM-DD.PDF”	<input type="checkbox"/>	<input type="checkbox"/>
Local government	<input type="checkbox"/> Document naming convention: “NoticeGovernment_APP-#_YYYY-MM-DD.PDF”	<input type="checkbox"/>	<input type="checkbox"/>

- [Prepare your site](#)
- Identify the following people
  - [key site personnel](#)
  - [people with direct control](#), if applicable
  - [associated individuals](#), if applicable
- All identified people need to [create their own CTLS account](#) and give you their CTLS account ID

## Section 2: Information to prepare

### Part A: Information to prepare to submit into the CTLS

#### 1. [For corporations, cooperatives or partnerships](#)

- If you're a corporation:

Document type	Document naming convention
<input type="checkbox"/> Certificate of incorporation, amalgamation or amendment	<ul style="list-style-type: none"> <li>“CompanyName_Certificate-of-Incorporation_YYYY-MM-DD.PDF”</li> <li>“CompanyName_Certificate-of-Amalgamation_YYYY-MM-DD.PDF”</li> <li>“CompanyName_Certificate-of-Amendment_YYYY-MM-DD.PDF”</li> </ul>

- If you're a cooperative or a partnership:

Document type	Document naming convention
<input type="checkbox"/> Business name registration	“CompanyName_BusinessNameRegistration_YYYY-MM-DD.PDF”
<input type="checkbox"/> Partnership agreement	“CompanyName_PartnershipAgreement_YYYY-MM-DD.PDF”

#### 2. [Site details](#)

Document type	Document naming convention
<input type="checkbox"/> Health Canada licences, registrations and authorizations	“LicencesRegistrationsAuthorizations_APP-#_YYYY-MM-DD.PDF”
<input type="checkbox"/> Aerial view	“AerialView_APP-#_YYYY-MM-DD.PDF”

- If your site has multiple addresses:

Document type	Document naming convention
<input type="checkbox"/> Document listing all addresses	“SiteAddresses_APP-#_YYYY-MM-DD.PDF”

#### 3. [Identified people](#)

- Associated individuals, if applicable:

Document type	Document naming convention
<input type="checkbox"/> For associated individuals requiring security clearances	“People_APP-#_AssociatedIndividuals_YYYY-MM-DD.PDF”

- For micro-processing and standard processing licences: Quality assurance person (QAP) and up to 2 alternate QAP (AQAP), if applicable

Document type	Document naming convention
<input type="checkbox"/> Qualifications of the proposed QAP or alternate form	“QAP_APP-#_Form_YYYY-MM-DD.PDF” or “AQAP-APP-#_Form_YYYY-MM-DD.PDF”

<input type="checkbox"/> Proposed QAP's or AQAP's resume or curriculum vitae (CV)	"QAP_APP-#_CVResume_YYYY-MM-DD.PDF" or "AQAP_APP-#_CVResume_YYYY-MM-DD.PDF"
<input type="checkbox"/> Proposed QAP's or AQAP's copies of degree or diploma supporting formal education relevant to QAP responsibilities	"QAP_APP-#_Education_YYYY-MM-DD.PDF" or "AQAP_APP-#_Education_YYYY-MM-DD.PDF"
<input type="checkbox"/> Supporting documents for QAP or AQAP	"QAP_APP-#_SupportingDocs_YYYY-MM-DD.PDF" or "AQAP_APP-#_SupportingDocs_YYYY-MM-DD.PDF"
<input type="checkbox"/> Additional information, if there isn't not enough space in the Qualifications of the proposed QAP or alternate form	"QAP_APP-#_Qualifications_YYYY-MM-DD.PDF" or "AQAP_APP-#_Qualifications_YYYY-MM-DD.PDF"

4. [Site ownership](#)

If other individuals or corporations own the site:

Document type	Document naming convention
<input type="checkbox"/> Site owner consent form filled out by each site owner	"SiteOwnership_APP-#_YYYY-MM-DD.PDF"

5. [Organizational security plan](#)

Document type	Document naming convention
<input type="checkbox"/> Business overview	"OSP_APP-#_BusinessOverview_YYYY-MM-DD-PDF"
<input type="checkbox"/> Template or primary document	"OSP_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> People requiring a security clearance	"OSP_APP-#_PeopleSC_YYYY-MM-DD.PDF"
<input type="checkbox"/> Head of security	"OSP_APP-#_HeadOfSecurity_YYYY-MM-DD.PDF"
<input type="checkbox"/> Organizational chart	"OSP_APP-#_OrganizationalChart_YYYY-MM-DD.PDF"
<input type="checkbox"/> Descriptions of roles and responsibilities	"OSP_APP-#_DescriptionsRoles_YYYY-MM-DD.PDF"
<input type="checkbox"/> Descriptions of standard operating procedures (SOPs)	"OSP_APP-#_SOPs_YYYY-MM-DD.PDF"
<input type="checkbox"/> Attestation	"OSP_APP-#_Attestation_YYYY-MM-DD.PDF"

