

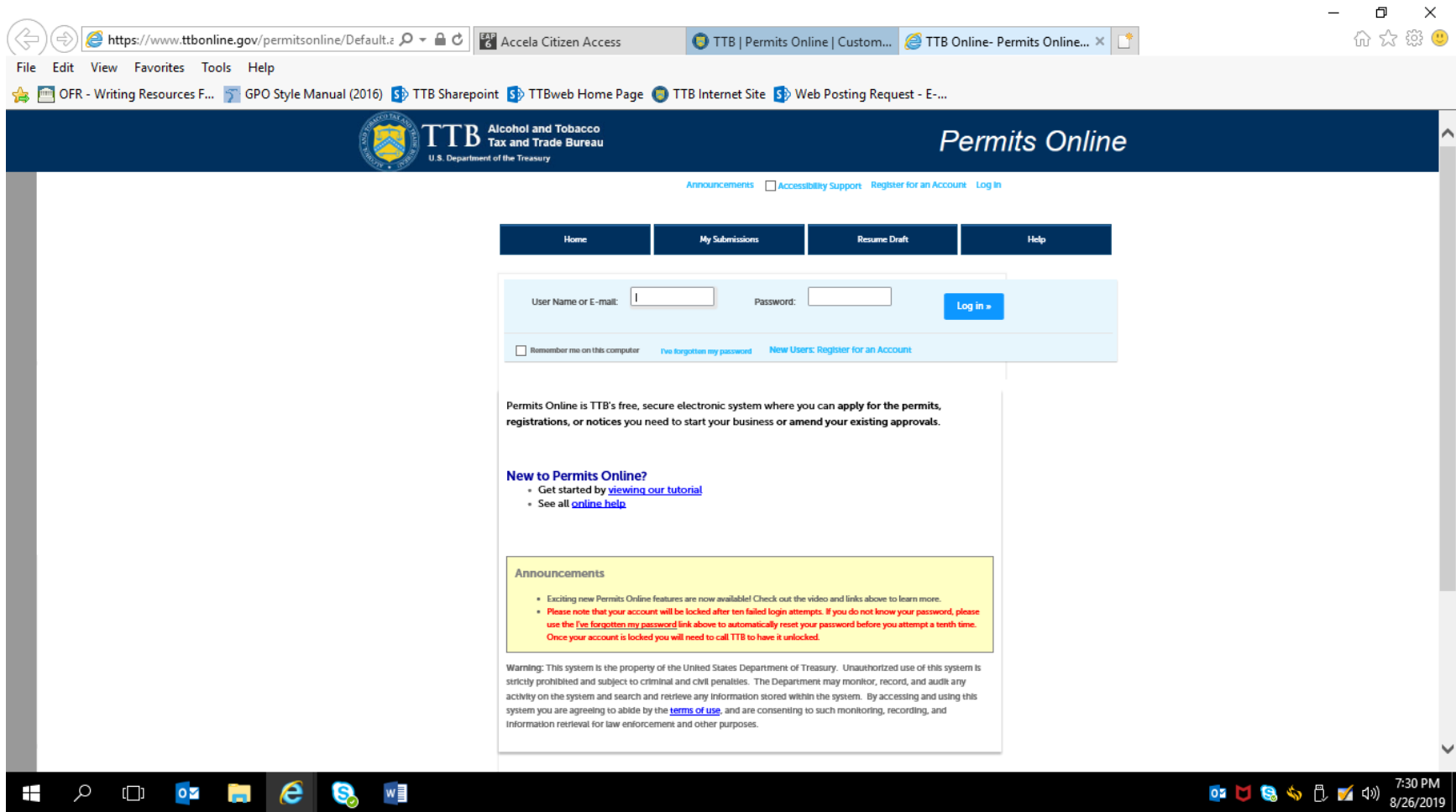
Permits Online (PONL)

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:

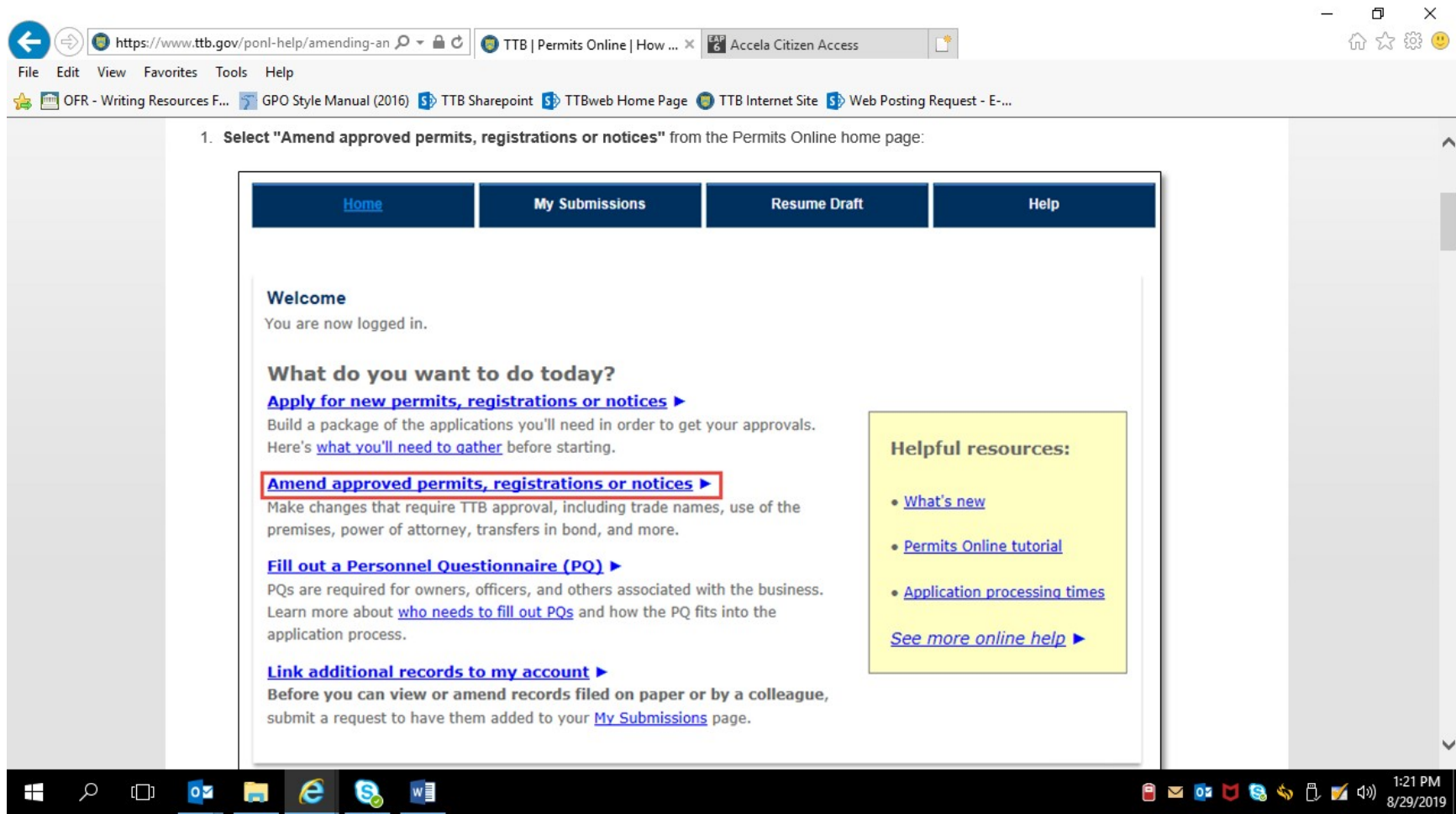
PONL Log-in Screen — (https://www.ttbonline.gov/permitonline/Default.aspx) —



