

## Permits Online (PONL)

# New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications

The following PONL screens are equivalent to form TTB F 5200.3, Application for Permit to Manufacture Tobacco Products or Processed Tobacco or to Operate an Export Warehouse:

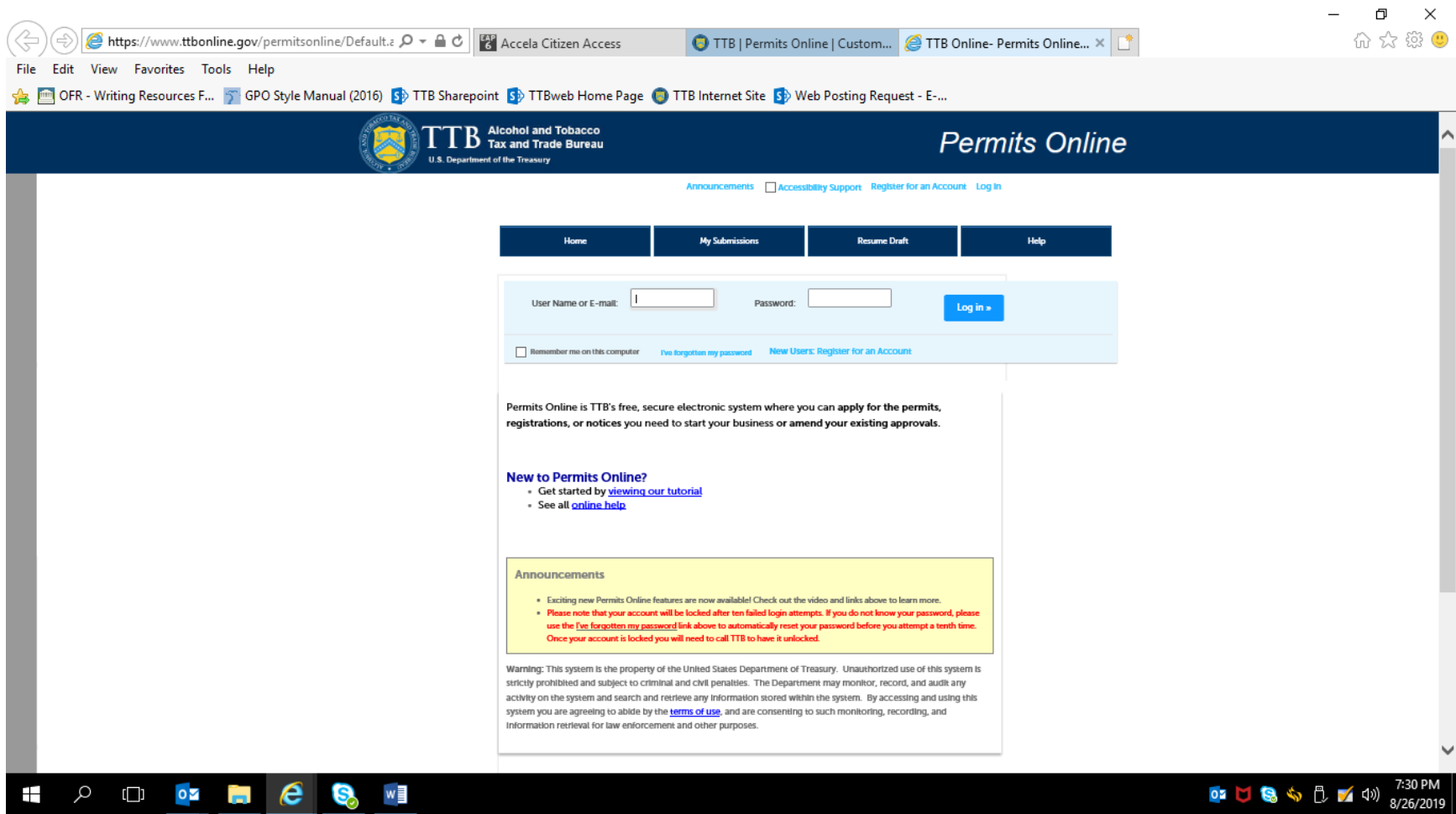
Screens Common to All Tobacco Industry Permit Applications	Page 2
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New Manufacturer of Tobacco Products	Page 52
New Tobacco Export Warehouse	Page 70
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### Screens Common to All New Tobacco Industry Permit Applications:

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<sup>1</sup> When using PONL, entities that hold no TTB permits of any kind are required to complete an “Original Entity” application in addition to the Common Screens and the activity-specific application. Entities that already hold at least one TTB permit will not have to complete an Original Entity application.

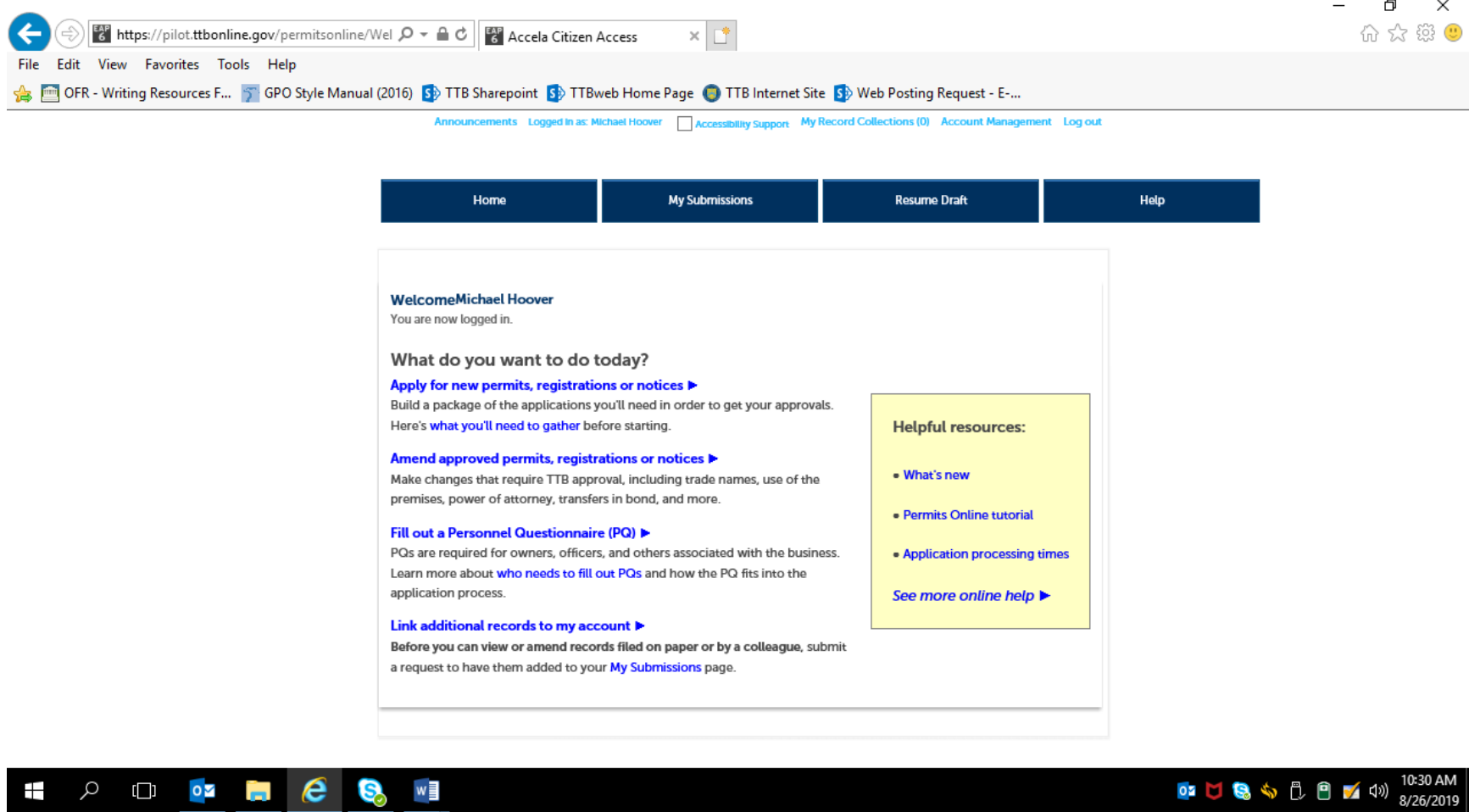
PONL Log-in Screen — (https://www.ttbonline.gov/permitsonline/Default.aspx) —



[Terms of Use](#) | [Privacy Act](#) | [Privacy Impact Assessment](#) | [Paperwork Reduction Act Notice](#) | Questions? 877-882-3277  
or [submit an online inquiry](#)

After a successful log-in, respondent sees PONL Welcome Page:

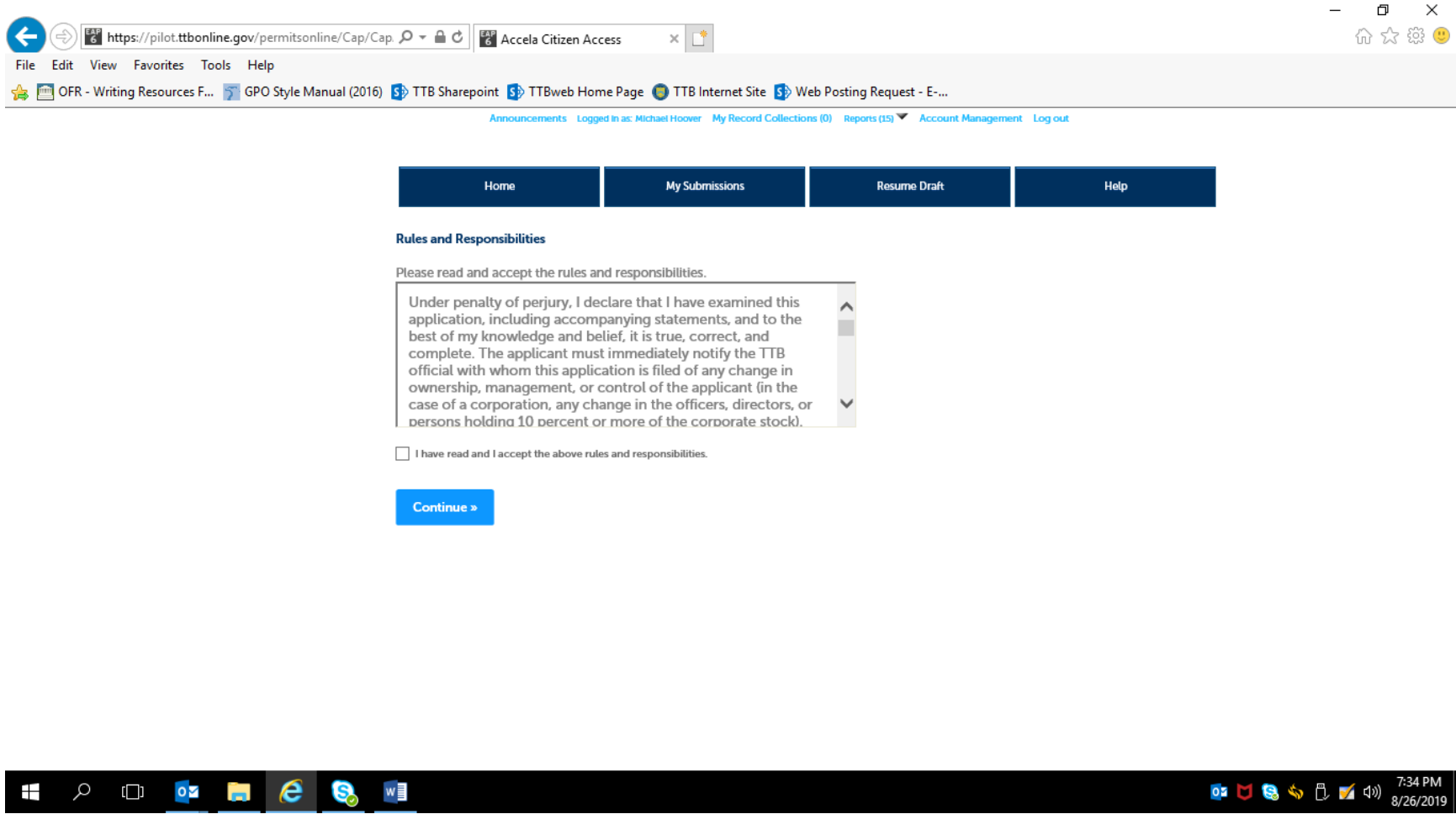
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019



Clicking an option under the heading “What do you want to do today?” results in the Rules and Responsibilities page, which includes a Penalty of Perjury clause, as shown below. A new tobacco industry permit applicant will select the “Apply for new permits, registrations or notices” option.

Rules and Responsibilities page:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

The entire Rules and Responsibilities Statement reads as follows:

Under penalty of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such operations in conformity with Federal law.

I further declare:

That I have read the instructions for this form and that I understand that I may need to file additional documentation before TTB may act on this application;

That an appropriate TTB officer may require additional information to determine if I am entitled to the permit for which I am applying;

That if any information provided on this application changes before I have received from TTB a final determination on this application, I must immediately notify the Director, National Revenue Center;

With respect to any water quality information furnished in connection with this application, that copies of this rider may be furnished to the applicable State Water Quality Agency and Regional Administrator, Environmental Protection Agency;

With respect to applications for Industrial Alcohol User Permits, I understand that any permit issued is subject to the following conditions: (1) that all employees conform to all of the laws of the United States relating to the manufacture, taxation, and control of and traffic in intoxicating liquors and all regulations pursuant to these laws, in force now or later while on the permit premises; (2) that I must pay the tax, with interest and penalties, on all alcohol diverted while being transported to me, and on all alcohol withdrawn, transported, used, or disposed of by me in violation of the laws and regulations, in force now or later; (3) that all persons interested in the business to be conducted under this permit are, under the laws and regulations, qualified to receive the privileges applied for, and (4) that specially denatured and tax-free spirits will be stored and secured in accordance with the requirements of 27CFR, Parts 20 and 22.

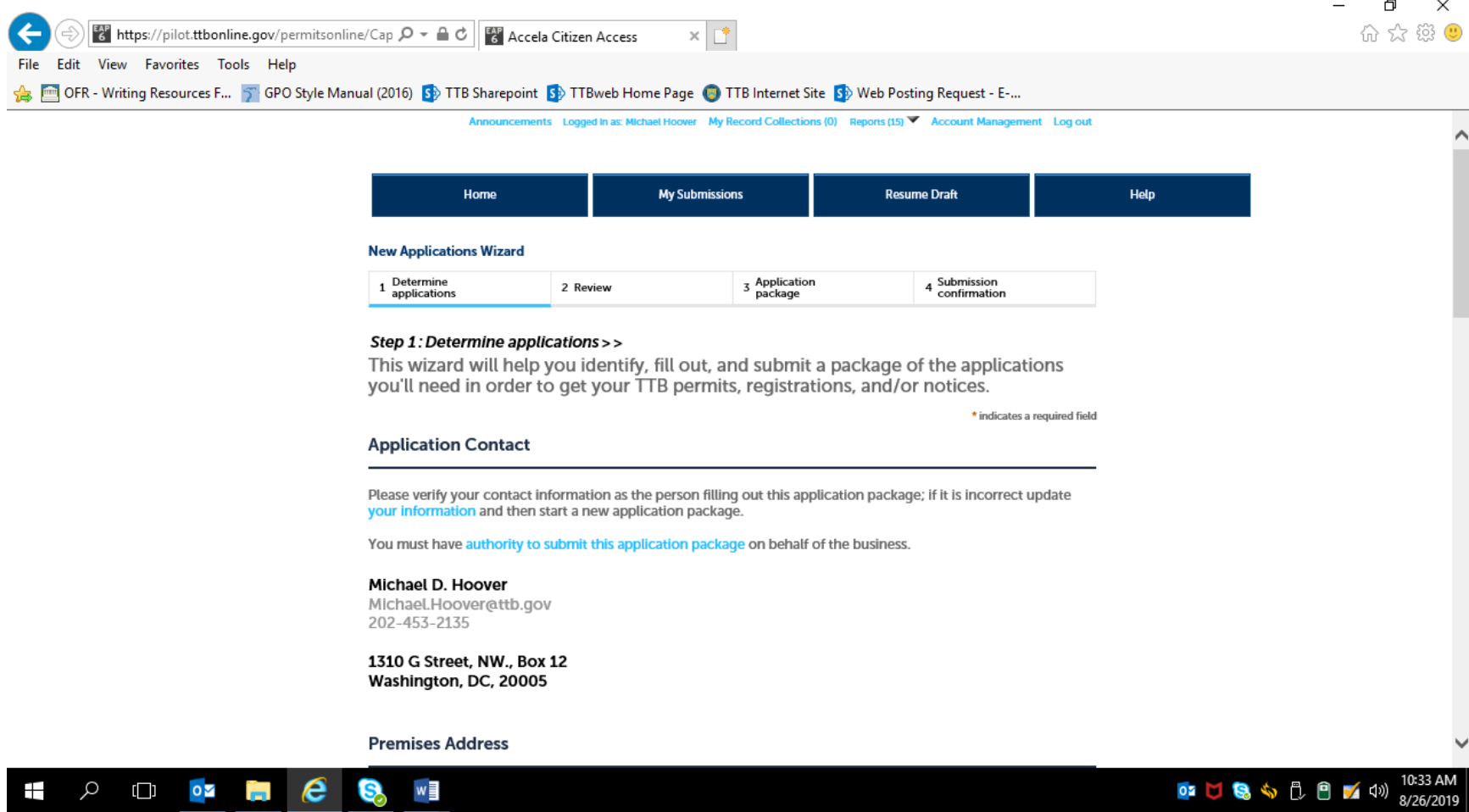
I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information pursuant to the routine uses in [TTB's System of Records Notice \(SORN\)](#).

I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers, I understand my application may be delayed.

After reading and accepting the rules and responsibilities, the applicant clicks “Continue,” which leads to the New Applications Wizard, shown below:

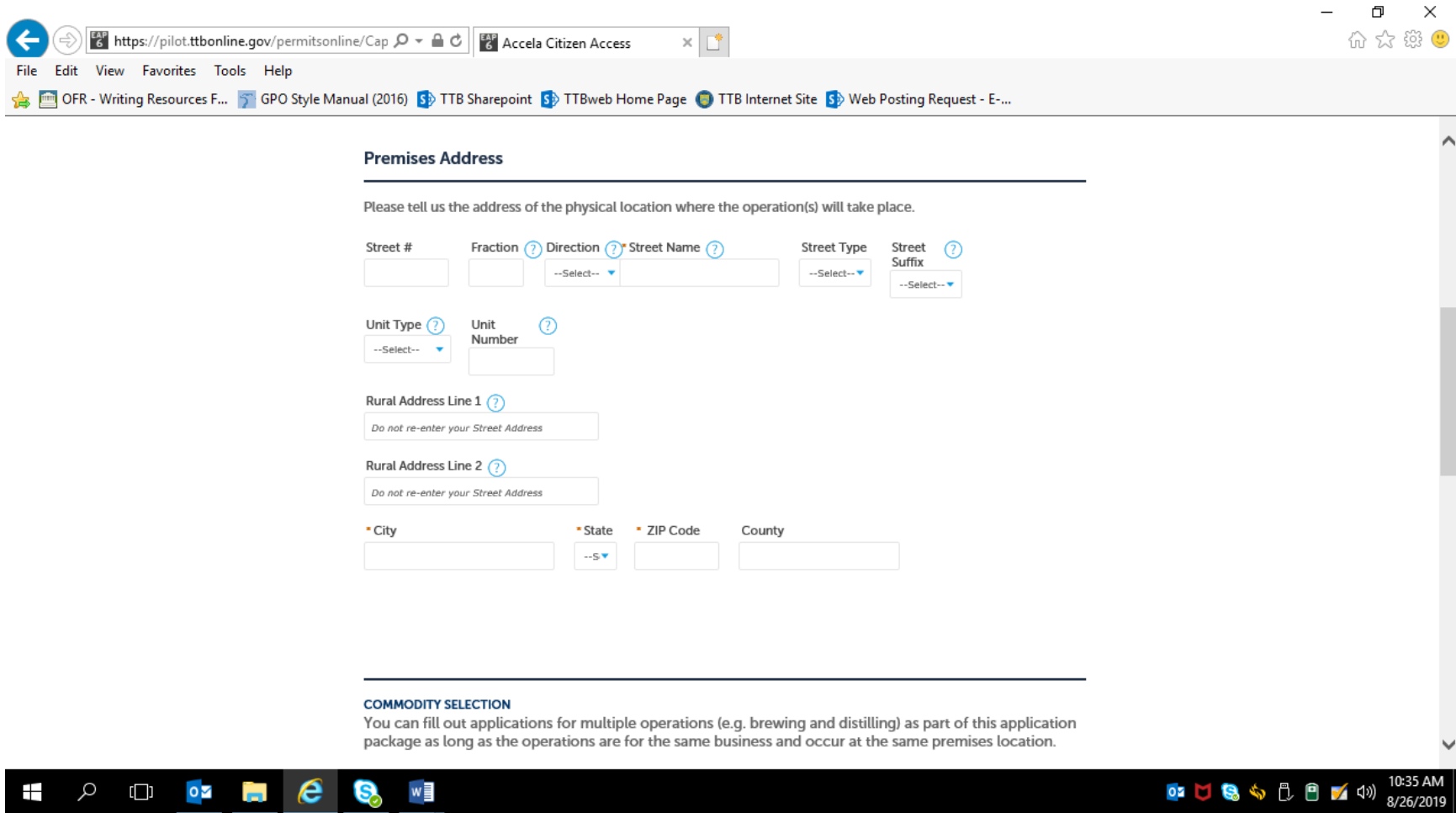
(1) New Application Wizard, Determine Applications Screens:

Application Contact Information --



Premises Address Information --

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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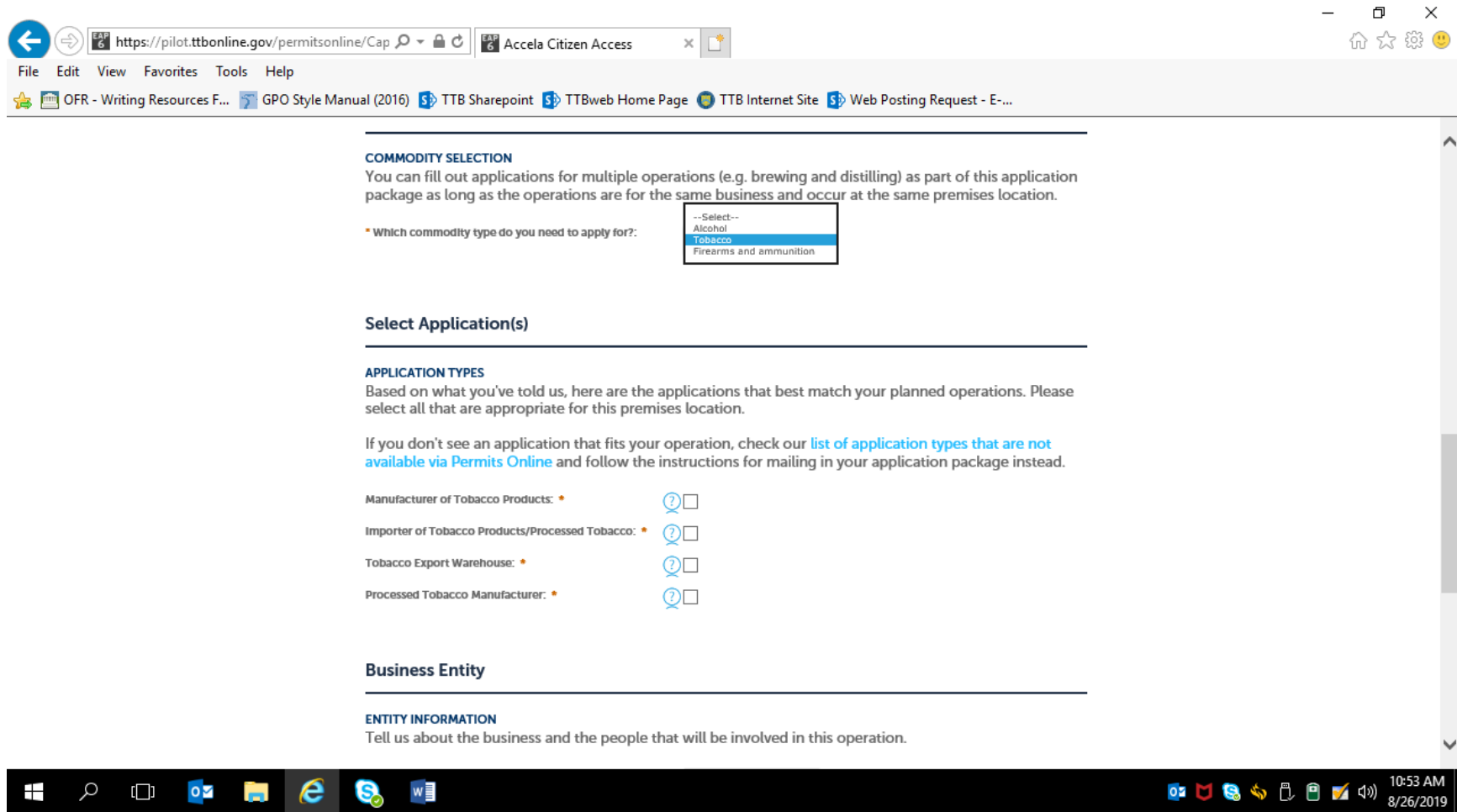


Commodity Selection -

PONL 5.0 - New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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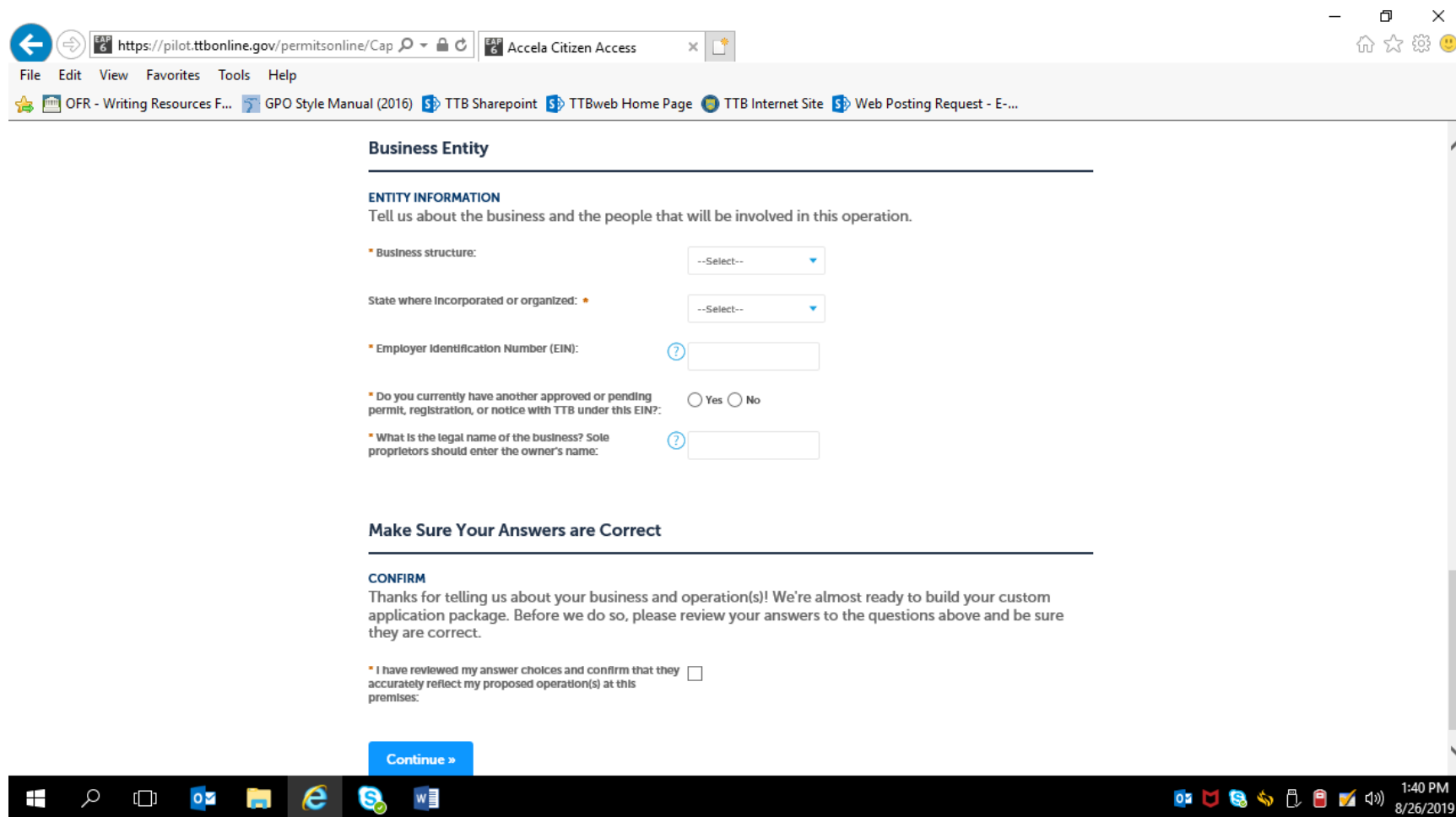


For new tobacco industry permit applications, the applicant selects “Tobacco” from the Commodity Selection drop-down menu, which brings up the appropriate tobacco industry permit application options under the heading “Select Application(s),” as shown below:



### Business Entity Information –

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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Business Entity Information -

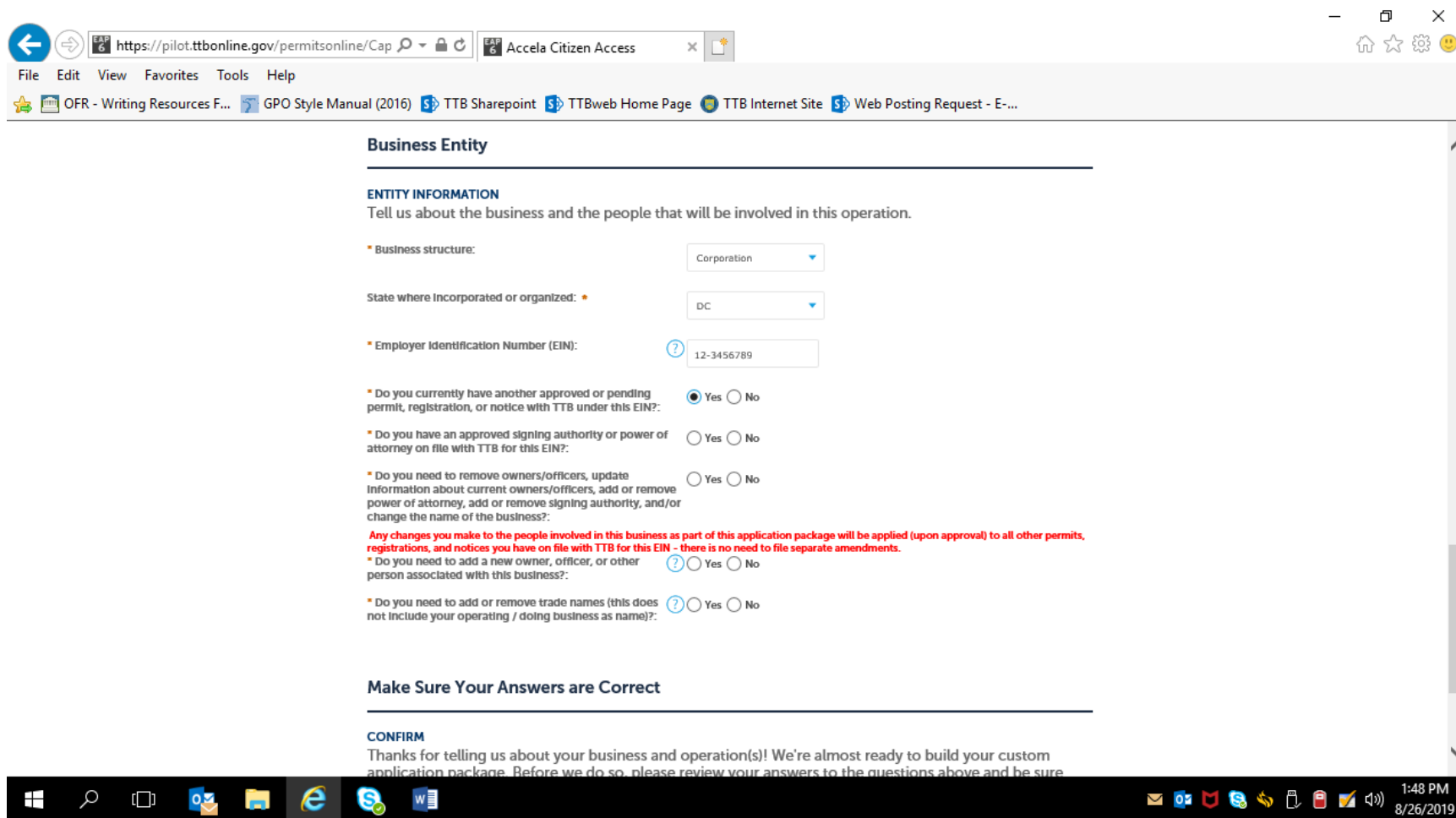
PONL 5.0 - New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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For “Business Structure,” the applicant selected the appropriate response from the drop-down menu shown below. The Business Entity data fields following that selection do not change based on the selection.