6. [Good production practices](#)

Document type	Document naming convention
<input type="checkbox"/> Good production practices report	"GPP_APP-#_Report or Section_YYYY-MM-DD.PDF"

- For micro-processing and standard processing licences:

Document type	Document naming convention
<input type="checkbox"/> Good production practices attestation	"GPP_APP-#_Attestation_YYYY-MM-DD.PDF"

7. [Record keeping](#)

- For all licences:

Document type	Document naming convention
<input type="checkbox"/> Record keeping attestation	"RK_APP-#_Attestation_YYYY-MM-DD.PDF"

- For sale for medical purposes licences: Proposed record keeping methods

Document type	Document naming convention
<input type="checkbox"/> Record keeping methods	"RK_APP-#_SmpMethods_YYYY-MM-DD.PDF"
<input type="checkbox"/> Medical document verification	"RK_APP-#_SmpVerification_YYYY-MM-DD.PDF"
<input type="checkbox"/> Example of your registration document	"RK_APP-#_SmpRegistration_YYYY-MM-DD.PDF"
<input type="checkbox"/> Client's orders and refusal to fill client's order example	"RK_APP-#_SmpOrders_YYYY-MM-DD.PDF"
<input type="checkbox"/> Process to limit quantities of 150 g of dried cannabis (or its equivalent amount) per order	"RK_APP-#_Smp150g_YYYY-MM-DD.PDF"

8. [Key investor report \(choose 1 of the 2 options\)](#)

Document type	Document naming convention
<input type="checkbox"/> If you don't trade your shares on a public (published) market and have key investors, a key investor report	"KeyInvestor_APP-#_Report_YYYY-MM-DD.PDF"
<input type="checkbox"/> If you trade your shares on a public (published) market or don't have key investors, an attestation	"KeyInvestor_APP-#_Attestation_YYYY-MM-DD.PDF"

9. For Micro-cultivation, Nursery and Standard Cultivation Licences: [Source of starting material](#)

If you're not sourcing starting material solely from an authorized source:

Document type	Document naming convention
<input type="checkbox"/> Declaration under <a href="#">subsection 10(2) of the Cannabis Regulations</a>	"Declaration_10-2_APP-#_YYYY-MM-DD.PDF"

Part B: Information to prepare for the site evidence package

**For all licences:**

Document type	Document naming convention
<input type="checkbox"/> Site plan	"SitePlan_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Floor plans	"FloorPlan_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Description of physical barrier and site design	"BarrierDesign_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Description of restricted access measures	"RestrictedAccess_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Photographs	"Photo_APP-#_Area_YYYY-MM-DD.JPEG"
<input type="checkbox"/> Guided video tour	"Video_APP-#_YYYY-MM-DD.MP4"

**For standard cultivation, standard processing and sale for medical purposes with possession of cannabis licences:**

Document type	Document naming convention
<input type="checkbox"/> Visual monitoring devices detail	"VisualMonitoring_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Visual monitoring still shots	<ul style="list-style-type: none"> <li>• Day: "Visual_APP-#_Area-Camera#-Day_YYYY-MM-DD.JPEG"</li> <li>• Night: "Visual_APP-#_Area-Camera#-Night_YYYY-MM-DD.JPEG"</li> </ul>
<input type="checkbox"/> Visual monitoring footage	"Visual_APP-#_Footage_YYYY-MM-DD.MP4"
<input type="checkbox"/> Intrusion detection devices	"IntrusionDetection_APP-#_YYYY-MM-DD.PDF"
<input type="checkbox"/> Alarm security reports	"AlarmReport_APP-#_Unique Identifier_YYYY-MM-DD.PDF"
<input type="checkbox"/> Description of your access log procedure for the storage area	"AccessControl_APP-#_YYYY-MM-DD.PDF"

**For standard cultivation licences:**

If you have outdoor areas:

Document type	Document naming convention
<input type="checkbox"/> Security and visual monitoring devices for outdoor areas, if applicable	"OutdoorSecurity_APP-#_YYYY-MM-DD.PDF"

### **Section 3: Create a licence application**

- [Create an account in the CTLS](#), if you don't have one already
- [If you're applying as a part of a corporation, a cooperative, or a partnership](#), create a corporate profile, if you don't have one already
- [Create a new licence application in the CTLS](#)

### **Section 4: Submit your information**

#### Part A: [Submit your security clearance applications in the CTLS](#)

- Submit your security clearance applications, if applicable, **no more than 1 month before** submitting your licence application

#### Part B: [Submit your information in the CTLS](#)

- Submit your information into the CTLS

#### Part C: [Submit your site evidence package](#)

- Submit your site evidence package (must be received by Health Canada within **10 business days** of the licence submission in the CTLS)

### **Section 5: [After you've submitted your licence application](#)**

- Pay fees (licence application-screening fee, security clearance application fees, if applicable)