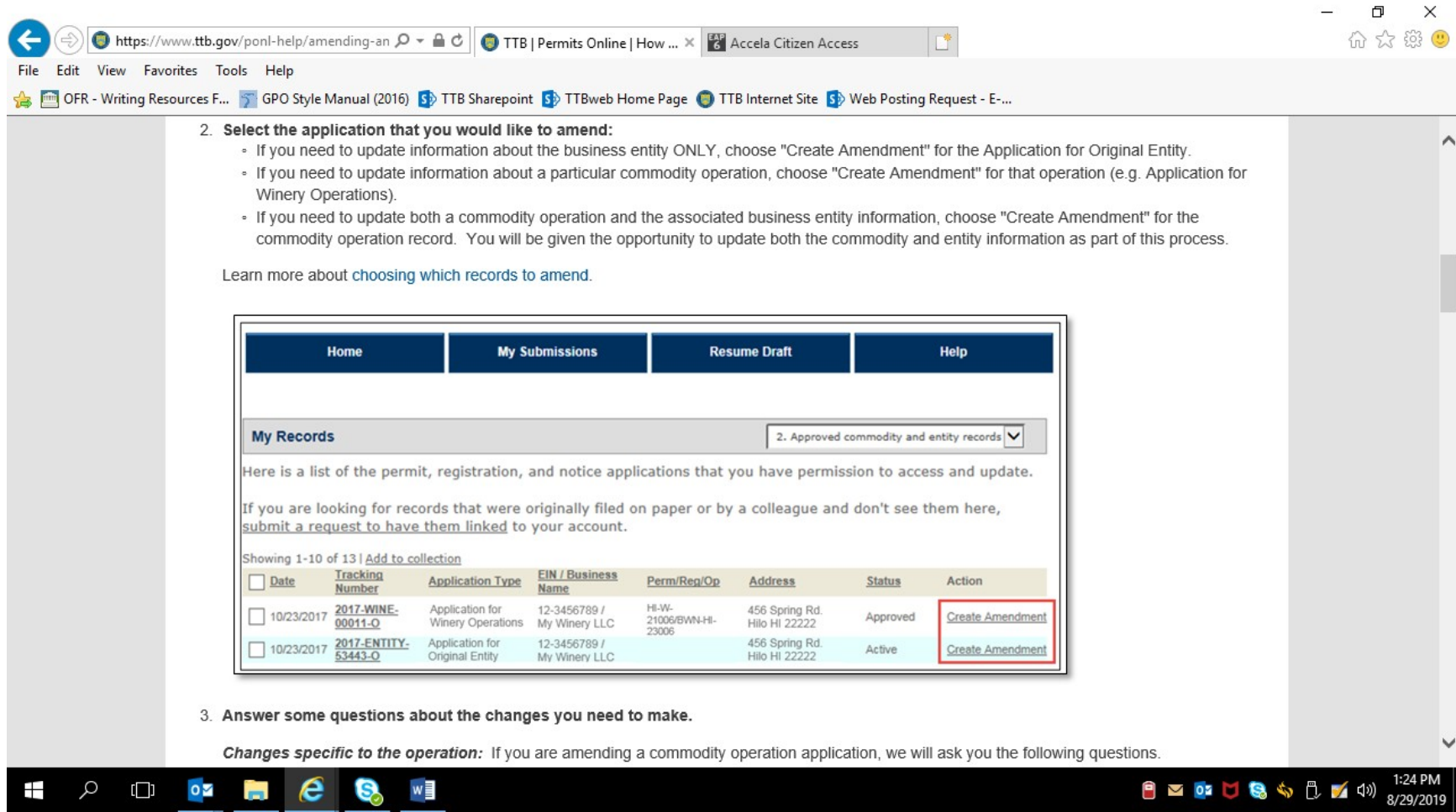
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PONL 5.0 – Amended Tobacco Importer Permit Applications.
Screen Shots – August 2019

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.

