

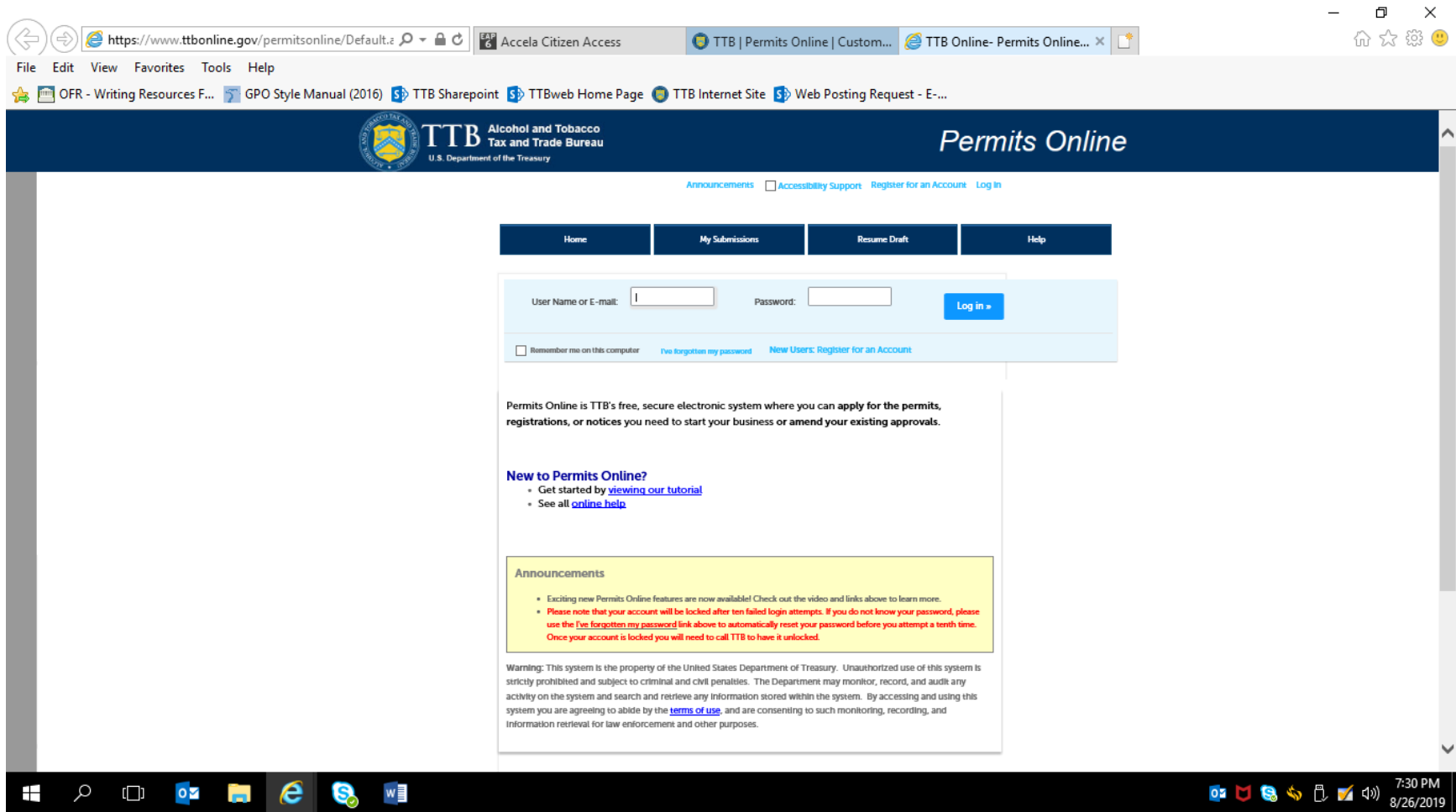
Permits Online (PONL)

Amended Tobacco Importer Permit Applications

The following PONL screens are equivalent to form TTB F 5230.5, Application for Amended Permit to Import Tobacco Products or Processed Tobacco.

Screens Common to All Amended Tobacco Industry Permit Applications:

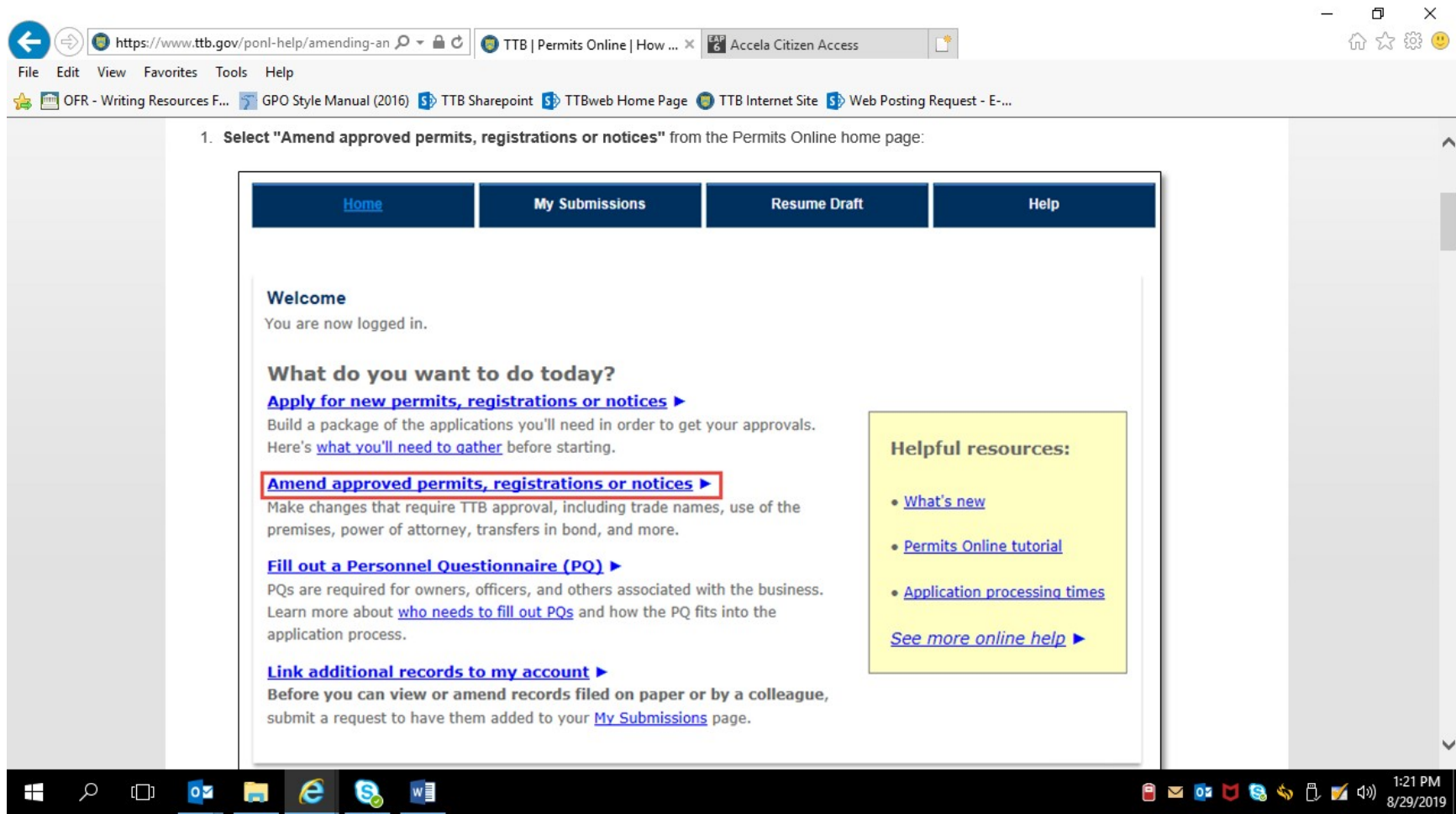
PONL Log-in Screen — (https://www.ttbonline.gov/permitonline/Default.aspx) —



