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
Original Entity ¹	Page 23
New Manufacturer of Processed Tobacco	Page 37
New Manufacturer of Tobacco Products	Page 52
New Tobacco Export Warehouse	Page 70
Common Application Package Submission Screens:	Page 88

Screens Common to All New Tobacco Industry Permit Applications:

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

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



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



My Submissions Resume Draft Home Help WelcomeMichael Hoover You are now logged in. What do you want to do today? Apply for new permits, registrations or notices > Build a package of the applications you'll need in order to get your approvals. Here's what you'll need to gather before starting. Helpful resources: Amend approved permits, registrations or notices > What's new Make changes that require TTB approval, including trade names, use of the premises, power of attorney, transfers in bond, and more. Permits Online tutorial Fill out a Personnel Questionnaire (PQ) PQs are required for owners, officers, and others associated with the business. Application processing times Learn more about who needs to fill out PQs and how the PQ fits into the application process. See more online help 🕨 Link additional records to my account > Before you can view or amend records filed on paper or by a colleague, submit a request to have them added to your My Submissions page

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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:



			нер
ules and Responsibilities			
lease read and accept the rules and	l responsibilities.		
Under penalty of perjury, I decl application, including accompa- best of my knowledge and belie complete. The applicant must in official with whom this applicat ownership, management, or co case of a corporation, any char persons holding 10 percent or I	are that I have examined this anying statements, and to the ef, it is true, correct, and immediately notify the TTB tion is filed of any change in antrol of the applicant (in the nge in the officers, directors, or more of the corporate stock).	^	
] I have read and I accept the above rules a	and responsibilities.		



Continue »

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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 --

Premises Address	-
Please tell us the address of the physical location where the operation(s) will take place.	
Street # Fraction ? Direction ? Street Name ? Street Type Street ? Select Select SelectSelect	
Unit Type ? Unit ? Select Vumber	
Rural Address Line 1 (?) Do not re-enter your Street Address	
Rural Address Line 2 (?) Do not re-enter your Street Address	
City State ZIP Code County S▼	

Commodity Selection -

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:

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	COMMODITY SELECTION You can fill out applications for multiple operations (e.g. brewing and distilling) as part of this application package as long as the operations are for the same business and occur at the same premises location. • Which commodity type do you need to apply for?:	^
	Select Application(s)	
	APPLICATION TYPES Based on what you've told us, here are the applications that best match your planned operations. Please select all that are appropriate for this premises location.	
	If you don't see an application that fits your operation, check our list of application types that are not available via Permits Online and follow the instructions for mailing in your application package instead.	
	Manufacturer of Tobacco Products: •	
	Tobacco Export Warehouse:	
	Processed Tobacco Manufacturer: *	
	Business Entity	
	ENTITY INFORMATION Tell us about the business and the people that will be involved in this operation.	~
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Business Entity Information -

ENTTY INFORMATION Tell us about the business and the people that will be involved in this operation. " Business structure: " Select:- State where incorporated or organized: • Select:- State where incorporated or organized: • Select:- • State where incorporated or organized: • Select:- • • * Employer identification Number (EN): Organized: • •	Business Entity	-
 Business structure: State where incorporated or organized: Employer identification Number (EIN): Ob you currently have another approved or pending: Ob you currently have another approved or pending: Yes No What is the legal name of the business? Sole proprietors should enter the owner's name: Make Sure Your Answers are Correct Concision Thanks for Elling 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. Inverventeed my answer choices and confirm that they in a subset of choices	ENTITY INFORMATION Tell us about the business and the people that will be involved in this operation.	
State where Incorporated or organized: • • Employer Identification Number (EIN): • Do you currently have another approved or pending Yes No permit, registration, or notice with T1B under this EINP: • What is the legal name of the business? Sole proprietors should enter the owner's name. • Make Sure Your Answers are Correct Make Sure Your Answers are Correct CONFIRM 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. • I have rolewend my answer choices and confirm that they	* Business structure:Select	
• Employer Identification Number (EIN): • Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?: • Yes • What is the legal name of the business? Sole proprietors should enter the owner's name: • Make Sure Your Answers are Correct CONFIRM 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. • Inave reviewed my answer choices and confirm that they	State where Incorporated or organized: Select	
 ^a Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?: ^b What is the legal name of the business? Sole proprietors should enter the owner's name: Make Sure Your Answers are Correct CONFIRM 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. ^a (1) have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this	* Employer Identification Number (EIN):	
• What is the legal name of the business? Sole proprietors should enter the owner's name. • What is the legal name of the business? Sole proprietors should enter the owner's name. • Make Sure Your Answers are Correct CONFIRM 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. • I have reviewed my answer choices and confirm that they	* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN2?	
Make Sure Your Answers are Correct CONFIRM 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. * I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this	* What is the legal name of the business? Sole proprietors should enter the owner's name:	
	Make Sure Your Answers are Correct CONFIRM 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. * I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this	

Business Entity Information -

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.

Business Entity	
ENTITY INFORMATION Tell us about the business and the people that will be involved in this operation.	
Business structure: Comparison	
State where Incorporated or organized:	
Employer Identification Number (EIN):	
Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?: O Yes O No	
* What is the legal name of the business? Sole proprietors should enter the owner's name:	
Make Sure Your Answers are Correct	
CONFIRM 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.	
• I have reviewed my answer choices and confirm that they	

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 --

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? 	
Do you have an approved signing authority or power of attorney on file with TTB for this EIN?:	
Do you need to remove owners/officers, update Information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business?	
Any changes you make to the people involved in this business as part of this application package will be applied (upon approval) to all other permits, registrations, and notices you have on file with TTB for this EIN - there is no need to file separate amendments. * Do you need to add a new owner, officer, or other person associated with this business? ON	
Do you need to add or remove trade names (this does ?) Yes No not include your operating / doing business as name)?	

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):	
* Do you currently have another approved or pending permit, registration, or notice with TTB under this EIN?:	
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) (formetry called Oci)s. 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? :	

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 -

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	16) 🚯 TTB Sharepoint 🚯 TTBweb Home I	Page 🌀 TTB Internet Site 🚯 Web Posting Request - E	
* Emp	ployer Identification Number (EIN):	2-3456789	^
Do y permi	you currently have another approved or pending lt, registration, or notice with TTB under this EIN?:	Ves 🖲 No	
• Wha propri	at is the legal name of the business? Sole rietors should enter the owner's name:	🕐 ттв, ілс.	
Be sur * As py backg others collec (form separ or by Attern and or packa	Ire you have the PQ tracking numbers (if you already have part of this process, we need some personal ground information about owners, officers, and rs associated with the business; this information is cted through the Personnel Questionnaires (PQ) netry called Ools). PQs can be submitted rately from this application package, either by you, rothers using their own Permits Online accounts. natively, you can complete the PQs for yourself uthers while filling out the applications in your age. How Will the PQs be submitted? :	e OOIs on file enter those instead). You will need to enter them later in the application pr	
Kak	ke Sure Your Answers are Correct	>	
CON Thar appli they	IFIRM nks for telling us about your business ar lication package. Before we do so, pleas y are correct.	nd operation(s)! We're almost ready to build your custom se review your answers to the questions above and be sure	
ARE * i hav accur premi	YOU SURE? You can't change your answers after leaving we reviewed my answer choices and confirm that th rately reflect my proposed operation(s) at this lises:	this screen (they are used to build your package). Ney 📝	
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Step 2, Review:

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	Home	MyS	Submissions	Resume Draft	Help	
	New Applications Wizard					
	1 Determine applications	2 Review	3 Application package	4 Submission confirmation		
	Step 2: Review					
	Continue »			Save and resume later		
	This is a summary of the informat	tion you provided to us.				
	Editing Your A	nswers				
	Please review your answe	ers below.				
	Please note that you will because this information need to start over.	not be able to edit the a was used to build your a	nswers you gave on the first p application package. If you ma	age of the application wizard ade a mistake in the wizard, you will		
	New Applications Wizard					
	Application Contac	t				
	Michael D. Hoover 1310 G Street, NW., Box 12 Washington, DC, 20005 United States					
	Primary Phone:202-453-2135 Email Address:Michael.Hoover	@ttb.gov				~
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Review screen continues:

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	Premises Address		^
	1310 G ST NW Washington DC 20005		
	COMMODITY SELECTION Which commodity type do you need to apply for?:	Торассо	
	Select Application(s)		
	APPLICATION TYPES Manufacturer of Tobacco Products: Importer of Tobacco Products/Processed Tobacco:	Yes	
	Tobacco Export Warehouse: Processed Tobacco Manufacturer:	No No	
	Business Entity		
	ENTITY INFORMATION Business structure:	Corporation	
	State where Incorporated or organized:	DC	
	Do you currently have another approved or pending per registration, or notice with TTB under this EIN?:	12-3430709 mt, No	
	What is the legal name of the business? Sole proprietors should enter the owner's name:	TTB, Inc.	
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The review screen continues:

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	Importer of Lobacco Products/Processed Lobacco:	No	
	Tobacco Export Warehouse:	No	·
	Processed Tobacco Manufacturer:	No	
	Business Entity		
	ENTITY INFORMATION		
	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?:	t No	
	What is the legal name of the business? Sole proprietors should enter the owner's name:	TTB, Inc.	
	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 OOIs). POS 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 POS for yourself and others while filling out the applications in you package. How will the PQs be submitted? :	d ALL PQs will be submitted separately or are already on file with TTB. ,	
	Make Sure Your Answers are Correct		
	CONFIRM		
	I have reviewed my answer choices and confirm that they accurately reflect my proposed operation(s) at this premises:	Yes	
	Continue »	Save and resume later	
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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:

Home		My Submissions	Resume D	Draft	Help	
New Applications Wizze						
1 Determine applications	2 Review	3 Application package	4 Pay cash bond if applicable	5 Submission confirmation		
Step 3: Application	package					
Based on the information y to begin each application.	you have provided, y	our application package c	onsists of the application(s)	shown below. Select "Start"		
Once all applications are button. After submitting	e in "Ready to subr g the application p	nit (edit)" status, you m ackage, you will no lon	ay select the "Submit app ger be able to change ar	olication package" y of the information.		
Please complete the followin Application for Manufacture	ng applications: Ir of Processed Tobacc	:0		Start		
Application for Manufacture	r of Tobacco Product	5		Start		
Application for Original Entit	ty			Start		
Application for Tobacco Exp	ort Warehouse			Start		

Application Packages:

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.)

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	Anno	uncements Logged in as:	Michael Hoover My Record	Collections (0) Reports (15) 🔻 Account Manager	ment Logout			~
	Home	1	My Submissions	R	esume Draft		Help		
	Application for Manu	Ifacturer of Tobacco	Products						
	1 Mailing address	2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 7			
	Step 1: Mailing a	ddress > >			* indicate	s a required field			
	Application Con	itact							
	Please review the co filling out this applic	ontact information w ation package, even	e have on file for you if you're doing it on b	. This should be your behalf of someone els	information, as the e.	person			
	If it is incorrect upda	ate your information	and then start a new	application package.					
	Michael D. Hoove Michael.Hoover@ 202-453-2135	er ittb.gov							
	1310 G Street, NV Washington, DC,	V., Box 12 20005							
	Entity Informati	on							
	ENTITY INFORMATION This is the busines	v s information you p	provided earlier in th	e application proce	SS.				~
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	Entity Information	/
	ENTITY INFORMATION This is the business information you provided earlier in the application process.	
	Business Name: TESTING DO NOT APPROV	
	EIN: () 12-3456789	
	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 (?) 1310 Select G ST NW Image: Street (?)	
	Unit Type ? Select Unit ? Number	
	Rural Address Line 1 🧷	

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 (?) 1310 Select ▼ G ST Street (?)	
Unit Type () Satect V Unit () Number	
Rural Address Line 1 🕜	
Rural Address Line 2 📀	
• City • State • ZIP Code Country Washington DC * 20005 20005	
Mailing Address	
Please provide the address where mail regarding this operation should be sent.	
Auto Fill New	

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.

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202-453-2135 1310 G Street, NW, Washington DC -	, Box 12 0005	^
Contact Information Business Mailing Name:	×	
+ First Name: () Middle Name:	* Last Name:	
Address (Legal Residence): *		
+ City: + State: ()	ZIP Code	
Country: United States	•	
Primary Phone: Alternate Pho Email Address: 🕜	ne: Fax	
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After mailing address information is provided:

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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 () 1310 Select	
	Unit Type () Safett • Number	
	Rural Address Line 1 🕜	
	Rural Address Line 2 () Øb not re-wenter your Street Address • City • State • ZIP Code County Washington pc * 20005	
	Mailing Address	
	Please provide the address where mail regarding this operation should be sent.	
	Contact added successfully. Michael D. Hoover Michael.Hoover@ttb.gov 202-453-2135	
	1310 G Street, NW., Box 12 Washington, DC, 20005	
	Continue » * Back to Application Package Save and resume later	
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After clicking continue, screens will vary depending on the type of tobacco permit being applied for.