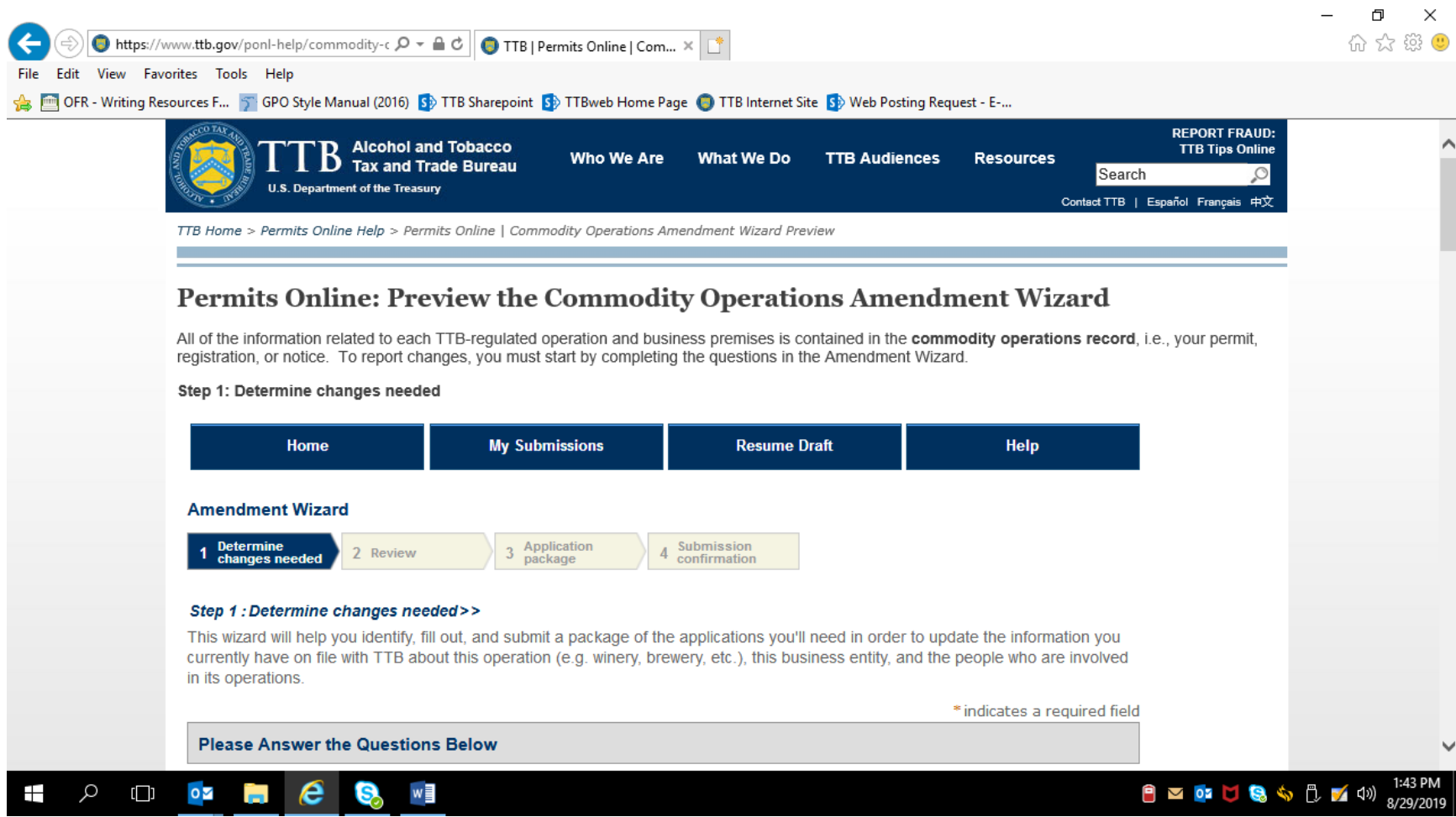
The respondent then selects the link for “Commodity Operations Amendment Wizard” which is required for all amended permit applications.

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:

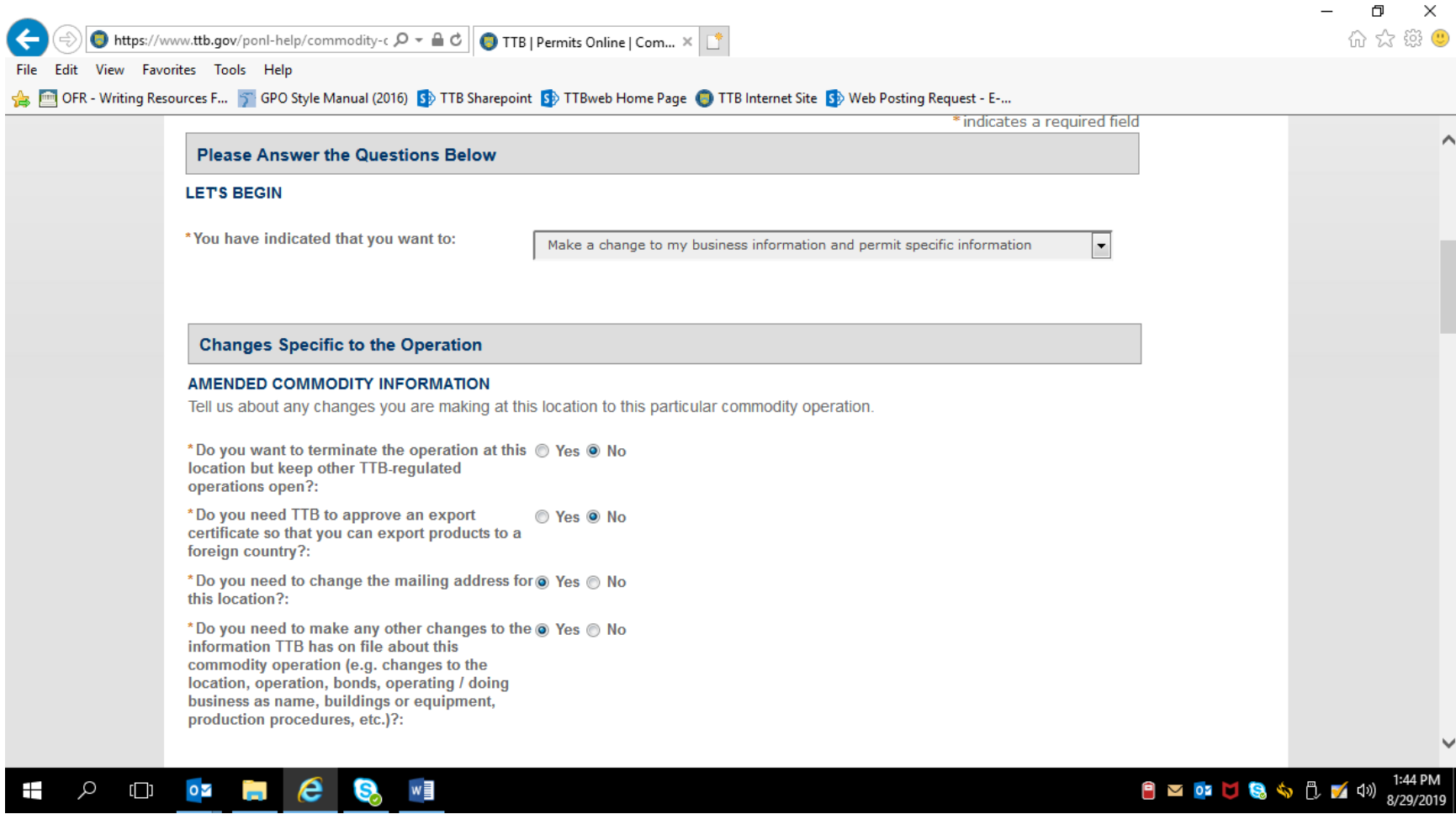
Commodity Operations Amendment Wizard	<p>The Commodity Operations Amendment Wizard guides you by asking a series of questions, and depending on your answers creates an application package, which is a list of the applications you're required to submit.</p> <p><i>Everyone who applies for an amended permit, 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.