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The page title is "Business Entity". Below the title is a section for "ENTITY INFORMATION" with the instruction "Tell us about the business and the people that will be involved in this operation." There is a warning icon and a red asterisk next to the "Business structure:" label. A dropdown menu is open, showing options: "--Select--", "Corporation", "Limited Liability Company", "Limited Partnership", "Partnership", "Sole Proprietorship", "United States Federal Government Agency", and "State or Local Government Agency". Other fields include "State where incorporated or organized:", "Employer Identification Number (EIN):" (with a question mark icon), "Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:" (with radio buttons for Yes and No), and "What is the legal name of the business? Sole proprietors should enter the owner's name." (with a question mark icon). At the bottom of the form is a "Continue >" button. Below the form is a "CONFIRM" section with the text "Thanks for telling us about your business and operation(s)! We're almost ready to build your custom application package. Before we do so, please review your answers to the questions above and be sure they are correct." and a checkbox for "I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises:". The Windows taskbar at the bottom shows the date and time as 1:42 PM on 8/26/2019.

Answering “Yes” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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Answering “No” to “Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?” results in the data fields shown below --

**Business Entity**

**ENTITY INFORMATION**  
Tell us about the business and the people that will be involved in this operation.

\* Business structure: Corporation

State where Incorporated or organized: \* DC

\* Employer Identification Number (EIN): 12-3456789

\* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:  Yes  No

\* What is the legal name of the business? Sole proprietors should enter the owner's name:

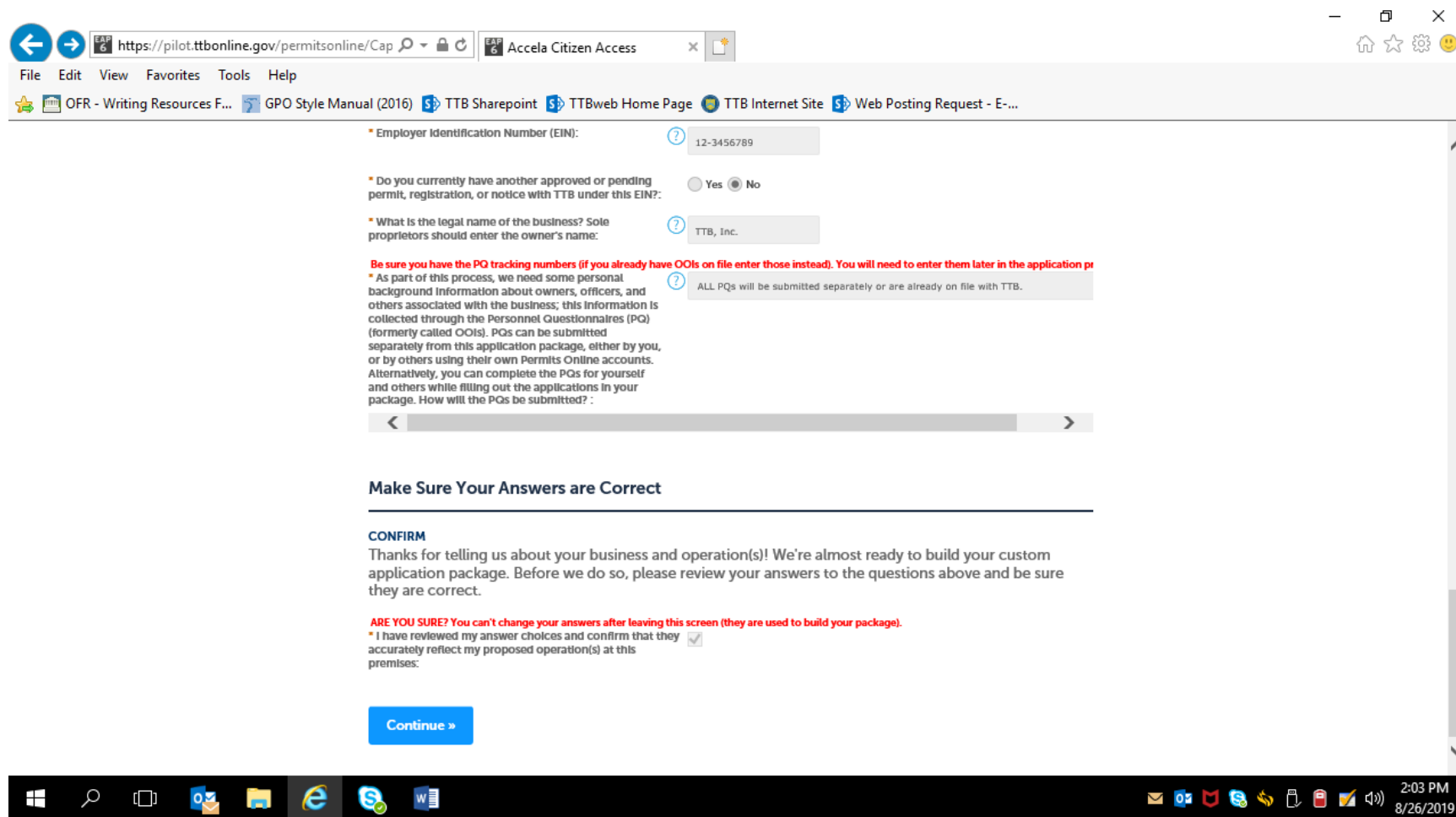
\* As part of this process, we need some personal background information about owners, officers, and others associated with the business; this information is collected through the Personnel Questionnaires (PQ) (formerly called OOs). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted?: --Select--

**Make Sure Your Answers are Correct**

**CONFIRM**

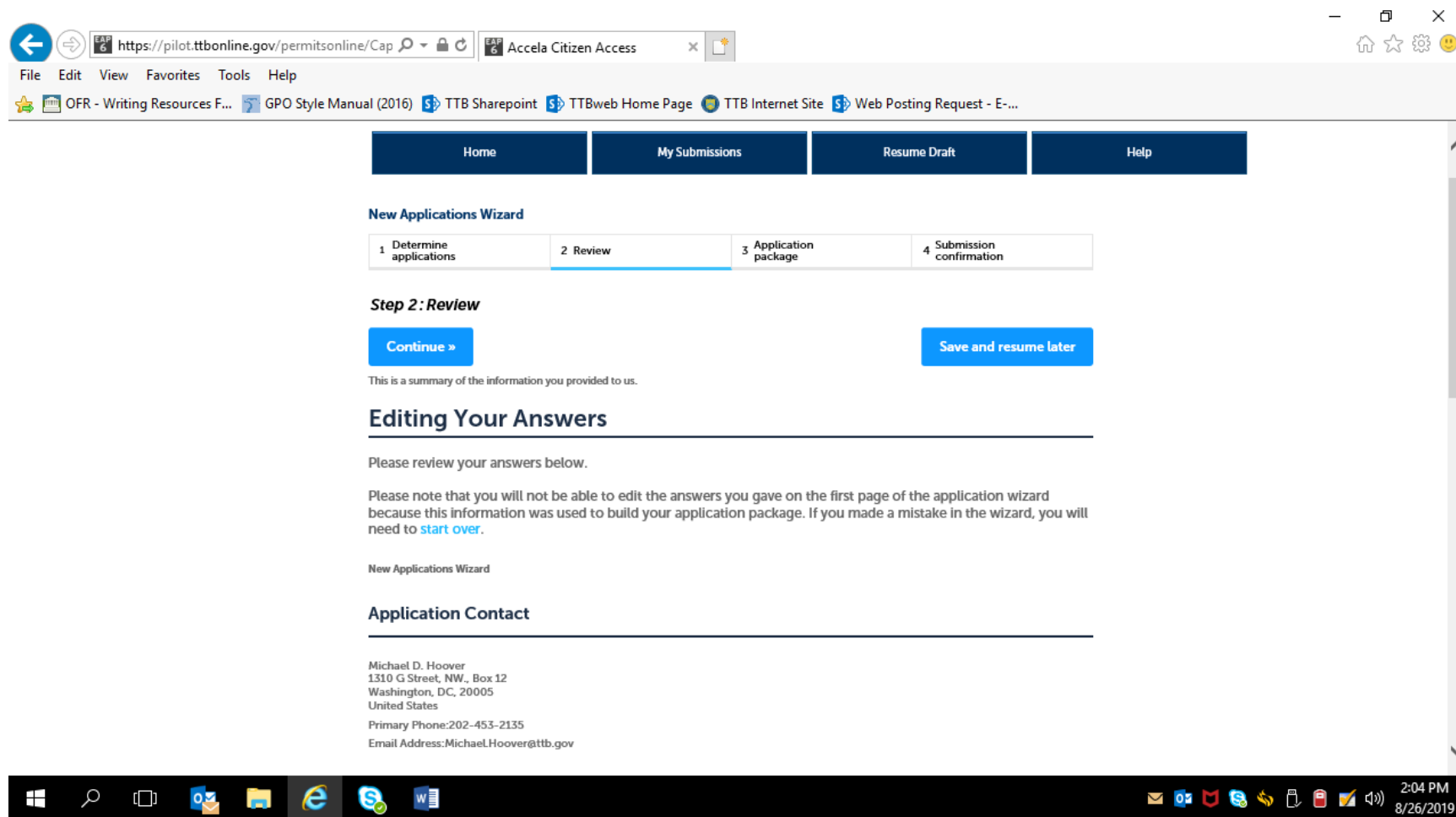
NOTE: Personnel Questionnaires (TTB F 5000.9 and its PONL equivalent) are approved under OMB Control No. 1513-0002.)

The applicant then confirms the information provided in Step 1 -

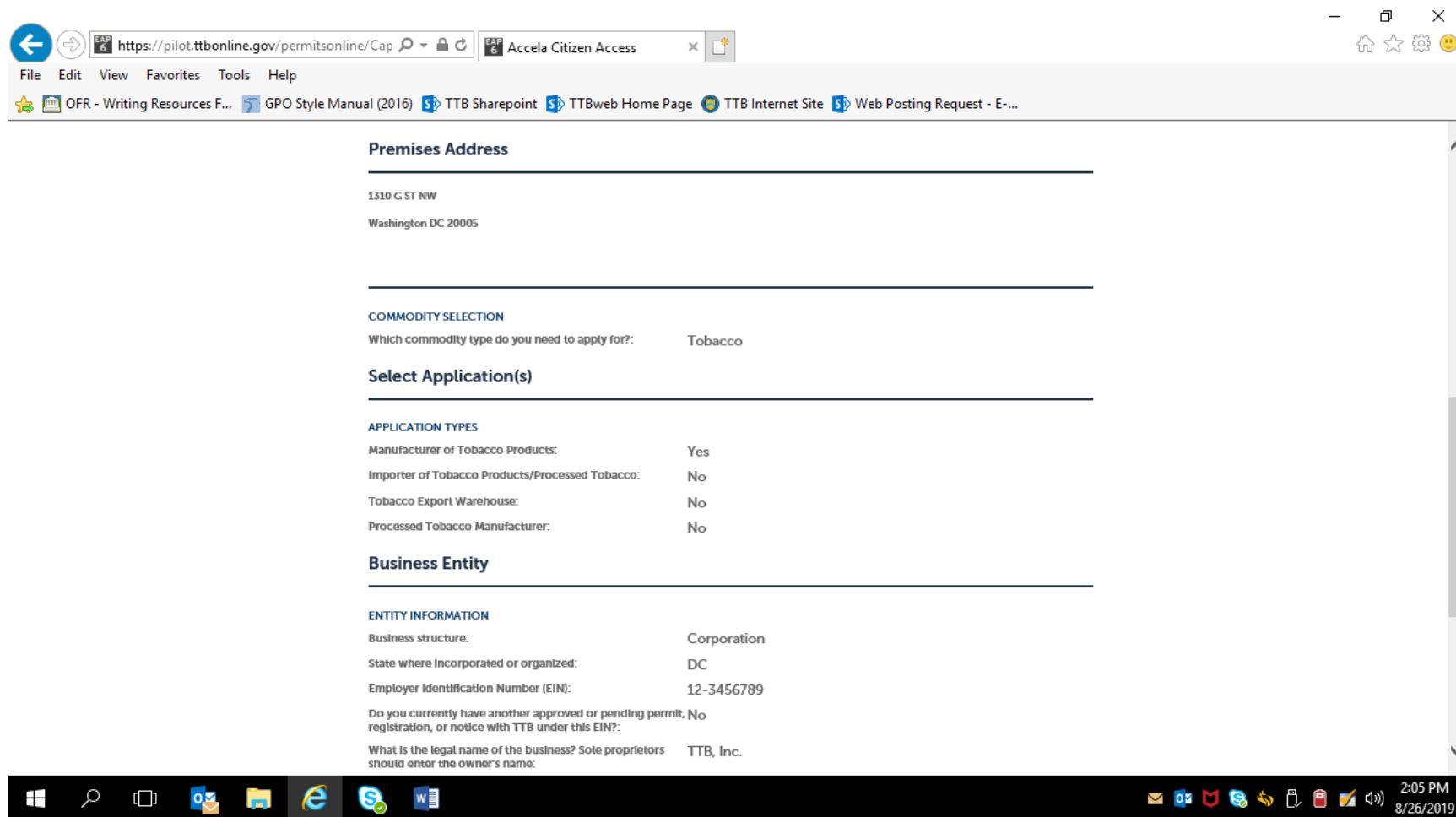


Step 2, Review:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019



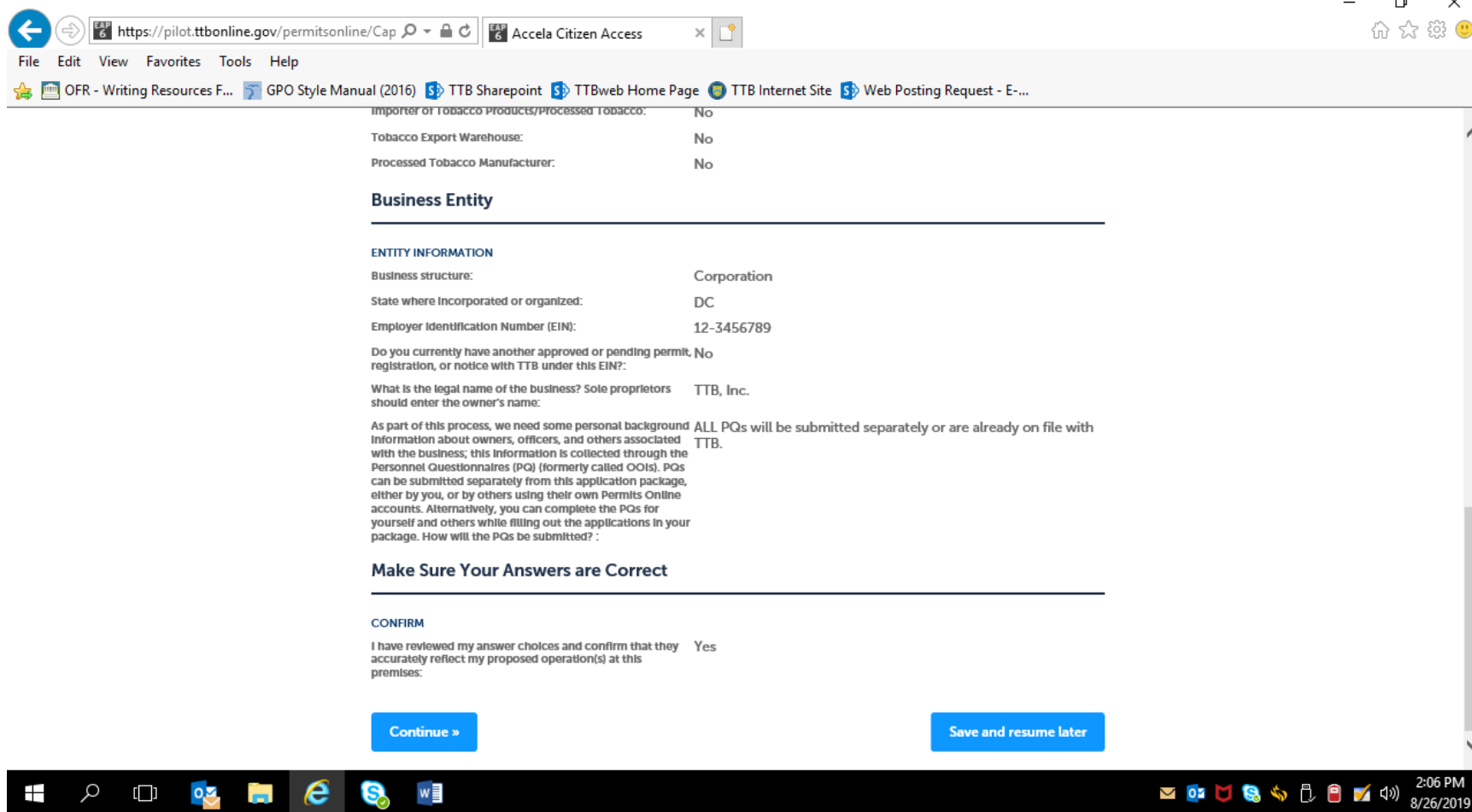
Review screen continues:



The review screen continues:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019

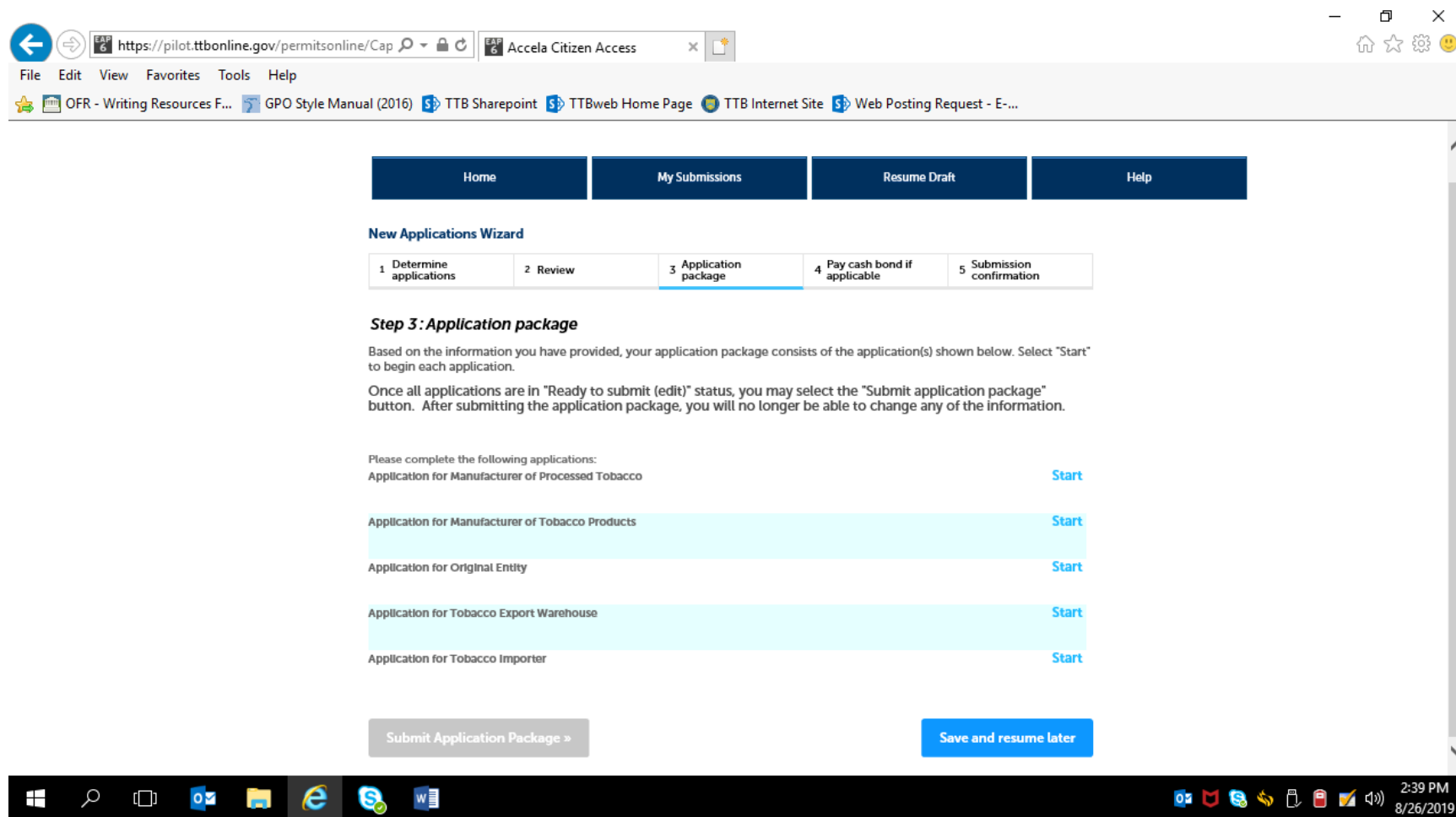




After confirming (or editing and confirming) the provided information, the applicant clicks “Continue,” and is presented with the Application Package screen:

Step 3 –Application Package:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
 Screen Shots – August 2019



### Application Packages:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019

## Step 1: Mailing Address Screens (These screens are the same for all new types of new tobacco industry permits) —

Note: Many data fields auto-fill based on information provided earlier.)

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitsonline/Cap>. The browser's address bar shows "Accela Citizen Access". The page title is "Application for Manufacturer of Tobacco Products".

At the top, there are navigation links: [Announcements](#), [Logged in as: Michael Hoover](#), [My Record Collections \(0\)](#), [Reports \(15\)](#), [Account Management](#), and [Log out](#).

Below the navigation links are four main menu items: [Home](#), [My Submissions](#), [Resume Draft](#), and [Help](#).

The main content area is titled "Application for Manufacturer of Tobacco Products" and features a progress bar with seven steps:

1 Mailing address	2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6	7
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**Step 1: Mailing address >>**

\* indicates a required field

**Application Contact**

Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.

If it is incorrect update [your information](#) and then start a new application package.

**Michael D. Hoover**  
 Michael.Hoover@ttb.gov  
 202-453-2135

**1310 G Street, NW., Box 12**  
**Washington, DC, 20005**

**Entity Information**

**ENTITY INFORMATION**  
 This is the business information you provided earlier in the application process.

The Windows taskbar at the bottom shows the time as 2:12 PM on 8/26/2019.

The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The browser's address bar includes the text 'Accela Citizen Access'. The browser's menu bar shows 'File Edit View Favorites Tools Help'. The browser's toolbar includes icons for home, star, settings, and smiley face. The browser's tabs include 'OFR - Writing Resources F...', 'GPO Style Manual (2016)', 'TTB Sharepoint', 'TTBweb Home Page', 'TTB Internet Site', and 'Web Posting Request - E...'. The main content area of the browser displays a form with the following sections:

### Entity Information

**ENTITY INFORMATION**  
This is the business information you provided earlier in the application process.

Business Name:

EIN:

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### PERMIT INFORMATION

Permit Number:

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### Premises Address

This section pertains to the physical location where your approved operations will take place.

Street #  Fraction  Direction  Street Name  Street Type  Street Suffix

Unit Type  Unit Number

Rural Address Line 1

The Windows taskbar at the bottom of the screen shows the Start button, search icon, task view icon, and several application icons (Edge, Word, Outlook, etc.). The system tray on the right shows the date and time: 2:13 PM 8/26/2019.

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The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap>. The browser's address bar also displays 'Accela Citizen Access'. The page content is as follows:

**PERMIT INFORMATION**

Permit Number:

**Premises Address**

This section pertains to the physical location where your approved operations will take place.

Street #:  Fraction:  Direction:  Street Name:  Street Type:  Street Suffix:

Unit Type:  Unit Number:

Rural Address Line 1:

Rural Address Line 2:

City:  State:  ZIP Code:  County:

**Mailing Address**

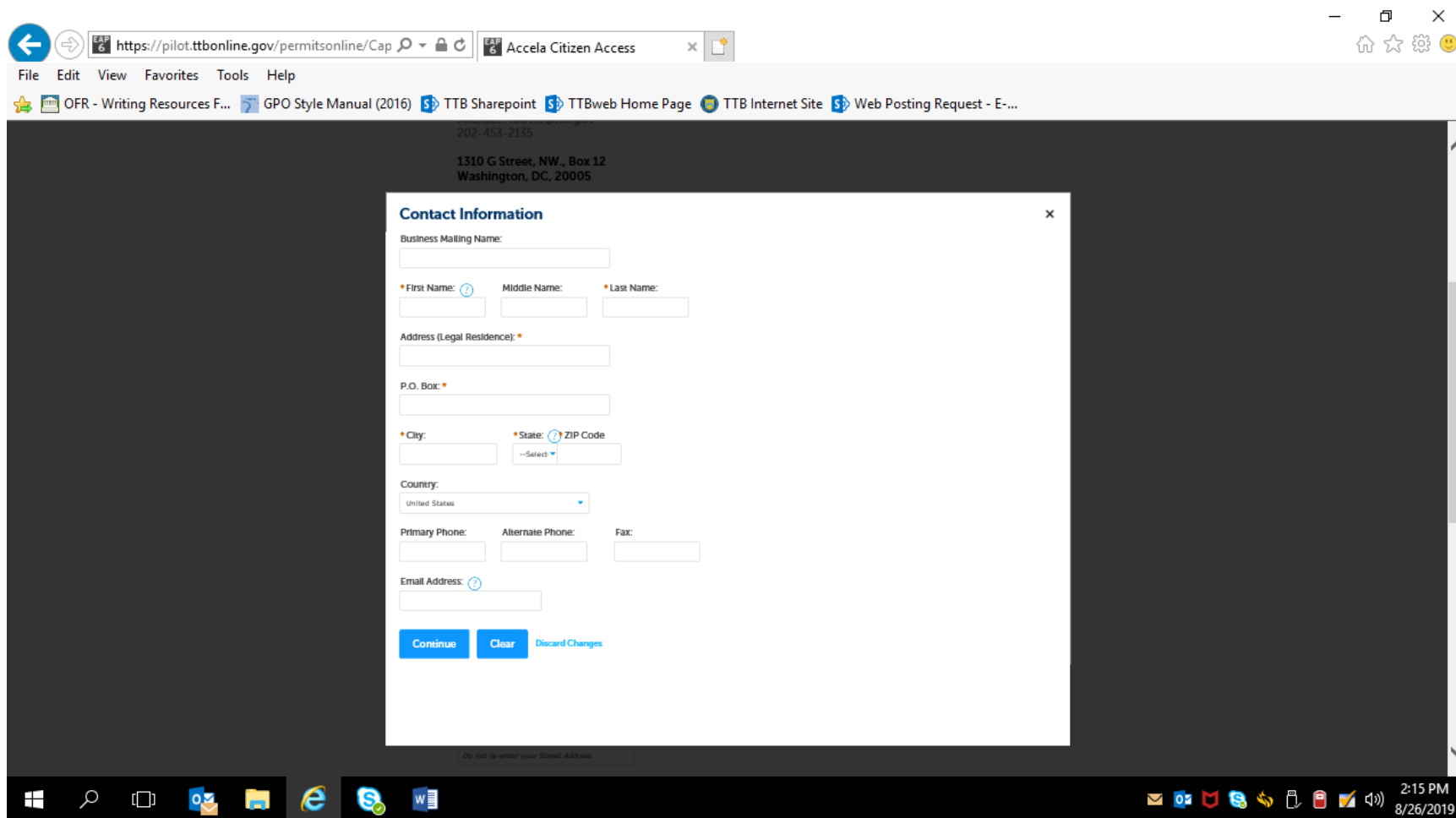
Please provide the address where mail regarding this operation should be sent.

Buttons:

The Windows taskbar at the bottom shows the time as 2:14 PM on 8/26/2019.

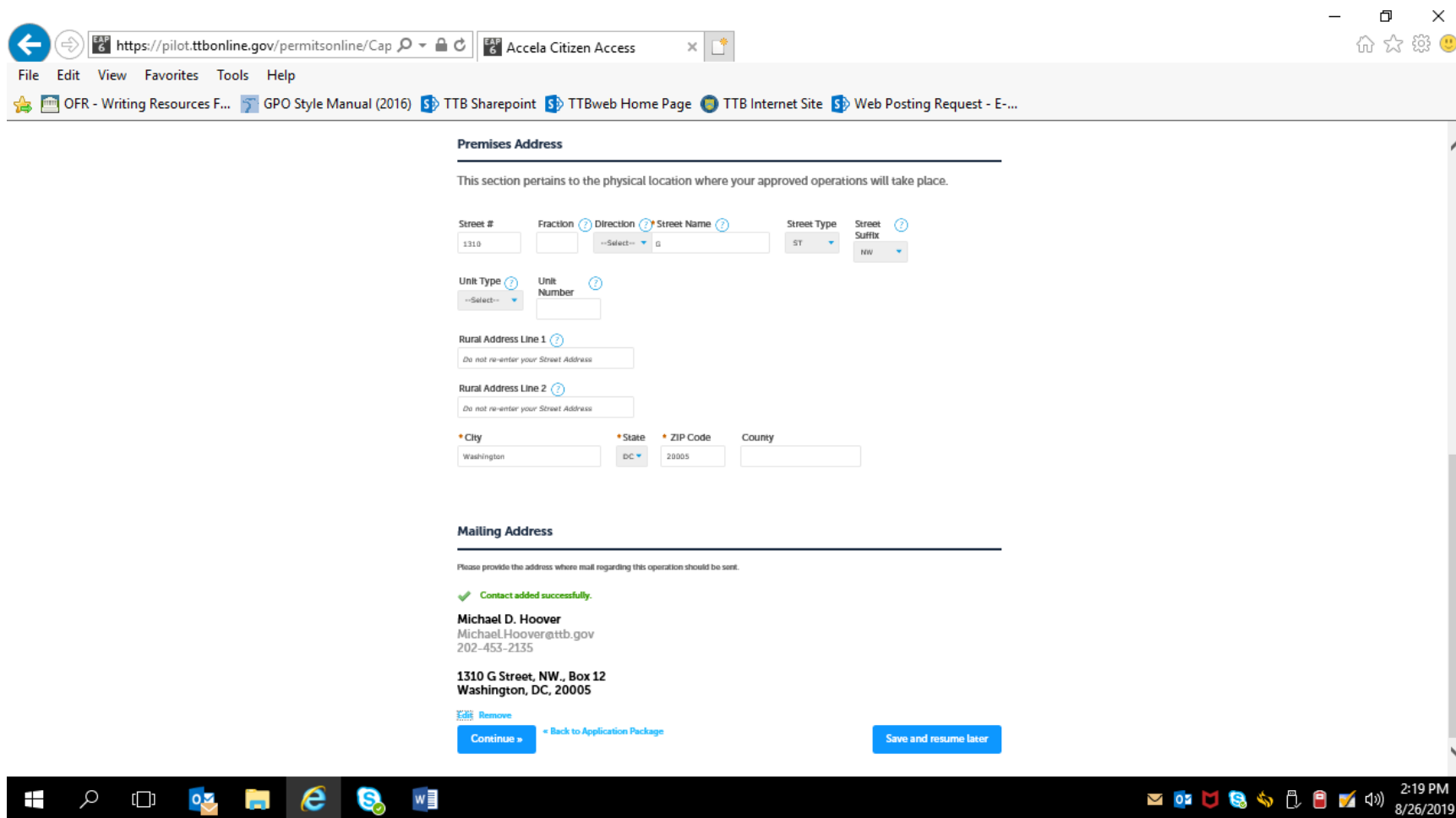
For “Mailing Address,” the applicant may select Auto Fill or New. If Auto Select is chosen, the mailing address information will auto fill from the contact information provided earlier. If “New” is selected, the data fields shown below appear:

Contact Information (Mailing Address) data fields, if “New” Mailing Address is chosen, as shown above.



