

Service Transfer Form

This form must be submitted by the licensed cannabis business initiating the transfer (shipper) in Metrc along with the transfer manifest for each transfer. Attach a copy of this form when completing the transfer in Metrc to notify the Office of Cannabis Management (OCM) of an agreement to transfer cannabis or cannabis products for the purposes of toll processing (e.g., manufacturing as a service, remediation, pre-treatment) [[Minnesota Statutes, section 342.23 subd. 5\(g\)](#)].

The office may request more information regarding the agreement between businesses. According to [Minnesota Rules, part 9810.1100, subp. 3](#), all financial and business-to-business contract information must be provided to OCM upon request.

Under [Minnesota Statutes, section 342.185 subd. 1\(g\)\(9\)](#), a true party of interest (TPOI) is any person or business that has the right to take a share of a cannabis business's money, whether that is its revenue, gross profit, or net profit. This means if a licensed cannabis business has an agreement to provide services in exchange for a share of another cannabis business's profits or revenue, that cannabis business is considered a TPOI. If your cannabis business enters into this kind of revenue-sharing agreement, a licensed cannabis business is required to inform OCM ([Minnesota Statutes, section 342.185 subd. 7](#)). Submitting this form can be considered notice to OCM.

OCM strongly recommends that businesses contact legal counsel before signing any kind of revenue or profit-sharing agreement. Failure to provide complete and accurate information may result in referral to OCM's Division of Compliance and Enforcement.

Section 1: Business information

Shipper: License Number	
Shipper: Site Contact Name	
Shipper: Contact Email	
Shipper: Contact Phone Number	
Receiver: License Number	
Receiver: Site Contact Name	
Receiver: Contact Email	
Receiver: Contact Phone Number	

Submitted by: _____

Submission affiliated with: Shipper Receiver

The transfer of product for services, processing, or purposes not allowed in Minnesota Statutes, chapter 342 or Minnesota Rules, chapter 9810, and may result in enforcement action by OCM, including an administrative penalty of up to \$10,000 per violation, or an amount that deprives the business of any economic advantage gained by the violation, or both, and/or referral to law enforcement for potential criminal violations.

☐ Submitter certifies that any service agreement complies with Minnesota Statutes, chapter 342 and Minnesota Rules, chapter 9810.

Section 2: Returned product post-service or processing

Original transfer manifest: If this transfer is to return product that was part of a processing or service agreement that was already submitted to OCM, please provide the transfer manifest number for the initial transfer. *If you are transferring back product after a completed service, you do not have to complete any other section of the form.*

Transfer Manifest Number*	
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*Leave blank if the transfer is for a new service agreement disclosure.

Section 3: Disclosure of service agreement

Date of agreement

Enter the execution date (the date the contract was signed by all parties).

Agreement date	
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Period of service or processing

Provide the approximate start and end dates for the contracted services or processing activities.

Start date		End date	
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Description of the services or processing

Enter the following information regarding the nature of the service or processing work being provided. All remediation plans must be approved by OCM prior to transfer of product. If the specific type of service or processing is not listed below, please contact legal counsel to determine if the service is allowed under Minnesota statute and rule.

Will product be transferred back to originating business? Yes No

Complete **one** of the description types below, according to the purpose of this transaction.

Manufacturing as a service

Type of manufacturing process	
Output product	
Estimated quantity produced	

Pre-treatment/remediation

Type of treatment	
Output product	
Estimated quantity produced	

Packaging as a service

Output product	
Estimated quantity produced	

Other service

Description:

Section 4: Compensation structure

Enter the following information regarding the compensation and payment terms for the agreed-upon services or processing. All licensed cannabis and hemp businesses must make all financial records available to OCM upon request [[Minnesota Statutes, section 342.23 subd. 1\(a\)](#)]. Share of profit or revenue may include joint ownership of product or splitting output batch.

Payment arrangement

Flat Fee

Total payment: _____

Time-and-materials

Expected payment: _____ Description: _____

Yield-based

Expected payment per unit: _____ Description: _____

Share of profit or revenue (e.g. consignment)

Expected payment (in dollars or percentage): _____

Description: _____

Other

Description: _____