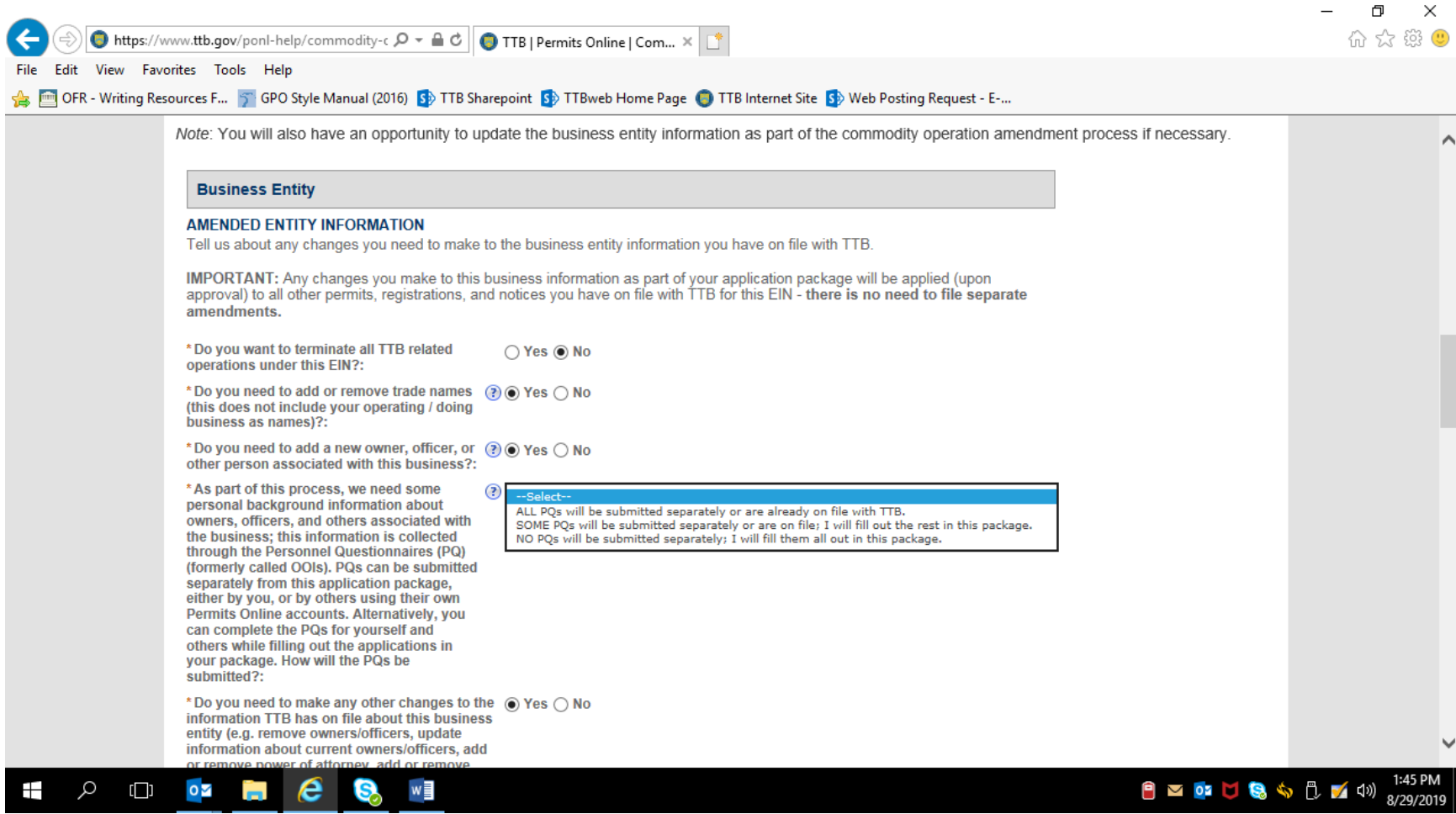
COMMODITY OPERATIONS AMENDMENT WIZARD:



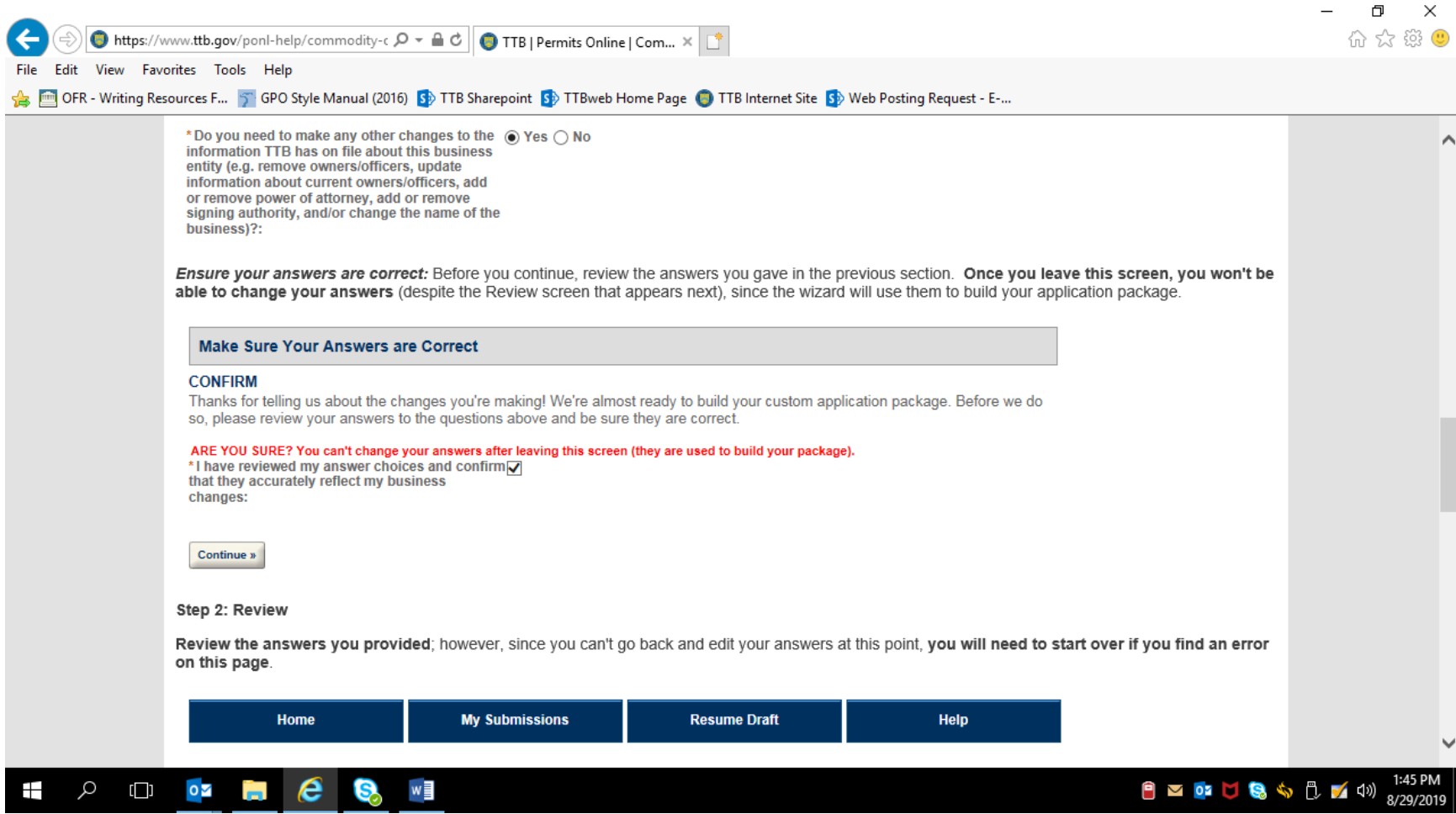
PONL 5.0 - Amended Tobacco Importer Permit Applications.
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https://www.ttb.gov/poal-help/commodity-c