Application for Original Entity:

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



Application Contact			
Please verify your contact information as t your information and then start a new app	he person preparing this applic lication package.	cation package; if it is incorrect update	
Michael D. Hoover Michael.Hoover@ttb.gov 202-453-2135 1310 G Street, NW., Box 12 Washington DC 20005			
Business Entity			
This is the business information you pro website, you may provide it here.	ovided earlier in the applicat	ion process. If your business has a	
Business name:	TTB, Inc.		
Employer Identification Number (EIN):	12-3456789		
 Organization type: 	Corporation 💌		
State where incorporated or organized:	DC 🔹		

Application for Orig	inal Entity						
1 View contact information	2 Key personnel & trade names	3 Upload re document	quired 4 Dec ts 4 ack	are & owledge	5 Review	6	
Step 2: Key person Please make sure to Attorney table.	onnel & trade name o add yourself, the perso	S>> on filling out	this application, t	o either the Sigr	ning Authorit	y or Power o	ł
Step 2a					* indica	tes a required fie	đ
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Officer / Ownership Information sub-screen:

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OFFICER/OWNER Select "Add a Ro manager, memb You must also a the business. Finally, you mus Removal Date (for TTB use only):	SHIP INFORMATION w" to identify each partner, general/limited eer, managing member, or sole proprietor. dd a row for every stockholder or interest H t also add a row for every company or trus Officer/Owner Classification:	d partner, officer, director, trustee, holder with a stake of 10% or more in t holding ownership in the business. How are you submitting the Personnel Questionnaire Information?:	×
First Name: First Name: Personnel Questionnaire Tracking Number:	Middle Name: (?) Employer Identification Number (EIN):	Last Name: Suffix:	
Email Address:	Title: Select (if Company Name:	Title if Other:	
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Email Address:	Title:	Title if Other:	
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Percentage of Voting- Stock Interest:	Dollar amount invested in Business to date:	Financial Institution: Name, City (?) and State:	
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State the source of ⑦ the investment:	How will Source of Funds (?) Documentation be Submitted? :)	
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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.

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Trade Names sub-screen:

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Application for Origi	nal Entity					
1 View contact information	2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6	
Step 3: Upload re Step 3a	equired documents	\$>>		* indicates a r	required field	
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	Document Type	Comments	Method of Submission	Permit, Registry or Tracking file with TTB	Number if on				
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Step	3b: Upload Req	uired Docu	uments						
Upload button View, d	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.								
Attach	ment List								
Files ca PDF file	n be up to 16 MB in si a type is preferred.	ze. Larger doc	uments should be separat	ted and uploaded as multiple	files if necessary.				
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1 2 Key personnel & trade names	3 Upload required documents	4 Declare & acknowledge	5 Review	6 Application package		
Step 4 : Declare & ackn	owledge>>			 indicates a required field 	1	
Declaration						
DECLARE AND ACKNOWLEDC By checking the box belo including accompanying and belief.	GE ow, you declare und statements, and it	der penalty of perju is true, correct, and	ury that you have ex d complete to the b	amined this application, est of your knowledge		
You may not commence approval from the Direct	or engage in the o or of the National F	perations covered levenue Center.	by this application	until you have received		
I declare under penalties of perj United States of America, that I application, including accompa best of my knowledge and belie complete.: *	ury under the laws of the nave examined this nying statements, and to f, it is true, correct, and	the				
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Review of Original Entity Application —



Bottom of Original Entity review screen:

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	Step 3b: Upload R	equired Documents			_		
	Upload attachments h button.	ere. Be sure to save all uploads	before leaving this	page using th	e 'Save Attachments'		
	View, download, or pr	int attachments by selecting th	e document name.				
	Attachment List						
	Files can be up to 16 MB PDF file type is preferred	in size. Larger documents should	be separated and uploa	aded as multipl	e files if necessary.		
	Name	Document Type	Size	Date	Action		
	No records found.						
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	Declaration Date:	08	8/26/2019				
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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.

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	New Applications Wiz	ard							
	1 Determine applications	² Review	3 Application package	4 Pay cash bond if applicable	5 Submission confirmatio	n on			
	Step 3: Application Based on the Informatio	n package n you have provided, yv n.	our application package cor	sists of the application(s)	shown below. Se	elect "Start"			
	Once all applications button. After submitt	are in *Ready to subr ing the application p	nit (edit)" status, you may ackage, you will no longe	y select the "Submit app er be able to change any	lication packag y of the inform	ge" ation.			
	Please complete the follow Application for Manufactu	wing applications: irer of Processed Tobacc	æ						
	Reartly to submit (edit) Application for Manufactu	irer of Tobacco Products	:						
	Application for Original Er	ntity				Start			
	Application for Tobacco E	xport Warehouse				Start			
	Application for Tobacco Is	nporter				Start			
	Submit Application	Package »			Save and resur	ne later			





Screens for <u>New Manufacturer of Processed Tobacco</u> Permit:

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Application for Manu	facturer of Process	ed Tobacco					
1 Mailing address	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6		
PROCESSED TOBACCO The factory premis location or building equipment, and su carrying on activiti premises can consi	DINFO es description for g used for: manufa pplies related to o es in connection v ist of more than o	manufacturing proces acturing and storing pr r used in the manufact vith the manufacturing ne building, or portion	sed tobacco should ocessed tobacco; st uring and storage o and storage of proo s of buildings, which	include any phy oring materials, f processed toba cessed tobacco. n need not be co	rsical acco; and The ontiguous		
or located in the sa Please include a dia building by using a	ame city, town, vill agram identifying separate street ac	lage, or state. each floor or floors, ro Idress or designation b	om or rooms, and e y letter, number, or	ach building. Ide any similar desi	entify each gnation.		
Describe the manufactu	rer of processed tobacc	co factory					

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DBA/OPERATING NAME			
Doing Business As / Operating Name:			
REASON FOR THE APPLICATION			
New processed tobacco manufacturer: •	2		
Out-of-state relocation: •	<u>@</u>		
Change of proprietorship - ownership: *	<u>@</u> □		
Change of general partner(s): •	Q		
OWNER BACKGROUND INFORMATION Has any Investor who has or will contribute mor percent of the funds of the business, stockhold more than ten percent of the Issued stock of a c Interest holder who holds more than ten percen holding of a limited liability company, sole prop any officer, director, partner, member, manager of primary interest in the business ever been sut are currently subject to legal proceedings involu- violation of any provision of Federal criminal taw tobacco products, processed tobacco, cigarette cigarette tubes?: •	The than ten or who holds Yes No r who holds orporation, tt Interest rletor, or , or person spect to or mig a felony v relating to paper, or tdlng dates	$\hat{}$	

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

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	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 convicted of a felony violation of any provision of Federal or State criminal law relating to tobacco products, processed tobacco, cligarette paper, or cligarette tubes? : • If yes, provide details of each event, including dates, places, and final disposition: •	● Yes ○ No	^
	WATER QUALITY INFORMATION Enter "Not Applicable" as needed List any liquid waste that may be released into navigable waters such as there, canals, or lakes. *		
	Provide beginning and ending dates for release: *		
	Describe how you will monitor the quality and characteristics of the discharge: •	\$ \$	
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Screen continues:



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



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	REQUEST FOR VARIANC	Г.				
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	You can skip this sect	ion if it doesn't apply to	you.			
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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:

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Application for Man	ufacturer of Processe	ed Tobacco					
1 Mailing address	2 Operation description	3 Upload required documents	4 Declare & acknowledge	5 Review	6		
REQUIRED DOCUMI Based on the infor application. Please	ENT CHECKLIST rmation you have g e edit the Method o	jiven us, the following of Submission to tell us	documents need to s how you'll provide	accompany you these document:	r s:		
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information	n that should be inc	cluded in each docum	ent.				
• Documen TTB."	ts already on fi	le with TTB: Mark a	as "On File and Pre	viously Approve	ed by		
Important: Please application, since	make any changes previous edits will	s to the Method of Sub be overwritten upon r	omission on your FIN evisiting this page.	IAL PASS throug	h this		
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	• Documer TTB."	nts already on file wit	h TTB: Mark	as "On File and Previously App	proved by	,
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	Document	Type Commer	ts Method of Submission	Permit, registry, notice, or application tracking number		
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	View, download, o	r print attachments by select	ing the docume	nt name.		
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Uploading Required Documents screen:



Step 4 – Declare and acknowledge:

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bit is direction for Manufactures of Processed Factors bit is directing in the bit is direct		Home	м	y Submissions	Resume D	haft	Help		
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Step 4: Declare to acknowledge>> **traiters required to accord		1 2 Operation description	3 Upload required documents	4 Declare δ acknowledge	5 Review	6 Application package			
Contract on the second		Step 4 : Declare & ack	nowledge >>			Industor a manipul field			
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 Ideclare under penalties of perjary under the laws of the principation in the Director of the National Revenue Center. Ideclare under penalties of perjary under the laws of the principation in the Director of the National Revenue Center. Ideclare under penalties of perjary under the laws of the principation in the Director of the National Revenue Center. Ideclare under penalties in they examined this application in the Director of the National Revenue Center. Ideclare under penalties of perjary under the laws of the penalties of on yn Innovédege and Belef, it is true, correct, and complete. Declaration Date: * Image: Im		Declaration				- marcates a required trad			
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. Ideclare under penalties of perjury under the laws of the		DECLARE AND ACKNOWLEE By checking the box be including accompanyin and belief.	GE low, you declare und g statements, and it	der penalty of perju is true, correct, and	ry that you have exa complete to the be	mined this application, st of your knowledge			
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: * Declaration Date: * IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		You may not commenc approval from the Direc	e or engage in the o tor of the National F	perations covered b Revenue Center.	y this application ur	ntil you have received			
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		Continue » «Back to	Application Package			Save and resume later	l		





Step 5: Review:



Review screen continues:



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.

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	Home		My Submissions	Resume Dr	aft		Неф	
	New Applications Wiz	ard						
	1 Determine applications	² Review	3 Application package	4 Pay cash bond if applicable	5 Submission confirmation	n		
	Step 3: Application Based on the Informatio to begin each application Once all applications button. After submitt Please complete the follow Application for Manufactu Rhutly to submit (edit Application for Manufactu	n package n you have provided, n. are in "Ready to sul ing the applications: wing	your application package co brnit (edit)" status, you ma package, you will no long .cco	nsists of the application(s) s y select the "Submit appl er be able to change any	hown below. Self	ect "Start" e" ation.		
	Application for Original Er	ntity				Start		
	Application for Tobacco E	xport Warehouse				Start		
	Application for Tobacco In	mporter				Start		
	Submit Application	Package »			Save and resum	e later		





Screens for <u>New Manufacturer of Tobacco Products</u> 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 —

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	Home	My Submissions	Resume Draft	He	p
Ар	plication for Manufacturer of Tobacc	to Products			
1	Mailing address 2 Operation description	3 Environmental & Upload bond info. 4 Upload docum	required 5 Declare & acknowledge	6 7	
St	ep 2: Operation description >>		* indicate	s a required field	
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DB	A/OPERATING NAME				
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RE	ASON FOR THE APPLICATION				
Net	w manufacturer of tobacco products: *	@□			
Ou	t-of-state relocation: *	<u>0</u>			
Ch	ange of general partner(s): •				
ow	VNER BACKGROUND INFORMATION	×-			
Hat ow cor	s any shareholder with more than 10% votir ner, general partner, LLC member/manager porate officer or director ever been subject	ng stock, sole Yes No r, or t to or are			v
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	OWNER BACKGROUND INFORMATION		^
	Has any shareholder with more than 10% voting stock, so 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 violation of any provision of Federal criminal law relating tobacco products, processed tobacco, cigarette paper, or cigarette tubes?: •	le () Yes No	
	If yes, please provide details of each event, including date and reasons: •	S x	
	Has any shareholder with more than 10% voting stock, so owner, general partner, LLC member/manager, or corporate officer or director ever been convicted of a felo violation of any provision of Federal criminal law relating tobacco products, processed tobacco, cigarette paper, or cigarette tubes?: •	le ● Yes ○ No my to	
	If yes, provide details of each event, including dates, place and final disposition: •	25, x	
	MANUFACTURER OPERATION INFO Select the type(s) of tobacco product(s) you	will be manufacturing.	
	Large Cigars:	20	
	Small Cigars:	20	
	Large Cigarettes:	<u>⊇</u> □	
	Small Cigarettes:	⊇⊠	
	Chewing Tobacco:		
	Pipe Tobacco:		×
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Note: Selection of the type(s) of tobacco products to be manufactured does not change of the following screens.

