

INSTRUCTIONS FOR COMPLETING THE OWNER SUBMITTAL

SECTION A – OWNER INFORMATION

An owner is defined as a person with an aggregate ownership interest in the commercial cannabis business of 20 percent or more, unless the interest is solely a security, lien or encumbrance. An owner includes:

- A person with an aggregate ownership of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien or encumbrance.
- The chief executive officer (CEO) of a nonprofit or other entity (i.e. corporation)
- A member of the board of directors of a nonprofit.
- The trustee(s) and all persons who have control of the trust and or the commercial cannabis business that is held by a trust.
- An individual who will be participating in the direction, control, or management of the person applying for a license. This could include:
 - A partner of a commercial cannabis business that is organized as a partnership.
 - A non-member, manager, or managing partner of a commercial cannabis business that is organized as a limited liability company.
 - An officer or director of a commercial cannabis business that is organized as a corporation.
- Any individual that assumes responsibility for the license.
- When an entity has an aggregate ownership interest of 20 percent or more, the CEO/members of the board of directors of the entity shall be considered owners.

Title

The owner's title within the applicant entity must be provided, examples include: Controlling Member, General Partner, Sole Proprietor, Limited Partner, Office, etc.

Ownership Percentage

The percentage of the ownership interest held in the applicant entity by the owner.

SECTION B – DECLARATIONS

Sanctioned, Suspension, Revocation or Denials

The term "sanctioned" refers to being fined, placed on probation, had your business shut-down, or other similar penalty imposed. If the applicant has been denied a license, or has had a license suspended or revoked by the Bureau or any other state cannabis licensing authority, the applicant must provide the type of license applied for, the name of the licensing authority that denied the application, and the date of denial.

Financial Interest in a License Cannabis Business

The applicant must provide the license number, issuance date and issuing agency for any licensed commercial cannabis business the applicant holds an ownership or financial interest as defined in Business and Professions Code section 26001(a) and sections 5003 and 5004 of Title 16 of the California Code of Regulations.

Prior Convictions

The applicant must disclose that she/he has been convicted of a crime, the date of conviction, type of conviction, criminal violation, dates of incarceration, dates of probation, dates of parole, and a detailed description of the conviction.

A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Convictions dismissed under Penal Code section 1203.4 or equivalent non-California law must be disclosed. Convictions dismissed under Health and Safety Code section 11361.8 or equivalent non-California law must be disclosed. Juvenile adjudications and traffic infractions under \$300 that did not involve alcohol, dangerous drugs, or controlled substances do not need to be included.

SECTION C – REQUIRED ATTACHMENTS/DOCUMENTS

Government-Issued Identification

Acceptable forms of identification are a document issued by a federal, state, county, or municipal government that includes the name, date of birth, physical description, and picture of the person.

United States Armed Forces Priority Request

An applicant that attests they are an honorably discharged member of the Armed Forces of the United States, and can provide evidence of such honorable discharge, shall have his or her application expedited pursuant to Business and Professions Code section 115.4.

Additional Information

Each owner must electronically submit fingerprint images to the Department of Justice (DOJ). The applicant must use the live scan form provided by the Bureau. Live Scan locations can be found at:

<https://oag.ca.gov/fingerprints/locations>