



Application Checklist for Key Person Licence

Key Person; a person who performs key managerial functions; or key operational functions such as but not limited to:

- *Chief Operating Officer, Chief Executive Officer, Chief Financial Office, Office Manager*
 - *Quality Assurance Person*
 - *Master Grower*
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- Schedule C – Personal Information Form
 - Schedule D – Key Person Licence application deposit
 - Health Canada Application – in process
 - Completed security background check
 - Letter from proposed Operating Licence holder addressed to the board confirming the existence or proposed existence of the key relationship, type of key function the proposed key person will perform and the type of training the proposed key person has received that would qualify him or her to perform the proposed key person function