Net Your OWE. Processed Tobacco - Ships To Others: O O Discussed Tobacco - Ships To Others: Discussed Tobacco Products, also known as the factory, must be used useful in the conduct of the business; and carrying on activities in connection with the business of the manufacturer of tobacco products. Describe the primary factory premises below. If the factory is comprised of more than one building, the buildings or portions of buildings must be described by number, street, city (or town or village), and state. Identify each building describe the pulliding comprises the factory. If your "cigar factory," is comprising the factory, or indicate that the entire building comprises the factory. If your "cigar factory," or your street address. For each building describe the pulliding comprises the factory, to your will be considered the "factory," or unust detail this in a diagram to show the layout of the factory premises, including the dimensions of each area and the location of the roling tables, humidor, storage carea, counter area, ared adors area, any doors or other openings between the factory and the retail store, etc. In step 4 you will need to upload a diagram of the premises as well. Describe the factory premises to be used by a manufacturer of tobacco products may consist of more than one building, or portions of building which do not need to be condiguous (connecting or adjacent), but must be located in the same municipality. Describe the factory premises.	 Snuff: *	 ②□	
Processed Tobacco - Ships To Others: • C C C C C C C C C C C C C C	Roll Your Own: *	Q	
TOBACCO PRODUCTS INFO The premises used by a manufacturer of tobacco products, also known as the factory, must be used exclusively for manufacturing and storing tobacco products; storing materials, equipment, and supplies useful in the conduct of the business; and carrying on activities in connection with the business of the manufacturer of tobacco products. Describe the primary factory premises below. If the factory is comprised of more than one building, the buildings or portions of buildings must be described by number, street, city for town or village, and state. Identify each building by a letter, number, or similar designation if each building is not identifiable by a separate street address. For each building, describe the particular floor or floors, and room or rooms comprising the factory, or indicate that the entire building comprises the factory. If your "cigar factory" is located inside a retail store then you must identify which part of the store will be considered the "factory." You must detail this in a diagram to show the layout of the factory premises, including the dimensions of each area and the location of the rolling tables, humidor, storage area, counter area, retail area, any doors or other openings between the factory and the retail store, etc. In step 4 you will need to upload a diagram of the premises as well. If any portions of the operation are conducted at a different location, you will identify and describe these on the next page. The factory premises to be used by a manufacturer of tobacco products may consist of more than one building, or protions of buildings. Describe the factory premises. * Describe the factory premises.*	Processed Tobacco - Ships To Others: *	$\bigcirc \square$	
Describe the primary factory premises below. If the factory is comprised of more than one building, the buildings or portions of buildings must be described by number, street, city (or town or village), and state. Identify each building by a letter, number, or similar designation if each building is not identifiable by a separate street address. For each building, describe the particular floor or floors, and room or norms comprising the factory, or indicate that the entire building comprises the factory. If your "cigar factory" is located inside a retail store then you must identify which part of the store will be considered the "factory." You must detail this in a diagram to show the layout of the factory premises, including the dimensions of each area and the location of the rolling tables, humidor, storage area, counter area, retail area, any doors or other openings between the factory and the retail store, etc. In step 4 you will need to upload a diagram of the premises as well. If any portions of the operation are conducted at a different location, you will identify and describe these on the next page. The factory premises to be used by a manufacturer of tobacco products may consist of more than one building, or portions of buildings which do not need to be contiguous (connecting or adjacent), but must be located in the same municipality. Describe the factory premises: •	TOBACCO PRODUCTS INFO The premises used by a manufact exclusively for manufacturing and useful in the conduct of the busin manufacturer of tobacco product	urer of tobacco products, also known as the factory, must be used d storing tobacco products; storing materials, equipment, and supplies sess; and carrying on activities in connection with the business of the ts.	
If any portions of the operation are conducted at a different location, you will identify and describe these on the next page. The factory premises to be used by a manufacturer of tobacco products may consist of more than one building, or portions of buildings which do not need to be contiguous (connecting or adjacent), but must be located in the same municipality.	Describe the primary factory pren buildings or portions of buildings Identify each building by a letter, separate street address. For each comprising the factory, or indicat located inside a retail store then y You must detail this in a diagram	nises below. If the factory is comprised of more than one building, the must be described by number, street, city (or town or village), and state. number, or similar designation if each building is not identifiable by a building, describe the particular floor or floors, and room or rooms that the entire building comprises the factory. If your "cigar factory" is you must identify which part of the store will be considered the "factory." to show the lavout of the factory premises.	
Describe the factory premises:	each area and the location of the or other openings between the fa diagram of the premises as well.	rolling tables, humidor, storage area, counter area, retail area, any doors actory and the retail store, etc. In step 4 you will need to upload a	
	each area and the location of the or other openings between the fa diagram of the premises as well. If any portions of the operation ar on the next page. The factory pre- more than one building, or portio adjacent), but must be located in the	re conducted at a different location, you will identify and describe these mises to be used by a manufacturer of tobacco products may consist of ons of buildings which do not need to be contiguous (connecting or the same municipality.	

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Application for Manufacturer of Tob	acco Products				
1 Mailing address 2 Operation description	3 Environmental & Up bond info. 4 do	load required 5 Declare & acknowledge	6 7		
Step 3: Environmental & bond	info.>>	* indica	ites a required field		
Step 3a			,		
WATER QUALITY INFORMATION Enter "Not Applicable" as needed	I				
List any liquid waste that may be released i waters such as rivers, canals, or lakes: •	Into navigable		~		
			\sim		
Provide beginning and ending dates for rel	lease: *		~		
			\checkmark		
Describe how you will monitor the quality characteristics of the discharge: *	and		^		
			\sim		

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

Page 57



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



TOBACC A bond i	D BOND s require	d with this ap	plication.	Select "A	dd a Ro	w" to provide yo	ur bond info	rmation. Lea	rn more	
about he	be requi	red to upload	ge you ne a corresp	ed. onding T	TTB F 52	00.29 Tobacco I	ond on the r	next page.		
Showing 0	0 of 0									
Bond kind	Select of type the bond ar	ist all Effective ocations date of overed bond nder (must be nis on or ond, before nd the date of overage TTB or each approva	e Amount of bond (S)	Select bond category	Enter surety name	Enter Enter surety T-Note/bon bond - CUSIP number number	Enter I T-Note/bond - interest rate	Enter T-Note/bond - maturity date	Enter T-Note/bc - Par value	
No reco	ds found.									
Add a Ro	N 🔽	Edit Selected	Delete	Selected					>	
CONSEN If you ar select "A will requ of Surety You can	r of surf e require dd a Rov ire a Cha r), must b skip this	etty ad to provide a v" for each rea ange in Bond be completed section if it d	a bond and ason you r (Consent o and uploa oesn't app	d you wil need to e of Surety aded late Ny to you	ll also us extend t 1). NOTE er in this 1.	se that bond to c he terms of your : A TTB Form 50 application.	over additior bond. See a 00.18, Chang	al operation list of examp e in Bond (C	s, Iles that onsent	
Showing 0	0 of 0								_	
	Enter	the name of	Select the type bond you are	eof E	nter the to	tal dollar be bond tal dollar	fective Des bond char	cribe the propose nge to your existir	d ng	
	the co	orporate surety	changing	-		change	bon	d		

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:



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		CONSENT OF	SURETY	a band and you		hand to cover ad	ditional exerctions		
		select "Add a	Row" for each r	eason you need to	extend the term	ns of your bond.	See a list of examples that	t	
		will require a of Surety), m	Change in Bond ust be complete	d (Consent of Sure d and uploaded la	ty). NOTE: A TTB ter in this applica	Form 5000.18, (ation.	Change in Bond (Consent		
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		You can skip	this section if it	doesn't apply to y	ou.				
		Showing 0-0 of 0)						
			Enter the name of	Select the type of bond you are	Enter the total dollar	Enter the effective	Describe the proposed		
			the corporate surety	changing	amount of the bond	change	bond		
		No records for	ind.						
		Add a Row	Edit Selected	Delete Selected					
		REQUEST FOR	VARIANCE						
		Select "Add a	Row" for each r	equest to use an a	Iternate method	or procedure fro	om any regulations. You		
		the reason(s)		tice on company t	etternead in step	4 that usts the v	anances requested and		
		You can skip	this section if it	doesn't apply to y	ou.				
		Showing 0-0 of 0)						
			Select type of variance procedure	e, alternate method, or	Description of request	Status (for TTB use)	Comments (for TTB use only)		
		No records fou	ind.						
		Add a Row	Edit Selected	Delete Selected					
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 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.	
Select "Add a Row" for each request to use an alternate method or procedure from any regulatio You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s). You can skip this section if it doesn't apply to you.	
Select type of variance, alternate method, or procedure: Description of request: Status (for TTB (use): Select	
Comments (for TTB use only): TTB will provide comments after reviewing your request.	
< Cancel	
Continue > *Back to Application Package Save and resume later	~
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Step 4: Upload Required Documents —