After mailing address information is provided:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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After clicking continue, screens will vary depending on the type of tobacco permit being applied for.

### Application for Original Entity:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019

The information in Step 1 auto-fills based on the information provided on the Common Screens (except Business Website) —

https://pilot.ttbonline.gov/permitsonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

Home My Submissions Resume Draft Help

Application for Original Entity

1 View contact information 2 Key personnel & trade names 3 Upload required documents 4 Declare & acknowledge 5 Review 6

**Step 1: View contact information >>**

**About the Entity Record**  
 All of your business information is found in your Entity record. This includes your business name, EIN, ownership information, officers, powers of attorney, signing authorities, and trade names. Each permit, registration, or notice you apply for under this EIN will be associated with this Entity record. If you submit applications for more than one EIN, each EIN will have its own Entity record.

```

    graph TD
      ER["Entity Record  
Our Business, Inc.  
(EIN 12-3456789)"]
      ER --- CO1["Commodity Operations Record  
Importers Permit"]
      ER --- CO2["Commodity Operations Record  
Winery Permit"]
      ER --- CO3["Commodity Operations Record  
Brewers Notice"]
    
```

\* indicates a required field

Application Contact



The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser's address bar also displays 'Accela Citizen Access'. The page content is as follows:

### Application Contact

Please verify your contact information as the person preparing this application package; if it is incorrect update [your information](#) and then start a new application package.

**Michael D. Hoover**  
Michael.Hoover@ttb.gov  
202-453-2135

**1310 G Street, NW., Box 12**  
**Washington, DC, 20005**

### Business Entity

**ENTITY INFORMATION**  
This is the business information you provided earlier in the application process. If your business has a website, you may provide it here.

- Business name:
- Employer Identification Number (EIN):
- Organization type:
- State where incorporated or organized:
- Business website:

Navigation buttons at the bottom: [Continue >](#), [Back to Application Package](#), and [Save and resume later](#).

The Windows taskbar at the bottom shows the time as 8:53 PM on 8/26/2019.

**Application for Original Entity**

1	View contact information	2	Key personnel & trade names	3	Upload required documents	4	Declare & acknowledge	5	Review	6
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**Step 2: Key personnel & trade names >>**  
 Please make sure to add yourself, the person filling out this application, to either the Signing Authority or Power of Attorney table.  
 \* indicates a required field

**Step 2a**

**OFFICER/OWNERSHIP INFORMATION**  
 Select "Add a Row" to identify each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.  
 You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.  
 Finally, you must also add a row for every company or trust holding ownership in the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Officer/Owner Classification	How are you submitting the Personnel Questionnaire Information?	First Name	Middle Name	Last Name	Personnel Questionnaire Tracking Number	Employer Identification Number (EIN)	Suffix	Email Address	Title	Title if Other
No records found.											

**SIGNING AUTHORITY**  
 Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name.

Officer / Ownership Information sub-screen:

**OFFICER/OWNERSHIP INFORMATION**  
Select "Add a Row" to identify each partner, general/limited partner, officer, director, trustee, manager, member, managing member, or sole proprietor.

You must also add a row for every stockholder or interest holder with a stake of 10% or more in the business.

Finally, you must also add a row for every company or trust holding ownership in the business.

Removal Date (for TTB use only):  \* Officer/Owner Classification:  How are you submitting the Personnel Questionnaire Information?:

First Name:  Middle Name:  Last Name:

Personnel Questionnaire Tracking Number:  Employer Identification Number (EIN):  Suffix:

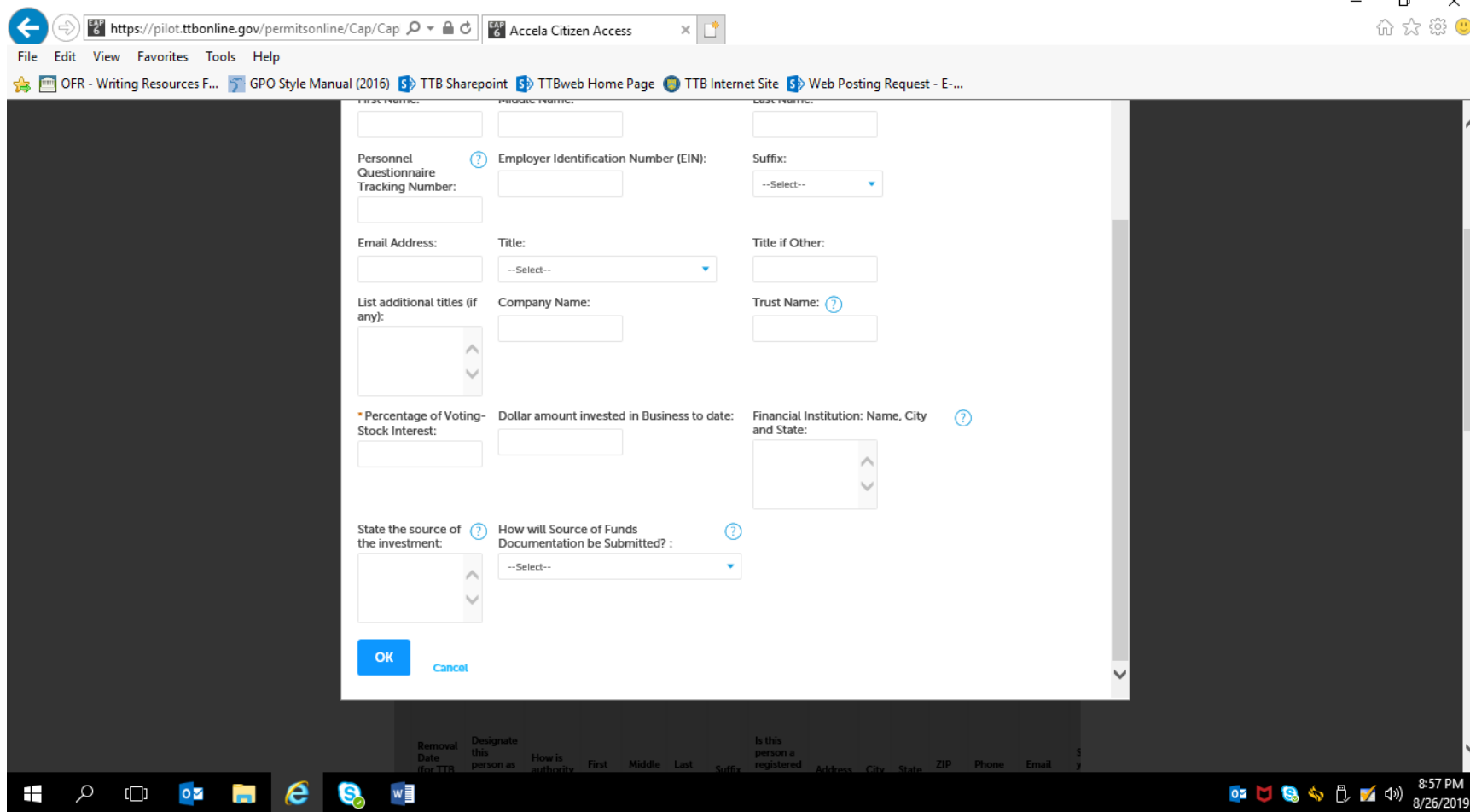
Email Address:  Title:  Title if Other:

List additional titles (if any):

Company Name:  Trust Name:

\* Percentage of Voting-Stock Interest:  Dollar amount invested in Business to date:  Financial Institution: Name, City and State:

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PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

**SIGNING AUTHORITY**

Select "Add a Row" to identify all owners, officers, and authorized employees who will have the authority to sign and/or act on behalf of the business. Authority can be granted by title or by the individual's name; however, at least one person must be authorized by name to serve as a key contact to TTB.

Please note that individuals listed in the Owner/Officer Information table must be listed in this Signing Authority table as well if they are to have authority to act on behalf of the business.

Showing 0-0 of 0

Removal Date (for TTB use only)	Designate this person as a key contact for TTB?	How is authority granted?	First Name	Middle Name	Last Name	Suffix	Is this person a registered user of Permits Online?	Address	City	State	ZIP Code	Phone Number	Email Address	S	y	F	T
No records found.																	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**POWER OF ATTORNEY INFORMATION**

Select "Add a Row" to identify all others who have authority to sign or act on behalf of the business. Typically these are consultants, accountants, or other non-employees.

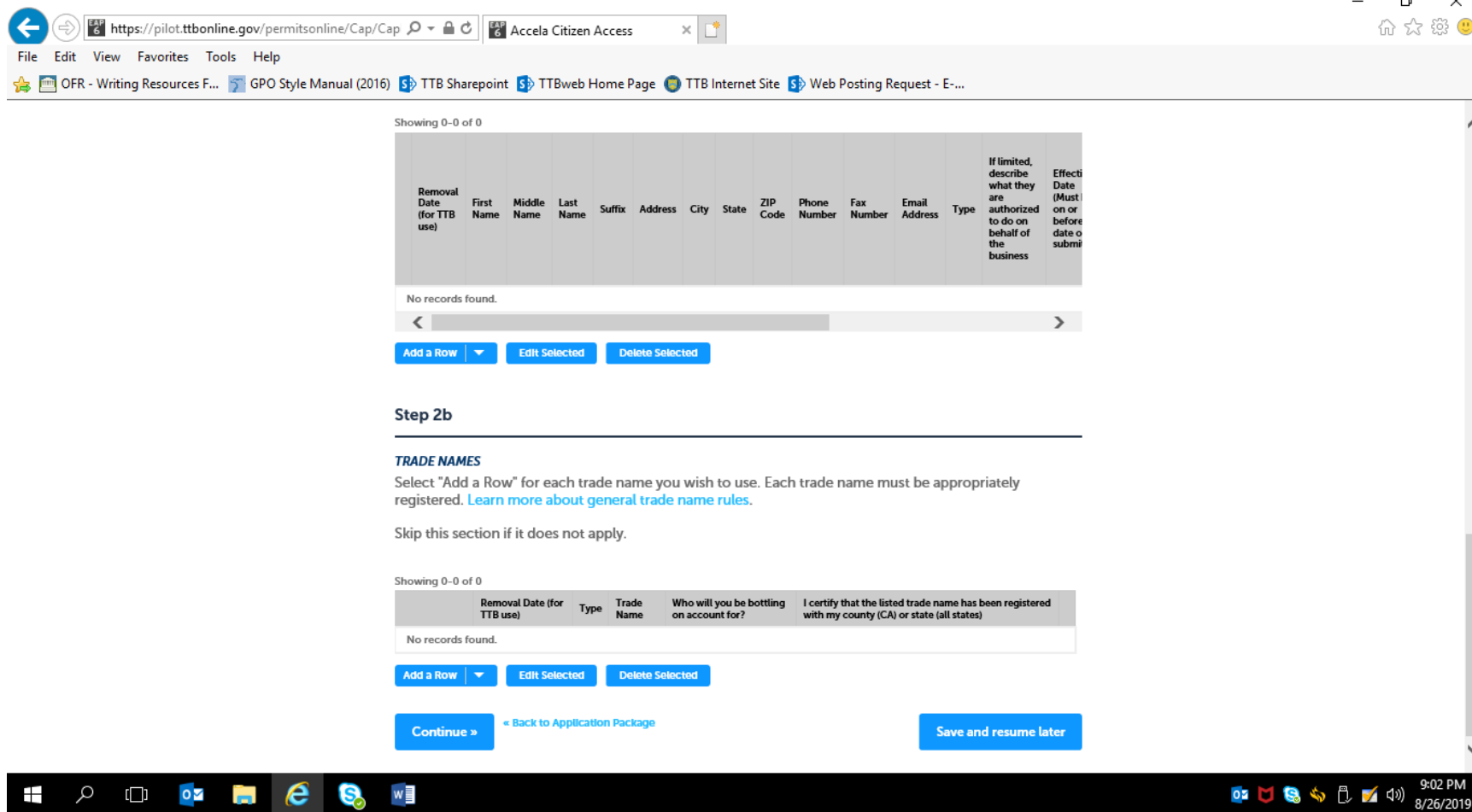
Please be sure to include a row for anyone who will be submitting formulas or labels for TTB approval.

Skip this section if it does not apply.

Showing 0-0 of 0

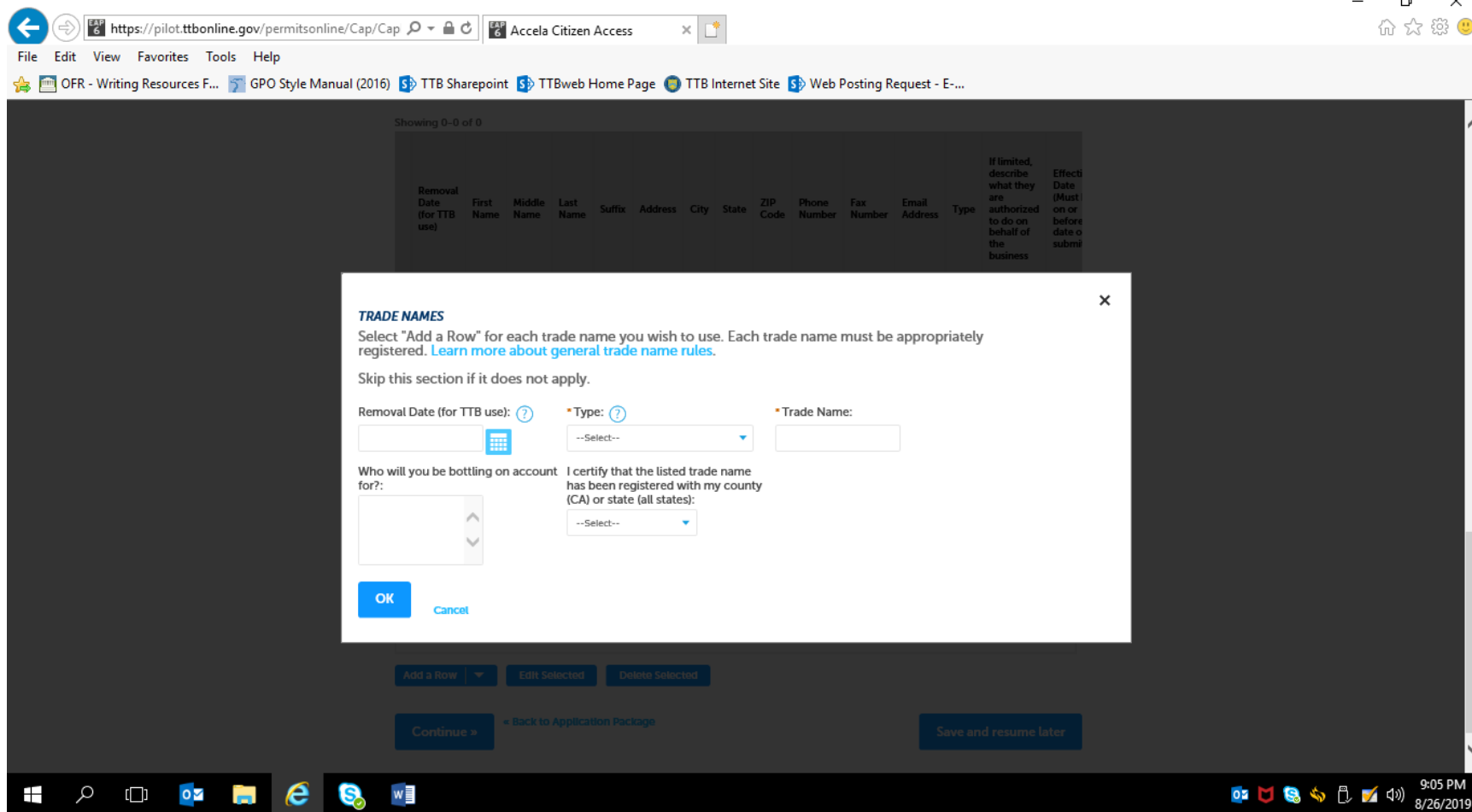
If limited, describe what they	Effect Date
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NOTE: Signing Authority information collection approved under OMB No. 1513-0036, and Power of Attorney information collection approved OMB No. 1513-0014.



Trade Names sub-screen:

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https://pilot.ttonline.gov/permitonline/Cap/Cap Accela Citizen Access

File Edit View Favorites Tools Help

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

Home My Submissions Resume Draft Help

Application for Original Entity

1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6
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Step 3: Upload required documents >>

\* indicates a required field

Step 3a

**REQUIRED DOCUMENT CHECKLIST**

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

**Important:** Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB
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Windows taskbar: 9:09 PM 8/26/2019



Showing 1-2 of 2

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/>	Meeting Minutes	x	On File and Previously Approved by TTB	123	<a href="#">Actions</a>
<input type="checkbox"/>	Organizational Documents	x	On File and Previously Approved by TTB	123	<a href="#">Actions</a>

[Edit Selected](#)

### Step 3b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

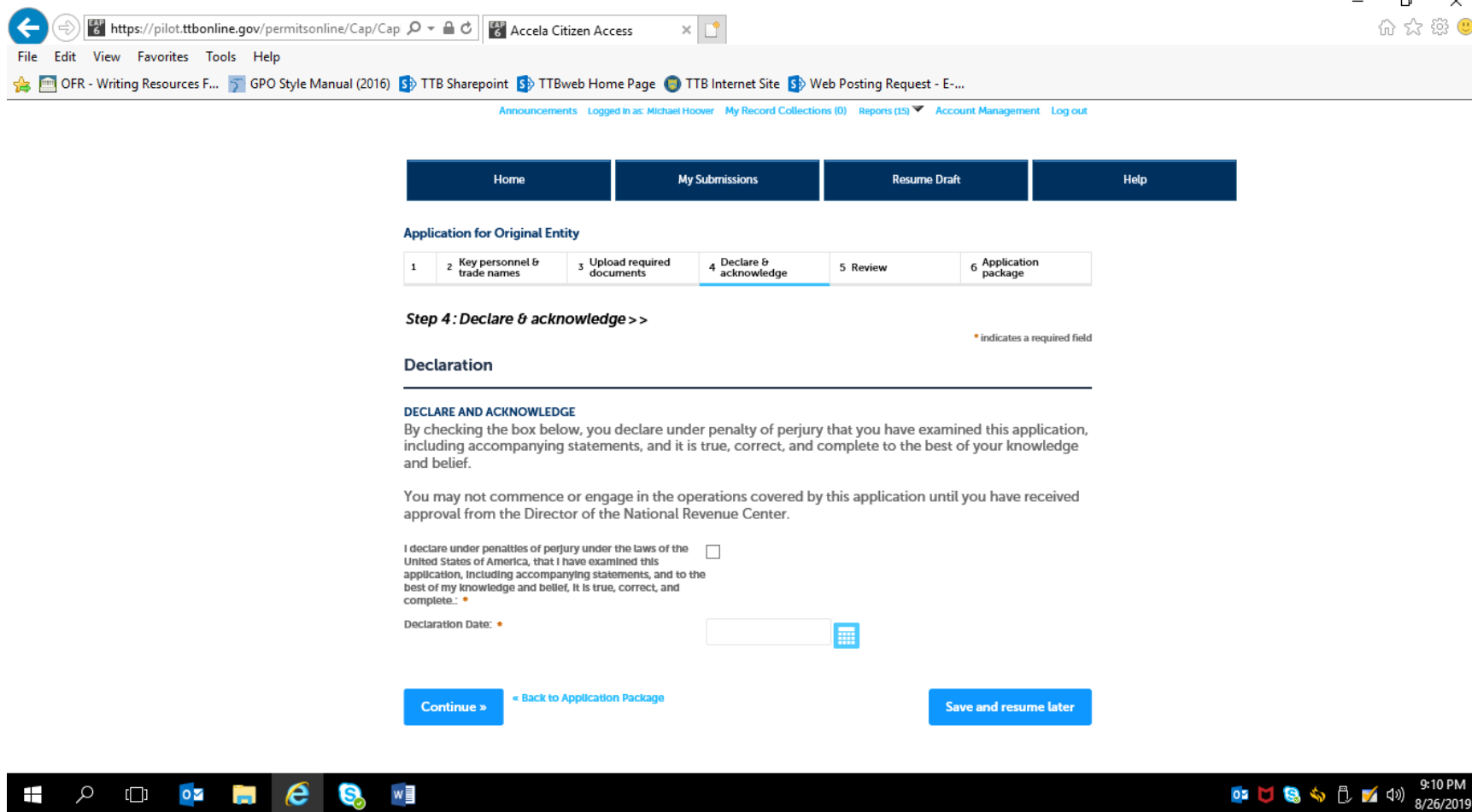
#### Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

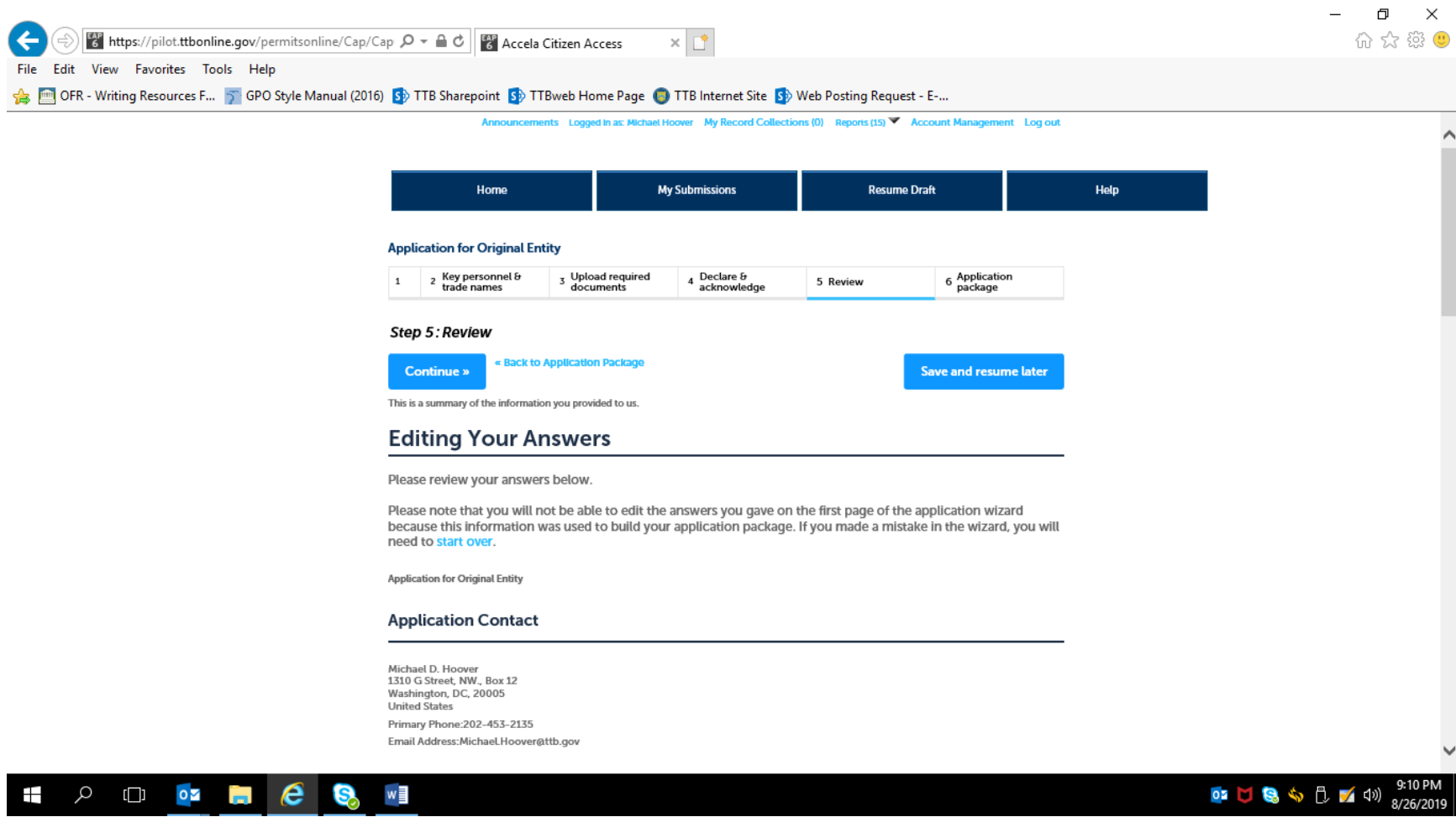
[Add](#)

[Continue >](#) [Back to Application Package](#) [Save and resume later](#)



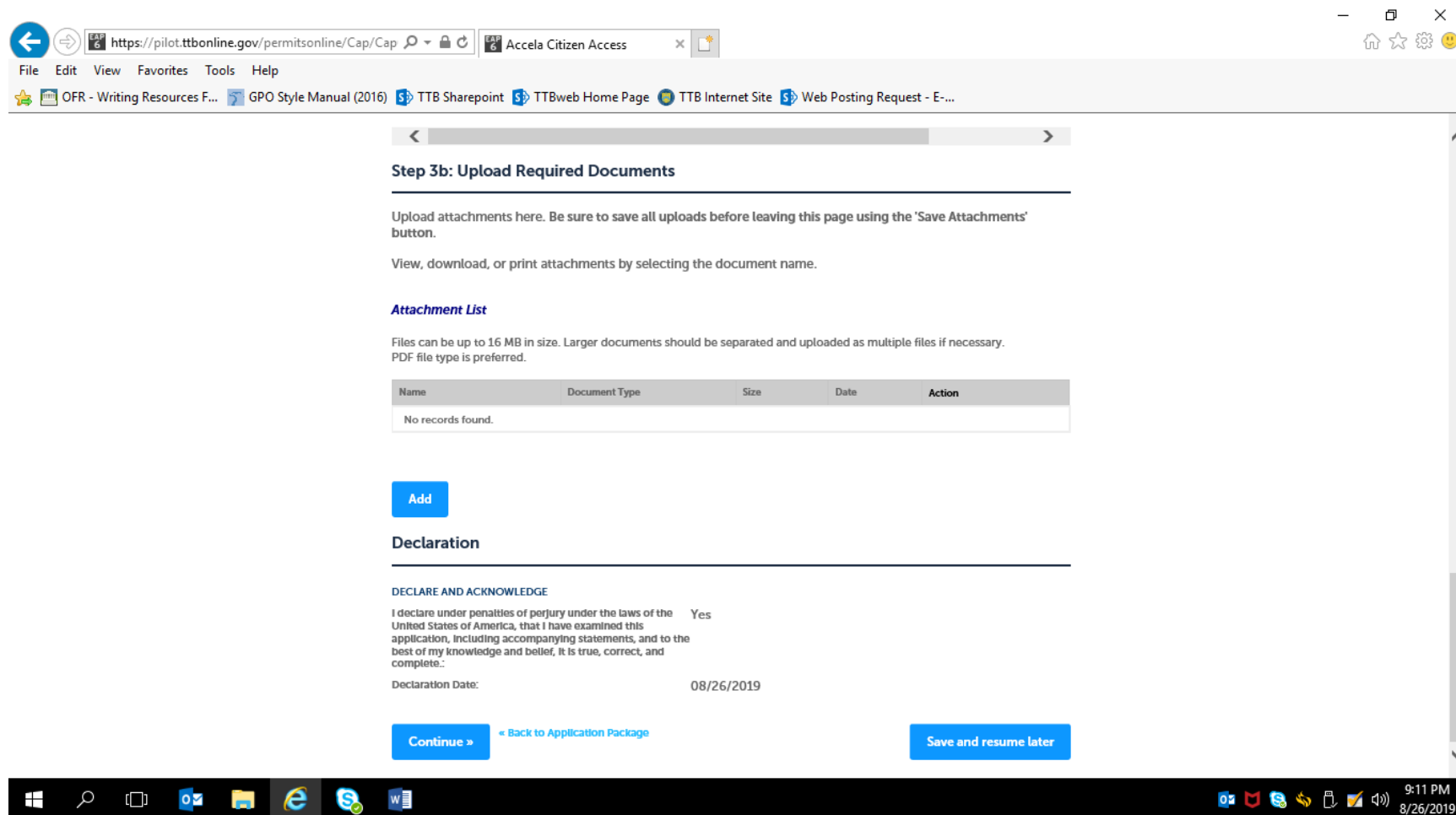
## Review of Original Entity Application —

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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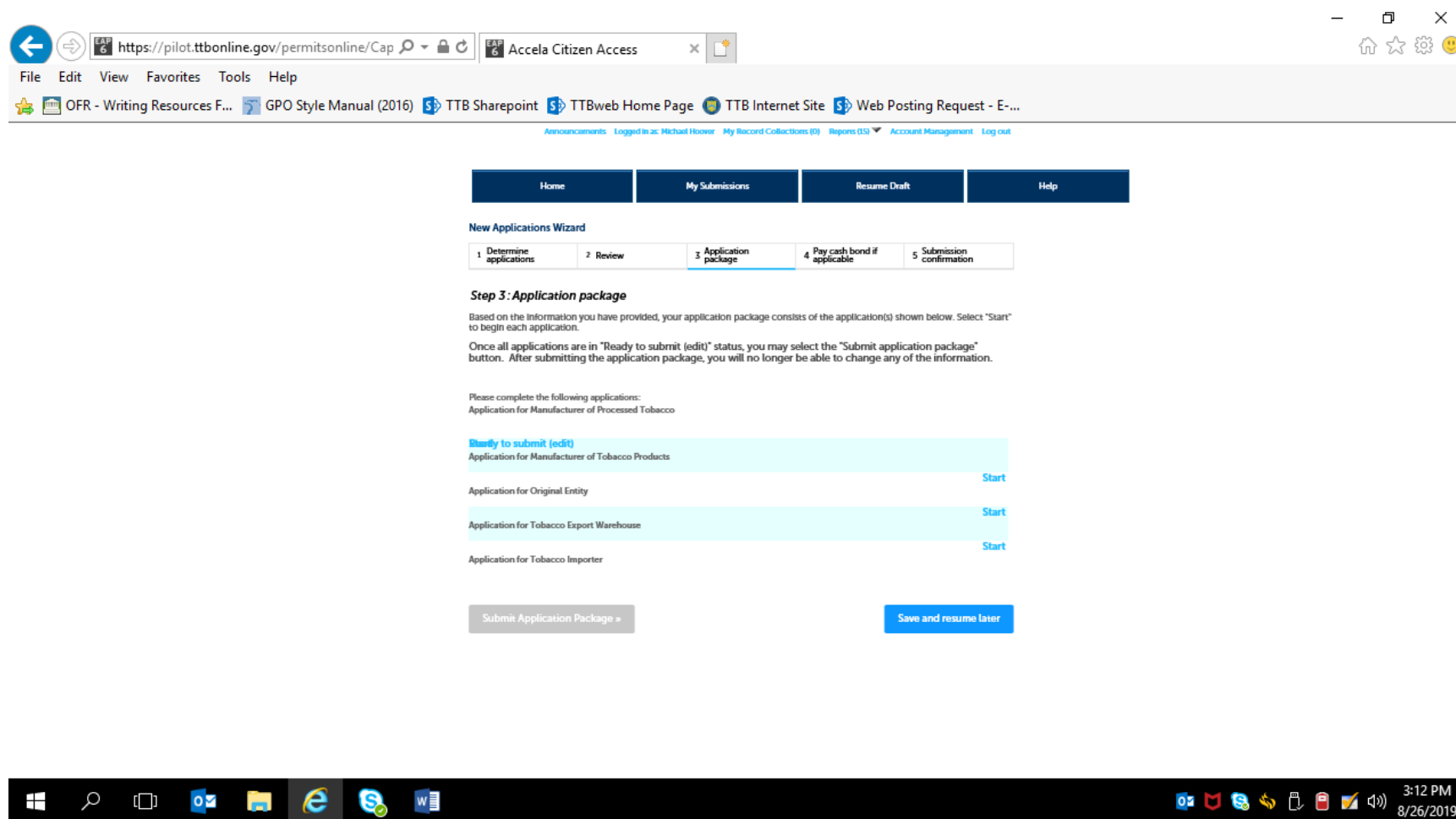


Bottom of Original Entity review screen:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
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After review, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



## Screens for New Manufacturer of Processed Tobacco Permit:

https://pilot.ttbonline.gov/permitonline/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

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Application for Manufacturer of Processed Tobacco

1 Mailing address	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6
-------------------	-------------------------	-----------------------------	-------------------------	----------	---

Step 2: Operation description >>

\* indicates a required field

Step 2a

**PROCESSED TOBACCO INFO**

The factory premises description for manufacturing processed tobacco should include any physical location or building used for: manufacturing and storing processed tobacco; storing materials, equipment, and supplies related to or used in the manufacturing and storage of processed tobacco; and carrying on activities in connection with the manufacturing and storage of processed tobacco. The premises can consist of more than one building, or portions of buildings, which need not be contiguous or located in the same city, town, village, or state.

