



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

**INSTRUCTIONS FOR MEDICAL CANNABIS DISPENSARY
REGISTRATION RENEWAL**

Every medical cannabis dispensing organization registration issued under the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130 (the "Act") and the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation's ("Division") administrative rules at 68 IAC 1290 ("Administrative Rules") expires annually, on the date it was issued. Please read the Act, the Division's Administrative Rules, and this information carefully before submitting your dispensary registration renewal application.

To renew, a dispensing organization must hand deliver or express mail a complete registration renewal application, a non-refundable renewal fee in the amount of \$25,000.00, and all required materials to the Division at the address listed below before the date its registration expires.

Illinois Department of Financial and Professional Regulation
Medical Cannabis Unit
100 W. Randolph - 9th Floor
Chicago, Illinois 60601

The registration renewal fee must be in the form of a cashier's check or money order only, made payable to "Illinois Department of Financial and Professional Regulation."

If a complete registration renewal application and fee is not submitted before the registration's expiration date and the dispensing organization has not requested an extension of time to renew, the registration will expire on the registration's expiration date. **Dispensing medical cannabis on an expired registration is unlawful under the Act, unlicensed activity are grounds for discipline up to and including revocation.**

Renewal registration materials must be three-hole punched and provided in a white three ring binder. Label the binder with the date supplied, dispensary name and district number. Use as many binders as necessary to facilitate easy examination of the material.

The Division may deny a dispensing organization's request to renew a registration due to poor compliance history or if it has been disciplined under the Act or its Administrative Rules. If the Division, after notice to the dispensing organization, denies the request to renew a registration and the registrant contests the non-renewal, it shall be entitled to an administrative hearing in accordance with the Act and Administrative Rules.

If you have questions, please contact Deputy Director of Medical Cannabis Unit at 312-814-1690 or the Division at FPR.MedicalCannabis@illinois.gov.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure.

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**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
MEDICAL CANNABIS DISPENSING ORGANIZATION –
APPLICATION FOR REGISTRATION RENEWAL**

Date Received: _____

Date Approved: _____

General Information (All requested information is required.)

1. Business Name:

2. Dispensary Name:

3. Registry Identification Number:

4. Dispensary Address: (Post Office Box is NOT permitted):

5. Business Mailing Address: (If different from the above address; Post Office Box is NOT permitted):

6. Dispensary Telephone Number:

7. Have there been changes to the dispensing organization's primary, alternate and BioTrackTHC contacts?

Yes

No

If yes, complete 8, 9 and/or 10 below. If not, skip 8, 9 and/or 10.

8. Dispensing Organization's Primary Contact Name, Title, Address, Email Address, and Telephone Number:

9. Dispensing Organization's Alternate Contact Name, Title, Address, Email Address, and Telephone Number:

10. Dispensing Organization's BioTrackTHC Contact Name, Title and Email Address:

11. Dispensing Organization's Main Agent-in-Charge Name and Email Address:

12. Provide an updated copy of the dispensing organization's operation and management practices plan, security plan, and dispensary's floor plan which at a minimum identifies the location of each video camera, panic buttons, safes and vaults, day storage, night storage, public, limited and restricted access areas. Please also include this information in a USB drive containing a copy in PDF Format.

13. If your dispensing organization has established a banking relationship with a financial institution, please identify the name of the financial institution.

14. Since registration, has your dispensing organization maintained an active escrow account or surety bond in the amount of \$50,000? If yes, list the expiration date of the escrow account/surety bond and provide evidence.

Yes

No

15. Is the dispensary premises leased? If so, provide documentation that the registered premises has been leased for the next calendar year.

Yes

No

16. Provide a Table of Organization, Ownership and Control and a USB drive containing a copy in PDF format. The Table of Organization, Ownership and Control shall identify all principal officers and Business Entities that through direct or indirect means, manage, own or control the interests and assets of the registration holder.

The Table of Organization, Ownership and Control shall also identify the following information:

- a) The management structure including i) name of each Business Entity; ii) the office or position held by each individual; and iii) the percentage ownership interest of each individual and Business Entity. If the Business Entity has a parent company, the name of each parent company's principal officer(s) and the percentage ownership interest.
- b) All Business Entities identified in the table must be broken down to the individual level with each individual's title and ownership share, regardless of whether they meet the definition of a "Principal Officer."
- c) If a Business Entity identified in the table is a publicly traded company, the following information shall be provided in the Table of Organization, Ownership and Control:
 - i) The name and percentage of ownership interest of each individual or Business Entity with ownership of more than 5 percent of the voting shares of the entity, to the extent such information is known or contained in 13D or 13G Securities and Exchange Commission filings.
 - ii) To the extent known, the names and percentage of interest of ownership of persons who are relatives of one another and who together exercise control over or own more than 10 percent of the voting shares of the entity.
- d) If a Business Entity identified in the table is a limited liability company, provide a copy of the Articles of Organization and operating agreement, and list all persons or Business Entities holding an ownership interest.
- e) If a Business Entity identified in the table is a corporation, provide a copy of the Articles of Incorporation, Corporate Resolutions if any, and list all persons or Business Entities holding an ownership interest.
- f) If a Business Entity identified in the table is an unincorporated association, organization or not-for-profit organization, provide documents or agreements relevant to its ownership, profit sharing and liability.
- g) If a Business Entity identified in the table is a partnership, provide a copy of the partnership or joint venture documents. If there is no written agreement, provide a statement signed by all partners affirming there is no agreement.

"Principal Officer" includes a prospective dispensing organization or dispensing organization board member, owner, president, vice president, secretary, treasurer, partner, officer, member, shareholder, person with a profit sharing arrangement or with authority to control, manage or operate the dispensing organization and is further defined in the Administrative Rules. This definition excludes a person or entity holding 1 percent interest or less than of the total ownership or interest rights if the person or entity does not participate directly or indirectly in the control, management or operation of the dispensing organization. A trust cannot have an ownership interest.