TTB | Permits Online | Com...

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...

Step 2: Review

Review the answers you provided; however, since you can't go back and edit your answers at this point, you will need to start over if you find an error on this page.

Home My Submissions Resume Draft Help

Amendment Wizard

1 Determine changes needed 2 Review 3 Application package 4 Pay cash bond if applicable 5 Submission confirmation

Step 2: Review

Continue » Save and resume later: [icon]

This is a summary of the information you provided to us.

Step 3: Application package

From here select "Start" to open and complete each amendment application in your package.

Home My Submissions Resume Draft Help

Amendment Wizard

1 Determine changes needed 2 Review 3 Application package 4 Pay cash bond if applicable 5 Submission confirmation

Step 3: Application package

Step 3: Application package

From here select "Start" to open and complete each amendment application in your package.

Home My Submissions Resume Draft Help

Amendment Wizard

1 Determine changes needed 2 Review 3 Application package 4 Pay cash bond if applicable 5 Submission confirmation

Step 3 : Application package

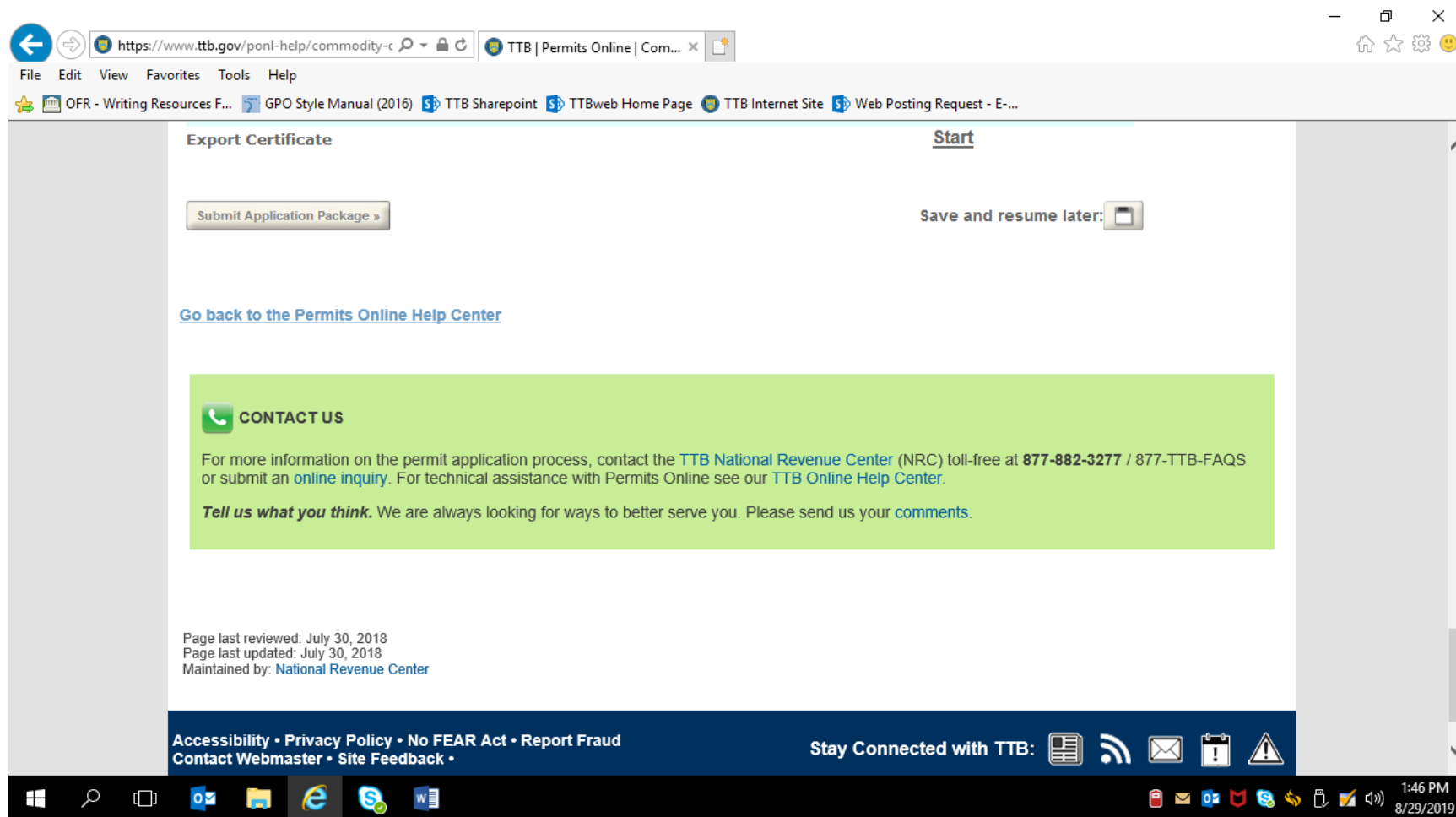
Based on the information you have provided, your application package consists of the application(s) shown below. Select "Start" to begin each application.