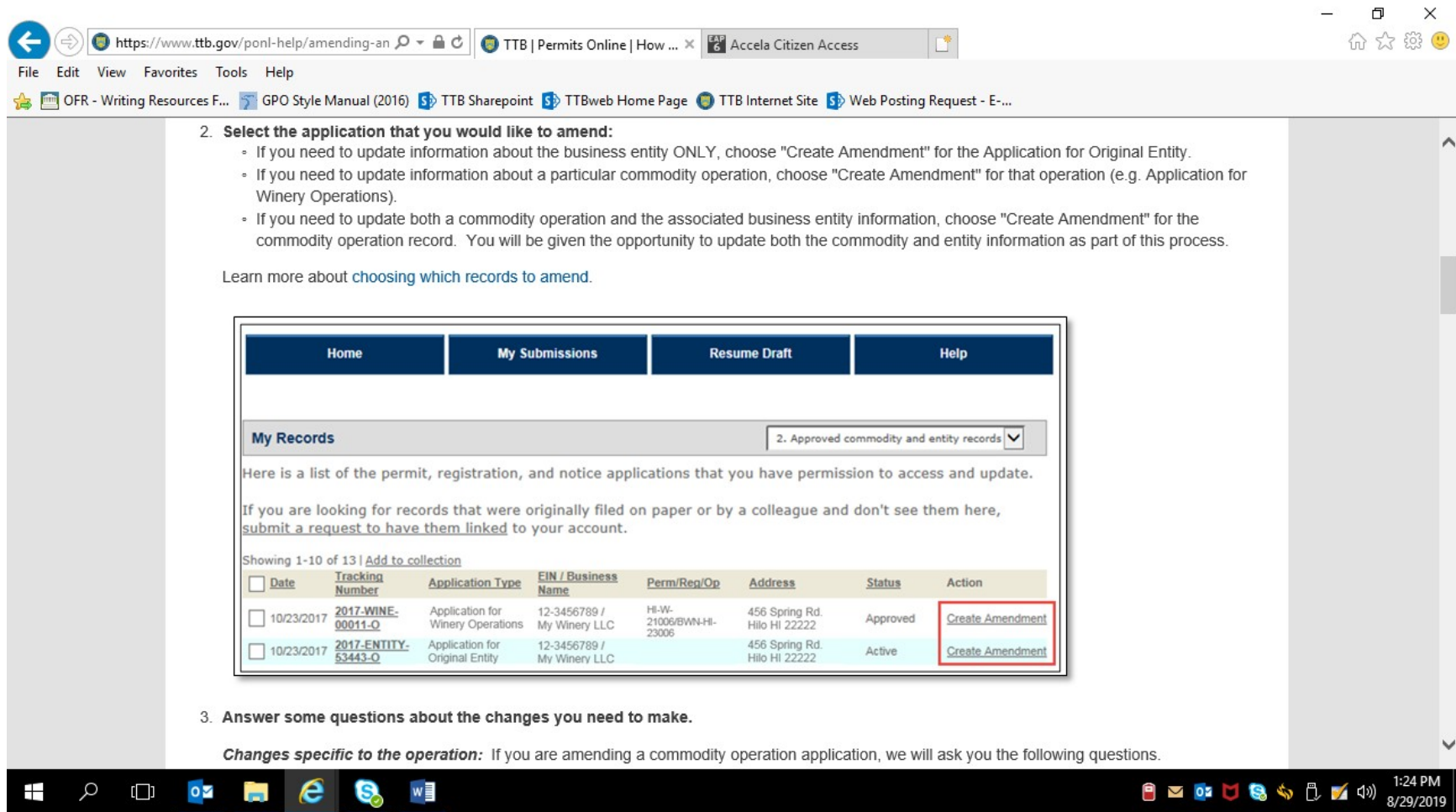
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PONL 5.0 – Amended Tobacco Importer Permit Applications.
Screen Shots – August 2019

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



Clicking an option under the heading “What do you want to do today?” results in a list of permits, registrations, and notices held by the applicant.



The respondent selects the tobacco-related permit to be amended from the list of permits held by the respondent.

The respondent then selects the link for “Commodity Operations Amendment Wizard” which is required for all amended permit applications.

The screenshot shows a web browser window with the URL <https://www.ttb.gov/poal-help/preview-appli>. The page title is "Amended Applications – Tobacco". The content is organized into a table with the following rows:

Commodity Operations Amendment Wizard	<p>The Commodity Operations Amendment Wizard guides you by asking a series of questions, and depending on your answers creates an application package, which is a list of the applications you're required to submit.</p> <p><i>Everyone who applies for an amended permit, registration, or notice must complete the questions in the Amendment Wizard.</i></p>
	<p>File this application to report:</p>
Amended Application for Importer of Tobacco Products - Processed Tobacco	<ul style="list-style-type: none"> • Change in premises location • Change in operations • Add or remove variance or alternate method • Change in DBA/Operating name
Amended Application for Manufacturer of Processed Tobacco	<ul style="list-style-type: none"> • Change in premises location • Add or remove variance or alternate method • Change in DBA/Operating name
Amended Application for Manufacturer of Tobacco Products	<ul style="list-style-type: none"> • Change in premises location • Change to bonded area • Change in bond • Add or remove variance or alternate method • Change in DBA/Operating name

NOTE: Information collected regarding certain amendments, such as changes to bonds, consents of surety, signing authority, and power of attorney, are approved under other OMB control numbers.

COMMODITY OPERATIONS AMENDMENT WIZARD:

The screenshot shows a web browser window with the URL <https://www.ttb.gov/ponl-help/commodity-c>. The browser's address bar and tabs are visible at the top. The page header features the TTB logo and navigation links: "Who We Are", "What We Do", "TTB Audiences", and "Resources". A search bar is located on the right side of the header. Below the header, the breadcrumb trail reads "TTB Home > Permits Online Help > Permits Online | Commodity Operations Amendment Wizard Preview".

Permits Online: Preview the Commodity Operations Amendment Wizard

All of the information related to each TTB-regulated operation and business premises is contained in the **commodity operations record**, i.e., your permit, registration, or notice. To report changes, you must start by completing the questions in the Amendment Wizard.

Step 1: Determine changes needed

Navigation buttons: Home, My Submissions, Resume Draft, Help

Amendment Wizard

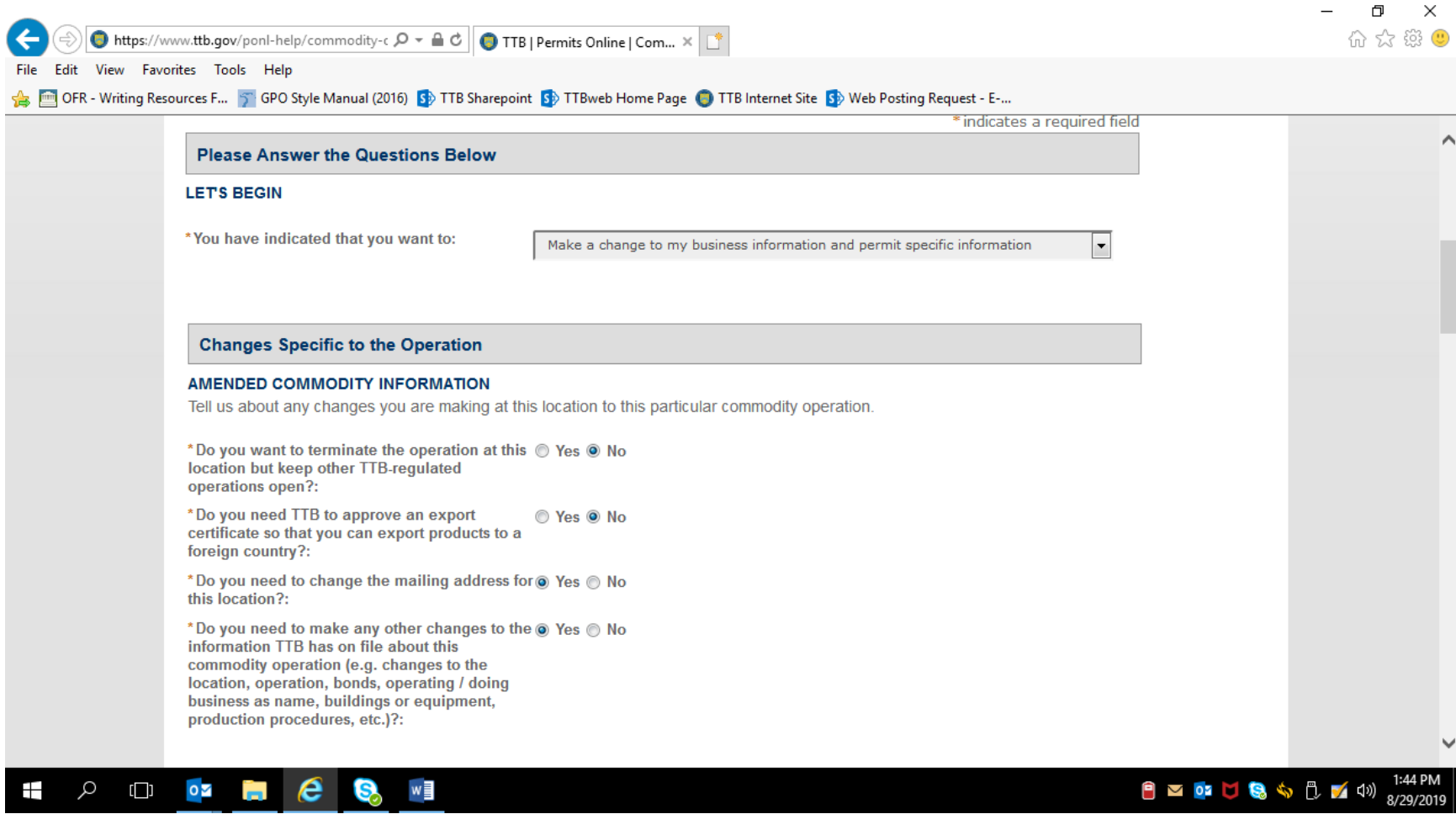
Progress steps: 1 Determine changes needed (active), 2 Review, 3 Application package, 4 Submission confirmation