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	Application for Manufactu	urer of Tobacco Product	ts				_
	1 2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7	
	Step 4: Upload requi	red documents > >			* indicates a r	equired field	
	Step 4a						
	REQUIRED DOCUMENT C Based on the informatic application. Please edit	CHECKLIST on you have given us, the Method of Submi	the following do ission to tell us h	ocuments need to a low you'll provide t	accompany your hese documents:		
	 Documents you information that Documents all TTB." 	ou plan to upload: should be included ir lready on file with	Mark as "Uploa n each documen n TTB: Mark as	aded." Learn more t. "On File and Prev	e about the type of	by	
	Important: Please make application, since previ	e any changes to the lious edits will be over	Method of Subm written upon rev	iission on your FIN isiting this page.	AL PASS through t	his	
	If no documents are list and can continue your	ted in the table below application.	r, you are not req	uired to upload an	y supporting docu	iments	
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		Document Type	Comments	Method of Submission	Permit, registry, notice, e tracking number	or application	
		Diagram		Uploaded		Actions v	
		Lease Agreement or Proof of Property Ownership		Uploaded		Actions	
		Bond Form		Uploaded		Actions	
	Edit S	ielected					
	Step	4b: Upload Required Do	cuments				
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	Attach	ment List					
	Files ca PDF file	n be up to 16 MB in size. Larger d a type is preferred.	ocuments sho	ould be separate	ed and uploaded as multip	le files if necessary.	
	Name	Docume	nt Type	Size	Date	Action	
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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 —

Home	My Submissions	Resume Draft	Help	
Application for Manufacturer of Tob	acco Products			
1 2 3 Environmental & 4 bond info.	Jpload required 5 Declare & acknowledge	6 Review 7 Applicati package	on	
Step 5: Declare & acknowledg	e>>	* indicates a	required field	
Declaration				
DECLARE AND ACKNOWLEDGE By checking the box below, you o including accompanying stateme and belief.	declare under penalty of perjur nts, and it is true, correct, and	y that you have examined this app complete to the best of your kno	plication, wledge	
You may not commence or enga approval from the Director of the	ge in the operations covered b National Revenue Center.	y this application until you have re	eceived	
I declare under penalties of perjury under United States of America, that I have exam application, including accompanying state best of my knowledge and belief, it is true, complete.: •	he laws of the ned this ments, and to the correct, and			
Declaration Date: *				

Step 6: Review –

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							Home		My Submissions	Resume	Draft	Help	
							Application for Manufactu	er of Tobacco Pro	ucts				
							1 2 3 Environmental bond info.	8 4 Upload required documents	ired 5 Declare & acknowledge	6 Review	7 Application package		
							Step 6: Review						
							Continue » « Back to	Application Package			Save and resume later		
							This is a summary of the information	n you provided to us.					
							Editing Your A	nswers					
							Please review your answer	s below.					
							Please note that you will n because this information w need to start over.	ot be able to edit t vas used to build y	he answers you gave of our application packag	n the first page of the e. If you made a mista	application wizard ake in the wizard, you w	rill	
							Application for Manufacturer of To	bacco Products					
							Application Contact						
							Michael D. Hoover 1310 G Street, NW, Box 12 Washington, DC, 20005 United States Primary Phone:202-453-2135 Email Address: Michael Hoovers	tth gay					
							LINK / WORESS, PRENDEL/100VERG						~
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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:

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	Step 4b: Upload	Required Documents		,	
	Upload attachments button.	here. Be sure to save all uploads b	efore leaving this p	age using the 'Save Attachments'	_
	View, download, or p	rint attachments by selecting the	document name.		
	Attachment List Files can be up to 16 MI	3 in size. Larger documents should be	separated and uploa	ded as multiple files if necessary.	
	PDF file type is preferre	d. Document Type	Size	Date Action	
	No records found.				
	Add				
	Declaration				_
	DECLARE AND ACKNOWI I declare under penalties United States of America, application, including acc best of my knowledge an complete.	LEDGE of perjury under the laws of the Yes that I have examined this companying statements, and to the d belief, it is true, correct, and			
	Declaration Date:	08/2	6/2019		
	Continue »	ack 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.

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	Home		My Submissions	Resume D	aft	Нефр		
	1 Determine applications	2 Review	3 Application package	4 Pay cash bond if applicable	5 Submission			
	Step 3: Applicatio Based on the Informatic to begin each application Once all applications button. After submit Please complete the follo Application for Manufact Burdy to submit (edit	n package in you have provided, in, are in "Ready to sul ing the application wing applications: urer of Processed Toba	your application package co brnit (edit)* status, you ma package, you will no long .cco	nsists of the application(s) : y select the "Submit app er be able to change any	hown below. Selv ication package r of the informa	ct "Start" ; ion.		
	Application for Manufact	urer of Tobacco Produc	cts			Start		
	Application for Original E	ntīty				Start		
	Application for Tobacco I	xport Warehouse				Start		
	Application for Tobacco I Submit Application	mporter Package »			Save and resum	a later		





Screens for <u>New Tobacco Export Warehouse</u> 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 —

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Application	for Tobacco Export Wareho	use					
1 Mailing a	ddress 2 Operation description	3 Environmental & Jond info.	4 Upload required documents	5 Declare & acknowledge	6 7		
Step 2: C	peration description >>			* indicate	a required field		
Step 2a							
DBA/OPERA	TING NAME						_
Doing Busine	ss As / Operating Name:	(7) TTB, Inc.					
By checking Operating N county or sta	his box I certify that the Doing Bi me listed above has been registe re, if applicable: •	usiness As / 🔽 red with my					
REASON FO	THE APPLICATION						
New tobacco	export warehouse: *	(2▼					
OWNER BAC	KGROUND INFORMATION						
Has any Inve percent of th more than te interest hold holding of al any officer, d	tor who has or will contribute me e funds of the business, stockholo percent of the issued stock of a r who holds more than ten perce mitted liability company, sole pro- rector, partner, member, manage grost in the husiness over bean si	ore than ten					~
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REASON FOR THE APPLICATION			
New tobacco export warehouse:			
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 Isued 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 taw relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes?: *			
If yes, please provide details of each event, including dates x and reasons: •	\sim		
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 linterest in the business ever been convicted of a felony violation of any provision of Federal or State criminal law relating to tobacco products, processed tobacco, cligarette paper, or cligarette tubes? : *			
If yes, provide details of each event, including dates, places, x and final disposition *	^		
Image: State Stat	Cap 🔎 🗕 🖒 🔡 Accela Citizen Access 🛛 🗙	TB Internet Site 🚯 Web Posting Request - E	- 日 × 命☆戀 9
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	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 lability company, sole proprietor, or any officer, director, partner, member, manager, or person of primary Interest in the business ever been convicted of a felony violation of any provision of Federal or State criminal law relating to tobacco products, processed tobacco, cligarette paper, or cigarette tubes? : •	€ Yes ⊖ No	^
	If yes, provide details of each event, including dates, places, and final disposition.: •	×	
	EXPORTER OPERATION INFORMATION Select the type(s) of tobacco products you wil	l be exporting.	
	Clgarettes:	\checkmark	
	Cigars:	\checkmark	
	Other tobacco products:	\checkmark	
	Processed Tobacco:	\checkmark	
	EXPORT WAREHOUSE INFO		
	Describe the export warehouse premises:	×	
	Continue > Sack to Application Package	Save and resume later	
🚛 🔎 🖽 🧧 😣	W		or 🔰 😒 🦘 🖱 ブ 🕬 8:22 PM 8/26/2019