Once all applications are in "Ready to submit (edit)" status, you may select the "Submit application package" button. After submitting the application package, you will no longer be able to change any of the information.

Please complete the following applications:

Amended Application for Change in Mailing Address	<u>Start</u>
Amended Application for Winery	<u>Start</u>
Export Certificate	<u>Start</u>

Submit Application Package » Save and resume later:



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

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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.

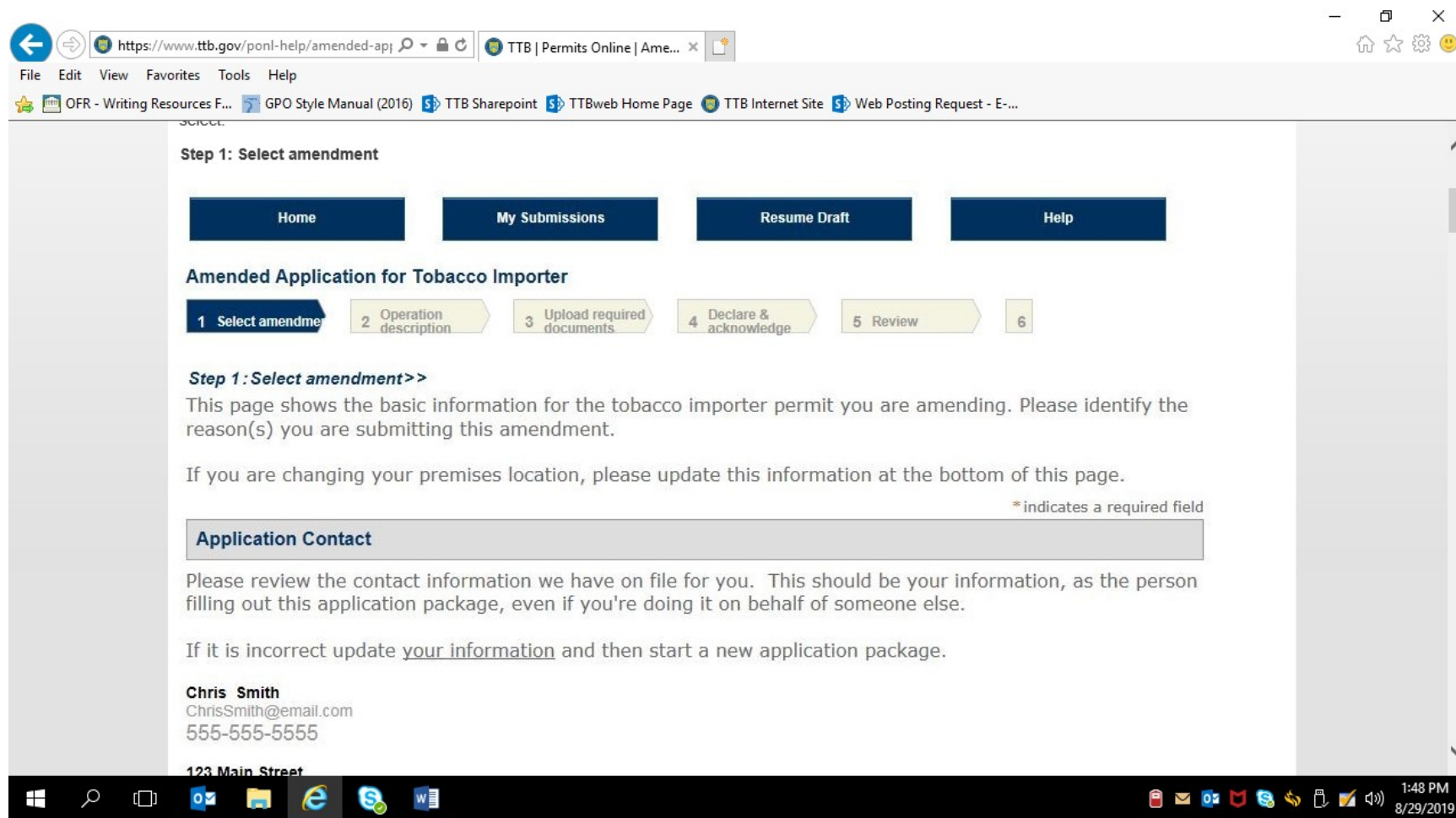
Step 1: Select amendment

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/poal-help/amended-apl>. The browser's address bar also shows the page title "TTB | Permits Online | Ame...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar 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 of the browser displays the following information:

Chris Smith
ChrisSmith@email.com
555-555-5555

123 Main Street
Washington, DC, 20000

Reason for the Amendment

REASON FOR THE AMENDMENT
Select at least one of the following to make changes to your approved permit.

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.

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?:

Are you changing your Doing Business As/Operating Name?:

Entity Information

The Windows taskbar at the bottom of the screen shows the Start button, a search icon, and several application icons including Outlook, File Explorer, Edge, and Word. The system tray on the right shows the date and time as "1:48 PM 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.