Step 1 : Determine changes needed >>

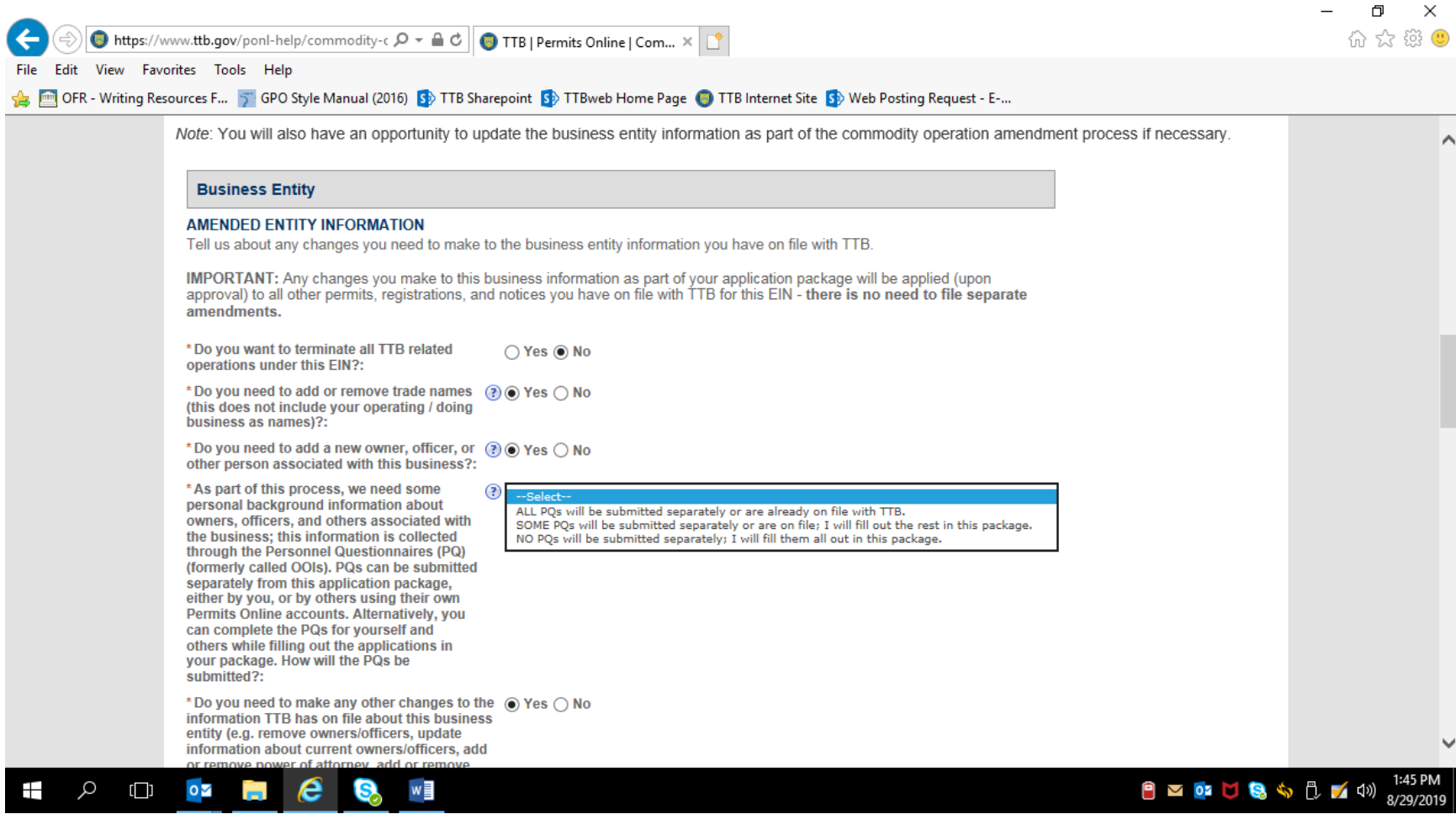
This wizard will help you identify, fill out, and submit a package of the applications you'll need in order to update the information you currently have on file with TTB about this operation (e.g. winery, brewery, etc.), this business entity, and the people who are involved in its operations.

