

Disclosure of Ownership and Control

Applicant Name	
Applicant Business Name	

Document Attachment Area in Accela Citizen Portal: *Step 3: Attachments > Documents*

Step 1: After reaching “Step 3: Attachments > Documents” in the application, click “Add” to upload each attachment relevant to your application.

Step 2: Once all attachments have been uploaded, click “Actions” next to each uploaded file to assign the relevant attachment type.

Name(s) of Owner/Officer/Director/Manager/General Partner:

List the full legal name of each owner, officer, director, manager, or general partner of the business.

Example: John Jack Doe, Owner

Ownership Interest in Cannabis Businesses:

A statement from the applicant and, if the applicant is a business, from every officer, director, manager, and general partner of the business, indicating whether that person has previously held, or currently holds, an ownership interest in a cannabis business in Minnesota, any other state or territory of the United States, or any other country. If none, put N/A.

Example: Owner: John Doe, 25% owner of Green Leaf Dispensary - California, United States

Character Limit: 4,000

Funding Sources:

An explanation detailing the funding sources used to finance the business.

Example: Personal savings of \$50,000, bank loan of \$100,000 from XYZ Bank. Character Limit: 4,000

List of Operating and Investment Accounts:

A list of operating and investment accounts for the business, including any applicable financial institution and account number. If none, put N/A.

Example: Operating account at ABC Bank, account number 12345678.

Character Limit: 4,000

Any Violations of License Agreements or Laws:

A disclosure of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions. If none, put N/A.

Example: John Doe, delinquent on annual XYZ license fees in 2019, resolved with a \$5,000 fine and payment of fees.

Character Limit: 4,000

List of Each Outstanding Loan and Financial Obligation:

A list of each outstanding loan and financial obligation obtained for use in the business, including the loan amount, loan terms, and name and address of the creditor. If none, put N/A.

Example: \$50,000 loan from XYZ Bank, 5-year term at 4% interest, 123 Main St, City, State, ZIP.

Character Limit: 4,000

Officer or Managing Agent Signatures:

If the applicant is a corporation, signature of at least two officers or managing agents of that entity.

Example: Signature of CEO John Doe, Signature of CFO Jane Smith

Name: _____

Position: _____

Signature: _____

Name: _____

Position: _____

Signature: _____

Additional Documentation:

Applicants are required to upload the following additional documents, if applicable, in order to meet minimum qualifications. Uploads should be labeled accordingly and uploaded under the “Disclosure of Ownership and Control” upload tag in Accela.

- **Articles of Incorporation and Bylaws:**
If the applicant is a corporation, upload copies of the applicant's articles of incorporation and bylaws, including any amendments.
- **Partnership/Operating/Shareholder Agreement:**
If applicable, upload copies of any partnership agreement, operating agreement, or shareholder agreement
- **Promissory Notes/Security Instruments:**
If applicable, upload copies of any promissory notes, security instruments, or other similar agreements

I attest that by **not** uploading the above documentation, the documentation does not exist. I understand that if this documentation is found to exist and not provided, OCM may deny my application or revoke my prospective license. I certify that I will provide this documentation as it becomes applicable to my business to OCM as a condition of licensing.

7. Articles of Incorporation and Bylaws:

If the applicant is a corporation, upload copies of the applicant's articles of incorporation and bylaws, including any amendments.

Provided Not Provided

8. Partnership/Operating/Shareholder Agreement:

If applicable, upload copies of any partnership agreement, operating agreement, or shareholder agreement.

Provided Not Provided

9. Promissory Notes/Security Instruments:

If applicable, upload copies of any promissory notes, security instruments, or other similar agreements.

Provided Not Provided

PLEASE READ - Additional Required Documentation to Be Uploaded Upon Successful Payment:

Based on your application responses indicated as “provided” above there may be additional required documentation to complete your application. Please refer to your responses to understand what documentation may be required. Upon successful payment, applicants **MUST** re-open the application and upload these documents if the document were marked as “provided” in this worksheet. **Failure to submit these documents immediately after submission may result in your application being denied or considered incomplete.**