



Checklist: Applying for a sale for medical purposes without possession of cannabis licence

Tip: For document naming convention, your application number (APP #) is available after you’ve created a licence application in the CTLS.

Section 1: Before you apply

- [Determine which licence types to apply for](#)
- [Familiarize yourself with the legislation](#)
- If you intend to [self-identify as an Indigenous or Indigenous-affiliated applicant](#), you may want to contact the Indigenous Navigator Service at navigator-navigateur@hc-sc.gc.ca for additional guidance on the application process
- [Know your fees](#)
 - application-screening fee
 - security clearance application fees
 - annual regulatory fee
- [Prepare your site](#)
- Identify the following people
 - [key site personnel](#)
 - [people with direct control](#), if applicable
 - [associated individuals](#), if applicable
- All identified people need to [create their own CTLS account](#) and give you their CTLS account ID

Section 2: Information to prepare

Part A: Information to prepare to submit into the CTLS

1. [For corporations, cooperatives or partnerships](#)

- If you’re a corporation:

| Document type | Document naming convention |
|--|--|
| <input type="checkbox"/> Certificate of incorporation, amalgamation or amendment | <ul style="list-style-type: none"> • “CompanyName_Certificate-of-Incorporation_YYYY-MM-DD.PDF” • “CompanyName_Certificate-of-Amalgamation_YYYY-MM-DD.PDF” • “CompanyName_Certificate-of-Amendment_YYYY-MM-DD.PDF” |

- If you're a cooperative or a partnership:

| Document type | Document naming convention |
|---|---|
| <input type="checkbox"/> Business name registration | "CompanyName_BusinessNameRegistration_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Partnership agreement | "CompanyName_PartnershipAgreement_YYYY-MM-DD.PDF" |

2. [Site details](#)

| Document type | Document naming convention |
|---|--|
| <input type="checkbox"/> Health Canada licences, registrations and authorizations | "LicencesRegistrationsAuthorizations_APP-#_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Aerial view | "AerialView_APP-#_YYYY-MM-DD.PDF" |

- If your site has multiple addresses:

| Document type | Document naming convention |
|---|--------------------------------------|
| <input type="checkbox"/> Document listing all addresses | "SiteAddresses_APP-#_YYYY-MM-DD.PDF" |

3. [Identified people](#)

Associated individuals, if applicable:

| Document type | Document naming convention |
|---|---|
| <input type="checkbox"/> For associated individuals requiring security clearances | "People_APP-#_AssociatedIndividuals_YYYY-MM-DD.PDF" |

4. [Organizational security plan](#)

| Document type | Document naming convention |
|---|--|
| <input type="checkbox"/> Business overview | "OSP_APP-#_BusinessOverview_YYYY-MM-DD-PDF" |
| <input type="checkbox"/> Template or primary document | "OSP_APP-#_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> People requiring a security clearance | "OSP_APP-#_PeopleSC_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Head of security | "OSP_APP-#_HeadOfSecurity_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Organizational chart | "OSP_APP-#_OrganizationalChart_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Descriptions of roles and responsibilities | "OSP_APP-#_DescriptionsRoles_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Descriptions of standard operating procedures (SOPs) | "OSP_APP-#_SOPs_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Attestation | "OSP_APP-#_Attestation_YYYY-MM-DD.PDF" |

5. [Site plan](#)

| Document type | Document naming convention |
|------------------------------------|---------------------------------|
| <input type="checkbox"/> Site plan | "SitePlan_APP-#_YYYY-MM-DD.PDF" |

6. [Floor plan](#)

| Document type | Document naming convention |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Floor plan | "FloorPlan_APP-#_YYYY-MM-DD.PDF" |

7. [Record keeping](#)

- Record keeping attestation

| Document type | Document naming convention |
|---|---------------------------------------|
| <input type="checkbox"/> Record keeping attestation | "RK_APP-#_Attestation_YYYY-MM-DD.PDF" |

- Proposed record keeping methods

| Document type | Document naming convention |
|--|---|
| <input type="checkbox"/> Record keeping methods | "RK_APP-#_SmpMethods_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Medical document verification | "RK_APP-#_SmpVerification_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Example of your registration document | "RK_APP-#_SmpRegistration_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Client's orders and refusal to fill client's order example | "RK_APP-#_SmpOrders_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> Process to limit quantities of 150 g of dried cannabis (or its equivalent amount) per order | "RK_APP-#_Smp150g_YYYY-MM-DD.PDF" |

8. [Key investor report](#) (choose 1 of the 2 options)

| Document type | Document naming convention |
|--|--|
| <input type="checkbox"/> If you don't trade your shares on a public (published) market and have key investors, a key investor report | "KeyInvestor_APP-#_Report_YYYY-MM-DD.PDF" |
| <input type="checkbox"/> If you trade your shares on a public (published) market or don't have key investors, an attestation | "KeyInvestor_APP-#_Attestation_YYYY-MM-DD.PDF" |

Section 3: Create a licence application

- [Create an account in the CTLS](#), if you don't have one already
- [If you're applying as a part of a corporation, a cooperative, or a partnership](#), create a corporate profile, if you don't have one already
- [Create a new licence application in the CTLS](#)

Section 4: Submit your information

Part A: [Submit your security clearance applications in the CTLS](#)

- Submit your security clearance applications, if applicable, **no more than 1 month before** submitting your licence application

Part B: [Submit your information in the CTLS](#)

- Submit your information into the CTLS

Section 5: [After you've submitted your licence application](#)

- Pay fees (licence application-screening fee, security clearance application fees, if applicable)