* indicates a required field

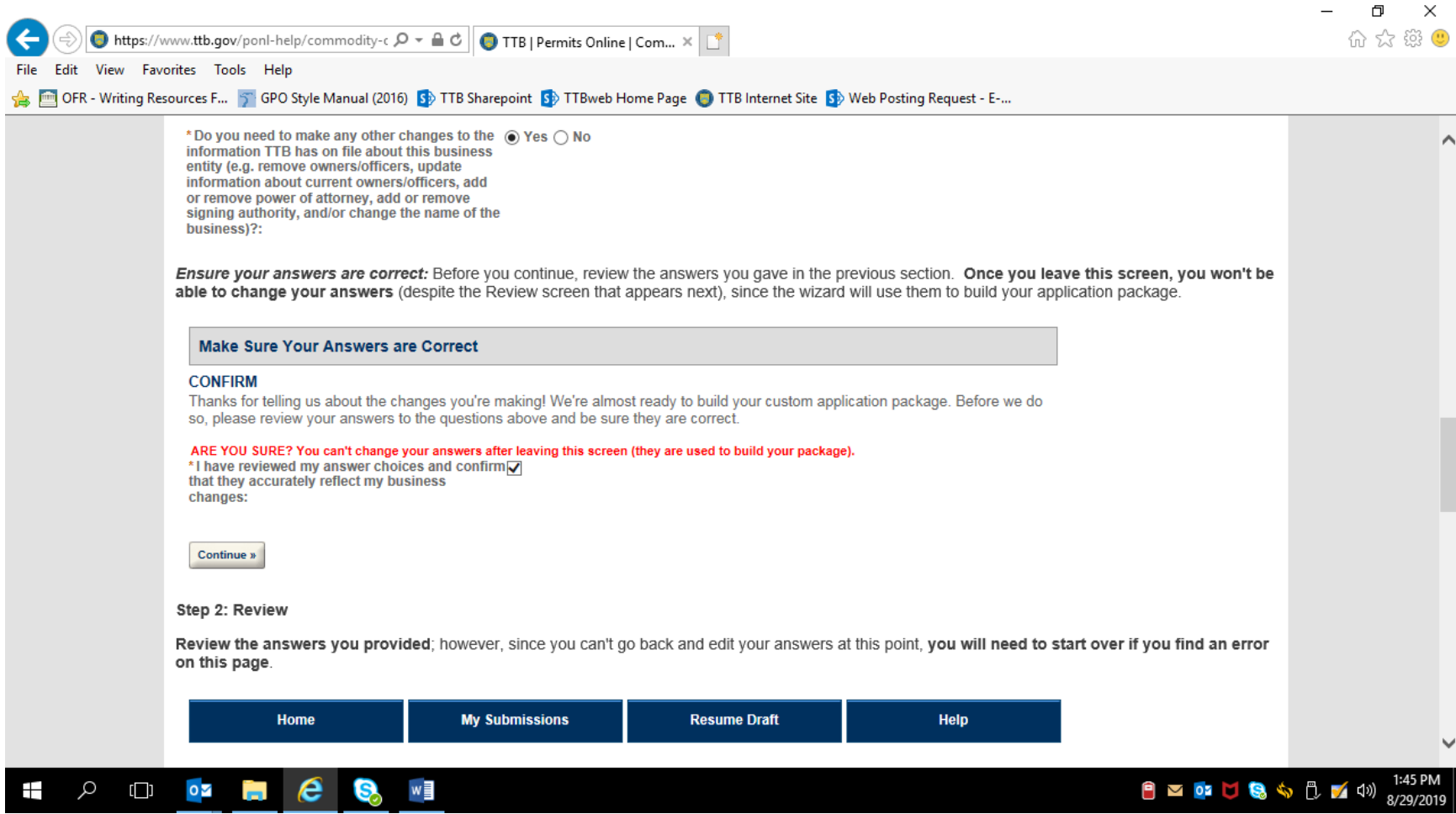
Please Answer the Questions Below



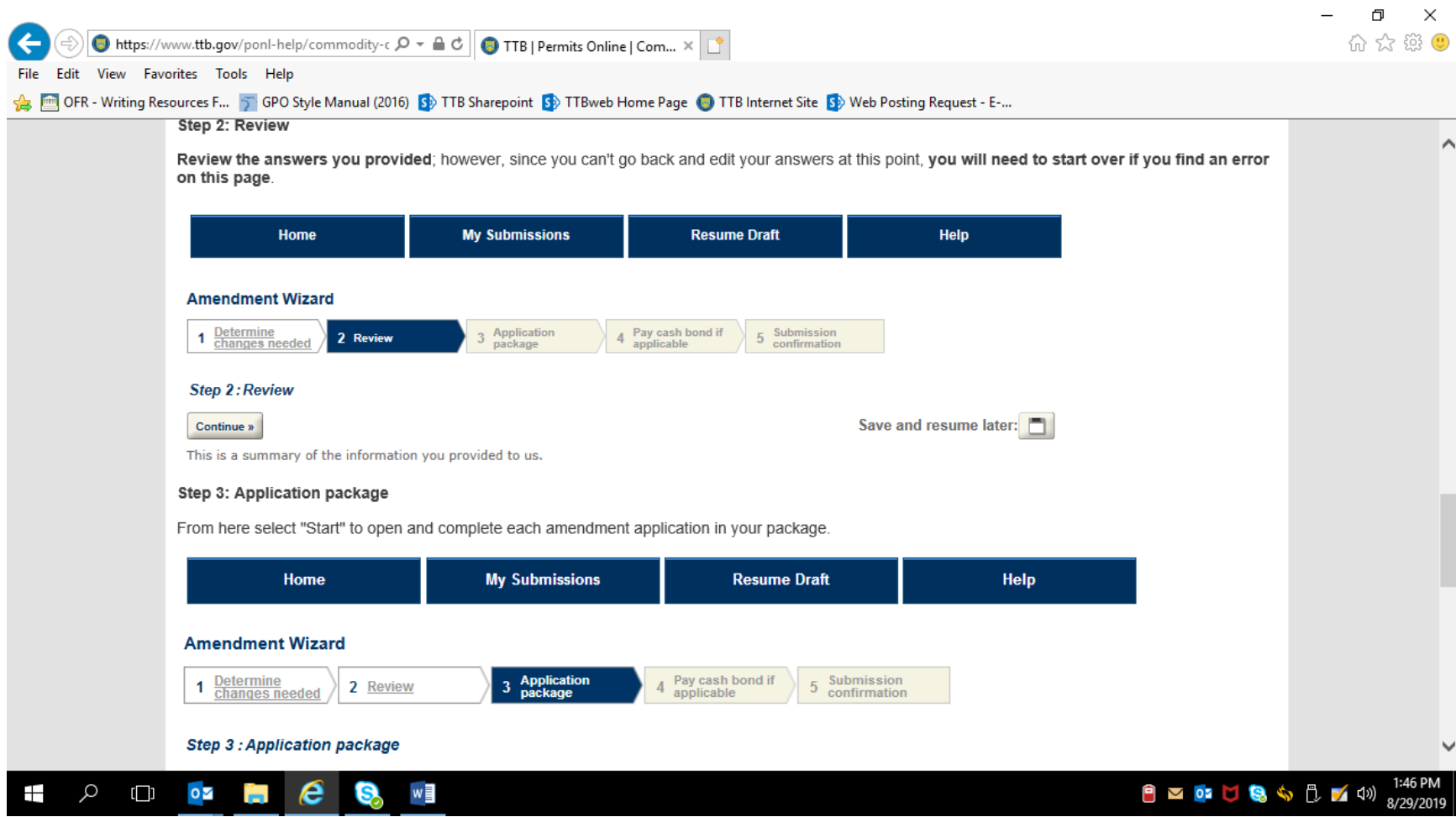
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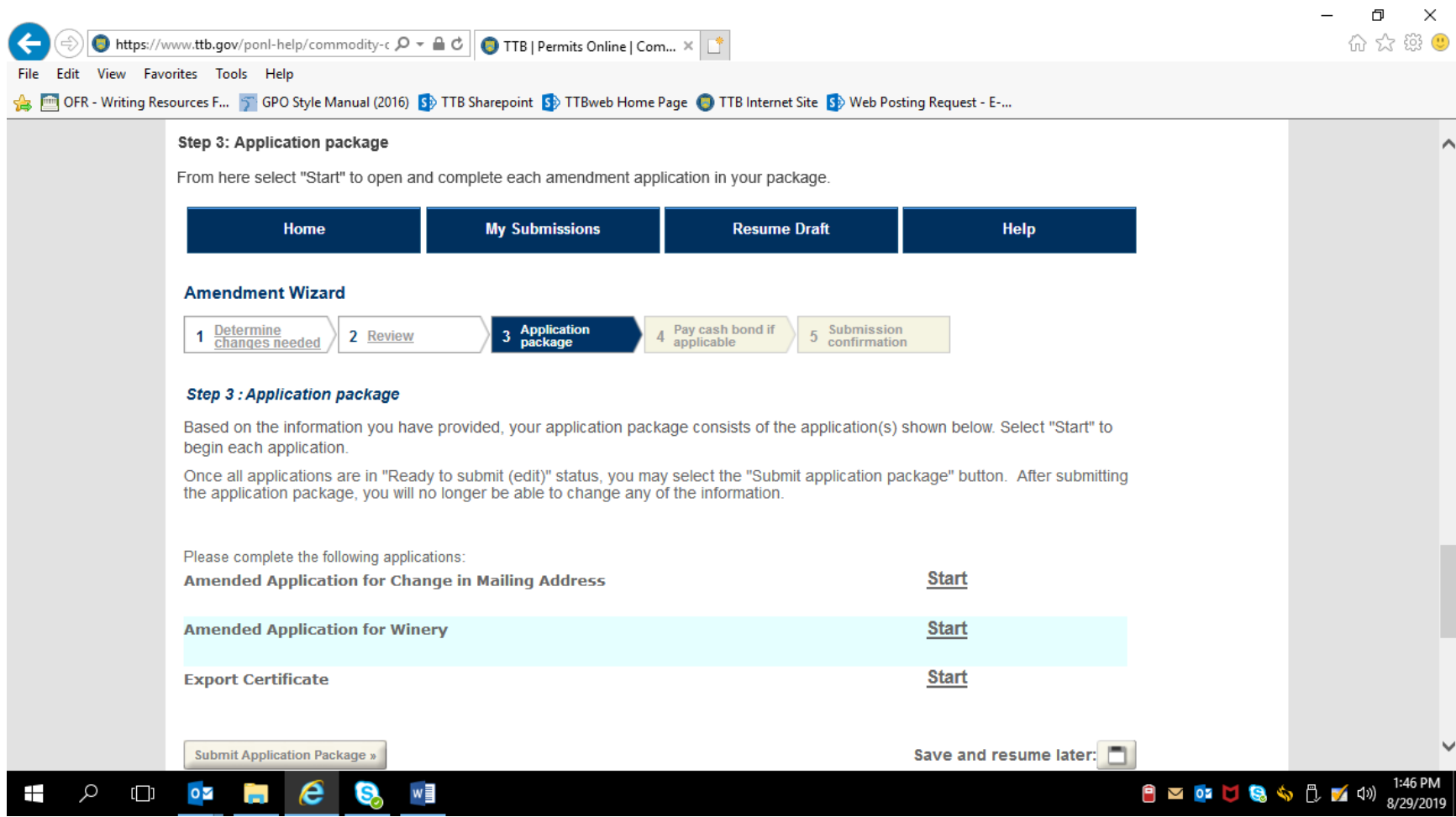
PONL 5.0 – Amended Tobacco Importer Permit Applications.
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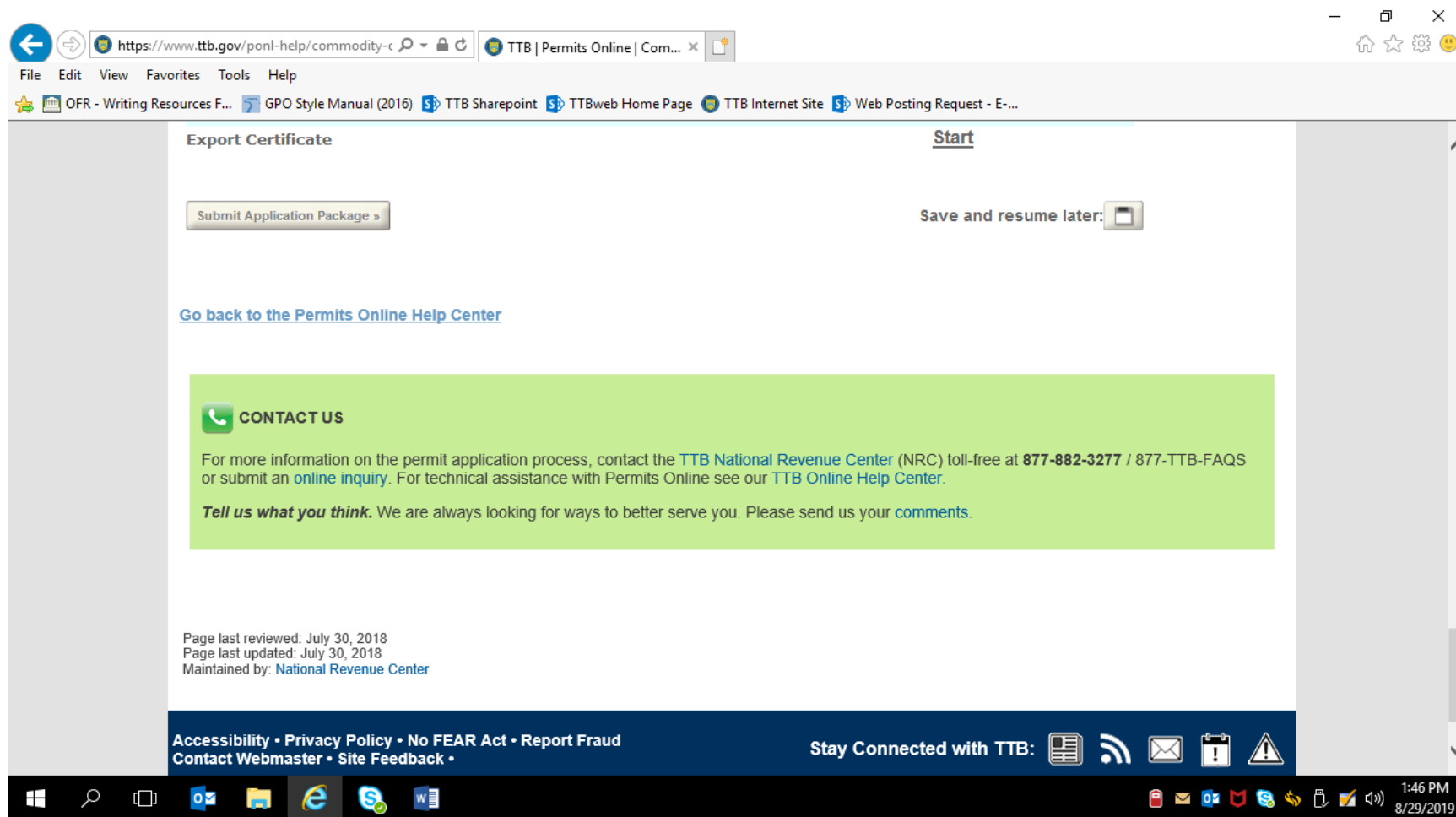
PONL 5.0 – Amended Tobacco Importer Permit Applications.
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The respondent then returns to the amendment type chart shown on page 5 of this document and selects “Amended Application for Importer of Tobacco Products – Processed Tobacco” from that chart, which leads to the Amended Application for Tobacco Importers, shown below:

PONL 5.0 – Amended Tobacco Importer Permit Applications.
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AMENDED APPLICATION FOR TOBACCO IMPORTER:

https://www.ttb.gov/ponl-help/amended-apl

TTB | Permits Online | Ame...

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...

TTB Alcohol and Tobacco Tax and Trade Bureau
U.S. Department of the Treasury

Who We Are What We Do TTB Audiences Resources

REPORT FRAUD: TTB Tips Online

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TTB Home > Permits Online Help > Permits Online | Amended Application for Tobacco Importers

Permits Online: Preview the Amended Application for Tobacco Importer

File this application to:

- Change premises location
- Change operations
- Add or remove variance or alternate method
- Change DBA/Operating name

Note: You may submit multiple amendments in one application.

Note: not all questions shown in the screen prints below will appear when you fill out your application. Some questions appear based on the answers you select.

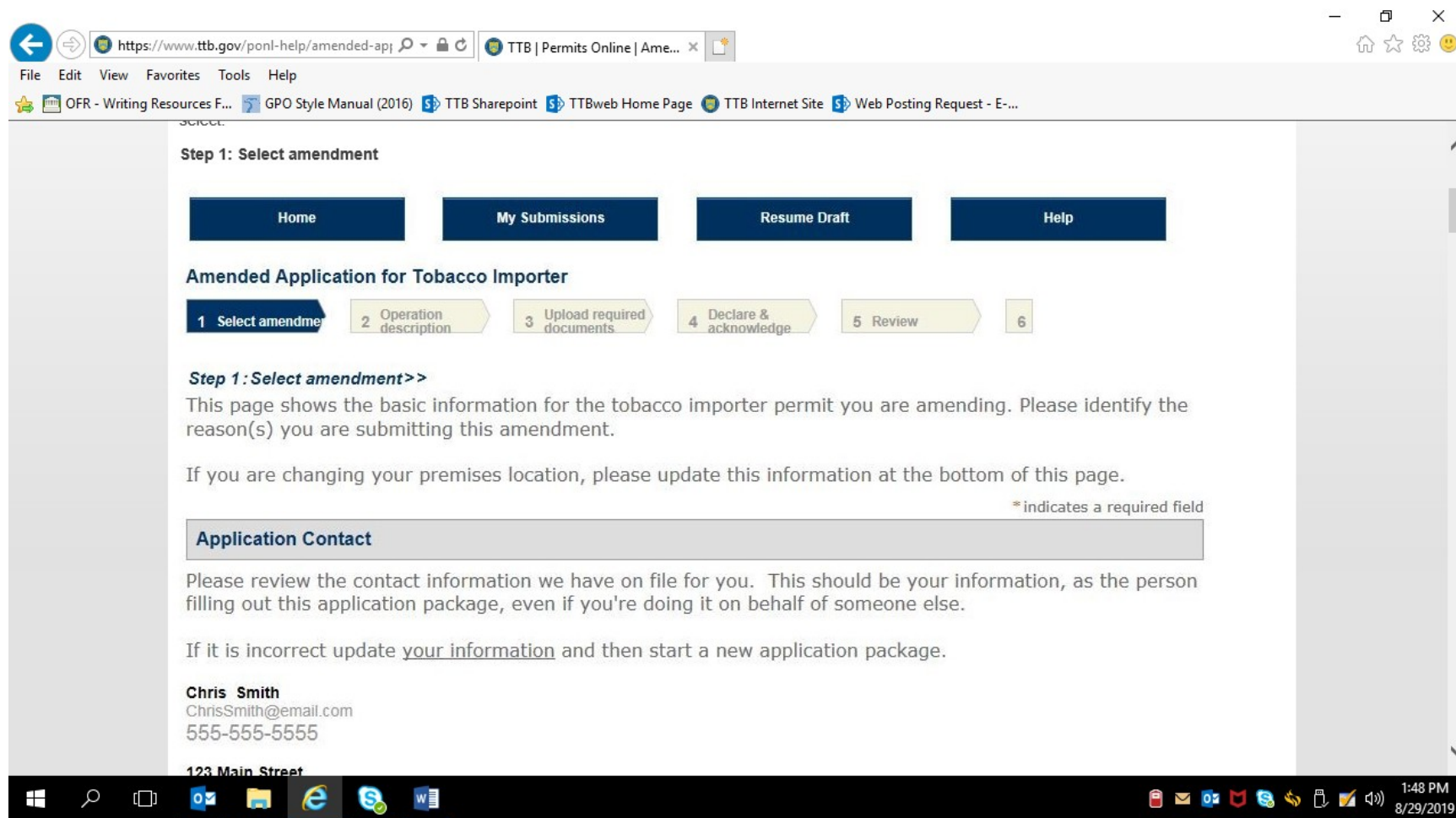
Step 1: Select amendment

Home My Submissions Resume Draft Help

Amended Application for Tobacco Importer

1 Select amendment 2 Operation description 3 Upload required documents 4 Declare & acknowledge 5 Review 6

1:47 PM 8/29/2019



The screenshot shows a web browser window with the address bar displaying <https://www.ttb.gov/pnl-help/amended-apj>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows several open tabs: 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 displays the profile of Chris Smith, with contact information: ChrisSmith@email.com and 555-555-5555. The address is listed as 123 Main Street, Washington, DC, 20000. Below this is a section titled "Reason for the Amendment" with the heading "REASON FOR THE AMENDMENT". A sub-heading reads "Select at least one of the following to make changes to your approved permit." A red warning message states: "If you have other TTB regulated operations also moving from your current premises, such as a tobacco export warehouse, you must submit amendments to those permits as well." Below this are five questions, each with a help icon and a checked checkbox: "Are you changing the physical location of your business?:", "Are you adding importing of processed tobacco?:", "Are you changing your premises address due to a notification from the United States Postal Service?:", "Are you adding or removing any variances or alternate method requests?:", and "Are you changing your Doing Business As/Operating Name?:". At the bottom of the form is a section titled "Entity Information". The Windows taskbar at the bottom shows the date and time as 1:48 PM on 8/29/2019.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://www.ttb.gov/poal-help/amended-apl>
- Browser Tabs:** TTB | Permits Online | Ame...
- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Browser Bookmarks:** OFR - Writing Resources F..., GPO Style Manual (2016), TTB Sharepoint, TTBweb Home Page, TTB Internet Site, Web Posting Request - E-...
- Entity Information Section:**
 - ENTITY INFORMATION**
 - This is the business information you provided earlier in the application process.
 - Business Name:** Our Business, Inc.
 - EIN:** 12-3456789
- Permit Information Section:**
 - PERMIT INFORMATION**
 - Permit Number:** DC-TI-40003
- Premises Address Section:**
 - This section pertains to the physical location where your approved operations will take place.
 - Street #:** 123
 - Fraction:** [Empty]
 - Direction:** --Select--
 - * Street Name:** Main
 - Street Type:** ST
 - Street Suffix:** --Select--
 - Unit Type:** --Select--
 - Unit Number:** [Empty]

The Windows taskbar at the bottom shows the date and time as 1:49 PM on 8/29/2019.

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

[« Back to Application Package](#) Save and resume later:

Step 2: Operation description

1:49 PM 8/29/2019

Step 2: Operation description

Home My Submissions Resume Draft Help

Amended Application for Tobacco Importer

1 Select amendment 2 Operation description 3 Upload required documents 4 Declare & acknowledge 5 Review 6

Step 2: Operation description >>

Below you will find the information currently on file with TTB for this tobacco importer. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit. Some sections may not be entirely complete if you originally filed on paper. We ask you to complete these sections with this application.

You must complete your changes and submit in one session. If you 'Save and Resume Later' your amended information may be overwritten with information from your existing approved permit.

When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate.

* indicates a required field

Step 2a

DBA/OPERATING NAME

1:49 PM 8/29/2019

Step 2a

DBA/OPERATING NAME

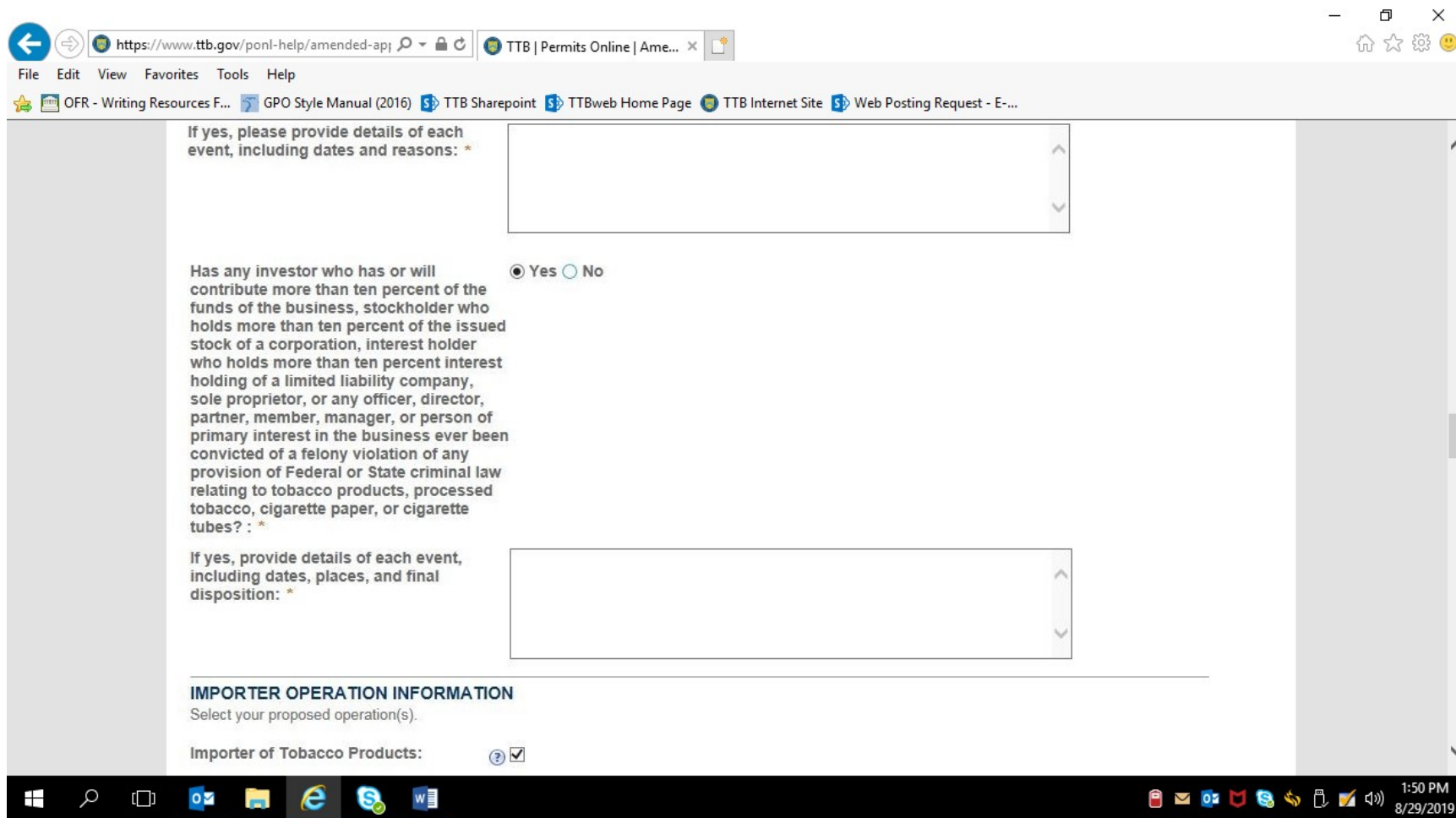
Doing Business As / Operating Name:

OWNER BACKGROUND INFORMATION

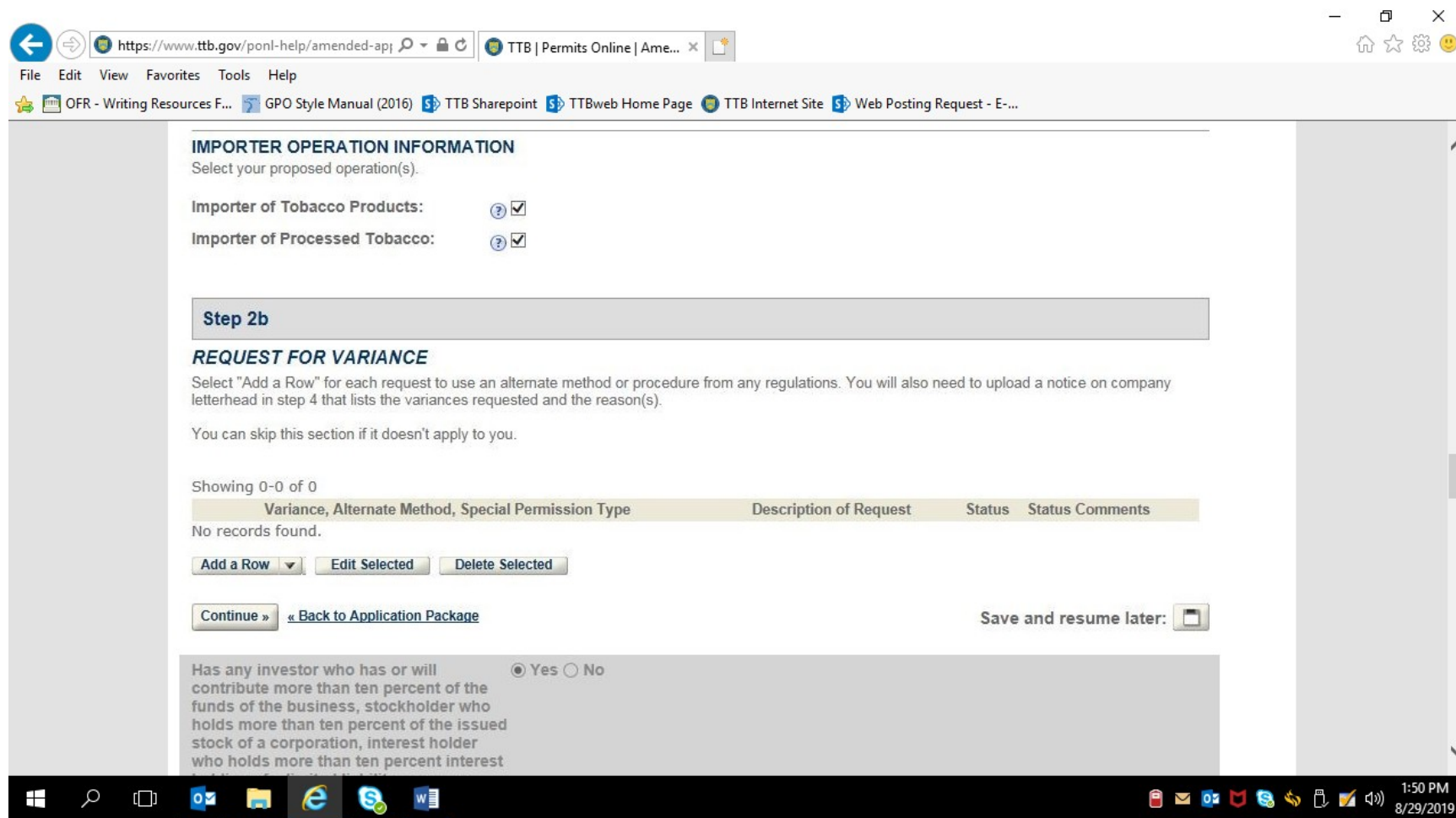
Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of a corporation, interest holder who holds more than ten percent interest holding of a limited liability company, sole proprietor, or any officer, director, partner, member, manager, or person of primary interest in the business ever been subject to or are currently subject to legal proceedings involving a felony violation of any provision of Federal criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes?: * Yes No

If yes, please provide details of each event, including dates and reasons: *

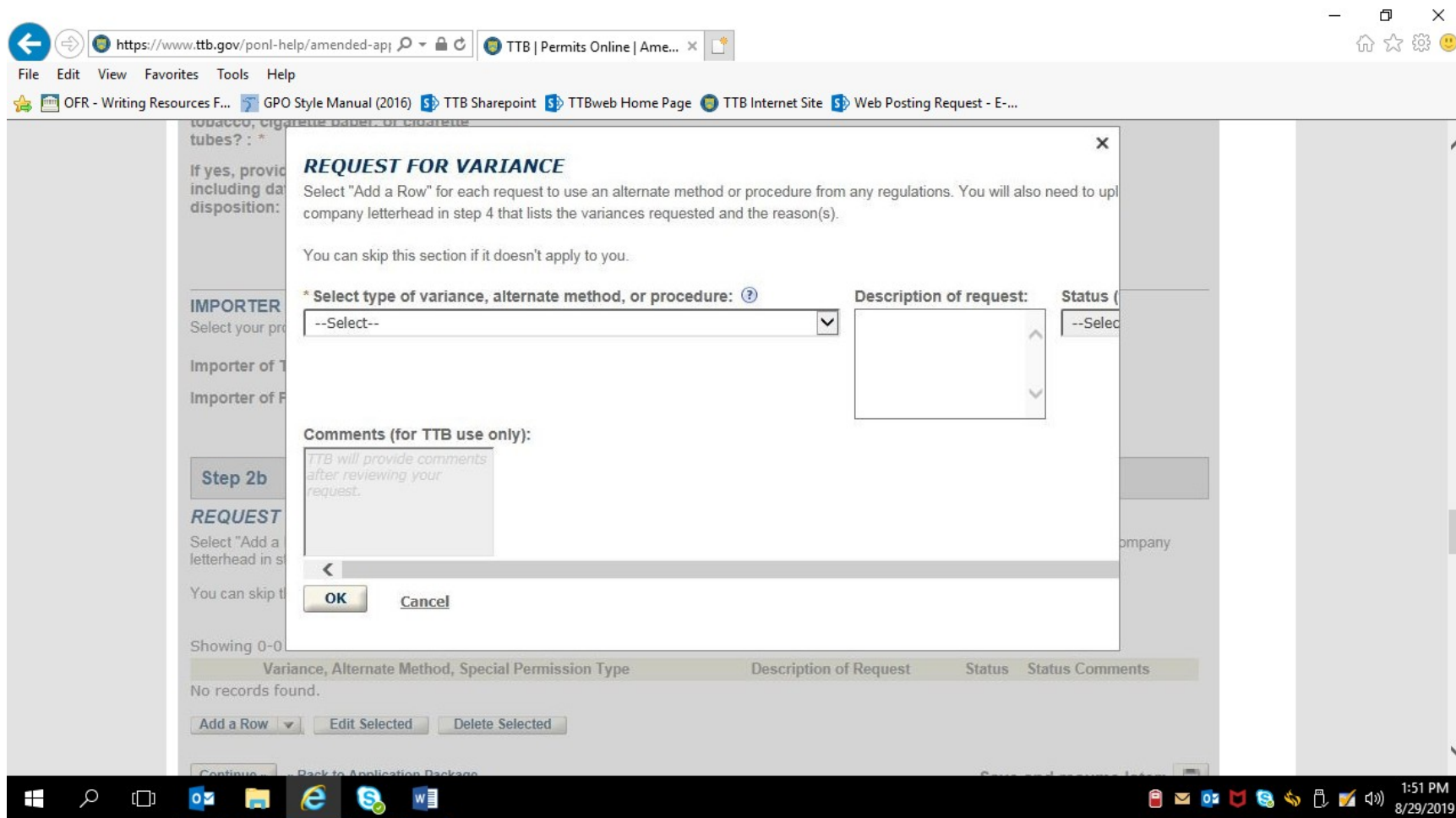
Has any investor who has or will Yes No



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PONL 5.0 - Amended Tobacco Importer Permit Applications.
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Step 3: Upload required documents

Home My Submissions Resume Draft Help

Amended Application for Tobacco Importer

1 Select amendment 2 Operation description 3 Upload required documents 4 Declare & acknowledge 5 Review 6

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:

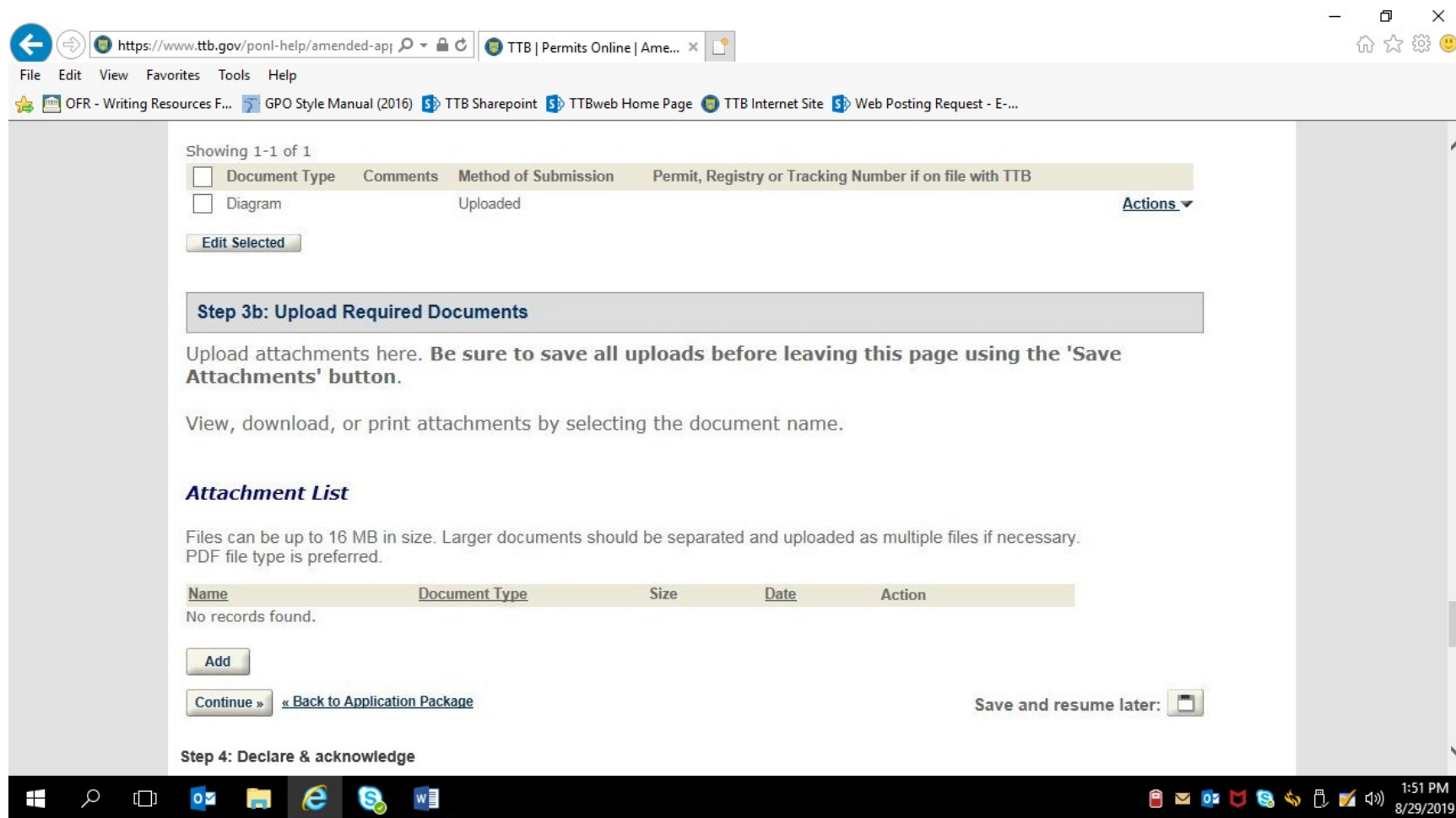
- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

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.

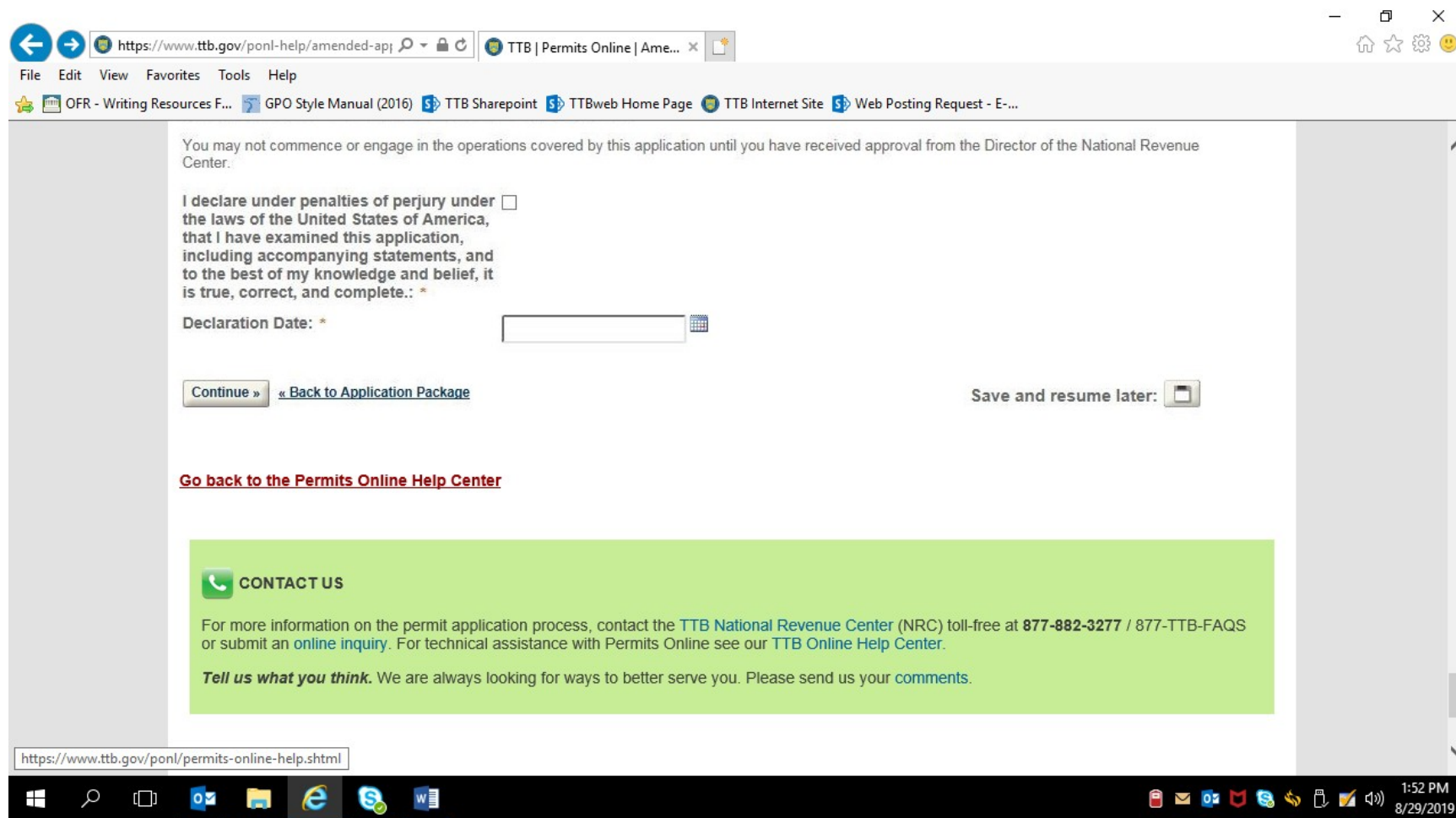
If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-1 of 1

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB



The screenshot shows a web browser window with the URL <https://www.ttb.gov/poal-help/amended-apl>. The browser's address bar and menu bar are visible at the top. The main content area displays the 'Step 4: Declare & acknowledge' page. At the top of the page, there are four navigation buttons: 'Home', 'My Submissions', 'Resume Draft', and 'Help'. Below these is a progress bar for the 'Amended Application for Tobacco Importer' process, consisting of six steps: 1 (Home), 2 (Operation description), 3 (Upload required documents), 4 (Declare & acknowledge), 5 (Review), and 6 (Application package). Step 4 is currently active. The page title is 'Step 4: Declare & acknowledge >>'. A note indicates that an asterisk (*) denotes a required field. The main section is titled 'Declaration' and contains the following text: 'DECLARE AND ACKNOWLEDGE. By checking the box below, you declare under penalty of perjury that you have examined this application, including accompanying statements, and it is true, correct, and complete to the best of your knowledge and belief. You may not commence or engage in the operations covered by this application until you have received approval from the Director of the National Revenue Center. 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.: *'. There is a checkbox next to the declaration text. Below the text is a 'Declaration Date: *' label and a date input field with a calendar icon.



[END]