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

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	Annour	ncements Logged in as:	Michael Hoover My Record	d Collections (0) Reports (15) 🔻 Account Manage	ment Log out	t.		^
	Home		My Submissions	R	esume Draft		Help		
	Application for Tobac	co Export Warehou	se						
	1 Mailing address	² Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 7			
	Step 3 : Environme	ental & bond info). >>		* indicate	es a required fiel	d		
	Step 3a						_		
	NON-CONTIGUOUS L If any part of your o select "Add a Row" f continuation of the separate application	OCATIONS peration will take for each additiona operation at the p n.	place at a location I location. The use o primary premises. If	that is not adjacent of the non-contigue it is a stand-alone o	to the premises lo ous location must peration you mus	cation, be a t submit a			
	You can skip this see	ction if it doesn't a	apply to you.						
	Showing 0-0 of 0 Non-con	tiguous Descr	iption of Non- D	riving distance from the pri	mary Description of p	roposed			
	No records found.	Address conti	Juous Location pr	remises (in mixes)	Operation(s)				
	Add a Row 🔻 E	Edit Selected Del	ete Selected						
	TOBACCO BOND A bond is required w about how much bo	vith this application of the second coverage you	on. Select "Add a Ro need.	w" to provide your l	oond information.	Learn more	2		~
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NOTE: Water quality information is not collected as part of the New Tobacco Export Warehouse application.

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	Step 3	: Environmenta	l & bon	d info.>>			.	ang neo				
									*i	ndicates a requ	ired field	
	Step 3	ia										
	NON-C	ONTIGUOUS LOC	ATIONS									
	lf any p select contin separa	part of your opera 'Add a Row" for e uation of the ope te application.	ation wil each add eration at	l take plac litional loc t the prima	e at a l ation. ary pre	location tha The use of t emises. If it is	it is not adjao the non-con s a stand-alc	cent to tiguous one ope	the premis location r ration you	es locatior nust be a must subr	ı, nit a	
	You ca	n skip this sectio	n if it do	esn't apply	y to yoi	u.						
	Showing	0-0 of 0										
		Non-contiguo Location Addre	us ess	Description contiguous	of Non- Location	Drivin premi	ng distance from t ises (in miles)	he primar	y Description Operation	n of proposed (s)		
	No rec	ords found.										
	Add a f	tow 🔻 Edit S	elected	Delete Se	elected							
	TOBAC	CO BOND										
	A bond	l is required with	this app	lication. S	elect "/	Add a Row"	to provide y	our boi	nd informa	tion. Learn	more	
	about	now much bond	coverag	e you nee	a.			_				
	You wi	ll be required to	upload a	correspo	nding	TTB F 5200.	.29 Tobacco	Bond	on the next	page.		
	Showing	0-0 of 0										
	Bon kind	Select type of bond bond bond tefore date of must be on or date of must be of before date of must be on or tripe approval	Arnount of bond (5)	Select E bond s category r	Enter E surety b name r	Enter Enter surety T-Not bond - CUS number numb	Enter te/bond T-Not IP - inten ser rate	e/bond est	Enter T-Note/bond - maturity date	Enter T-Note/bond - Par value	Enter T-Not - issue	
	No rec	ords found.										`

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



TOBACC	0.0000			-				•			 _
A bond i about he You will	s required w much to be require	with this ap cond covera	plication. ge you ne a corresp	Select "A ed. onding T	Add a Ro	ow" to prov 200.29 Tob	vide your	bond infor nd on the n	mation. Lea ext page.	rn more	
Showing 0-	-0 of 0			_							
Bond kind	Select type of bond cov for	t all Effective ations date of erered bond der (must be s on or nd, before d the date of rerage TTB each approva	e Amount of bond (\$)	Select bond category	Enter surety name	Enter Ent surety T-N bond - Cl number nur	ter Note/bond USIP mber	Enter T-Note/bond - interest rate	Enter T-Note/bond - maturity date	Enter T-Note/b - Par valu	
No recor	ds found.							_		`	
Add a Ro	~ -	Edit Selected	Delete	Selected							
CONSEN If you ar select "A will requ of Surety You can	r OF SURET e required dd a Row" ire a Chan r), must be skip this s	to provide a for each rea nge in Bond (completed ection if it de	a bond and ason you i (Consent o and uploa oesn't app	d you wil need to e of Surety aded late oly to you	ll also u extend (). NOTI er in this u.	ise that bor the terms o E: A TTB Fo s applicatio	nd to cove of your bo rm 5000. on.	er addition ond. See a l .18, Chang	al operation ist of examp a in Bond (C	s, <mark>les</mark> that onsent	
Showing 0-	0 of 0		Select the typ	eof -	Inter the tr	Fn	ter the effect	tive Desc	ribe the propose	4	
	Enter th	he name of				otal dollar 👾				u	

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:



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	CONSENT OF SURETY If you are required to provide select "Add a Row" for each r will require a Change in Bono of Surety), must be complete You can skip this section if it	e a bond and you wi eason you need to d (Consent of Surety d and uploaded late doesn't apply to you	ll also use that b extend the term: /). NOTE: A TTB er in this applicat u.	ond to cover ad s of your bond. S Form 5000.18, C cion.	lditional operations, See a list of examples that Change in Bond (Consent		^
	Showing 0-0 of 0 Enter the name of the corporate surety No records found.	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		
	REQUEST FOR VARIANCE Select "Add a Row" for each r will also need to upload a not the reason(s).	request to use an alt	ternate method tterhead in step	or procedure fro 4 that lists the va	om any regulations. You ariances requested and		
	Showing 0-0 of 0 Select type of variance procedure No records found.	doesn't apply to yo	U. Description of request	Status (for TTB use)	Comments (for TTB use only)		
	Add a Row Continue > Continue > Continue >	Delete Selected			Save and resume later	802	~
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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.	
REQUEST FOR VARIANCE Select "Add a Row" for each request to use an alternate method or procedure from any regulatio You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s). You can skip this section if it doesn't apply to you.	
Select type of variance, alternate method, or procedure: Description of request: Status (for TTB (use): Select	
Comments (for TTB use only): TTB will provide comments after reviewing your request.	
Cancel	
Continue » « Back to Application Package Save and resume later	~
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Step 4: Upload Required Documents —

