

MMFL APPLICATION DOCUMENT CHECKLISTS

This checklist is not a formal application. Applicants are encouraged to seek legal counsel to ensure their applications for licensure comply with the Medical Marihuana Facilities Licensing Act and associated administrative rules.

The following documentation is required with the application for a medical marihuana facility license. The bureau may also request additional information during application processing.

Step 1: Entity/Individual Prequalification Document Checklist

Review this checklist for the forms and documents required with this completed application form

<p>Entity/Individual Prequalification Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application <input type="checkbox"/> Copy of Applicant’s Gov’t Issued ID <input type="checkbox"/> Application Fee <input type="checkbox"/> Applicant’s Passport Quality Photograph <p>Attestations</p> <ul style="list-style-type: none"> <input type="checkbox"/> A - Applicant’s Acknowledgment, Agreement, & Consent (notarized) <input type="checkbox"/> B - Applicant’s Authorization to Release Information (notarized) <input type="checkbox"/> C - Applicant’s Verification & Affidavit of Full Disclosure (notarized) <input type="checkbox"/> D - Attestation & Disclosure of Submitter, if applicable (notarized) <input type="checkbox"/> E - Temporary Operation Attestation, if applicable (notarized) <input type="checkbox"/> F - Acknowledgment of Federal Law & Waiver (notarized) <p>Entity Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 1 - Entity Information <input type="checkbox"/> Official Registration Document (e.g., Articles of Incorporation) <input type="checkbox"/> Copy of Bylaws or Other Governing Documents <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Approval to Conduct Business Transactions in Michigan <input type="checkbox"/> Trademark/Insignia Documents (if applicable) <input type="checkbox"/> Copy of Organizational Structure (if applicable) <input type="checkbox"/> Authorizing Resolution (if applicable) <input type="checkbox"/> Certificate of Assumed Name (if applicable) <p>Ownership Interest</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 2A - Ownership Interests <input type="checkbox"/> DISCLOSURE 2B - Ownership Interests Public Officials <input type="checkbox"/> DISCLOSURE 2C - True Party of Interest <input type="checkbox"/> DISCLOSURE 2D - Marihuana Entity Ownership Interests <input type="checkbox"/> DISCLOSURE 2E – Other Interests 	<p>Financial</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 3A - Financial Information <input type="checkbox"/> DISCLOSURE 3B - Real Property Ownership <input type="checkbox"/> DISCLOSURE 4 - Debt, Insolvency, or Bankruptcy Actions <input type="checkbox"/> DISCLOSURE 5 - Tax & Tax Compliance <input type="checkbox"/> CPA Attested Financial Statement Documenting Capitalization <input type="checkbox"/> Copy of Financial Institution Statements for Past 3 years <input type="checkbox"/> Income Tax Returns for Past 3 years <input type="checkbox"/> W2s and/or 1099s For Past 3 years <input type="checkbox"/> Copy of Documents Related to Property Ownership or Use <input type="checkbox"/> Copy of Notice of Tax Liability Due (if applicable) <input type="checkbox"/> Copy of Debt, Insolvency, Bankruptcy Order (if applicable) <p>Regulation</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 6 - Governmental Regulation <input type="checkbox"/> Copy of Any Other Commercial Licenses (if applicable) <input type="checkbox"/> Copy of Any Comparable License from Other Jurisdictions <p>Criminal History</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 7 - Criminal History <input type="checkbox"/> Evidence of Charge/Dismissal/Conviction/Expungement (if applicable) <input type="checkbox"/> Copy of Parole or Probation Information (if applicable) <p>Litigation</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCLOSURE 8 - Litigation History <p align="center">** Supplemental Applicant checklist on page 2 of this document **</p>
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Step 2: Marihuana Facility License Checklist

Review this checklist for the forms and documents required with this completed application form

<p>Municipality Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Municipality’s Authorizing Ordinance or Resolution <input type="checkbox"/> Copy of Municipal Approval Notice <p>Business Specifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Marihuana Facility Plan Complying with Rule 8 <input type="checkbox"/> Copy of Technology Plan (3rd party integrating software with METRC) <input type="checkbox"/> Copy of Deed or Lease Agreement <input type="checkbox"/> Copy of Marketing Plan (advertising, propaganda, etc.) <input type="checkbox"/> Copy of Inventory & Recordkeeping Plan 	<p>Proof of Financial Responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Insurance Policy, Bond, or Securities for Facility <p>Employees</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Staffing Plan <p>Attestations</p> <ul style="list-style-type: none"> <input type="checkbox"/> G - Acknowledgement and Consent to Investigations, Statute & Rule Compliance (notarized) <input type="checkbox"/> H - Applicant’s Interest & Experience Attestation (notarized) <input type="checkbox"/> I - Confirmation of Sec. 205 Compliance (notarized)
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Supplemental Applicant Document Checklist

Review this checklist for the forms and documents required with this completed application form

Supplemental Applicant Prequalification Documents

- Completed Supplemental Application
- Copy of Supplemental Applicant's Gov't Issued ID
- Supplemental Applicant's Passport Quality Photograph

Attestations

- A-SA – Supplemental Applicant's Acknowledgment, Agreement, & Consent (notarized)
- B-SA – Supplemental Applicant's Authorization to Release Information (notarized)
- C-SA – Supplemental Applicant's Verification & Affidavit of Full Disclosure (notarized)
- D-SA – Supplemental Attestation & Disclosure of Submitter, if applicable (notarized)
- F-SA – Supplemental Applicant's Acknowledgment of Federal Law & Waiver (notarized)

Entity Information

- DISCLOSURE 1-SA - Entity Information
- Official Registration Document (e.g., Articles of Incorporation)
- Copy of Bylaws or Other Governing Documents
- Certificate of Good Standing
- Approval to Conduct Business Transactions in Michigan
- Trademark/Insignia Documents (if applicable)
- Copy of Organizational Structure (if applicable)
- Authorizing Resolution (if applicable)
- Certificate of Assumed Name (if applicable)

Ownership Interest

- DISCLOSURE 2A-SA - Ownership Interests
- DISCLOSURE 2B-SA - Ownership Interests Public Officials
- DISCLOSURE 2C-SA - True Party of Interest
- DISCLOSURE 2D-SA - Marihuana Entity Ownership Interests
- DISCLOSURE 2E-SA – Other Interests

Financial

- DISCLOSURE 3A-SA - Financial Information
- DISCLOSURE 3B-SA - Real Property Ownership
- DISCLOSURE 4-SA - Debt, Insolvency, or Bankruptcy Actions
- DISCLOSURE 5-SA - Tax & Tax Compliance
- CPA Attested Financial Statement Documenting Capitalization
- Copy of Financial Institution Statements for Past 3 years
- Income Tax Returns for Past 3 years
- W2s and/or 1099s For Past 3 years
- Copy of Documents Related to Property Ownership or Use
- Copy of Notice of Tax Liability Due (if applicable)
- Copy of Debt, Insolvency, Bankruptcy Order (if applicable)

Regulation

- DISCLOSURE 6-SA - Governmental Regulation
- Copy of Any Other Commercial Licenses (if applicable)
- Copy of Any Comparable License from Other Jurisdictions

Criminal History

- DISCLOSURE 7-SA - Criminal History
- Evidence of Charge/Dismissal/Conviction/Expungement (if applicable)
- Copy of Parole or Probation Information (if applicable)

Litigation

- DISCLOSURE 8-SA - Litigation History