Please include a diagram identifying each floor or floors, room or rooms, and each building. Identify each building by using a separate street address or designation by letter, number, or any similar designation.

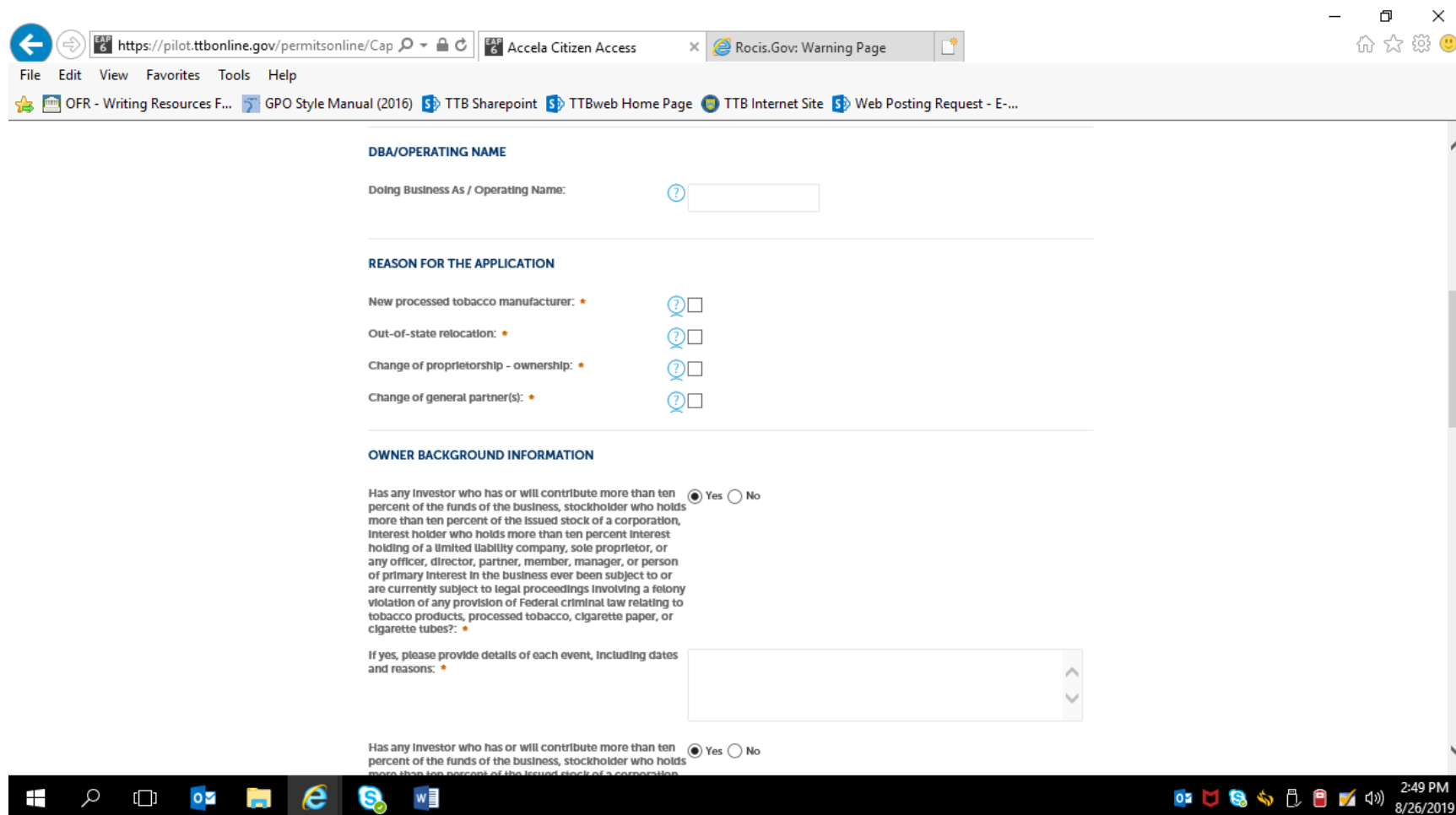
Describe the manufacturer of processed tobacco factory premises: \*

DBA/OPERATING NAME

2:45 PM 8/26/2019

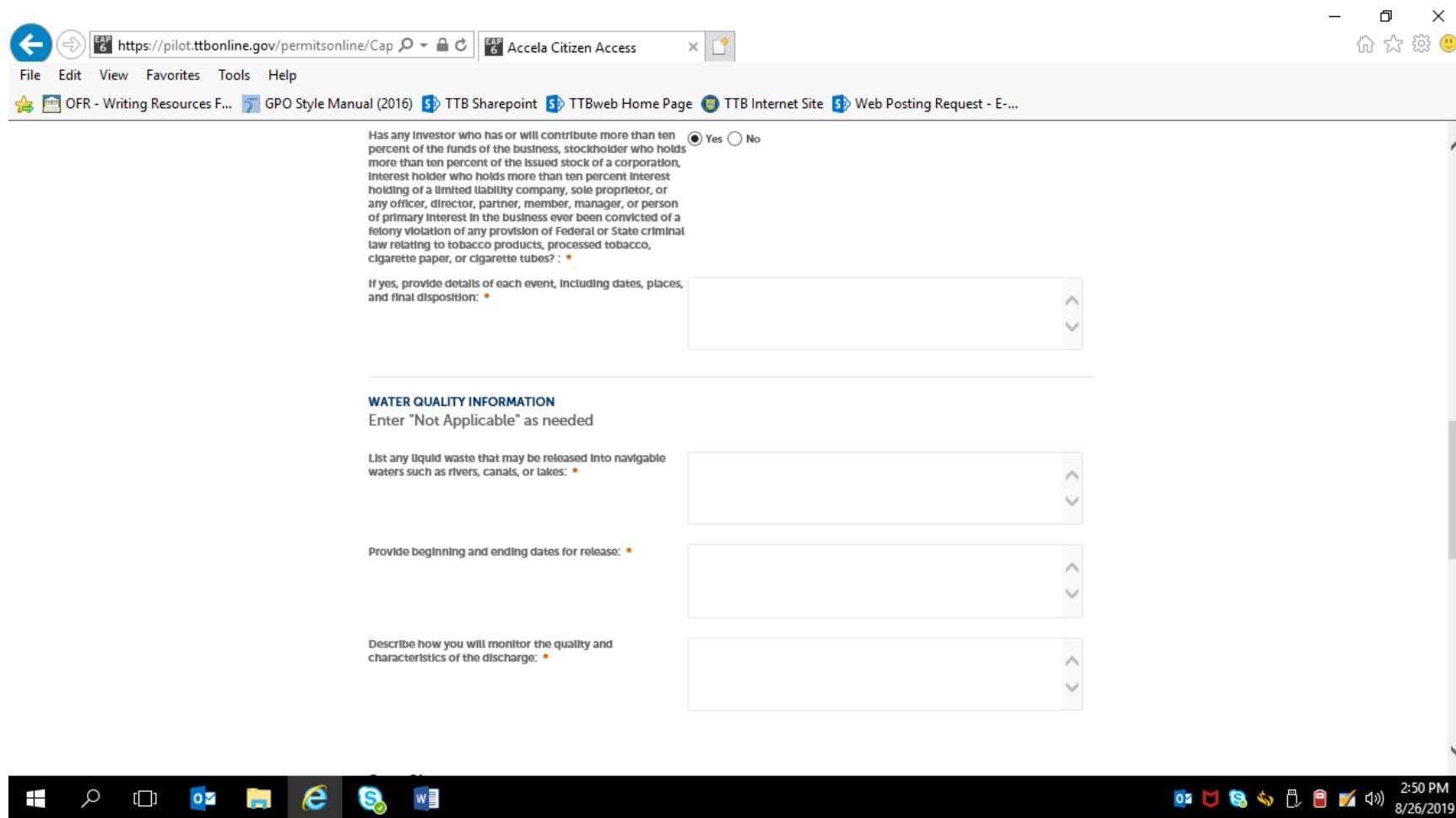
Screen continues:

PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
 Screen Shots – August 2019



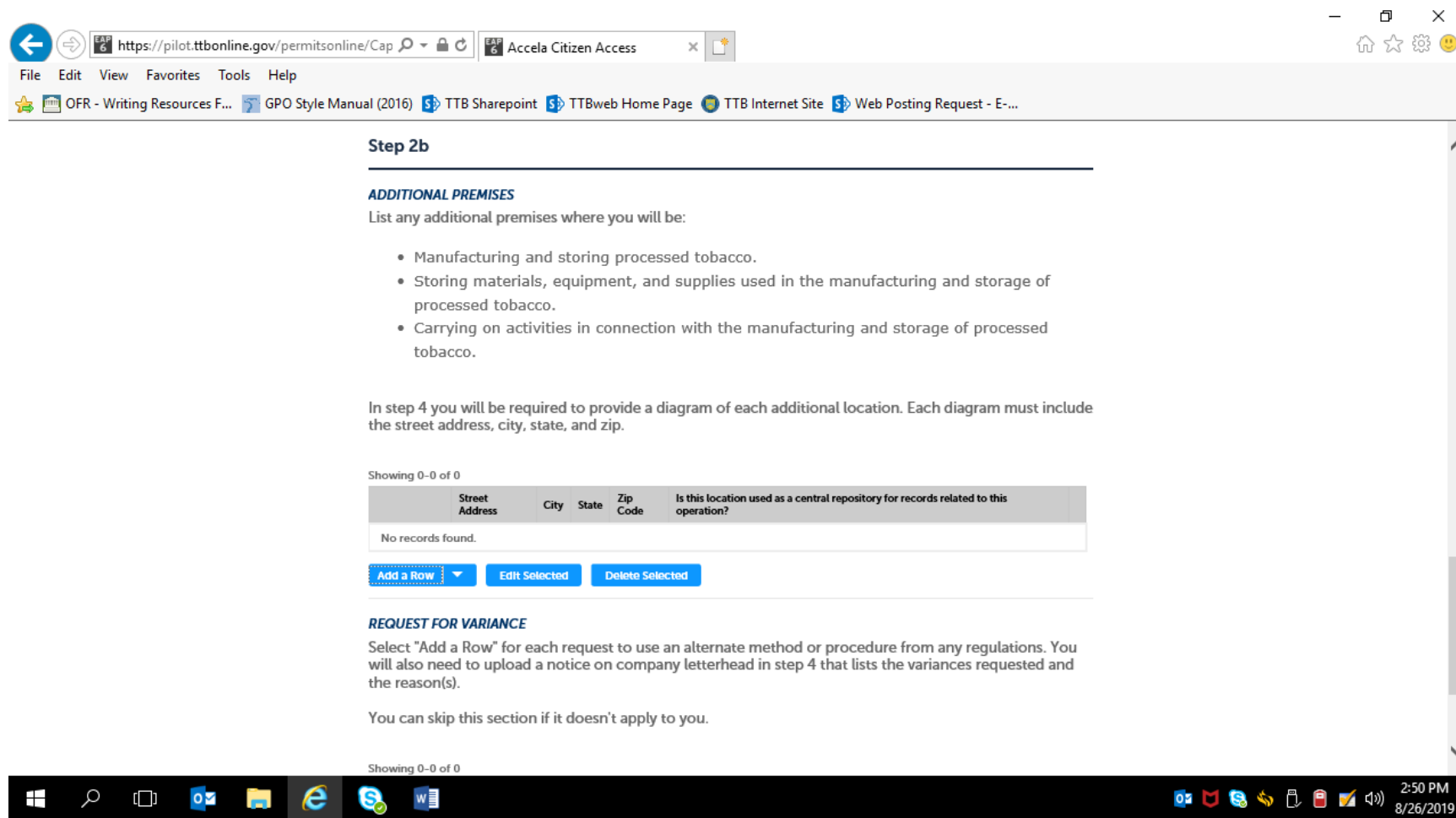
PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

Screen continues:





Screen continues:



If Additional Premises information required, applicants will see and complete this screen:

**Step 2b**

**ADDITIONAL PREMISES**

List any additional premises where you will be:

- Manufacturing and storing processed tobacco.
- Storing materials, equipment, and supplies used in the manufacturing and storage of processed tobacco.
- Carrying on activities in connection with the manufacturing and storage of processed tobacco.

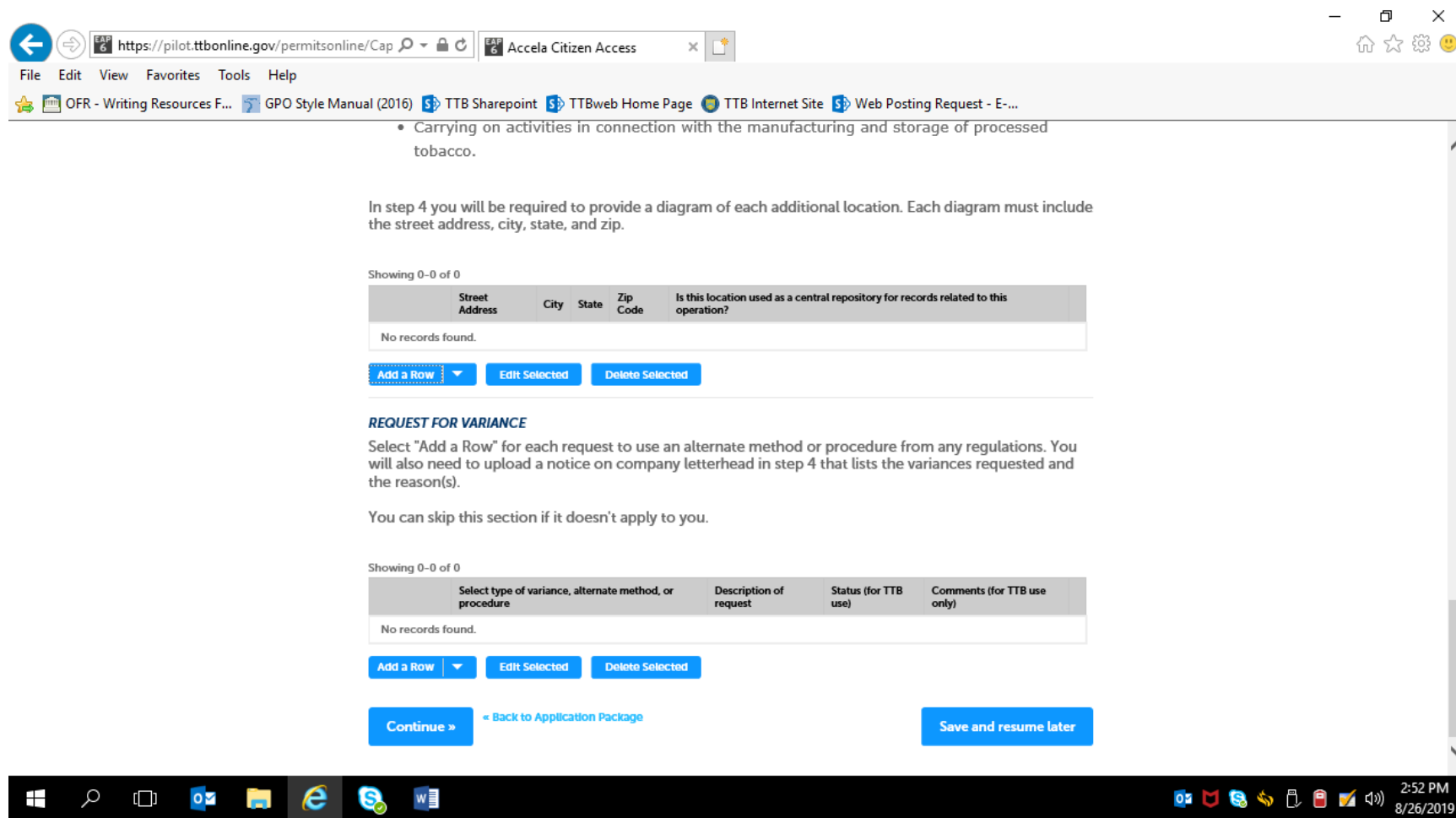
In step 4 you will be required to provide a diagram of each additional location. Each diagram must include the street address, city, state, and zip.

Street Address:  City:  State:

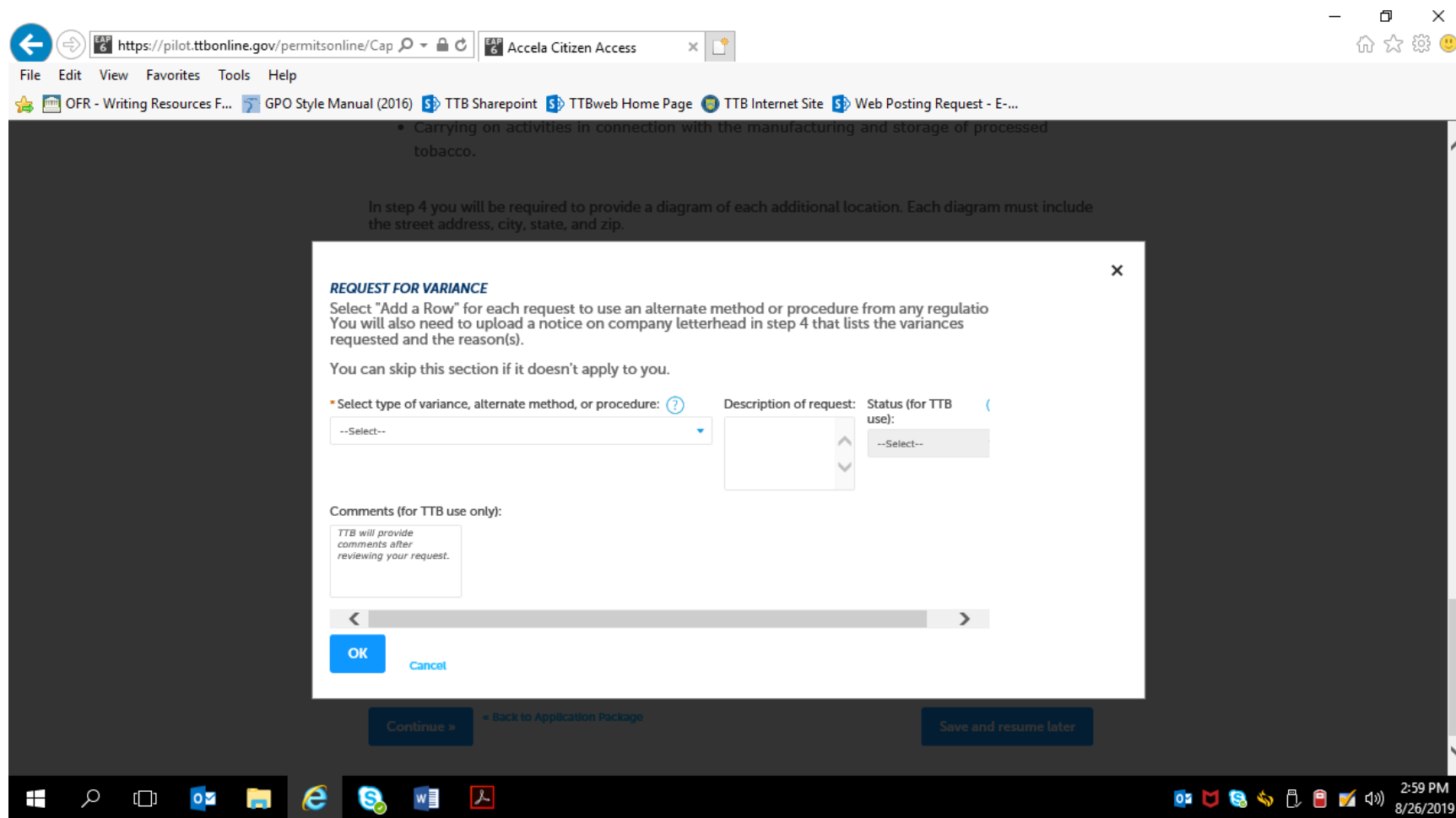
Zip Code:

Is this location used as a central repository for records related to this operation?  Yes  No

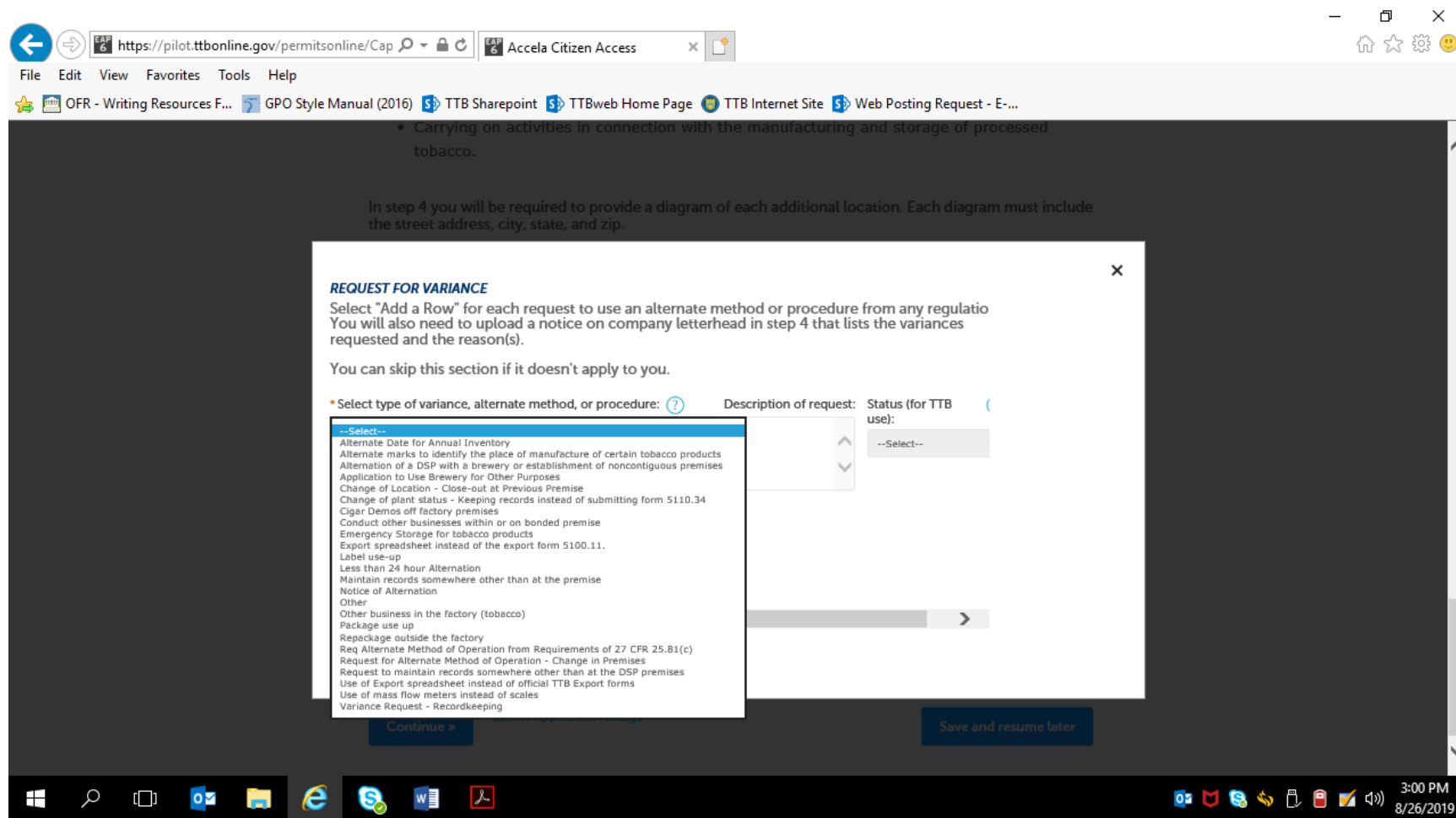
Screen continues:



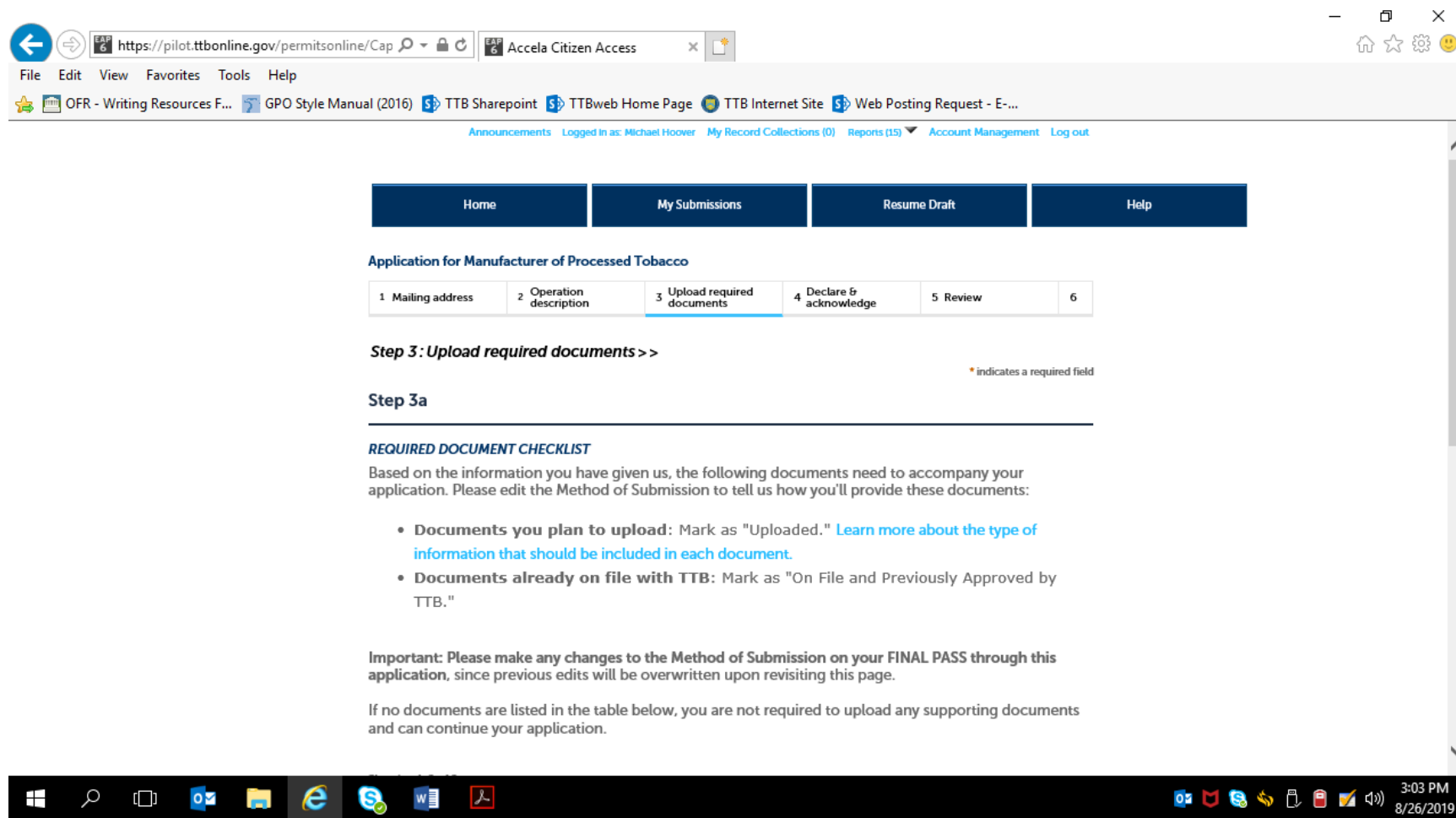
If Requests for Variances are required, applicants will see and complete this screen:



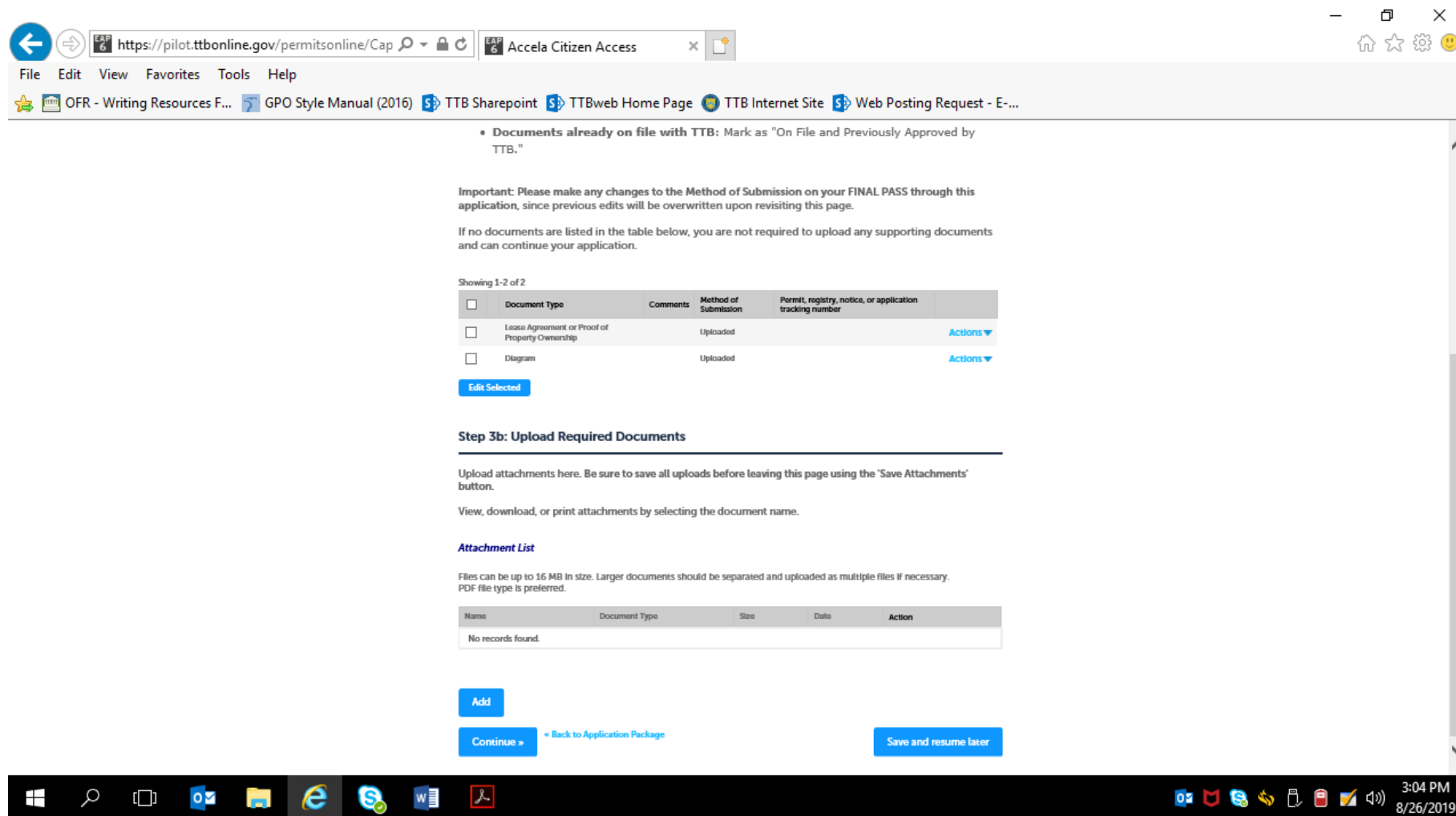
The Types of variances, alternative methods, or procedures are:



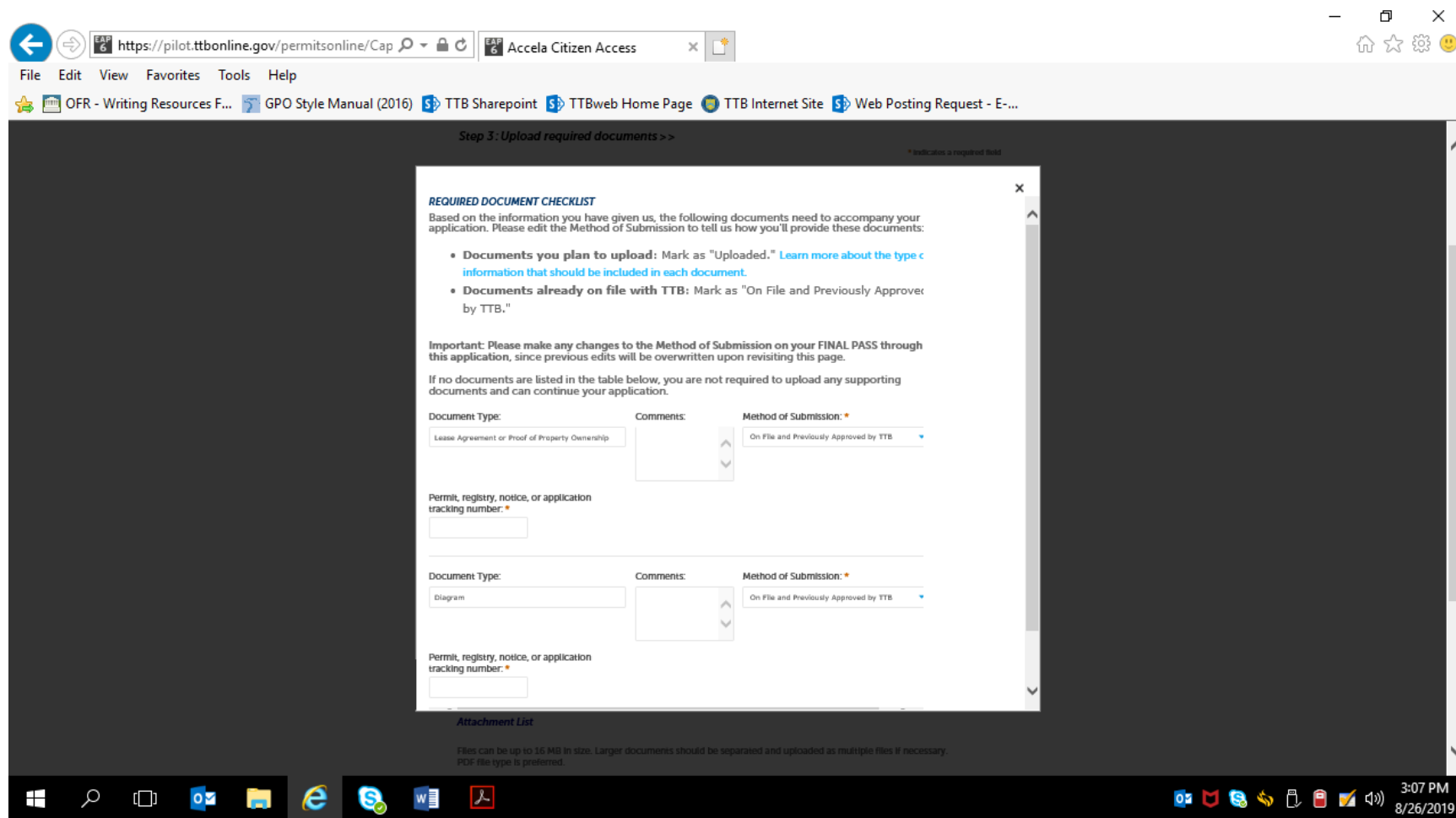
Selecting “continue” at the bottom of the Step 2a screen results in:



Screen continues:

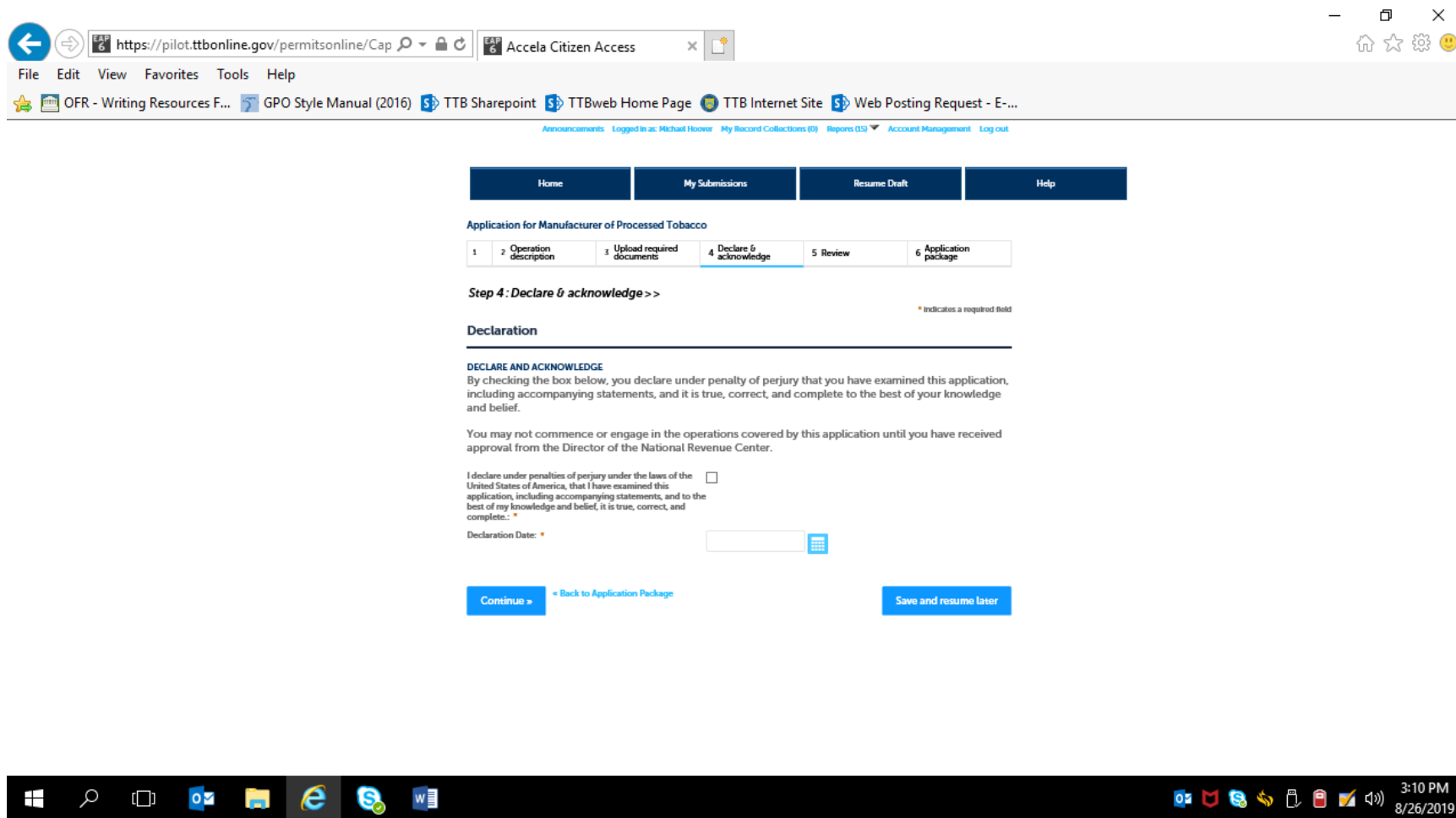


Uploading Required Documents screen:

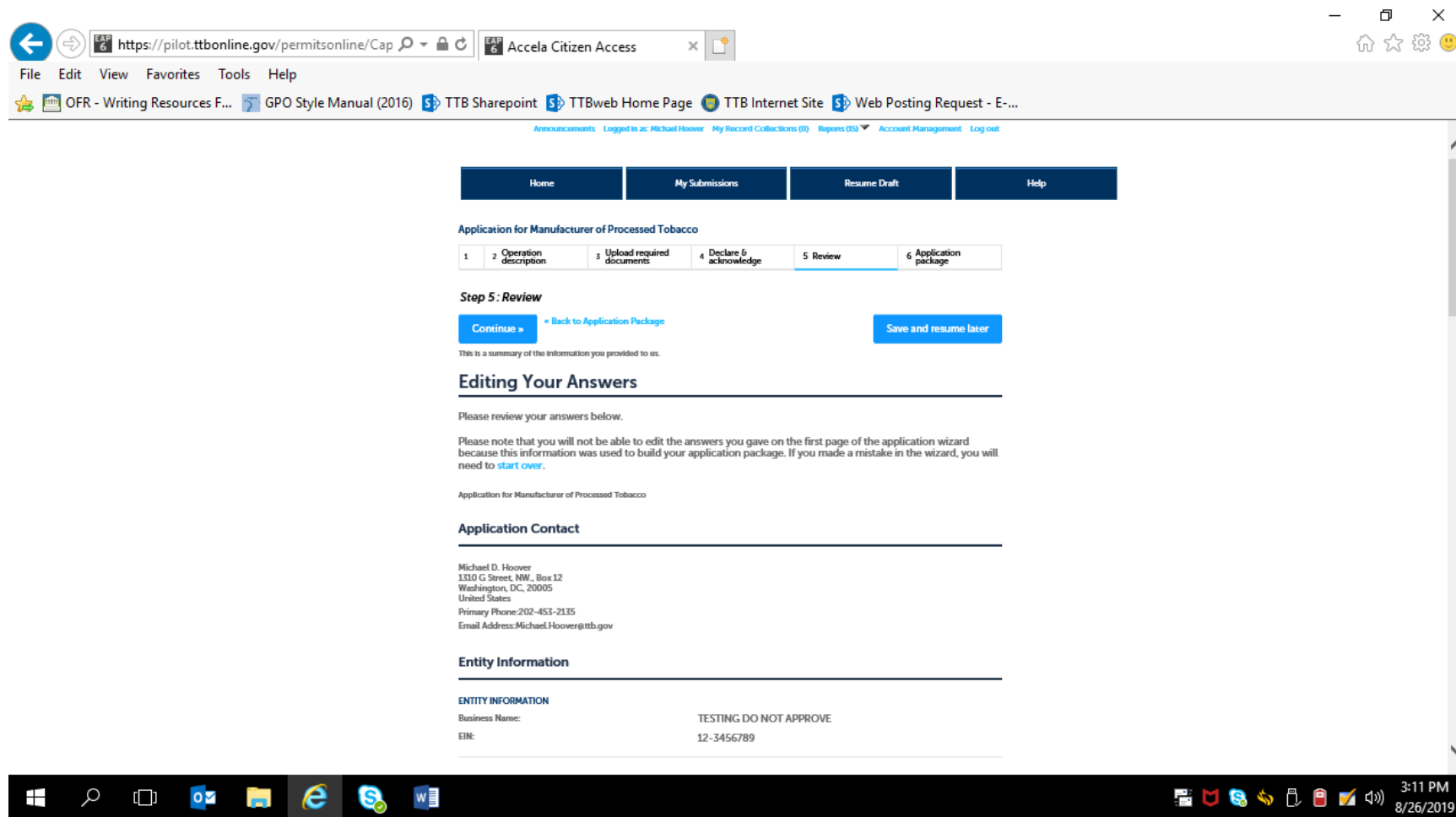




Step 4 - Declare and acknowledge:



Step 5: Review:



Review screen continues:

REQUIRED DOCUMENT CHECKLIST

Document Type	Comments	Method of Submission	Permit, registration number
Lease Agreement or Proof of Property Ownership		On File and Previously Approved by TTB	123
Diagram		On File and Previously Approved by TTB	123

Step 3b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

**Attachment List**

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

**Declaration**

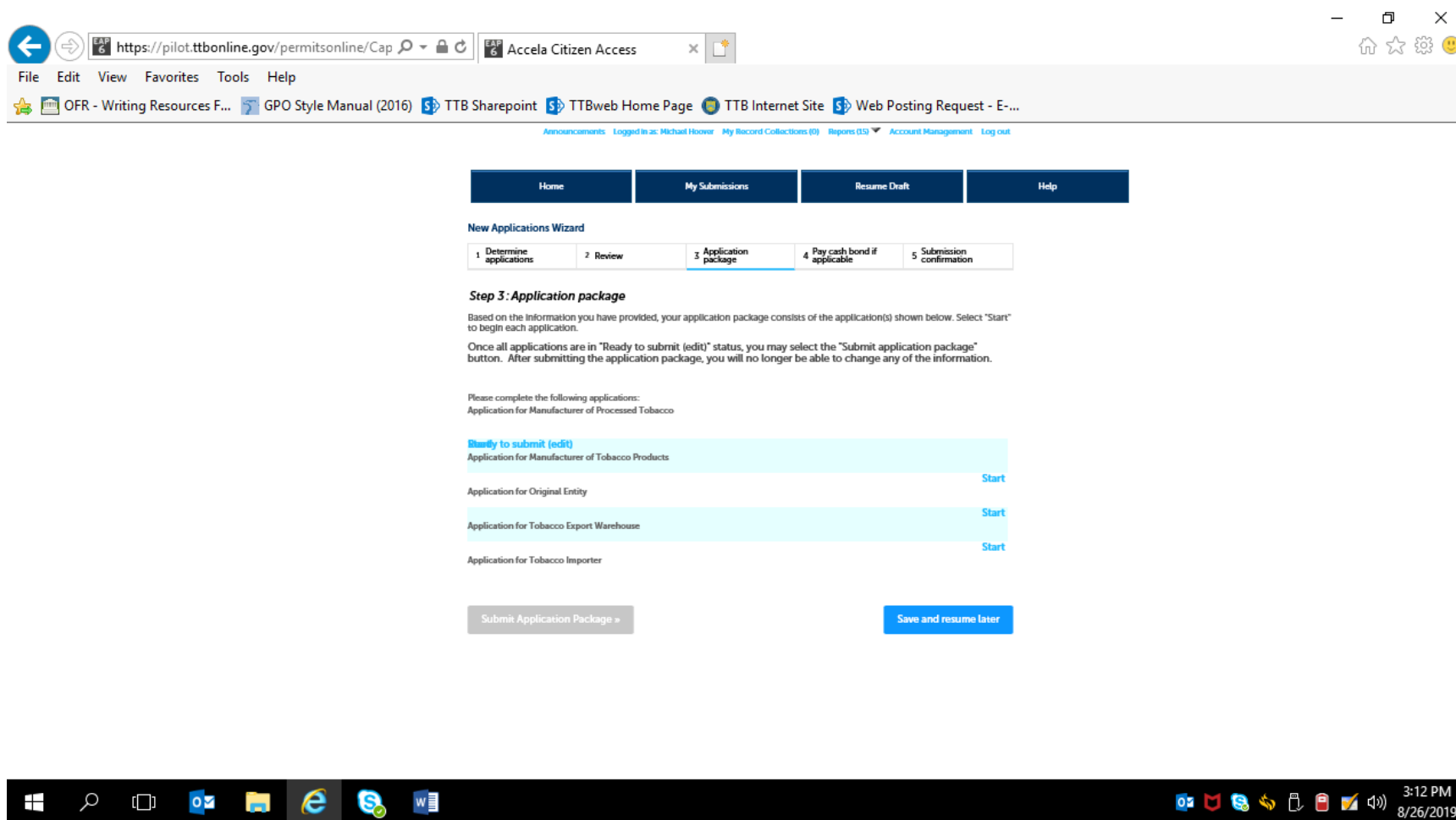
**DECLARE AND ACKNOWLEDGE**

I declare under penalties of perjury under the laws of the United States of America, that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. Yes

Declaration Date: 08/26/2019

Buttons: Continue, Back to Application Package, Save and resume later

If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.



## Screens for New Manufacturer of Tobacco Products Permit:

**Step 1: Mailing Address Screens** (These screens are the same for all new types of new tobacco industry permits; see pages 18 - 22 above). —

**Step 2: Operation Description Screens** —

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Cap/Cap>. The page title is "Application for Manufacturer of Tobacco Products". A progress bar at the top indicates the current step: 1 Mailing address, 2 Operation description (highlighted), 3 Environmental & bond info., 4 Upload required documents, 5 Declare & acknowledge, 6, and 7. Below the progress bar, the heading "Step 2: Operation description >>" is displayed. A note states "\* indicates a required field".

**Step 2a**

**DBA/OPERATING NAME**

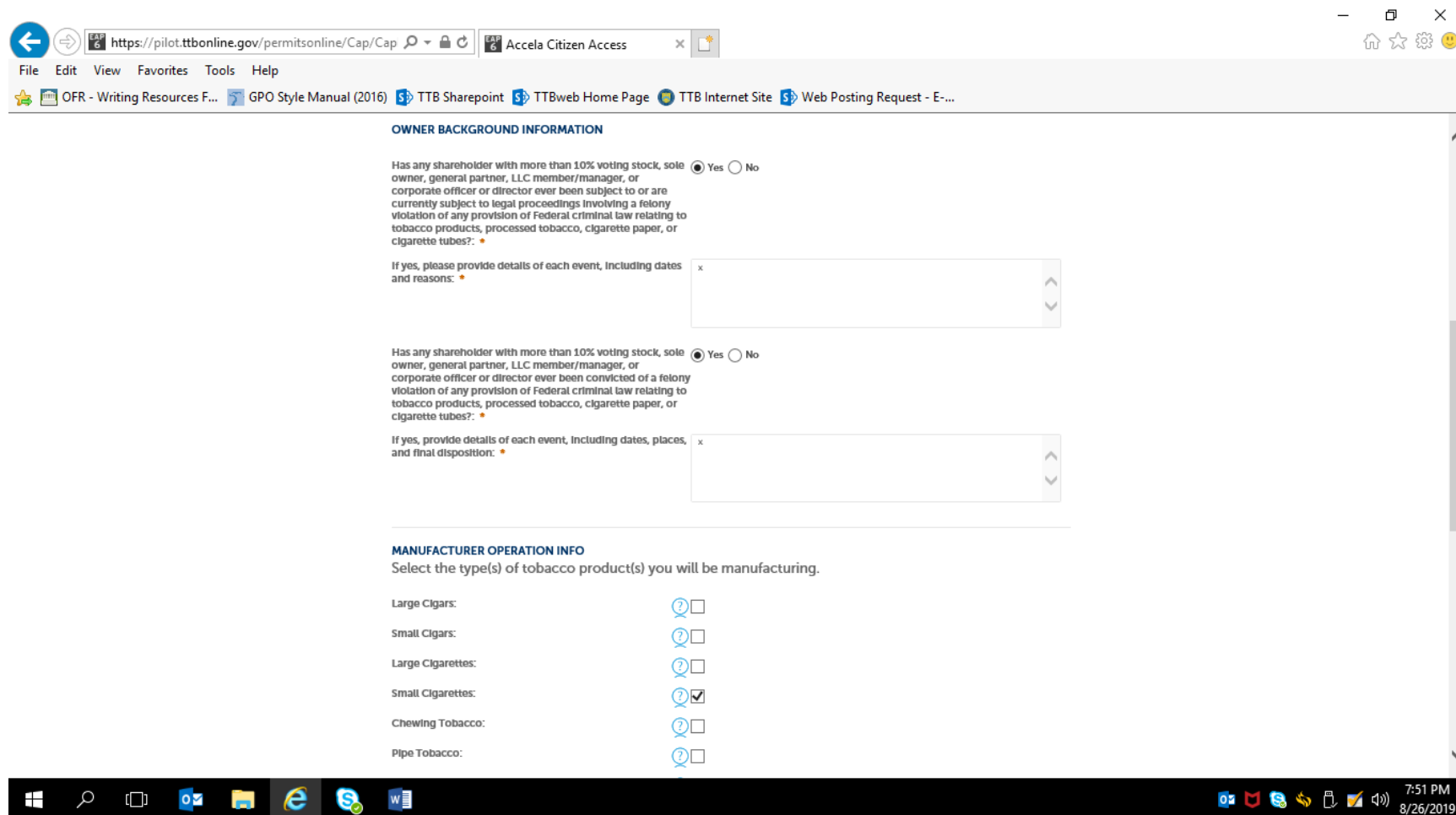
Doing Business As / Operating Name :

**REASON FOR THE APPLICATION**

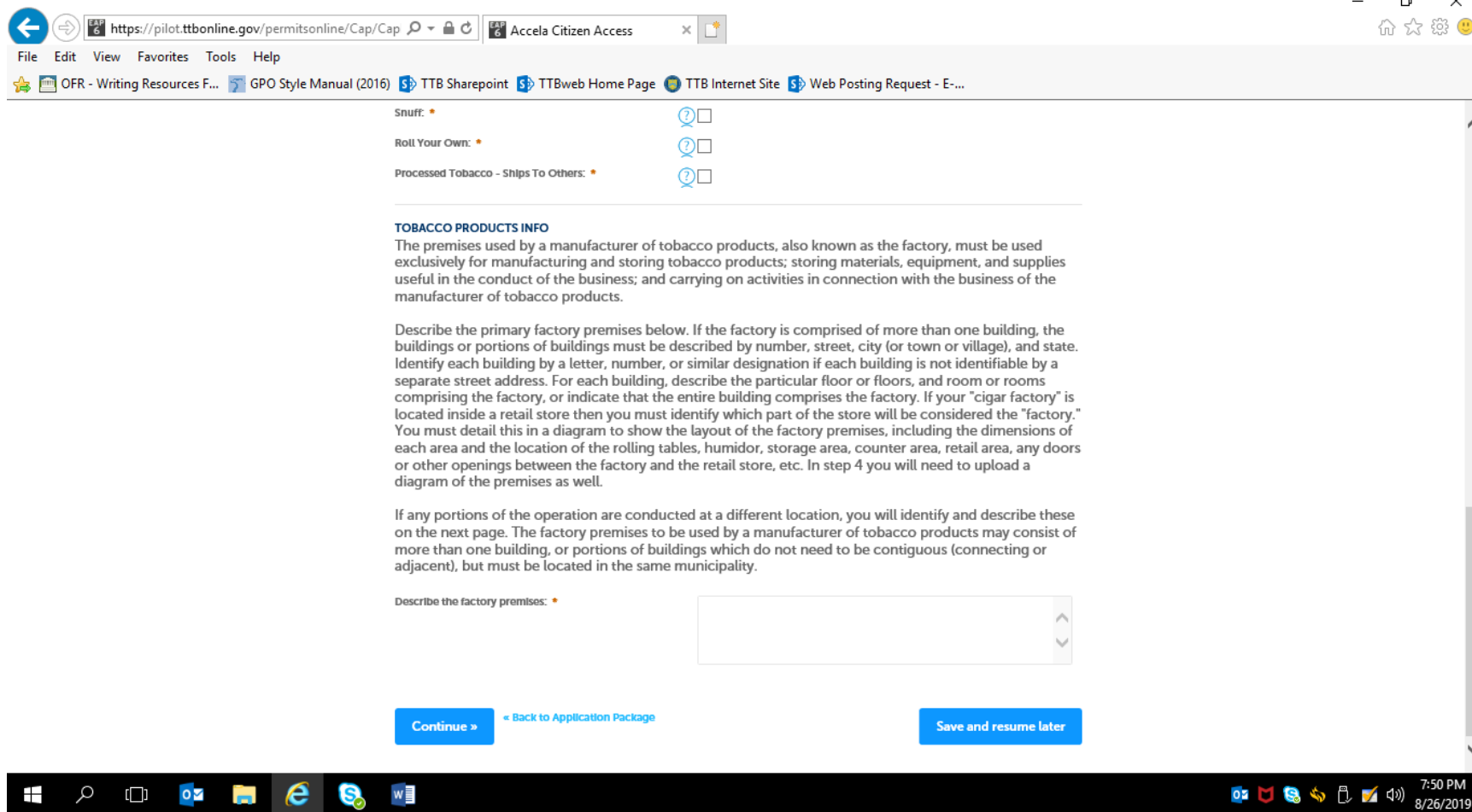
- New manufacturer of tobacco products: \*
- Out-of-state relocation: \*
- Change of proprietorship - ownership: \*
- Change of general partner(s): \*

**OWNER BACKGROUND INFORMATION**

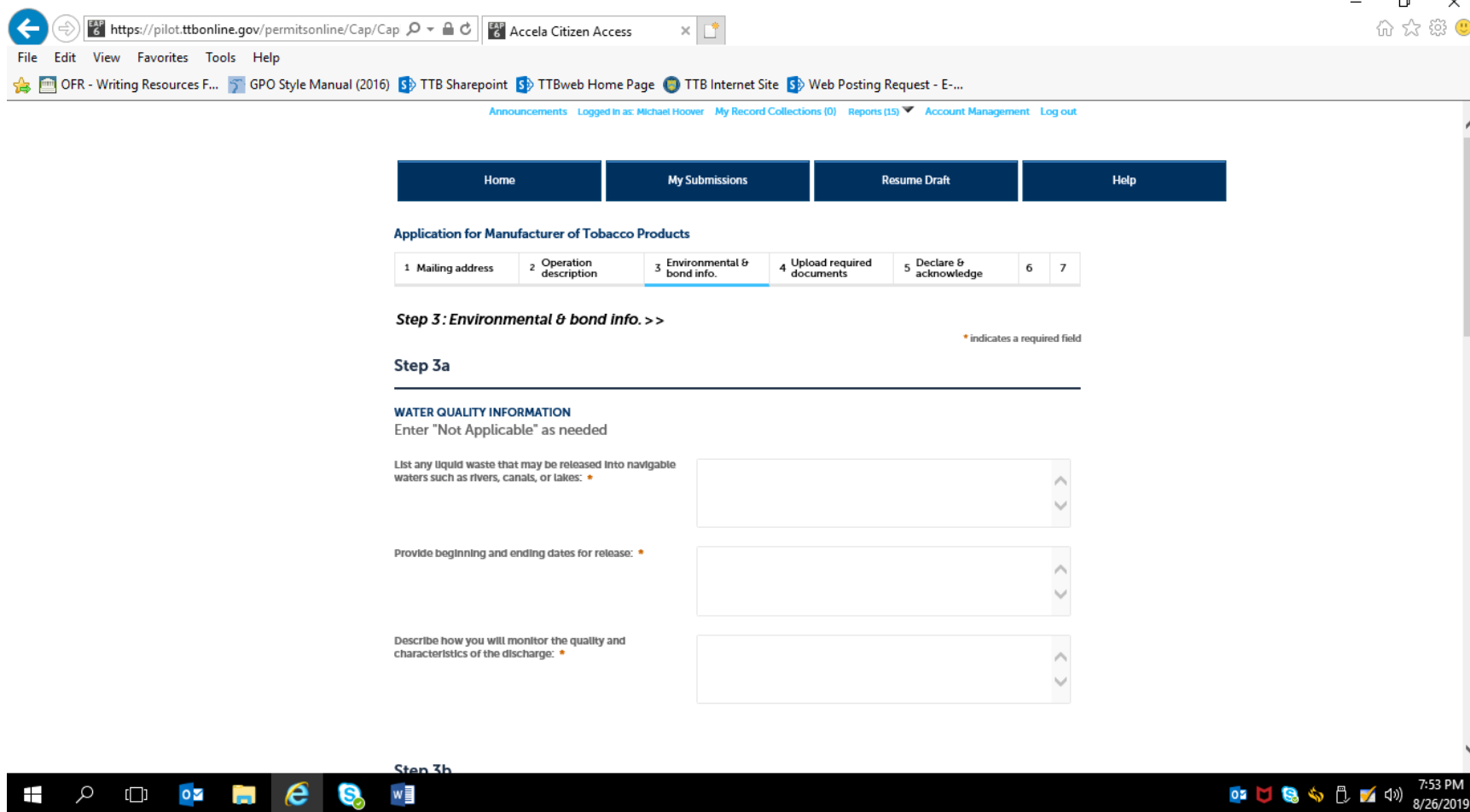
Has any shareholder with more than 10% voting stock, sole owner, general partner, LLC member/manager, or corporate officer or director ever been subject to or are currently subject to legal proceedings involving a felony?  Yes  No



Note: Selection of the type(s) of tobacco products to be manufactured does not change of the following screens.



PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



NOTE: Step 3a, Water Quality Information, approved under OMB No. 1513-0023.



Browser address bar: <https://pilot.ttonline.gov/permitonline/Cap/Cap>

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### Step 3b

#### NON-CONTIGUOUS LOCATIONS

If any part of your operation will take place at a location that is not adjacent to the premises location, select "Add a Row" for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary premises (in miles)	Description of proposed Operation(s)
No records found.			

