Nunavut Cannabis Retailer Application Guide

Part A: Contact Information

This must be the direct contact for the Office of the Superintendent to communicate with regarding the cannabis retail licence application, including a direct phone number.

Part B: Business Information

Business Name: The name of the business that is applying for a cannabis retail licence. Please note that a cannabis retail licence can only be issued for physical premises that are in the legal possession of the licence holder. This means that the same legal entity(s) named on the licence application must also have legal possession of the retail store prior to the licence being granted.

Business Structure: Is your business a Corporation, Partnership, Sole Proprietorship, Company or other?

Mailing Address of Head Office: The full mailing address, including postal code (or equivalent) of the head office. State the mailing address for the head office if it is different from the individual contact information listed in Part A. In the case of a Corporation, use the corporate registered address.

Part C: Personal Information off all Business Partners/Equity Participants

The name, mailing address, email address, phone number and date of birth of all individuals who are in control of the business applying for a cannabis retail licence. Individuals who must be included in this section are those who hold at least 20% or more beneficial and/or voting shares in a company/corporation.

Part D: Cannabis Store Information

Proposed Cannabis Store Name: State the name of your intended cannabis business, please note this may be different from the parent company that owns the building where a cannabis store will operate.

** All Nunavut Cannabis Retail Stores must not be named in a way that is misleading or implies that the retail store is permitted to sell medical cannabis. Words like 'pharmacy,' apothecary' and 'dispensary' all have meanings connected to selling medicine, therefore, these words and similar words must not be used in the name of a Nunavut Cannabis Retail Store.*

Any cannabis retailer in Canada must adhere to business name, logo, advertising and promotional laws outlined in the Cannabis Act (Canada) and its regulations.

Classes/Subclass of Licence: Are you applying for retail licence to operate a Cannabis Store (Integrated Cannabis Store, or Enclosed Cannabis Store) and/or a Remote Sale Store? Please note that an application can be submitted to operate a physical Cannabis Store as well as a Remote Sale Store (online store) at no additional charge.

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Community where Cannabis Store is to be Located: The community where you proposed to operate your cannabis business.

Proposed Physical Store Location: State the exact location of the proposed cannabis store *(street address, building number, lot number)*.

Other Commercial Business(es) Operating from This Location: Is this an existing commercial space and if so, what other businesses operate at the same location?

Proposed Hours of Operation (For physical stores only): Hours of operations may be between 8:00 a.m. and 10:00 p.m. on any day other than a holiday. State the hours you intend to operate your cannabis retail store.

Proposed Security System: State the security system and video surveillance system you intend to use for your cannabis retail business. Additional information about the systems can be included in your application submission.

Proposed Inventory Management and Sales Tracking System: State the inventory management and sales tracking system (hardware and software) you intend to use in your cannabis retail business. Please note that all Nunavut Cannabis Retailers are required to use inventory management software and hardware that maintain real-time inventory of all cannabis held by the Retailer. The inventory management suite must be able to track all additions and reductions to inventory, and to report that information to the Superintendent on a monthly basis.

The software must have the ability to generate on a CSV file report on a monthly basis that notes cannabis inventory reductions (sales or non-saleable reductions [destroyed cannabis, recalls, returns]), inventory additions (including dates of wholesale shipments received) as well as the opening and closing inventory of the cannabis store.

How will cannabis be stored: State the storage method of cannabis in your retail business (safe, vault, storage room). Please note that cannabis storage for all cannabis retailers must meet the physical security requirements outlined in Schedule C of the *Cannabis Regulations.*

Sensory Display: (For Enclosed Cannabis Stores only) State whether you intend to use sensory display items in your store. If so, what type?

Part E: Document Checklist *(Check all documents that have been included with this application)*

The following documents are required in order to process your cannabis retail application:

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Certificate of Incorporation or Business Status: This document is obtained from Legal Registries within the GN Department of Justice. All businesses that operate in Nunavut need to contact Legal Registries at 867-975-6590. For additional information please visit the Legal Registries website at: http://nunavutlegalregistries.ca/.

Criminal Records Checks (CRC) for all individuals listed in Part C: A CRC for everyone listed in Part C is required. The CRC must be current (can't be issued more than 60 days prior to submitting your cannabis retail application).

Floor Plan: A floor plan must be included in your application which details the following information:

- Measurements (dimensions of the rooms/walls/layout of the proposed business);
- Location where all cannabis will be stored;
- Location of the point of sale system;
- Entrances and exits; and
- Location and angle of video surveillance cameras.

Business Licence: Include a copy of your current business licence issued by the City/Hamlet where your cannabis retail business will be located.

The following documents are not required for your initial application, but will assist the Office of the Superintendent in reviewing your cannabis retail application:

Letter of Support from the City/Hamlet Council: A letter of support will assist the Office of the Superintendent in reviewing your application.

Proof of Possession Document: Include the proof of possession document if you have secured a store location. Documents typically accepted as proof of the applicant's right to occupy the premises include a lease or sublease, a certificate of title, or an agreement for sale.

The license, and the community consultations, are tied to a specific location. For the initial application you are not required to provide finalized proof of possession, but it must be provided prior to being issued the license. Note that changing the store location after consultation may require further consultation which could delay or disallow issuance of the license.

Other Documents: Include any other supporting documents. *(example: business logo, visual renderings of Cannabis Store exterior, signage, etc…)*

Part F: Fees

A $2,000 application fee is required to process your cannabis retail application, the Office of the Superintendent won't begin to process your application unless the fee is submitted with your application.

Part G: Declaration

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The declaration section of the application affirms that the applicant understands and acknowledges that all statements made in the application and supporting documents are true, factual and can be used to meet the legal requirements of the Nunavut *Cannabis Act* and its regulations.

Part H: Signature

By signing the Nunavut Cannabis Retail Application, you are further acknowledging, accepting and validating all statements and documents to be accurate.

Application Review Process

Processing time: (Physical Stores Only) Under the *Cannabis Act*, a mandatory consultation period is required for the views of the community to be considered by the Minister of Finance prior to allowing the Superintendent to issue a cannabis retail licence for a Cannabis Store. The consultation period is 60 days for the initial store in a community and 30 days for all subsequent stores in that community.

The Office of the Superintendent will require 30 days to process the applications and verify application information.

The time for the initial review is dependent on the level of information provided in the application. Incomplete and missing application information and/or the volume of applications under review by the Office of the Superintendent will be a determining factor in the review process prior to issuing a licence.

Please refer to the Nunavut Cannabis Retailer Handbook for additional information on Cannabis Retail in Nunavut.

Questions regarding the application process can be directed to the Office of the Superintendent at cannabis@gov.nu.ca or 867-975-5875.

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