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Premises Address

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

Street # Fraction Direction * Street Name Street Type Street Suffix

Unit Type Unit Number

Rural Address Line 1

Rural Address Line 2

* City * State * ZIP Code County

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

Step 2: Operation description

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

Step 2a

DBA/OPERATING NAME

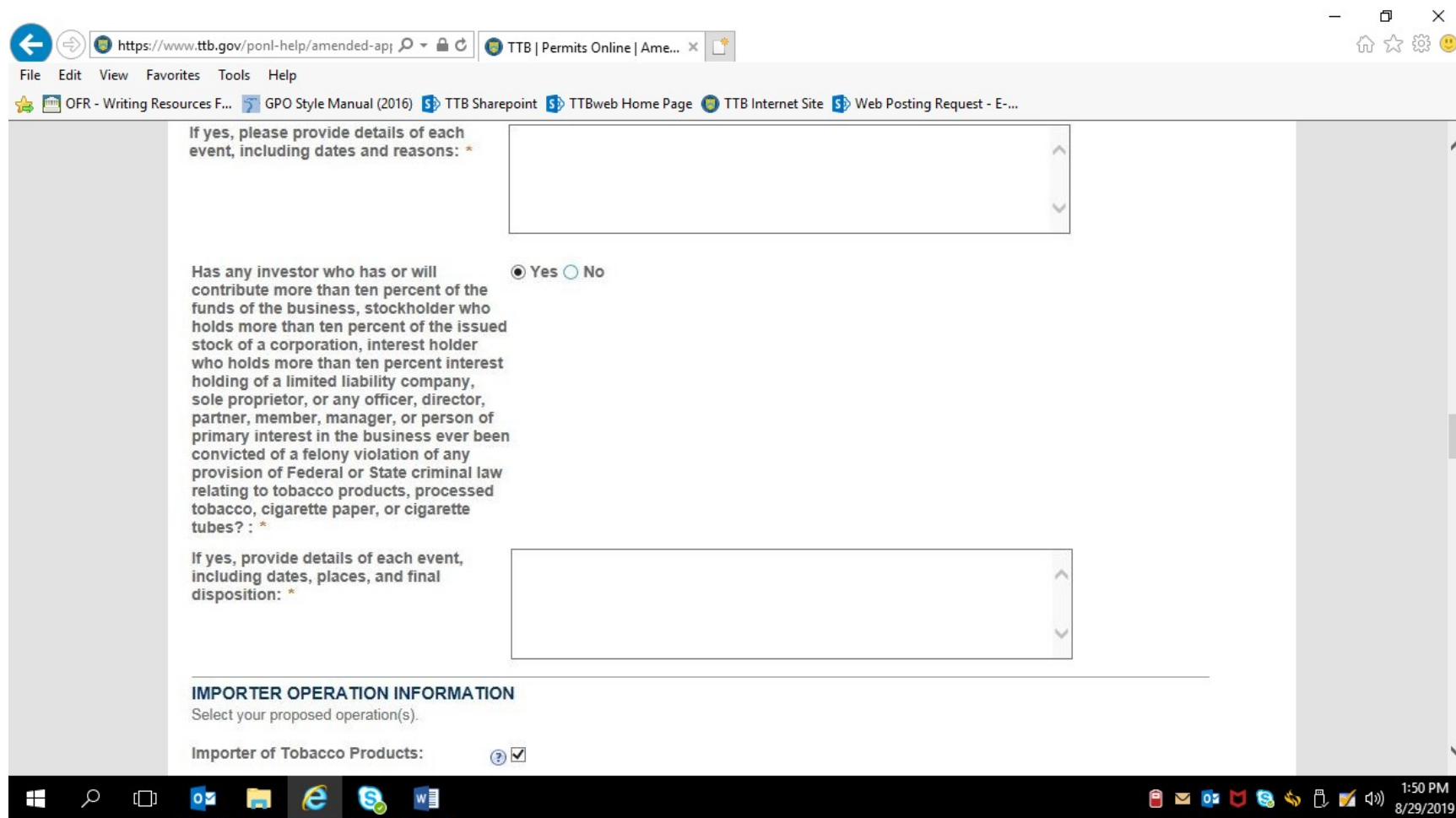
Doing Business As / Operating Name:

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



PONL 5.0 - Amended Tobacco Importer Permit Applications.
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IMPORTER OPERATION INFORMATION
Select your proposed operation(s).

Importer of Tobacco Products: ?

Importer of Processed Tobacco: ?

Step 2b

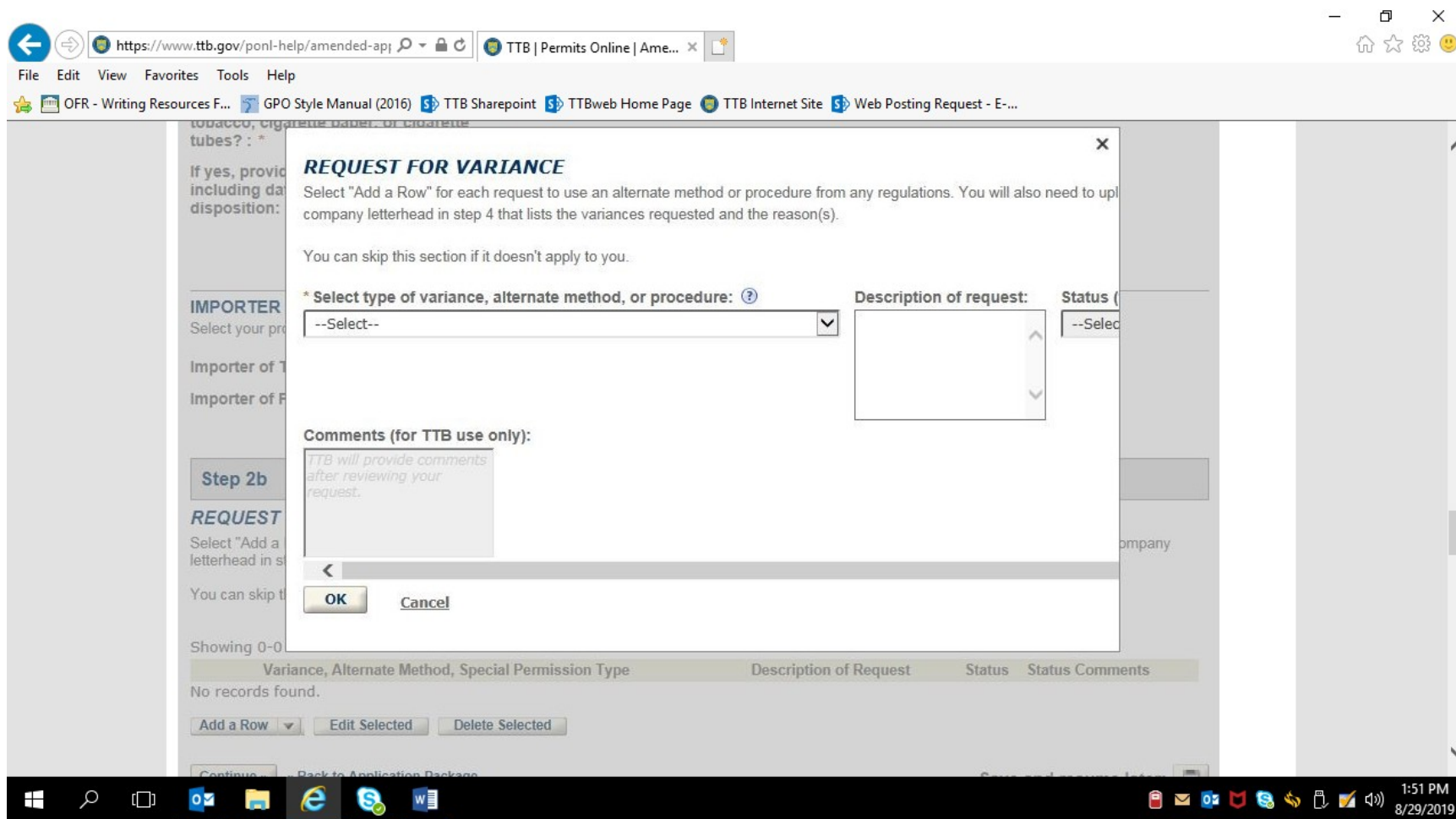
REQUEST FOR VARIANCE
Select "Add a Row" for each request to use an alternate method or procedure from any regulations. You will also need to upload a notice on company letterhead in step 4 that lists the variances requested and the reason(s).
You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Variance, Alternate Method, Special Permission Type	Description of Request	Status	Status Comments
No records found.			

