



ADVISORY BULLETIN

July 7, 2021

Changes Requiring Prior MRA Approval: Amendment Process & Reporting Form Process

The intent of this bulletin is to provide applicants and licensees with guidance regarding the types of changes they are required to report to the Marijuana Regulatory Agency (MRA) that require the MRA's approval before the changes occur. These notifications are required pursuant to [R 420.14](#) of the Marijuana Licenses Rule Set and [R 420.802](#) of the Marijuana Disciplinary Proceedings Rule Set.

The changes requiring MRA approval will be effectuated via the amendment process or reporting form process. More information about both processes is further laid out below.

Amendment Process Will Govern:

- Changes to the mailing address, phone numbers, electronic mail address, and other contact information previously provided
- Change in owners, officers, members, or managers
- The addition or removal of persons named in the application or disclosed
- Change in entity name
- Any attempted transfer, sale or conveyance of an interest in a marijuana license

Reporting Form Process Will Govern:

- Change of processing machinery or equipment
- A description of a violation of an ordinance or a zoning regulation adopted pursuant to Section 205 of the MMFLA or Section 6 of the MRTMA, committed by the licensee
- Any change or modification to the marijuana business before or after licensure that was not pre-inspected, inspected, or part of the marijuana business location plan or final inspection, including, but not limited to, all of the following:
 - Operational or method changes requiring inspection under the rules
 - Additions or reductions in equipment or processes at a marijuana business
 - Increase or decrease in the size or capacity of the marijuana business



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- Alterations of ingress or egress
- Changes that impact security, fire safety, and building safety
- Adverse reactions to a marijuana product sold or transferred by a licensee
- Criminal convictions, charges, or civil judgments against an applicant in this state, or any other state, federal, or foreign jurisdiction
- Regulatory disciplinary action taken against an applicant by this state or any other state, federal, or foreign jurisdiction
- Initiation or conclusion of any new judgments, lawsuits, legal proceedings, charges, or government investigations, whether initiated, pending, or concluded, that involve the applicant

Amendment Process

To facilitate proposed changes that fall under the amendment process, the MRA has implemented additional functionality through the Accela Citizen Access (ACA) portal to allow for applicants and licensees to submit proposed changes online.

Applicants and licensees may now submit the following amendment types through ACA:

- Change of ownership – adding
- Change of ownership – removing
- Change of ownership – equity only
- Change of name (legal entity name)
- Conversion (example: changing from a corporation to an LLC)
- Asset purchase

Required documents for all amendment types include the new [Amendment Application](#), updated governing documents, and updated organizational structure. Additional supporting documentation may be required per amendment type, and the MRA may request additional documentation in order to process your requested amendment. [Instruction Booklets](#) are available to assist applicants and licensees with completing and submitting the amendment application.

The new amendment application was designed to replace the prior Entity: Change of Ownership Form, and to bring requested amendments for entities operating under the MMFLA and/or MRTMA into one application and one process. Entities requesting to amend their application



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that are prequalified and/or licensed under both the MMFLA and MRTMA will only need to submit one amendment application and associated supporting documentation.

Applicants and licensees that need to provide an updated mailing address, email address, legal name, phone number, or would like to operate under an assumed name will need to complete the new [Demographic Amendment Application](#) and submit the completed demographic amendment application to MRA-Amendments@michigan.gov.

These amendments require MRA approval before the applicant or licensee executes the proposed changes.

Reporting Form Process

To facilitate proposed changes that fall under the reporting form process, the MRA has a [Reporting Form](#) to communicate the proposed change. All Reporting Forms should be sent to MRA-Amendments@michigan.gov with the subject line Reporting Form: Licensee Name.

Entities that are prequalified and/or licensed under both the MMFLA and MRTMA will only need to submit one Reporting Form and associated supporting documentation. All applicable applicant/license numbers should be included on the Reporting Form.

Examples of items that fall under the categories outlined above which require the submission of a Reporting Form, include but are not limited to, the following:

- change in marijuana extraction equipment or marijuana-infused product processing equipment
- change in point-of-sale systems
- change in location of acceptance of marijuana deliveries
- changes to procedures required in the rules
- change of camera locations
- change of methods of marijuana extraction
- modifications to fire suppression systems
- external storage locations
- modifications to the grow areas
- modification to extraction rooms
- modification to rooms and storage
- modifications to changes in occupancy

Examples of items that do not require the submission of a Reporting Form, include, but are not limited to, the following:

- moving the location of outdoor dumpsters



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- adding a toaster to the breakroom
- notification of changing lightbulbs
- adding an ATM machine

If you have questions or concerns regarding whether a reporting form is required for a specific proposed change, please contact MRA-Enforcement@michigan.gov prior to submitting a Reporting Form.

Reporting Forms require MRA and Bureau of Fire Services (BFS) approval before the applicant or licensee executes the proposed changes.

An applicant or licensee's failure to provide notifications or reports to the MRA pursuant to the MMFLA, MRTMA, and associated administrative rules may impact eligibility for licensure or result in disciplinary action. Please refer to the new [webpage](#) containing links to the applications and forms listed in this bulletin as well as additional information, instructions, and FAQs.

The Marijuana Regulatory Agency may be contacted via email at MRA-Amendments@michigan.gov or by phone at 517-284-8599.

For more information about the Marijuana Regulatory Agency, please visit <http://www.michigan.gov/MRA>

This advisory bulletin does not constitute legal advice and is subject to change. Licensees are encouraged to seek legal counsel to ensure their operations comply with the Medical Marijuana Facilities Licensing Act, Michigan Regulation and Taxation of Marijuana Act and associated administrative rules.