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

#### TOBACCO BOND

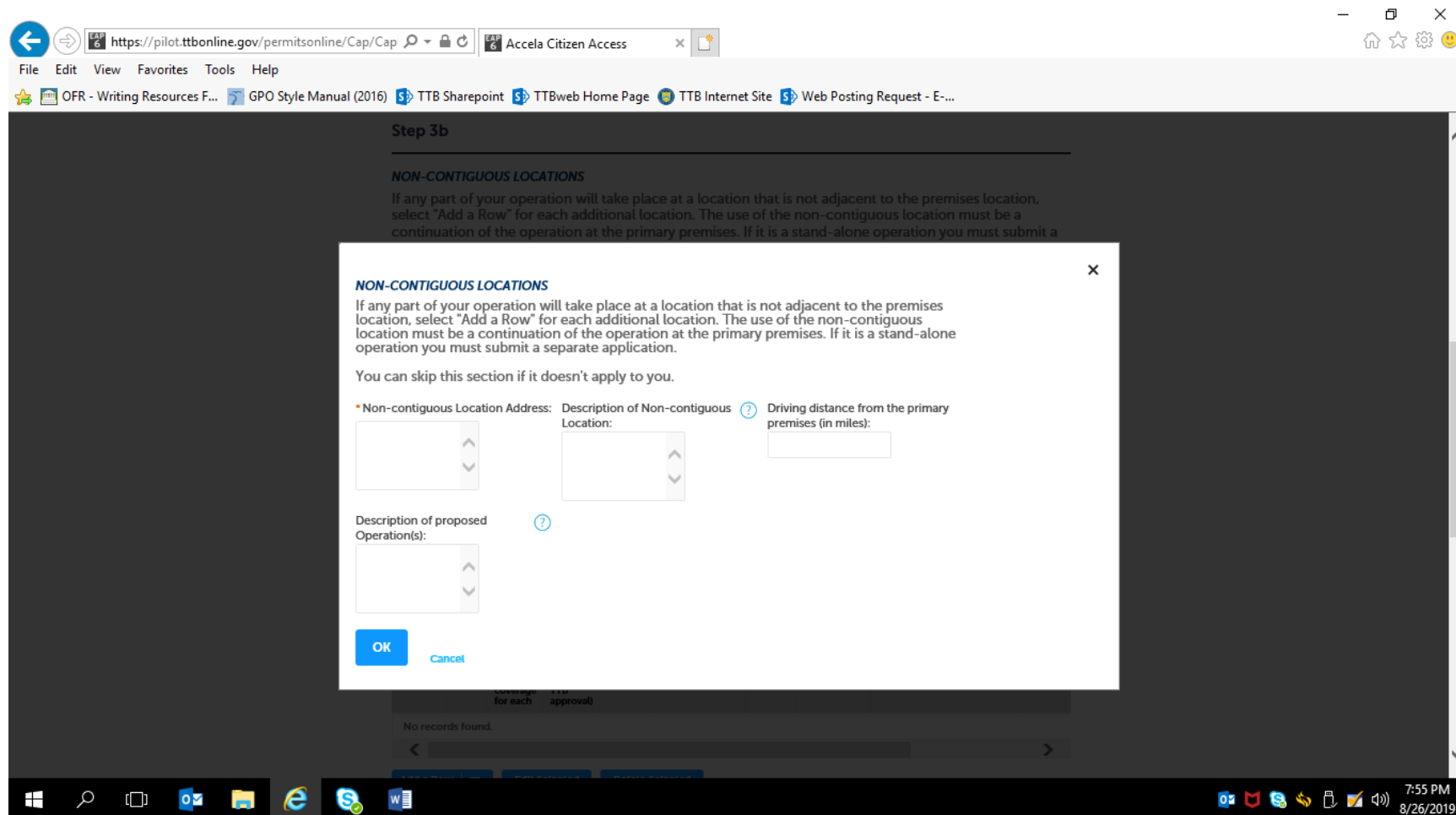
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

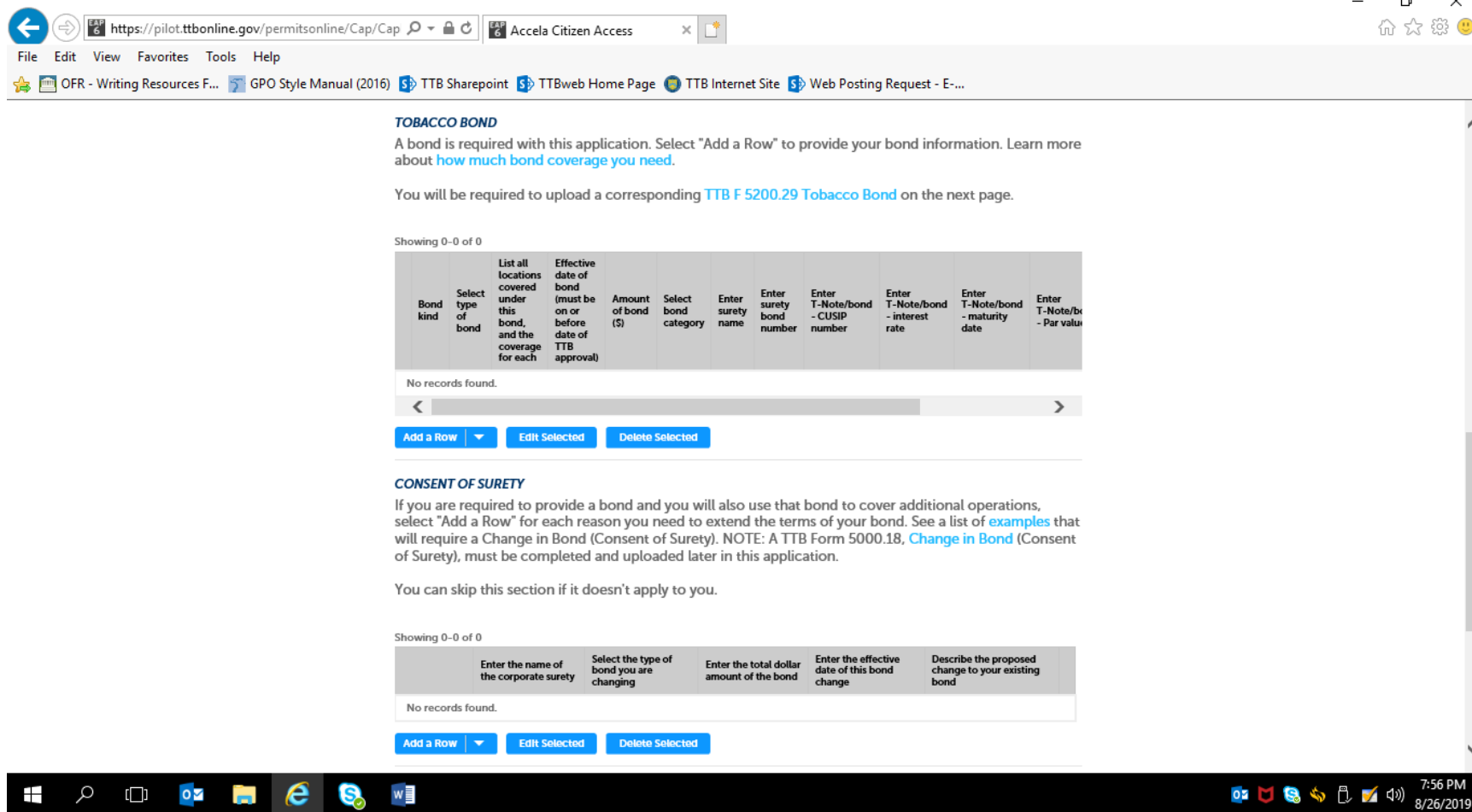
You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Bond kind	Select type of bond	List all locations covered under this bond, and the coverage for each	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	Select bond category	Enter surety name	Enter surety bond number	Enter T-Note/bond - CUSIP number	Enter T-Note/bond - interest rate	Enter T-Note/bond - maturity date	Enter T-Note/bond - Par value
No records found.											

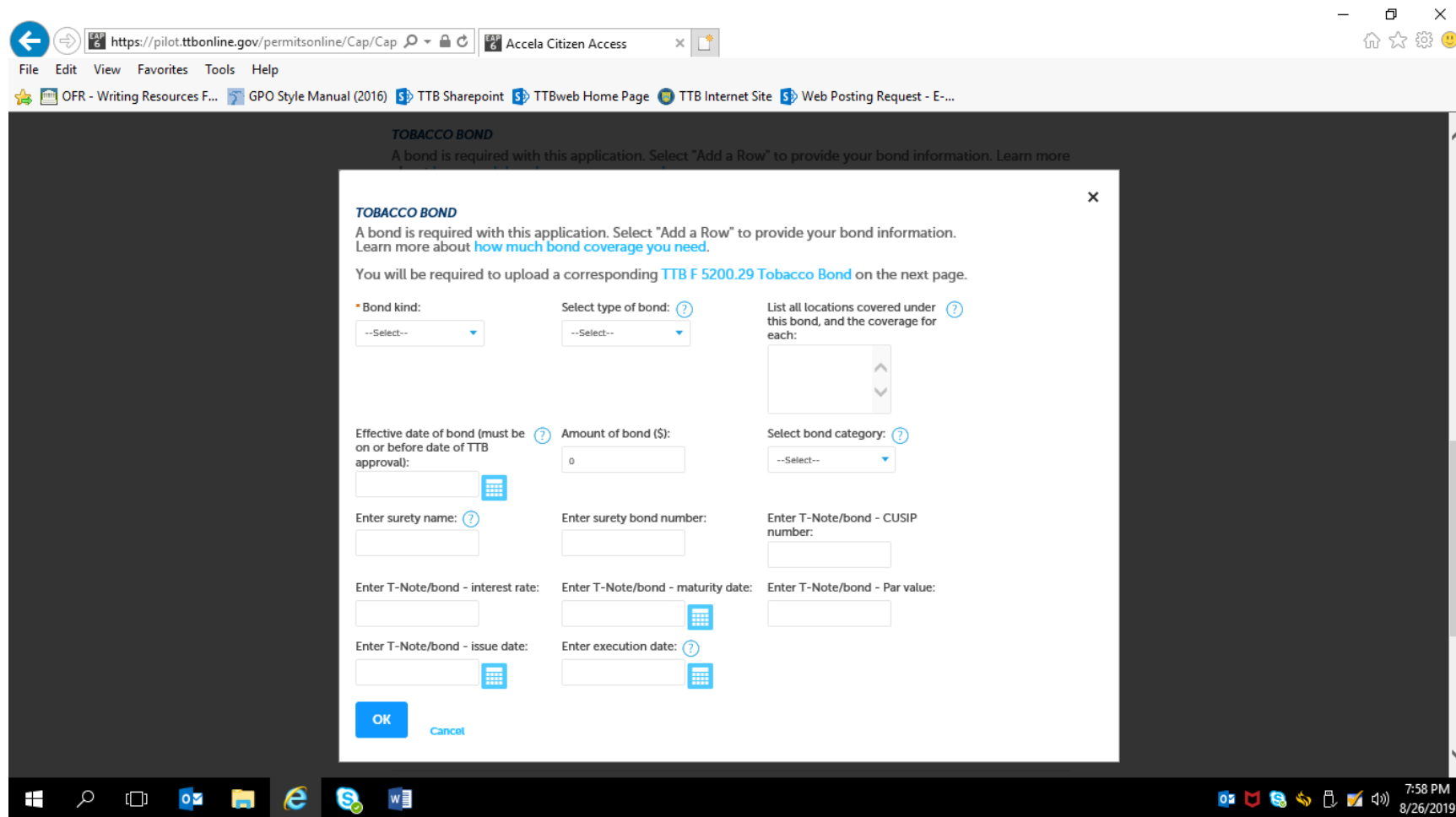
If non-contiguous location information is needed, the applicant will see this screen:



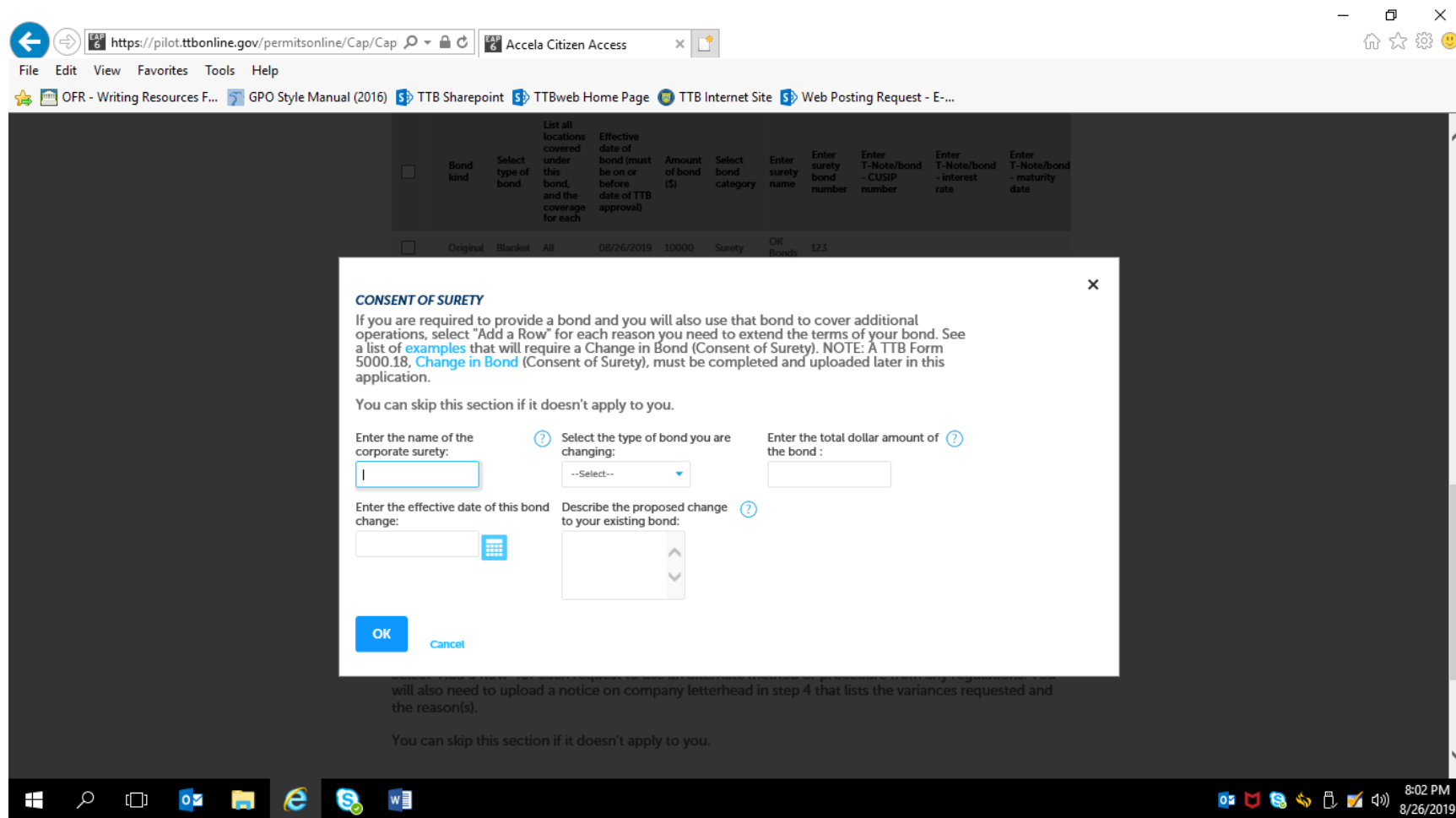


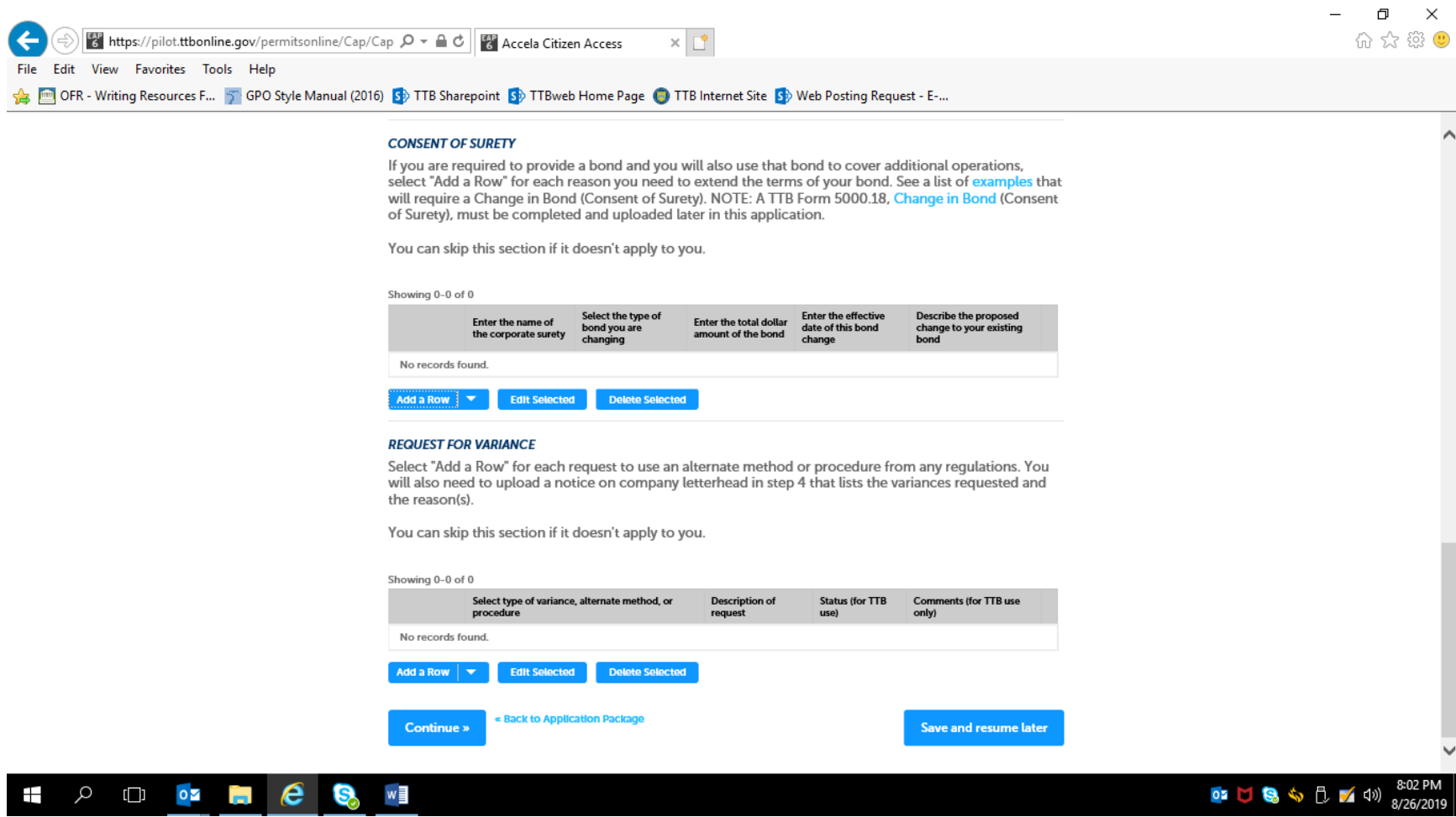
NOTE: Tobacco Bond information collection approved under OMB No. 1513-0103; Consent of Surety information collection approved under OMB No. 1513-0013.

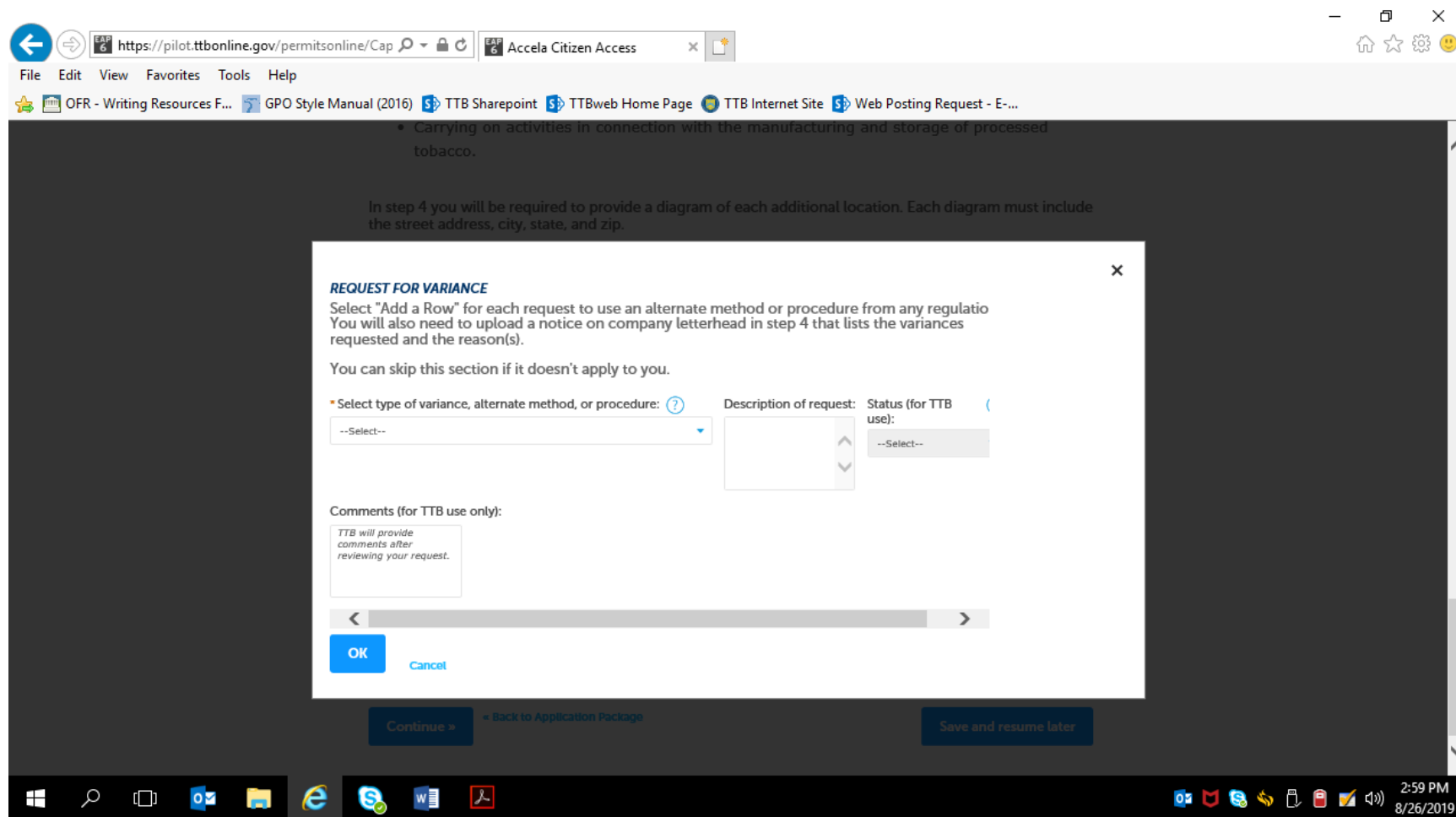
If Tobacco Bond information needed, the applicant completes this screen:



If Consent of Surety information needed, the applicant completes this screen:







PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

Step 4: Upload Required Documents —

https://pilot.ttbonline.gov/permitonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

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Application for Manufacturer of Tobacco Products

1	2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7
---	-------------------------	------------------------------	-----------------------------	-------------------------	----------	---

**Step 4: Upload required documents >>**

\* indicates a required field

**Step 4a**

**REQUIRED DOCUMENT CHECKLIST**

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

**Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.**

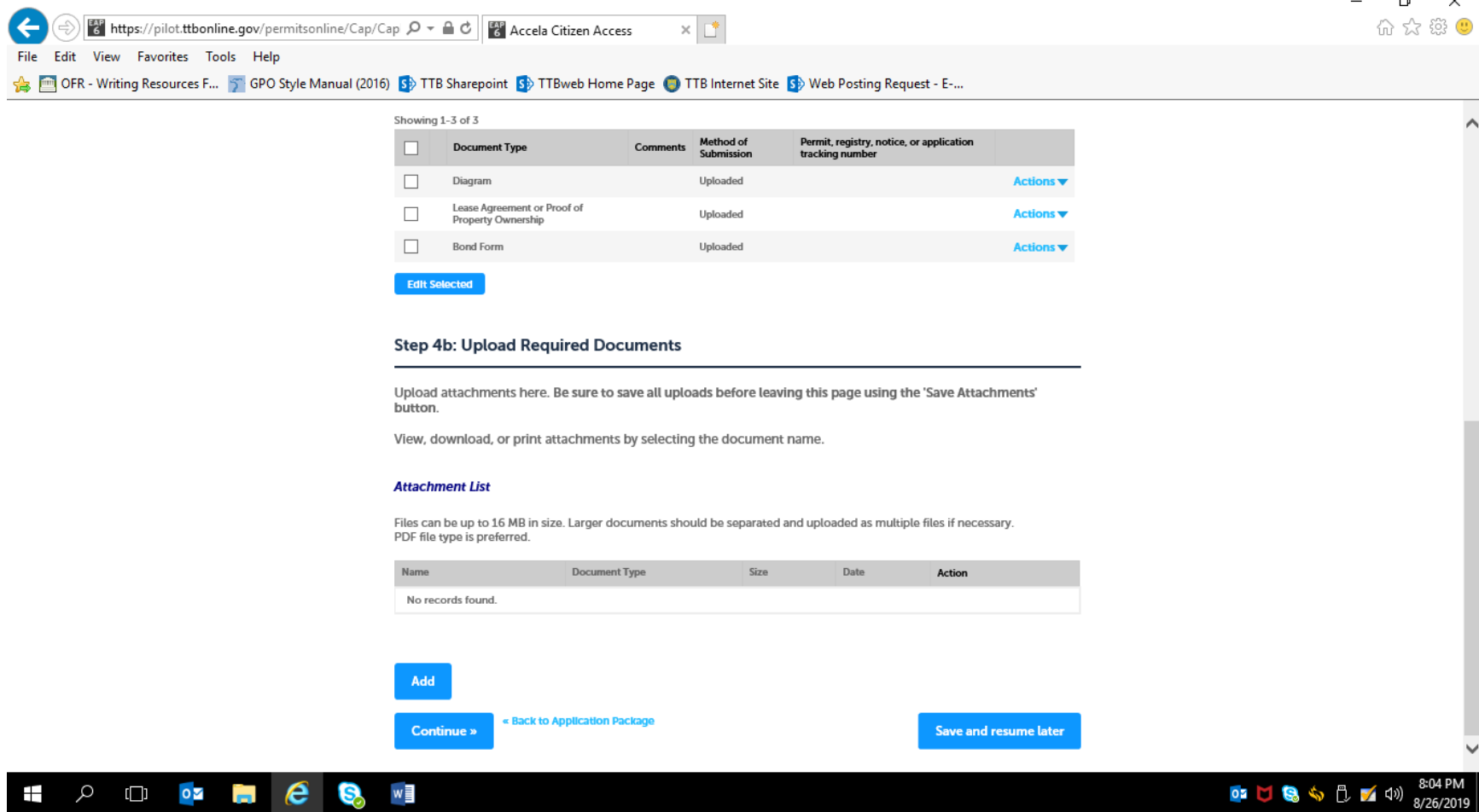
If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number
--------------------------	---------------	----------	----------------------	--

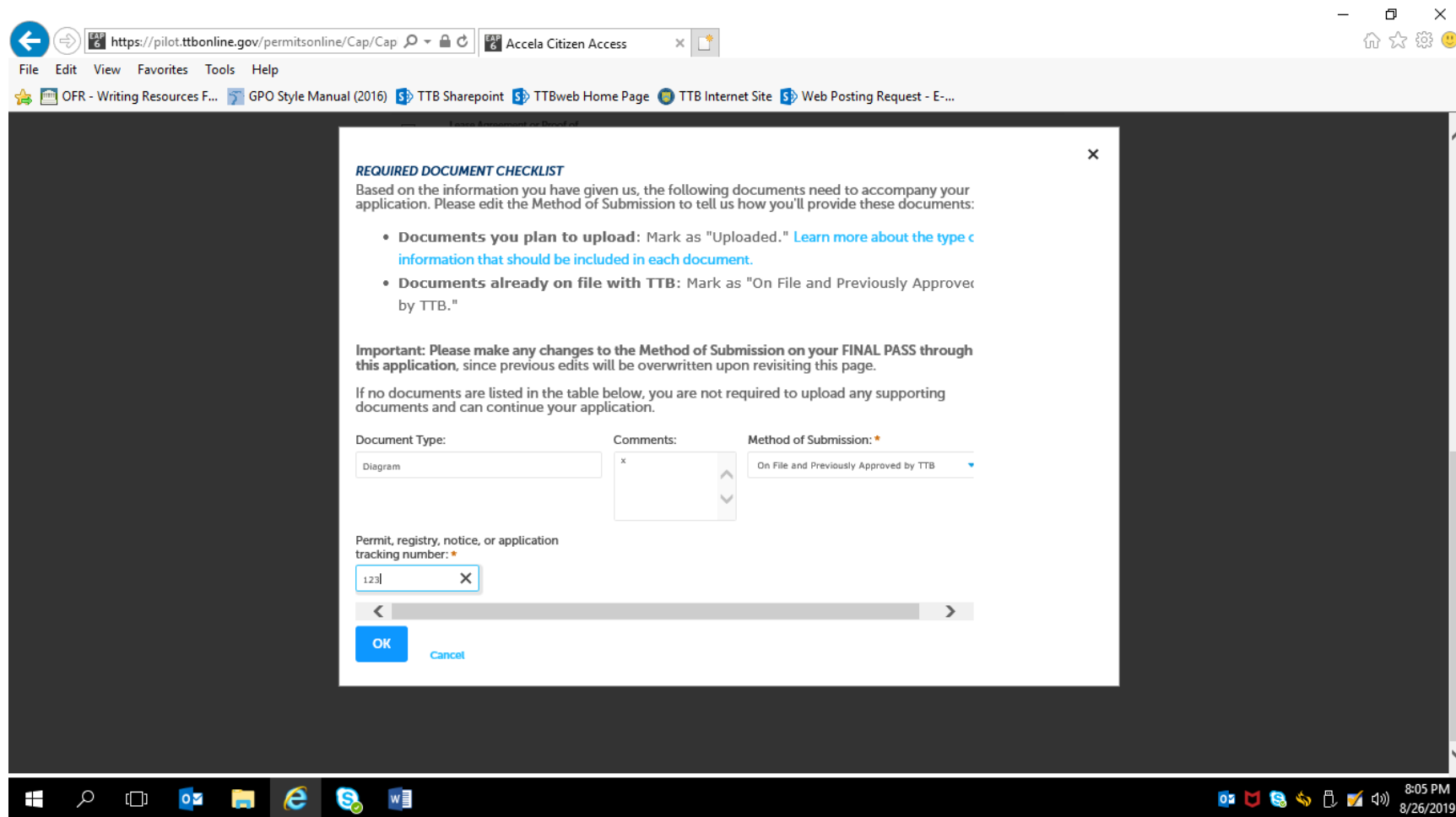
Windows taskbar: 8:04 PM 8/26/2019



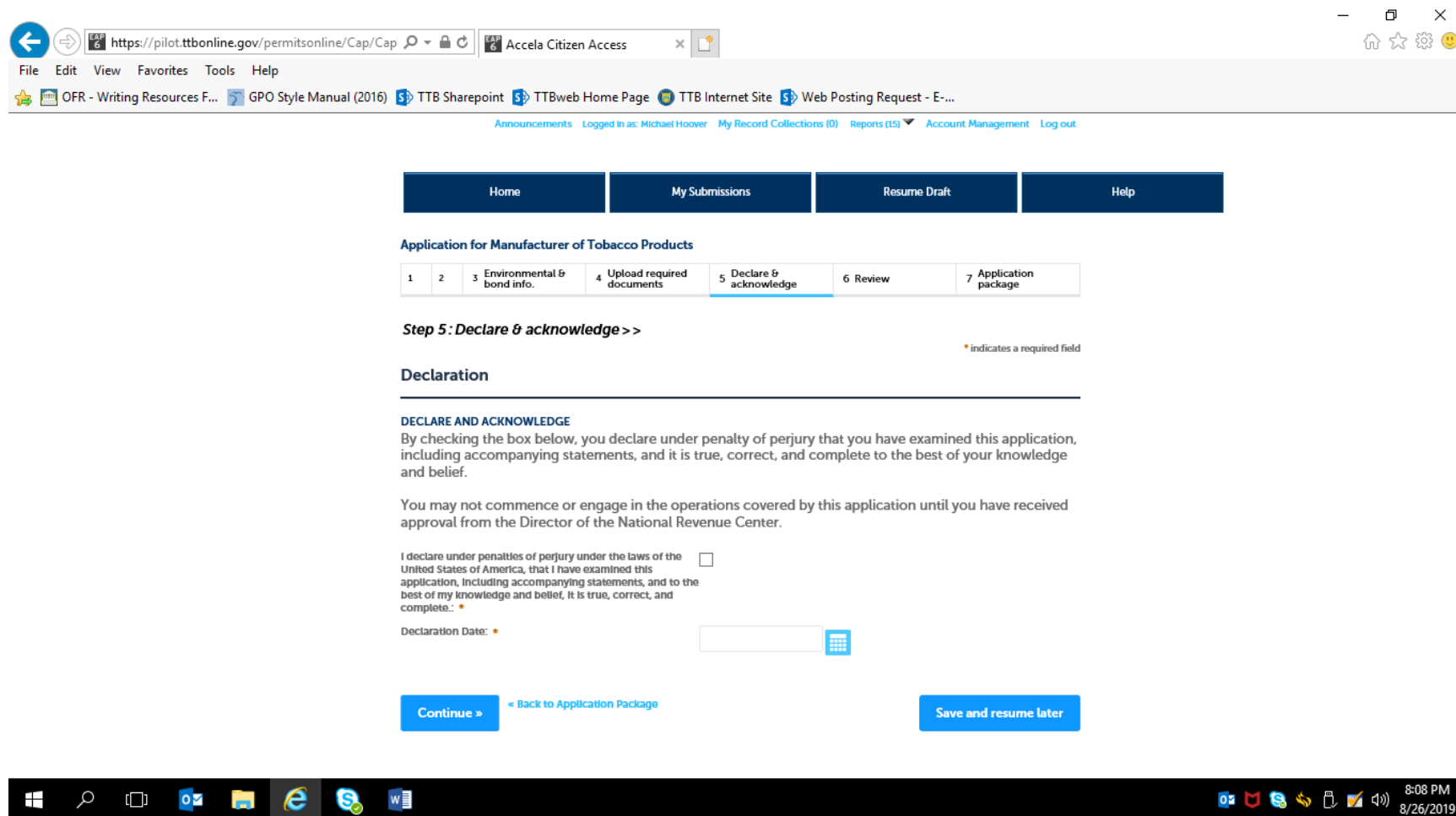


PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

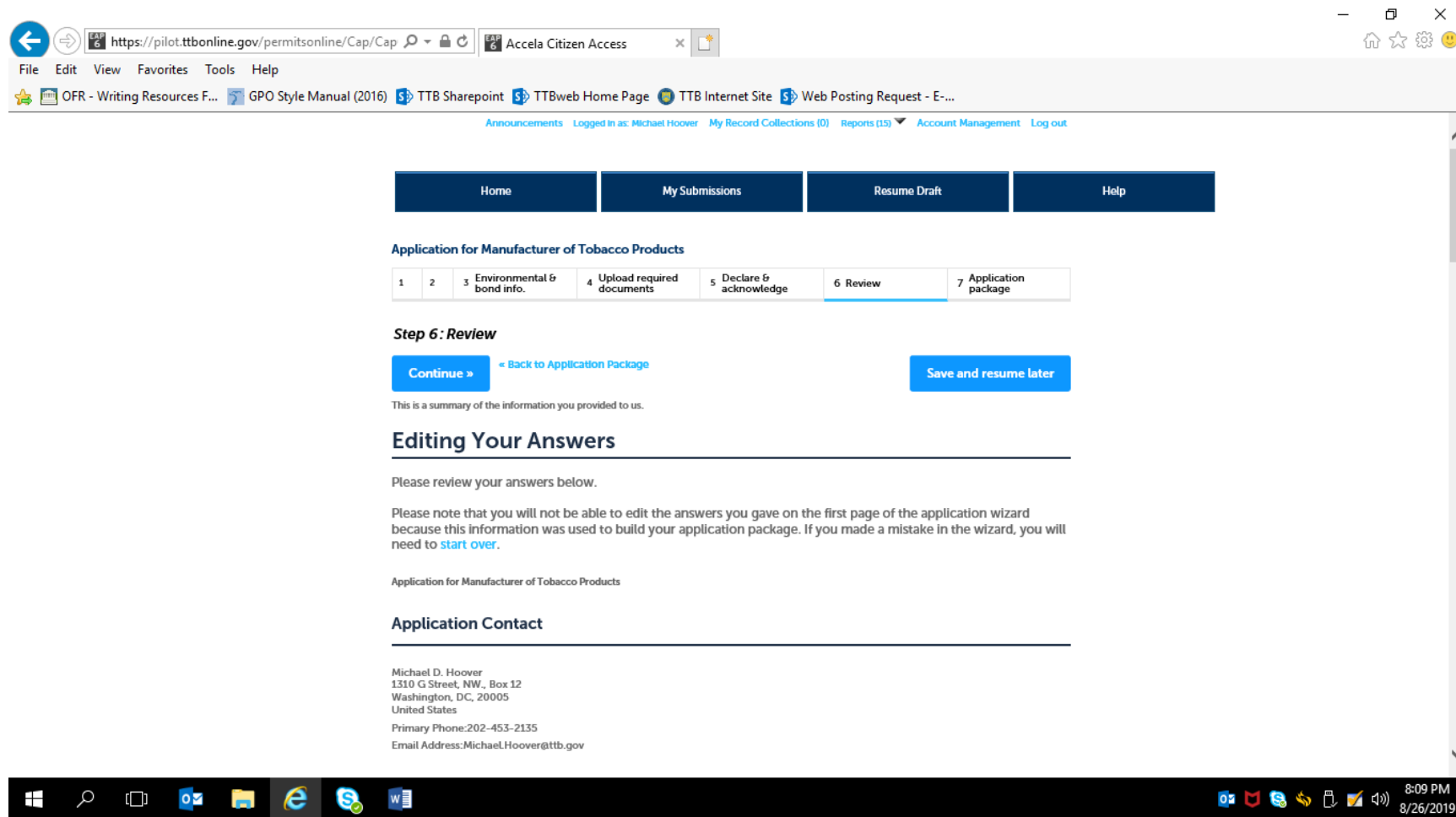
Example of Uploading Document sub-screen:



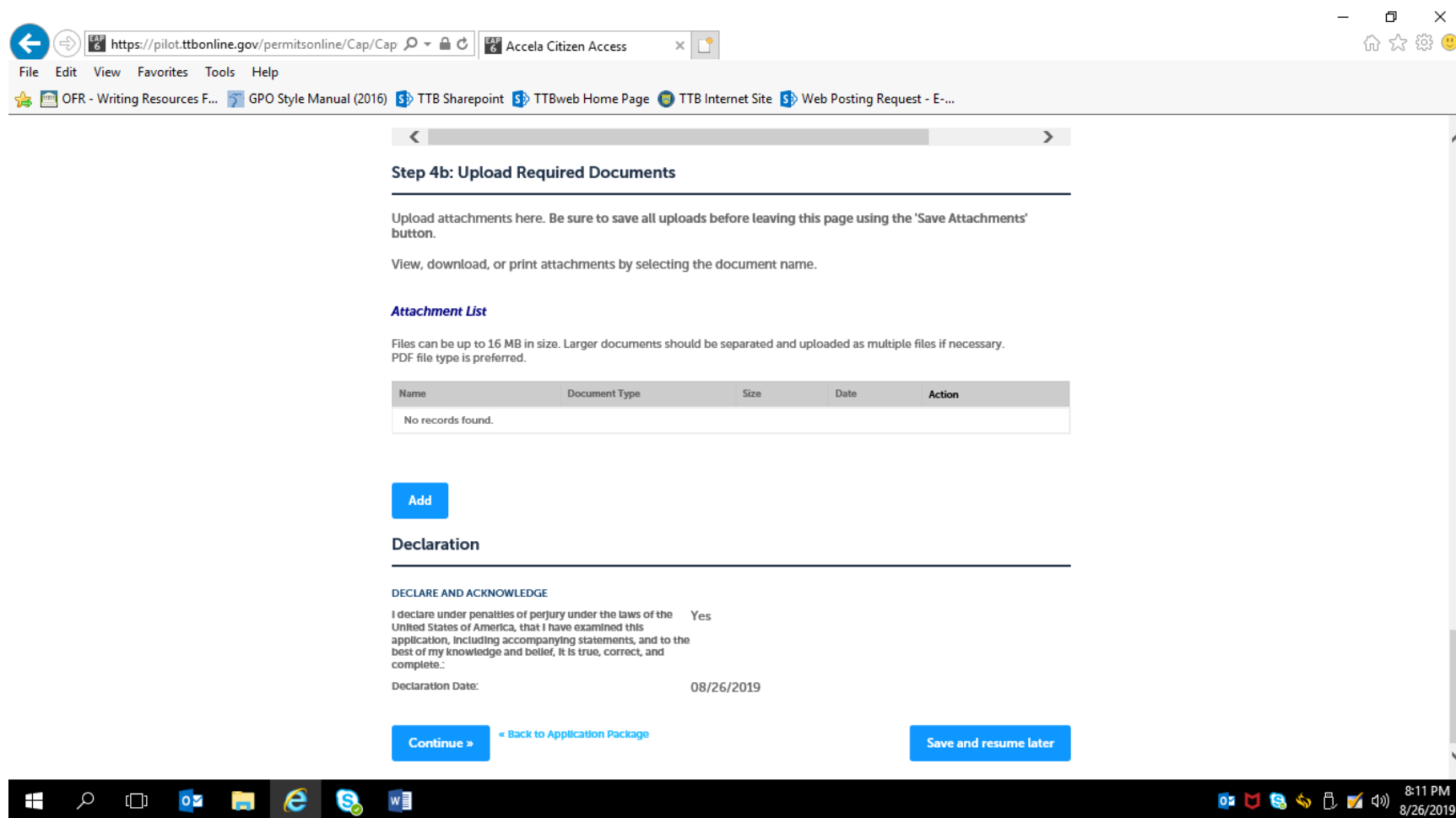
After uploading any required documents and clicking “Continue” in Step 4, the applicant goes on to —  
Step 5: Declare and Acknowledge —



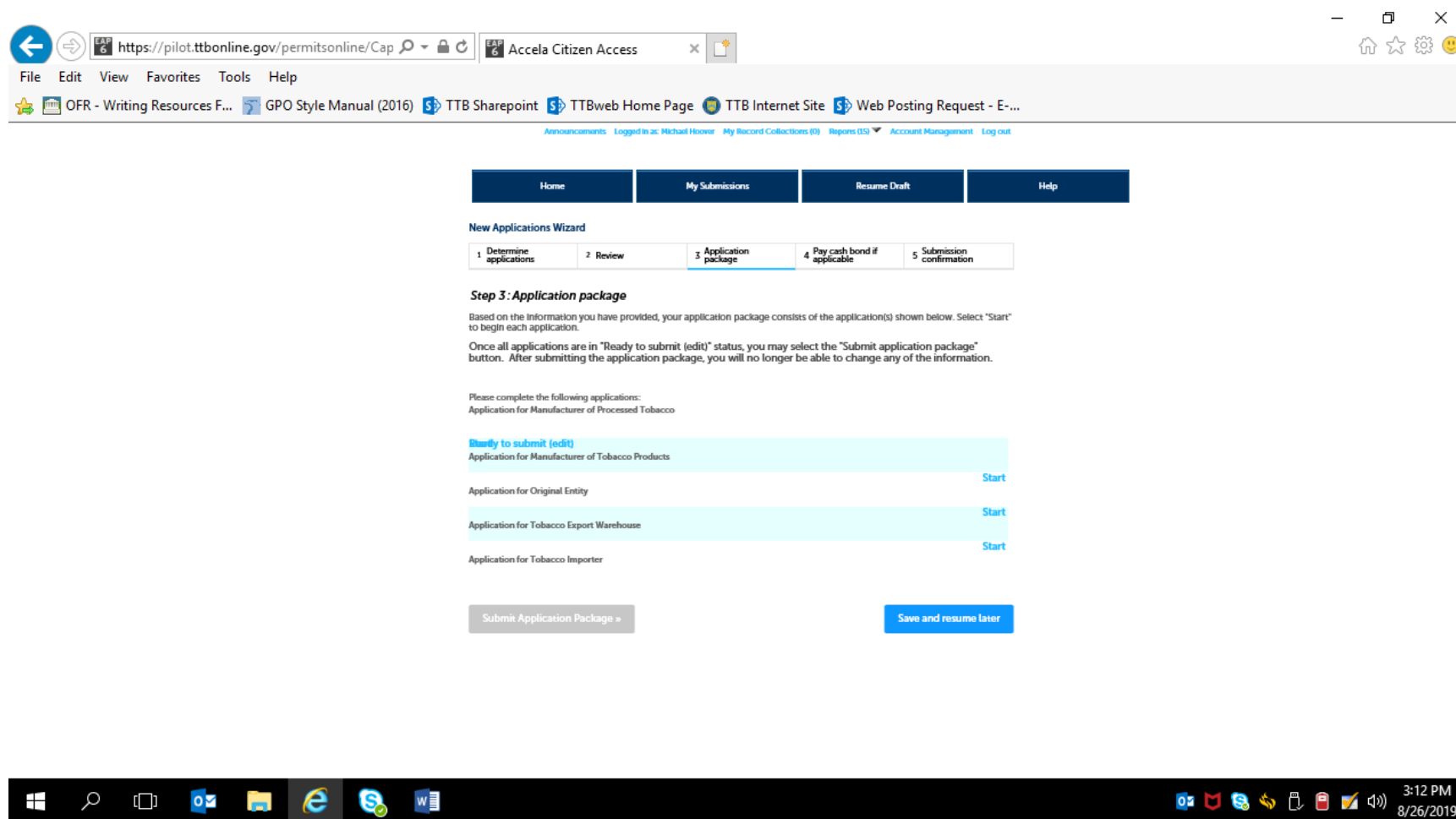
Step 6: Review —



Review screens continue; applicant may make edits to the provided information, and then clicks “Continue” at the bottom of Step 6 when the review is complete:



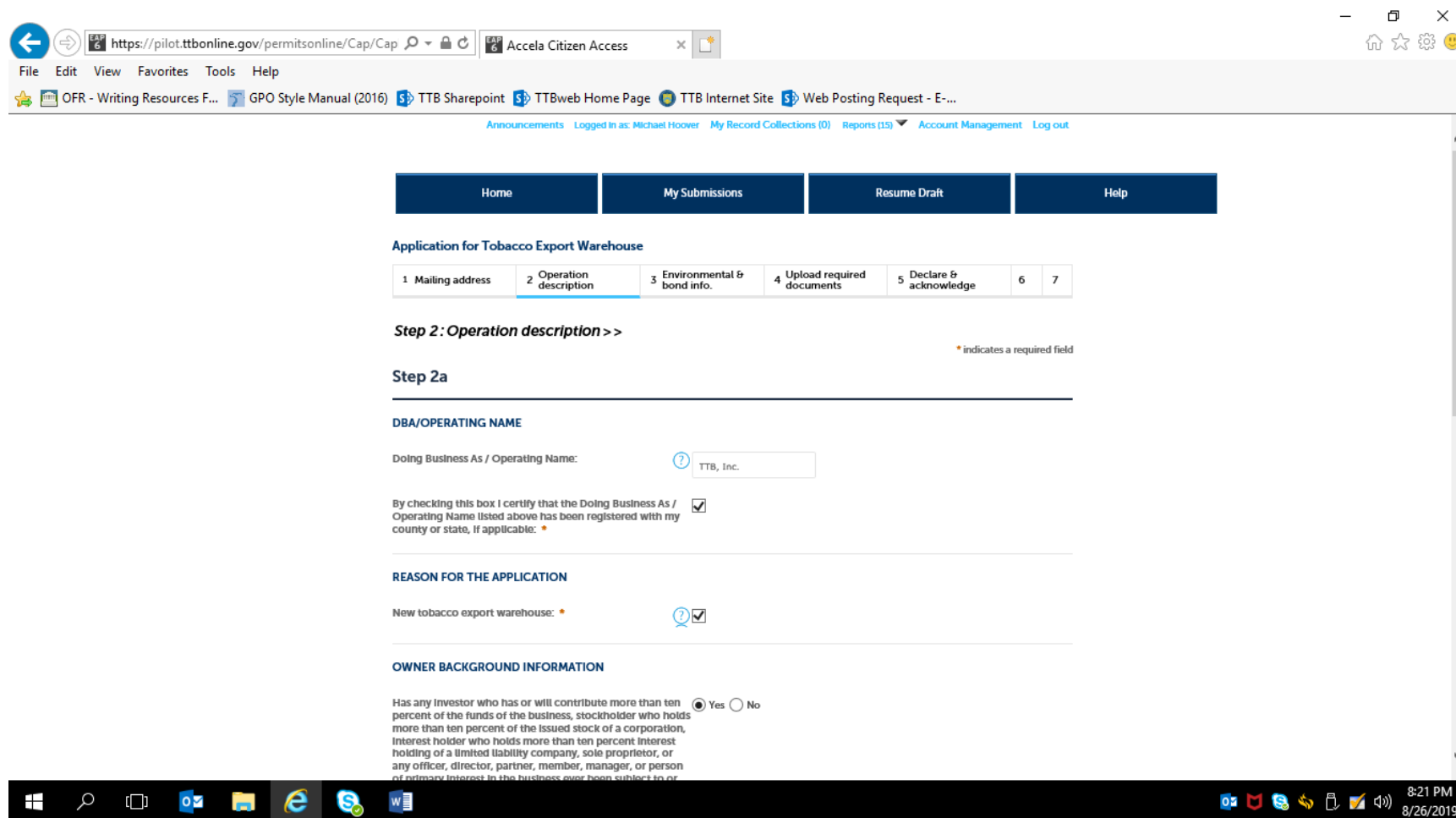
If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.

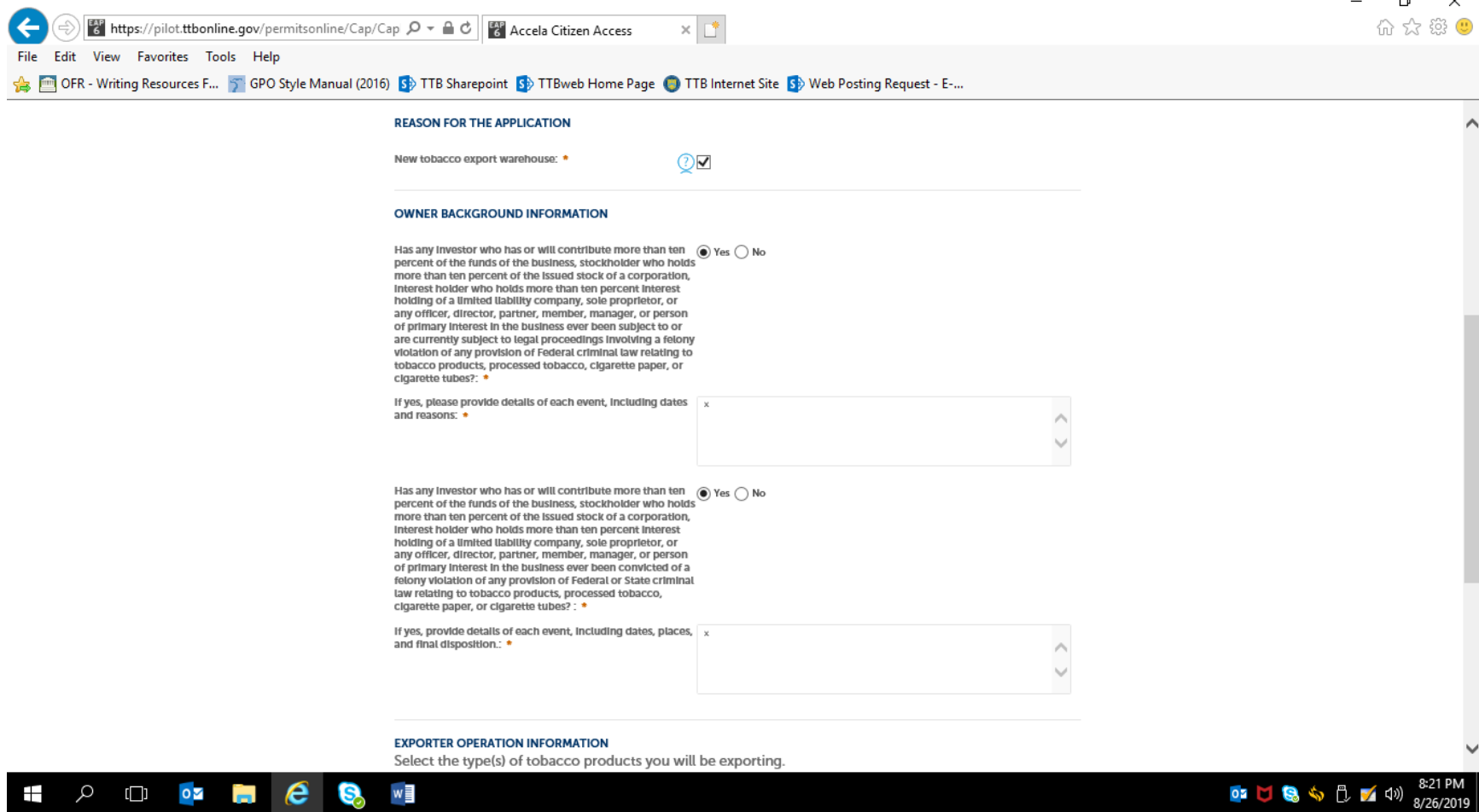


## Screens for New Tobacco Export Warehouse Permit:

**Step 1: Mailing Address Screens** (These screens are the same for all new types of new tobacco industry permits; see pages 18 - 22 above). —

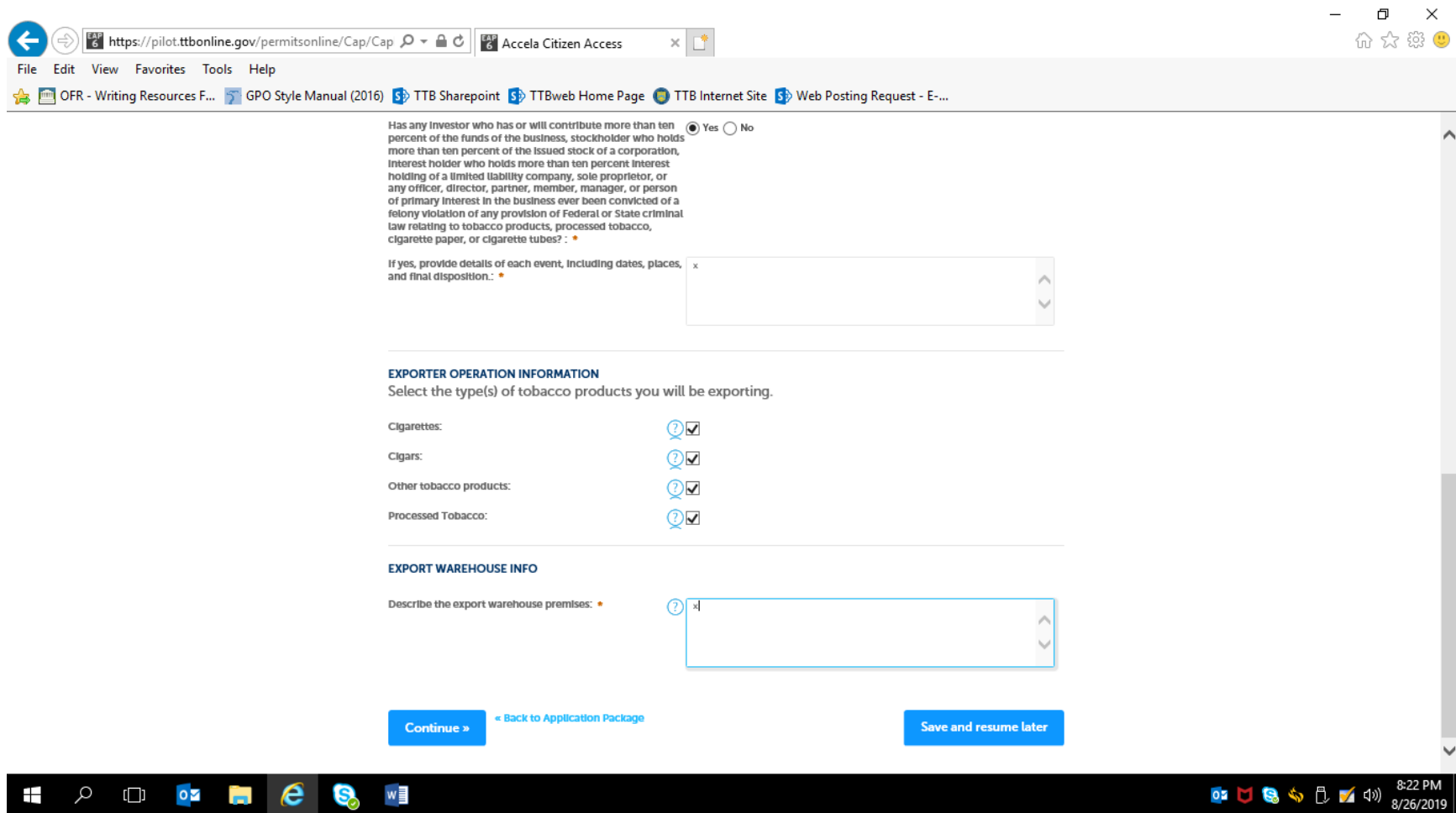
**Step 2: Operation Description Screens** —





PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019





NOTE: Checking the various types of tobacco products to be exported does NOT change the data collected on the following screens.

https://pilot.ttonline.gov/permitsonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

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Application for Tobacco Export Warehouse

1 Mailing address 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 7

Step 3: Environmental & bond info. >>

\* indicates a required field

Step 3a

**NON-CONTIGUOUS LOCATIONS**

If any part of your operation will take place at a location that is not adjacent to the premises location, select "Add a Row" for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary premises (in miles)	Description of proposed Operation(s)
No records found.			

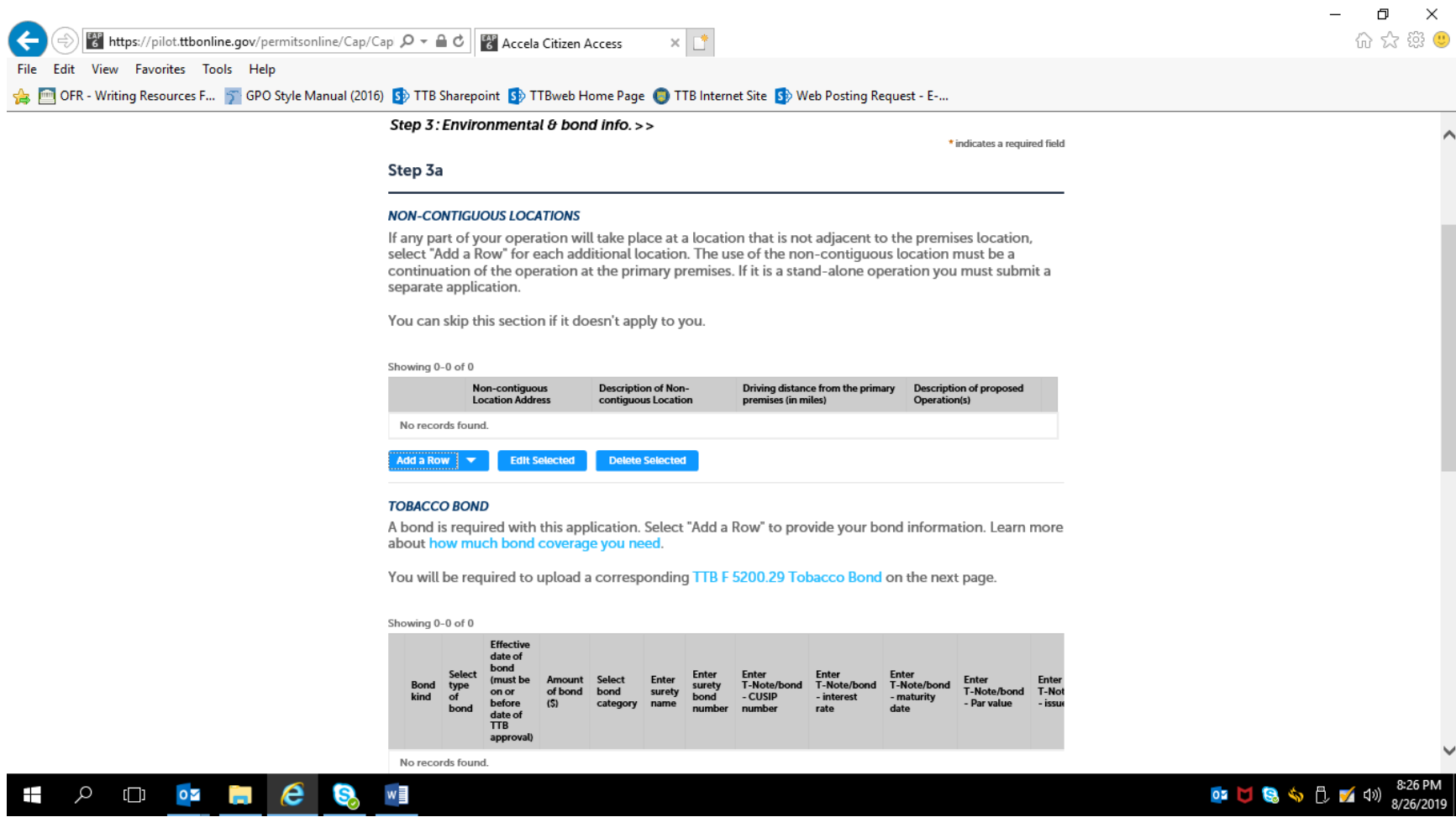
Add a Row Edit Selected Delete Selected

**TOBACCO BOND**

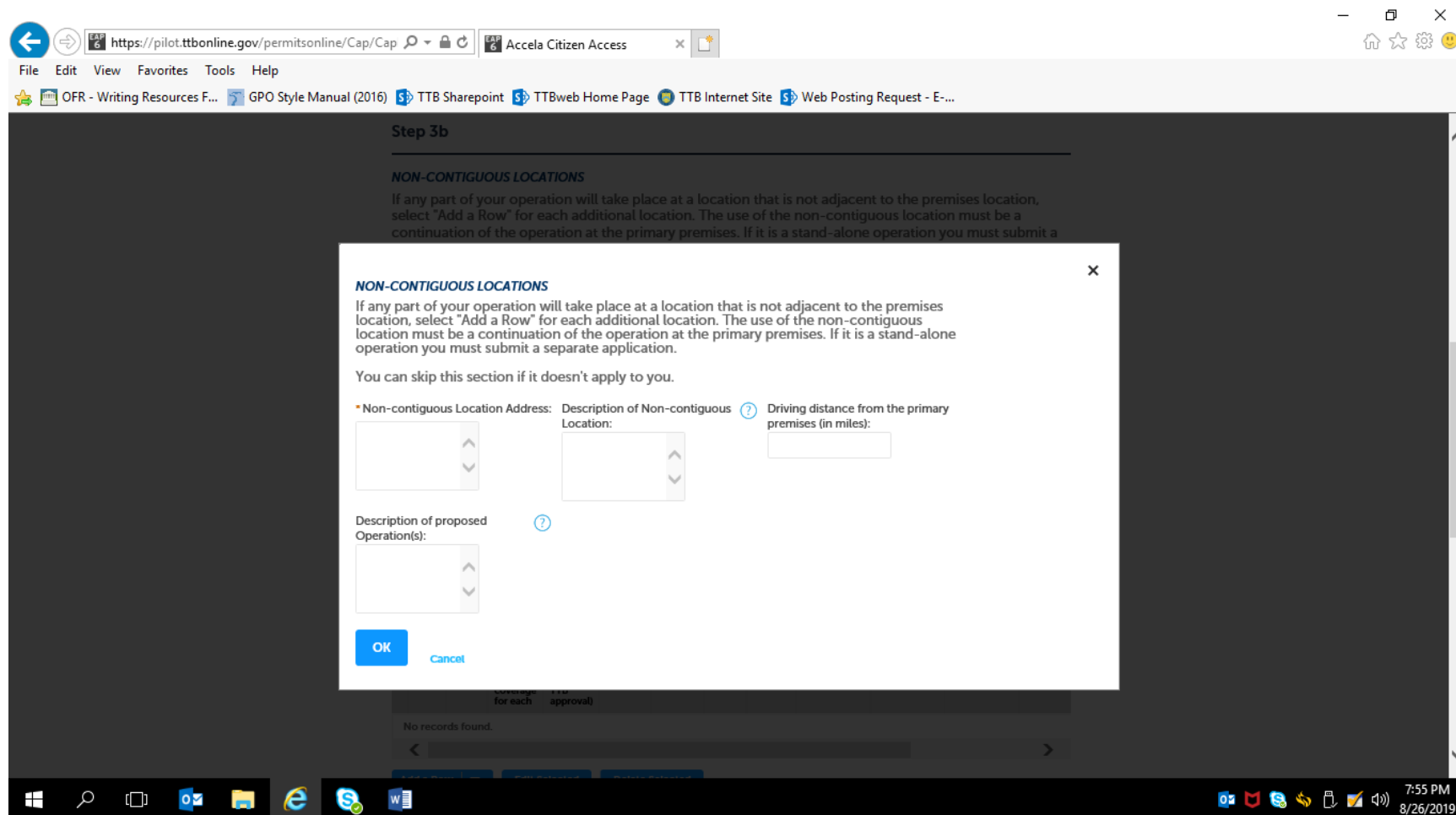
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

8:24 PM 8/26/2019

NOTE: Water quality information is not collected as part of the New Tobacco Export Warehouse application.



If non-contiguous location information is needed, the applicant will see this screen:



The screenshot shows a web browser window with the URL <https://pilot.ttbonline.gov/permitonline/Cap/Cap>. The browser tabs include 'Accela Citizen Access' and several TTB-related pages. The main content area is titled 'TOBACCO BOND' and contains the following text:

**TOBACCO BOND**  
 A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Bond kind	Select type of bond	List all locations covered under this bond, and the coverage for each	Effective date of bond (must be on or before date of TTB approval)	Amount of bond (\$)	Select bond category	Enter surety name	Enter surety bond number	Enter T-Note/bond - CUSIP number	Enter T-Note/bond - interest rate	Enter T-Note/bond - maturity date	Enter T-Note/bond - Par value
No records found.											

