

Checklist for Pre-reception of an Application to Become a Licensed Producer

	Application Information	Missing Information
Section 2	In Section 2(a), Applicant information completed If a corporation – In Section 2(b), name of a corporation completed If a corporation – In Section 2(b), list of officers and directors provided If a corporation – In Section 2(b), certificate of incorporation provided Optional – If a corporation – In Section 2(b), provincial documentation provided	
Section 3	Section 3(a) completed with Senior Person in Charge Information Section 3(b) completed with Responsible Person in Charge Information Optional – Section 3(c) completed with Alternate Person in Charge Information Section 3(d) completed with Persons Authorized to Place Orders	
Section 4	If individual applicant, security clearance application attached If a corporation, security clearance application attached for all officers and directors Senior Person in Charge security clearance application attached Responsible person in Charge security clearance application attached Alternate Person (s) in Charge security clearance application attached	
Section 5	Activities and Substances – Information provided	
Section 6	Site Information provided Optional – Building information provided	
Section 7	Ownership of Property – Applicant and Site Owner – Signature in Section 7(a) Ownership of Property – Applicant NOT Site Owner – Appendix A attached and signed	
Section 8	Proposed Site and Physical Security – Description attached Proposed Site and Physical Security – Plan of the site attached Proposed Site and Physical Security – Floor plan for the building attached	
Section 9	Notice to local government attached Notice to local police force attached Notice to local fire authority attached Declaration of notice provided signed by Senior Person in Charge	
Section 10	QA Pre-licensing Report – Detailed description of the QA person’s qualification provided QA Pre-licensing Report – Building, equipment and sanitation program provided QA Pre-licensing Report – Document signed and dated by QA person	
Section 11	Record Keeping – Detailed description of the proposed methods Record Keeping –Detailed description of the Information to be captured	
Section 12	Declaration and Attestations signed by the Senior Person in Charge	

Please ensure that all required information as per section 23 of the MMPR is included in your application to become a licensed producer prior of resending your application.