

## Appendix B: Record Keeping Attestation

PART 11 – RETENTION OF DOCUMENTS AND INFORMATION	
<b>APPLICANT INFORMATION</b>	
<b>Applicant Name:</b>	<b>Application Number:</b>
<b>INSTRUCTIONS</b>	
<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>	
<b>GENERAL INFORMATION</b>	
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:	
<b>REGULATORY ATTESTATION</b>	
It is incumbent on the applicants to meet <b>all</b> applicable 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, as these may represent a greater risk in the event of non-compliance.	
<b>REGULATION</b>	
<b>GENERAL PROVISIONS</b>	
221 Manner of Retention	
222 Requirement to continue to retain	
<b>INVENTORY AND DISTRIBUTION</b>	
224 Inventory - cannabis other than oil	
225 Inventory – cannabis oil	
226 Receipt of cannabis	
227 Sale, distribution and export of cannabis	
<b>DESTRUCTION</b>	
229 Destruction of cannabis	
<b>RESEARCH AND DEVELOPMENT</b>	
237 Research and Development	

**RESPONSIBLE PERSON ATTESTATION SIGNATURE**

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 analytical testing licence 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.

**Responsible Person Name (Printed):**

**Responsible Person Name (Signature):**

**Date:**

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