Buttons: Add a Row, Edit Selected, Delete Selected

**CONSENT OF SURETY**  
 If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See a list of [examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A TTB Form 5000.18, [Change in Bond](#) (Consent of Surety), must be completed and uploaded later in this application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Enter the name of the corporate surety	Select the type of bond you are changing	Enter the total dollar amount of the bond	Enter the effective date of this bond change	Describe the proposed change to your existing bond
No records found.				

Buttons: Add a Row, Edit Selected, Delete Selected

The Windows taskbar at the bottom shows the time as 7:56 PM on 8/26/2019.

NOTE: Tobacco Bond information collection approved under OMB No. 1513-0103; Consent of Surety information collection approved under OMB No. 1513-0013.

If Tobacco Bond information needed, the applicant completes this screen:

**TOBACCO BOND**  
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more

**TOBACCO BOND**  
A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).  
You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Bond kind:  Select type of bond:  List all locations covered under this bond, and the coverage for each:

Effective date of bond (must be on or before date of TTB approval):  Amount of bond (\$):  Select bond category:

Enter surety name:  Enter surety bond number:  Enter T-Note/bond - CUSIP number:

Enter T-Note/bond - interest rate:  Enter T-Note/bond - maturity date:  Enter T-Note/bond - Par value:

Enter T-Note/bond - issue date:  Enter execution date:

OK Cancel

If Consent of Surety information needed, the applicant completes this screen:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitonline/Cap/Cap>. The browser's address bar shows 'Accela Citizen Access'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's tab bar shows several open tabs, including 'OFR - Writing Resources F...', 'GPO Style Manual (2016)', 'TTB Sharepoint', 'TTBweb Home Page', 'TTB Internet Site', and 'Web Posting Request - E...'. The main content area of the browser is dark, and a dialog box is overlaid on top. The dialog box is titled 'CONSENT OF SURETY' and contains the following text:

**CONSENT OF SURETY**

If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See a list of [examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A TTB Form 5000.18, [Change in Bond](#) (Consent of Surety), must be completed and uploaded later in this application.

You can skip this section if it doesn't apply to you.

Enter the name of the corporate surety:

Select the type of bond you are changing:

Enter the total dollar amount of the bond:

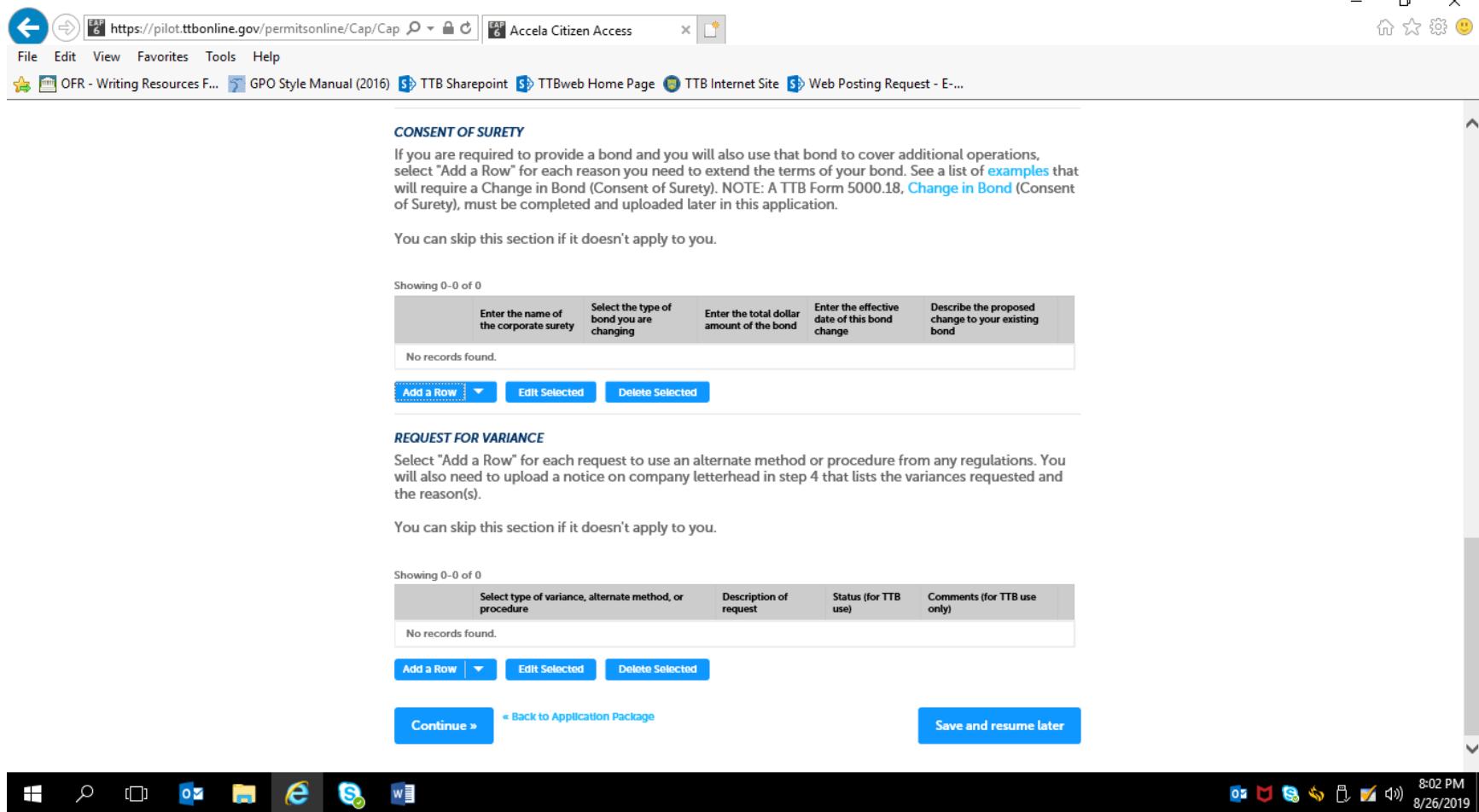
Enter the effective date of this bond change:

Describe the proposed change to your existing bond:

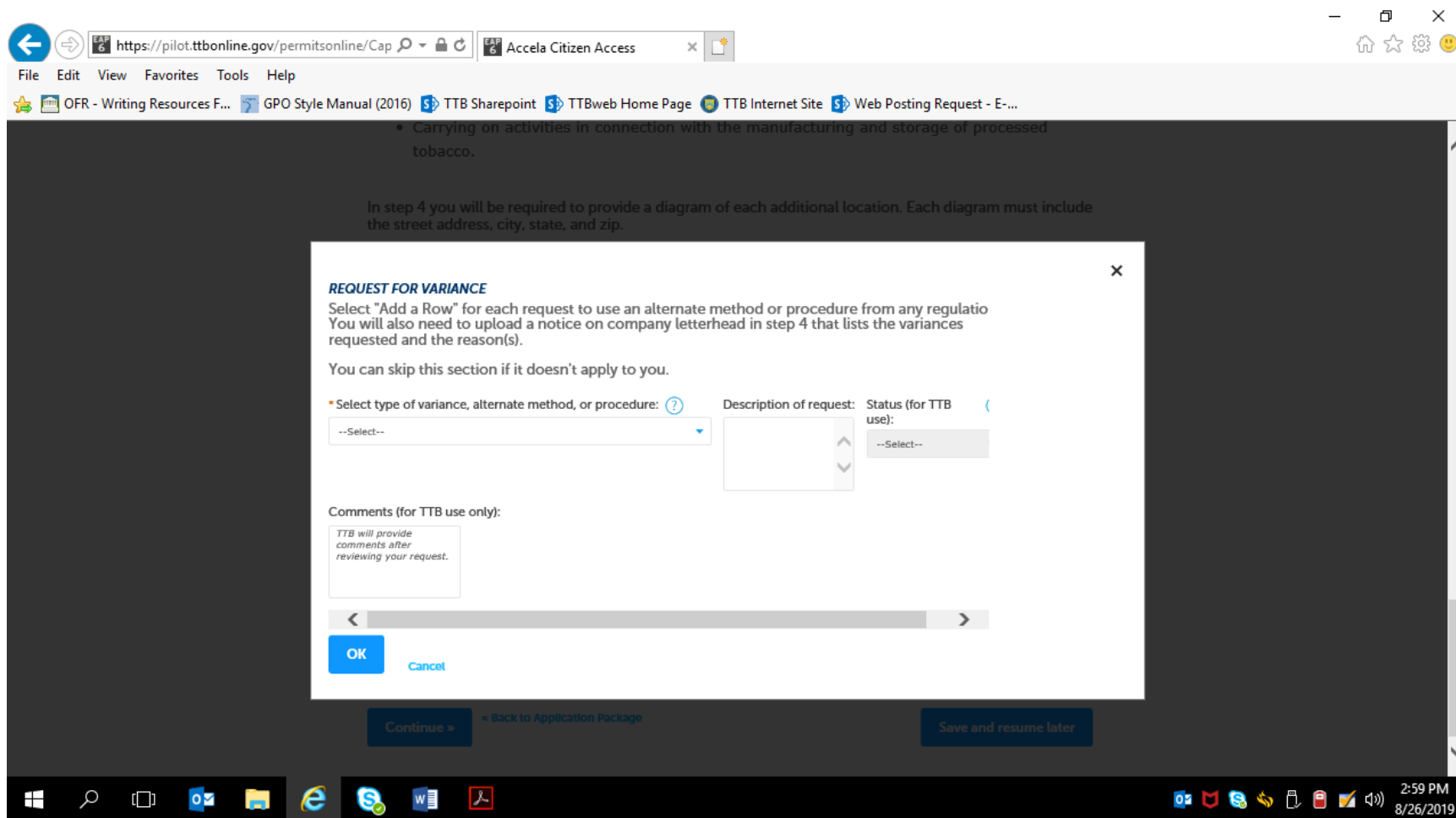
At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Below the dialog box, the main content area of the browser is partially visible, showing a table with columns: 'Bond kind', 'Select type of bond', 'List all locations covered under this bond, and the coverage for each', 'Effective date of bond (must be on or before date of TTB approval)', 'Amount of bond (\$)', 'Select bond category', 'Enter surety name', 'Enter surety bond number', 'Enter T-Note/bond - CUSIP number', 'Enter T-Note/bond - interest rate', and 'Enter T-Note/bond - maturity date'. The table has one row with values: 'Original', 'Blanket', 'All', '08/26/2019', '10000', 'Surety', 'OK', '123'.

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, task view icon, and several application icons (Outlook, File Explorer, Edge, Teams, Word). The system tray shows the time as 8:02 PM on 8/26/2019.







PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

Step 4: Upload Required Documents —

https://pilot.ttbonline.gov/permitonline/Cap/Cap

Accela Citizen Access

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E-...

Announcements Logged in as: Michael Hoover My Record Collections (0) Reports (15) Account Management Log out

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Application for Manufacturer of Tobacco Products

1	2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7
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**Step 4: Upload required documents >>**

\* indicates a required field

**Step 4a**

**REQUIRED DOCUMENT CHECKLIST**

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

**Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.**

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number
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8:04 PM 8/26/2019

Showing 1-3 of 3

<input type="checkbox"/>	Document Type	Comments	Method of Submission	Permit, registry, notice, or application tracking number	
<input type="checkbox"/>	Diagram		Uploaded		Actions ▾
<input type="checkbox"/>	Lease Agreement or Proof of Property Ownership		Uploaded		Actions ▾
<input type="checkbox"/>	Bond Form		Uploaded		Actions ▾

Edit Selected

### Step 4b: Upload Required Documents

Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.

View, download, or print attachments by selecting the document name.

#### Attachment List

Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

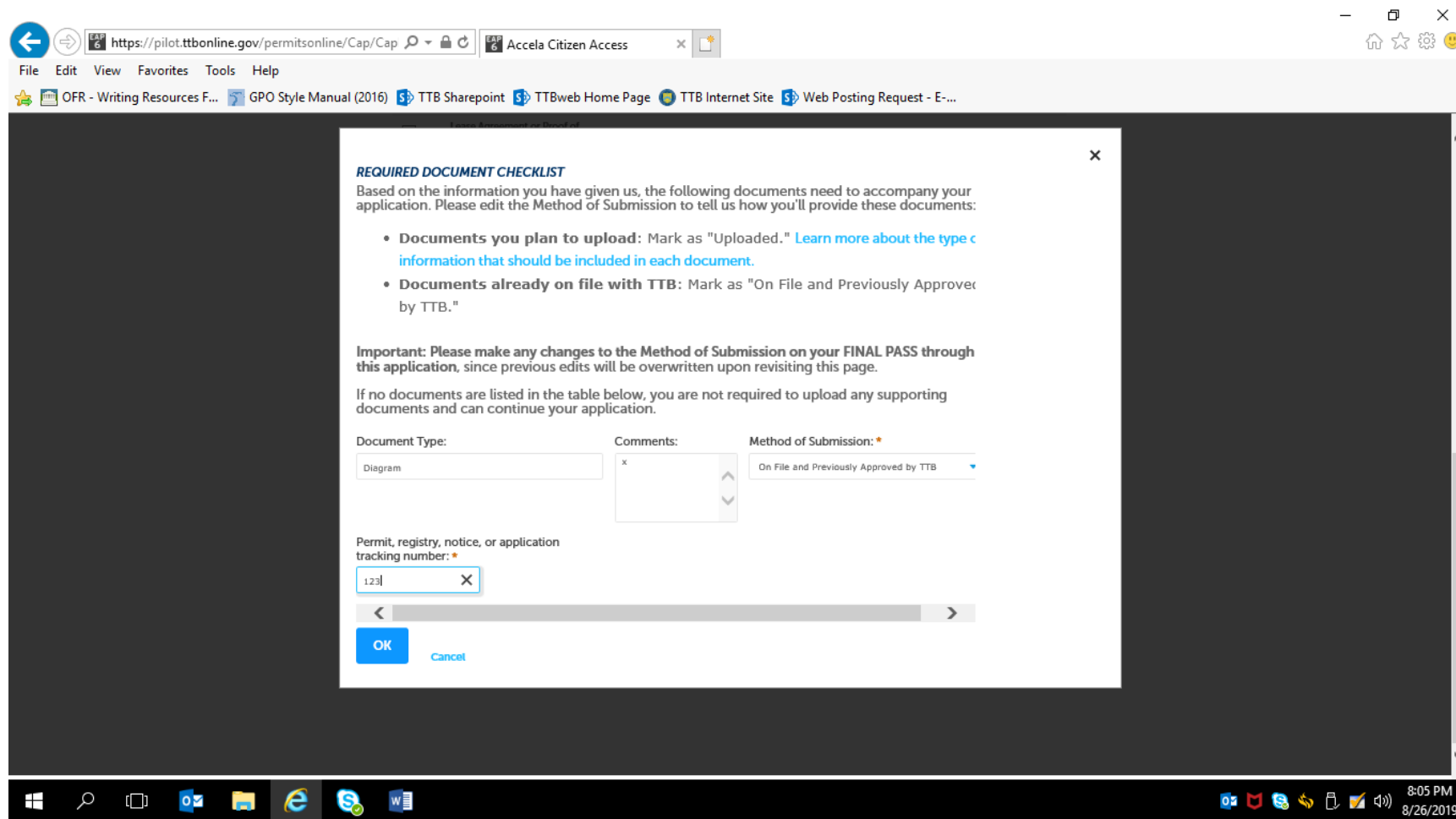
Name	Document Type	Size	Date	Action
No records found.				

Add

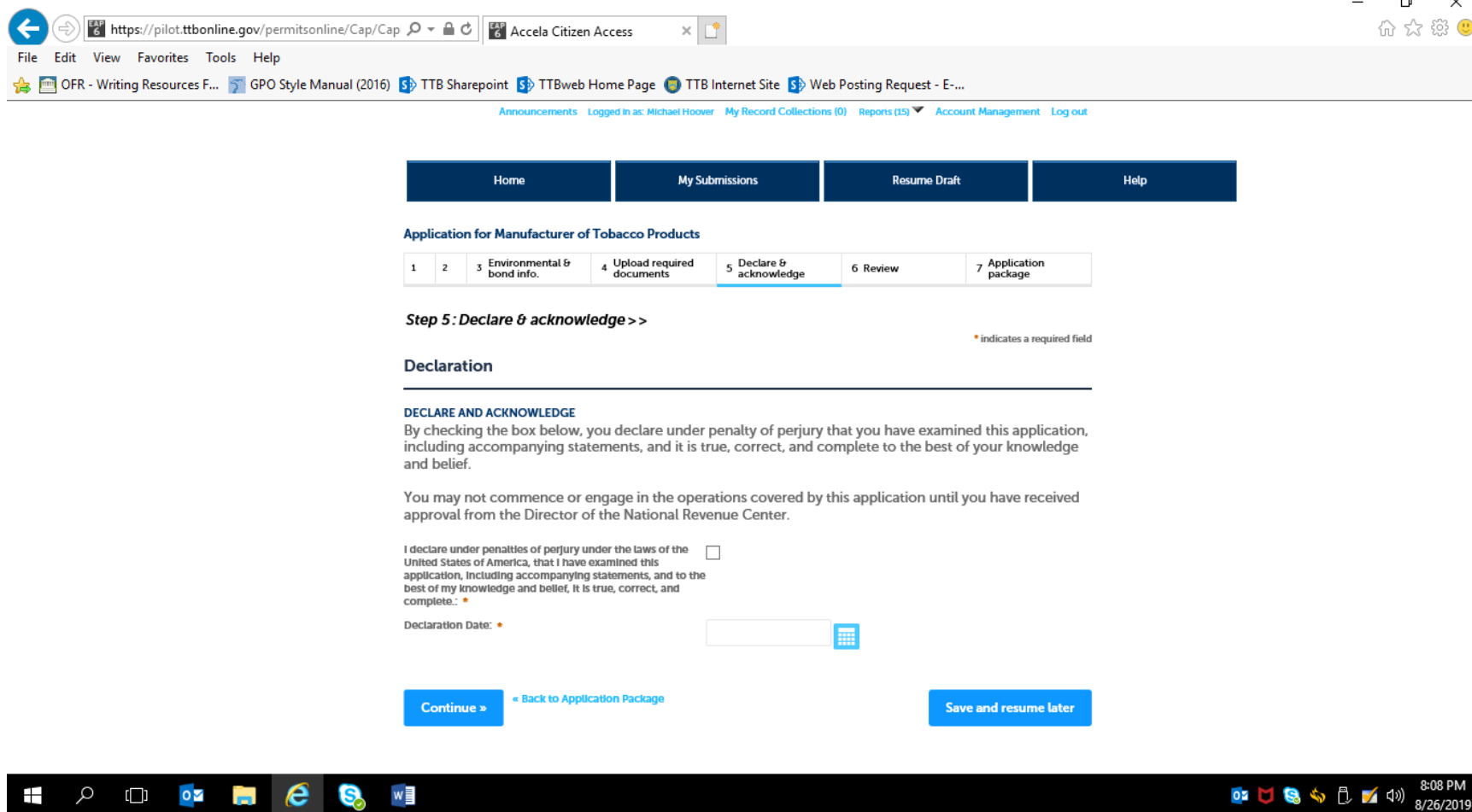
Continue > ◀ Back to Application Package

Save and resume later

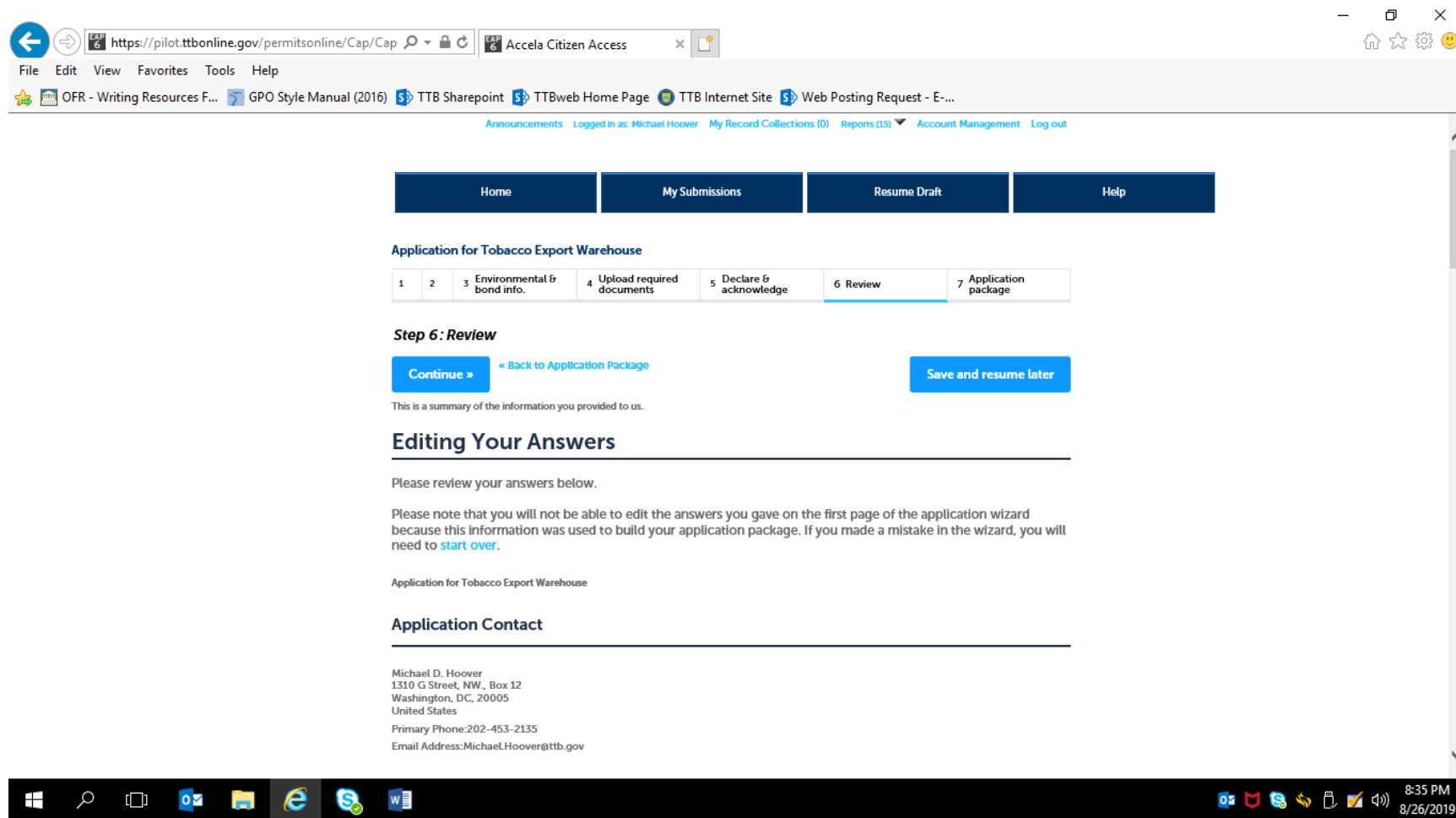
Example of Uploading Document sub-screen:



After uploading any required documents and clicking “Continue” in Step 4, the applicant goes on to —  
Step 5: Declare and Acknowledge —



Step 6: Review —



Review of information continues; applicant may edit the provided information; after any edits are made, applicant clicks “Continue” at the bottom of Step 6:

The screenshot shows a web browser window with the URL <https://pilot.ttonline.gov/permitsonline/Cap/Cap>. The browser tabs include "Accela Citizen Access" and several other application-related pages. The main content area is titled "Step 4b: Upload Required Documents".

Below the title, there is a section for uploading attachments. The text reads: "Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button." Below this, it says: "View, download, or print attachments by selecting the document name."

There is a section titled "Attachment List" with a sub-header "Attachment List". Below this, it states: "Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred." Below this text is a table with the following columns: Name, Document Type, Size, Date, and Action. The table is currently empty, with the text "No records found." displayed below it.

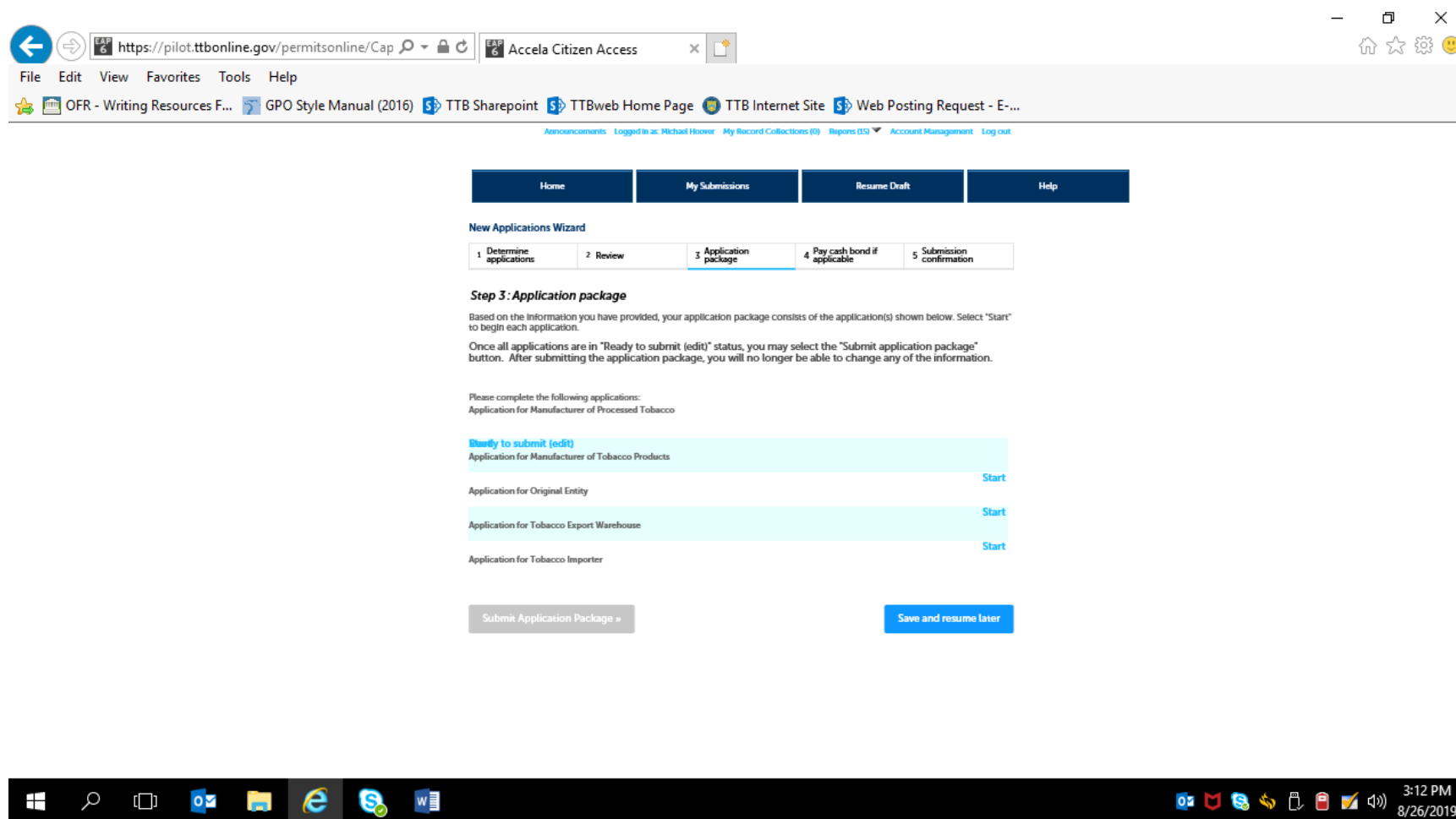
Below the table is a blue button labeled "Add".

Below the "Add" button is a section titled "Declaration". Below this, there is a sub-header "DECLARE AND ACKNOWLEDGE". The text reads: "I declare under penalties of perjury under the laws of the United States of America, that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete.:" followed by a radio button labeled "Yes". Below this, there is a field for "Declaration Date:" with the value "08/26/2019".

At the bottom of the declaration section, there are three buttons: a blue button labeled "Continue »", a blue button labeled "« Back to Application Package", and a blue button labeled "Save and resume later".

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, task view icon, and several application icons. The system tray shows the time as 8:37 PM on 8/26/2019.

If multiple types of permits are being applied for, the applicant is returned to the Step 3, Application Package, of the Common Screens. If only one type of permit is applied for, the applicant is taken to the Step 5, Submission Confirmation, screen.

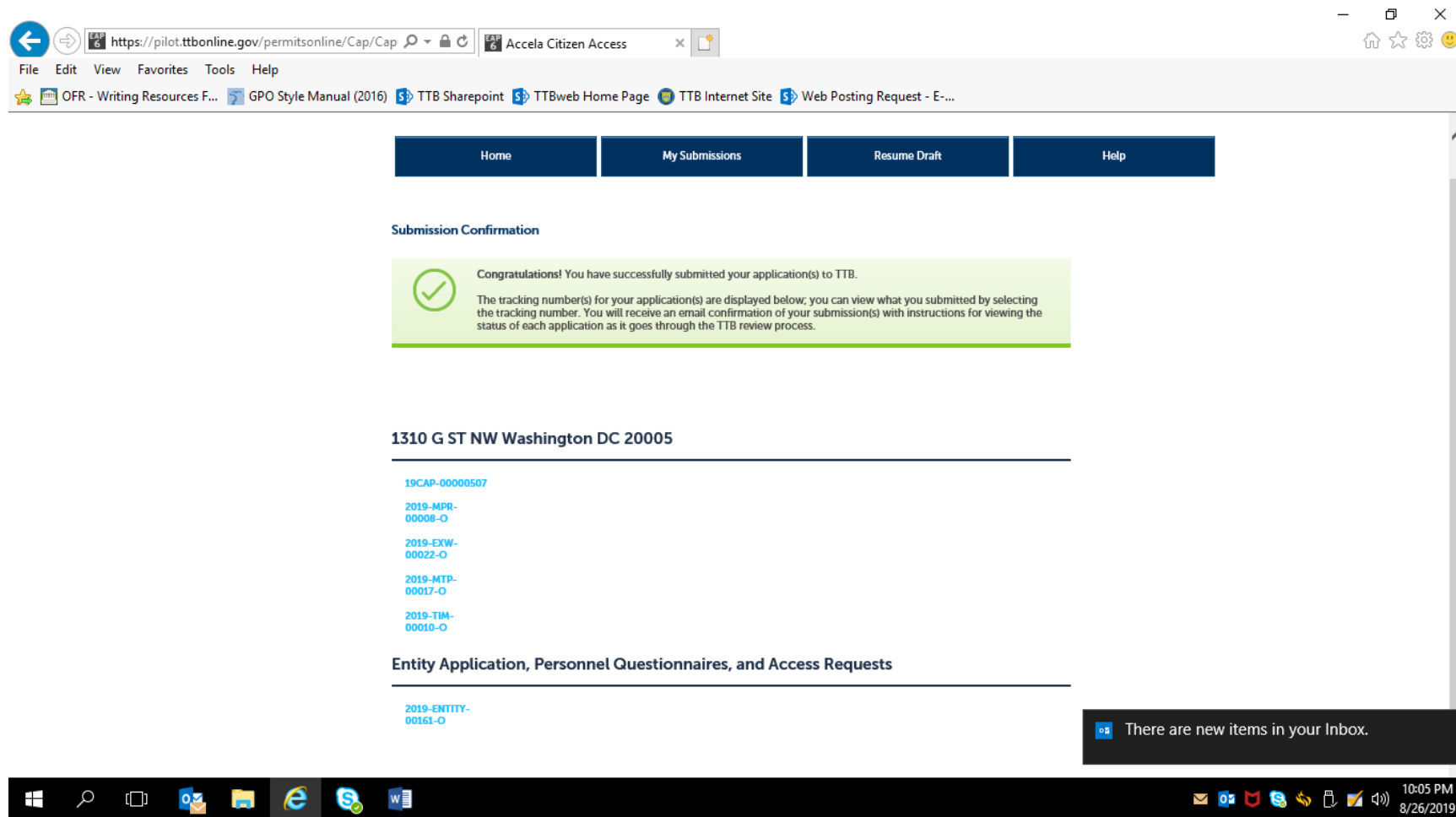


PONL 5.0 – New Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019





After submitting the application(s) package, the applicant receives a Submission Confirmation from the PONL system —



— END —