Announcen	ients Logged in as: Michael He	Joover My Record Colleg	sctions (0) Reports (15) 🔻	Account Manageme	nt Log out	
Home	М	y Submissions	Resum	ne Draft	Help	
Application for Manufactu	arer of Tobacco Produc	:ts				
1 2 Operation description	3 Environmental & bond info.	4 Upload required documents	5 Declare & acknowledge	6 Review	7	
Step 4: Upload requi	red documents >>			* indicates a	required field	
Step 4a						
REQUIRED DOCUMENT C	HECKLIST					
Based on the informati application. Please edit	on you have given us, the Method of Subm	, the following do ission to tell us he	cuments need to a ow you'll provide th	ccompany your nese documents:		
 Documents yee information that Documents al TTB." 	ou plan to upload: should be included in ready on file with	: Mark as "Uploa n each document n TTB: Mark as '	aded." Learn more "On File and Previ	about the type of a solution of the type of a solution of the type of type of type of the type of type	f I by	
Important: Please make application, since previ	e any changes to the ous edits will be over	Method of Submi rwritten upon revi	ission on your FIN/ isiting this page.	L PASS through	this	
If no documents are lis and can continue your	ted in the table below application.	v, you are not requ	uired to upload any	/ supporting doc	uments	
Showing 1-3 of 3						
Document Type	Comment	Method of	Permit, registry, notice, c	or application		

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	Showing	1-3 of 3					
		Document Type	Comments	Method of Submission	Permit, registry, notice, tracking number	or application	
		Diagram		Uploaded		Actions v	
		Lease Agreement or Proof of Property Ownership		Uploaded		Actions v	
		Bond Form		Uploaded		Actions v	
	Edit Se	elected					
	Step 4	1b: Upload Required	Documents				
	Upload button.	attachments here. Be sur	e to save all upl	oads before le	eaving this page using th	ne 'Save Attachments'	
	View, d	ownload, or print attachm	ients by selectir	ig the docume	ent name.		
	Attachr	ment List					
	Files car PDF file	n be up to 16 MB in size. Larg type is preferred.	er documents sh	ould be separat	ed and uploaded as multip	le files if necessary.	
	Name	Doc	ument Type	Size	Date	Action	
	No rec	cords found.					
	Add						
	Cont	« Back to Applicat	ion Package			Save and resume later	
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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 —

Home	My Submissions	Resume Draft	Help	
Application for Manufacturer of Tob	acco Products			
1 2 3 Environmental & 4 bond info.	Jpload required 5 Declare & acknowledge	6 Review 7 Applicati package	on	
Step 5: Declare & acknowledg	e>>	* indicates a	required field	
Declaration				
DECLARE AND ACKNOWLEDGE By checking the box below, you o including accompanying stateme and belief.	declare under penalty of perjur nts, and it is true, correct, and	y that you have examined this app complete to the best of your kno	plication, wledge	
You may not commence or enga approval from the Director of the	ge in the operations covered b National Revenue Center.	y this application until you have re	eceived	
I declare under penalties of perjury under United States of America, that I have exam application, including accompanying state best of my knowledge and belief, it is true, complete.: •	he laws of the ned this ments, and to the correct, and			
Declaration Date: *				

Step 6: Review –

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								Home		My Si	ubmissions	Resur	ne Draft	ŀ	Help				
							Application	n for Tobacco Ex	port Wa	rehouse									
							1 2	³ Environmental bond info.	8 4	Upload required documents	5 Declare & acknowledge	6 Review	7 Application package	1					
							Step 6:R	leview											
							Continu	« Back to	Applicatio	n Package			Save and resume	e later					
							This is a summ	ary of the information		ided to us.									
							Please revi	ew your answer	s below.	15									
							Please note because th need to sta	e that you will n his information v art over.	ot be abl /as used	le to edit the an to build your aj	nswers you gave on pplication package	the first page of ti . If you made a mis	he application wizar stake in the wizard, y	d you will					
							Application fo	r Tobacco Export W	irehouse										
							Applicat	ion Contact											
							Michael D. H. 1310 G Stree Washington, United States Primary Phor Email Addres	oover t, NW., Box 12 DC, 20005 s ne:202-453-2135 s:Michael.Hoover@	ttb.gov										
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Step 6:

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	<			>	
	Step 4b: Upload R	equired Documents			
	Upload attachments h button.	ere. Be sure to save all uploads	before leaving	his page using the 'Save Attachments'	_
	View, download, or pri	nt attachments by selecting th	e document nan	ne.	
	Attachment List				
	Files can be up to 16 MB PDF file type is preferred	in size. Larger documents should	be separated and	uploaded as multiple files if necessary.	
	Name	Document Type	Size	Date Action	
	No records found.				
	Add				
					-
	DECLARE AND ACKNOWLE I declare under penatites or United States of America, t application, including acco best of my knowledge and complete:	IDGE f perjury under the laws of the Ye hat I have examined this impanying statements, and to the belief, it is true, correct, and	s		
	Declaration Date:	08	/26/2019		
	Continue » « Bac	k to Application Package		Save and resume later	
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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.

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	Annour	ncements Logged in as:	Michael Hoover My Record Colle	actions (0) Reports (15) 🌱 Ac	count Management	t Log out		
	Home		My Submissions	Resume Dr	aft		Неф	
	New Applications Wiz	ard						
	1 Determine applications	² Review	3 Application package	4 Pay cash bond if applicable	5 Submission confirmation	n		
	Step 3: Application Based on the Informatio to begin each application Once all applications button. After submitt Please complete the follow Application for Manufactu Rhutly to submit (edit Application for Manufactu	n package n you have provided, n. are in "Ready to sul ing the applications: wing	your application package co brnit (edit)" status, you ma package, you will no long .cco	nsists of the application(s) s y select the "Submit appl er be able to change any	hown below. Self	ect "Start" e" ation.		
	Application for Original Er	ntity				Start		
	Application for Tobacco E	xport Warehouse				Start		
	Application for Tobacco In	mporter				Start		
	Submit Application	Package »			Save and resum	e later		





COMMON APPLICATION PACKAGE SUBMISSION SCREENS:

After review, the applicant is presented with the Application Package Submission screen —

Home	My Submissio	ons Resume	Resume Draft		
New Applications Wizard	New Applications Wizard				
1 Determine applications a	2 Review 3 Applicati package	on 4 Pay cash bond if applicable	5 Submission confirmation		
Step 3: Application pa	ackage				
Based on the information yo to begin each application.	u have provided, your application p	ackage consists of the application(s) shown below. Select "Start"		
Once all applications are button. After submitting	in "Ready to submit (edit)" statu: the application package, you wi	s, you may select the "Submit ap Il no longer be able to change a	plication package" ny of the information.		
Please complete the following Application for Manufacturer of	applications: of Processed Tobacco				
Ready to submit (edit) Application for Manufacturer of	of Tobacco Products 12-3456789 / TT	B, Inc.			
Application for Original Entity	12-3456789 / TTB, Inc.				
Ready to submit (edit) Application for Tobacco Expo	rt Warehouse 12-3456789 / TTB, Inc.				
Application for Tobacco Impo	rter 12-3456789 / TTB, Inc.				

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



- END -