[« Back to Application Package](#)

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 Yes No



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
---------------	----------	----------------------	---

Windows taskbar: 1:51 PM 8/29/2019

The screenshot shows a web browser window with the address bar displaying <https://www.ttb.gov/po-nl-help/amended-apl>. The browser's address bar also shows the page title "TTB | Permits Online | Ame...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar 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 of the browser displays a document management interface. At the top, it says "Showing 1-1 of 1". Below this is a table with the following columns: "Document Type", "Comments", "Method of Submission", and "Permit, Registry or Tracking Number if on file with TTB". The table contains one row with the value "Diagram" under "Document Type" and "Uploaded" under "Method of Submission". To the right of the table is an "Actions" dropdown menu. Below the table is an "Edit Selected" button.

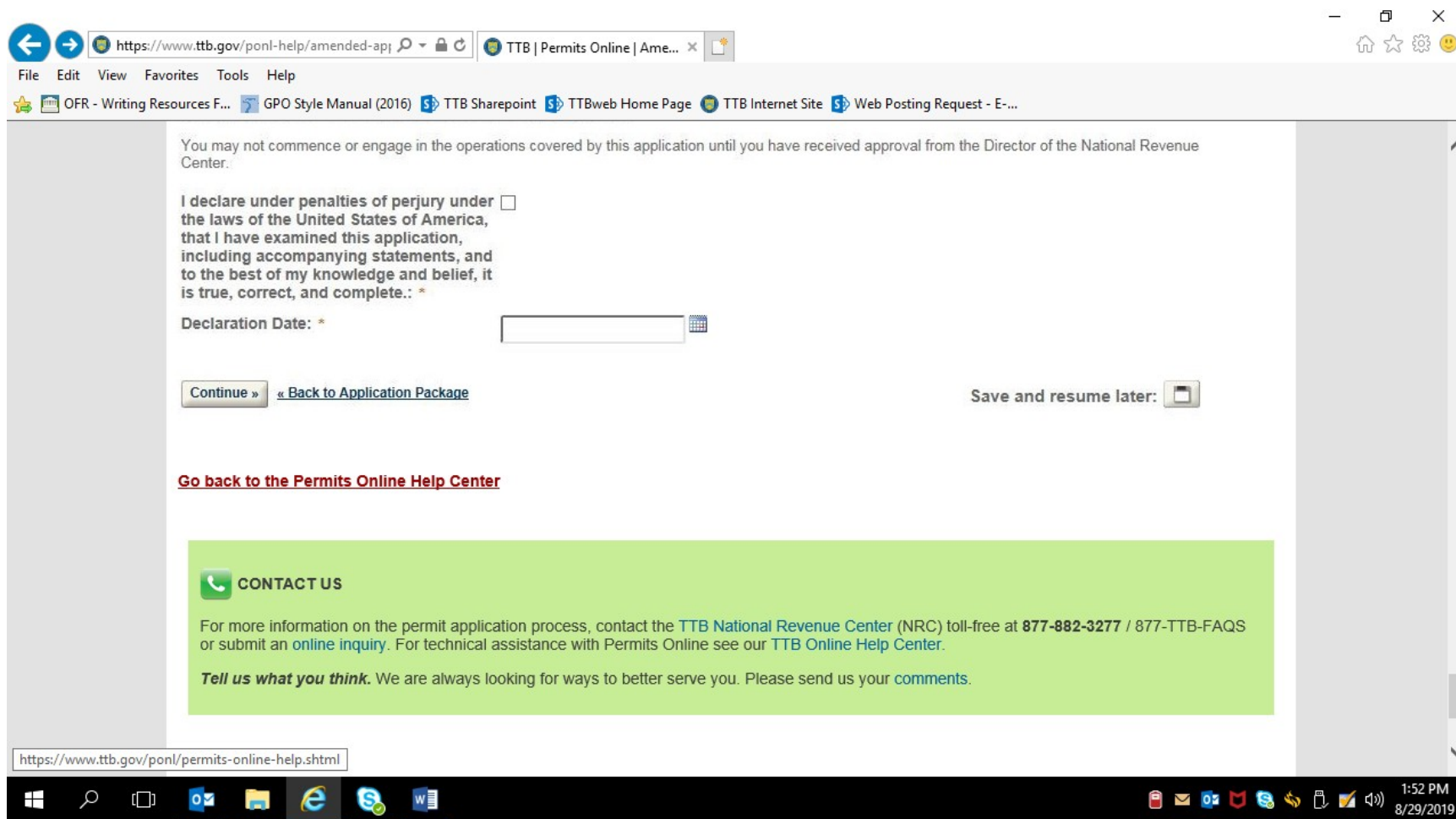
Below the table is a section titled "Step 3b: Upload Required Documents". The text in this section reads: "Upload attachments here. **Be sure to save all uploads before leaving this page using the 'Save Attachments' button.**" Below this text is another instruction: "View, download, or print attachments by selecting the document name."

Below the instructions is a section titled "Attachment List". The text in this section reads: "Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred." Below this text is a table with the following columns: "Name", "Document Type", "Size", "Date", and "Action". Below the table, it says "No records found." Below this text is an "Add" button.

At the bottom of the attachment list section, there is a "Continue »" button and a link "« Back to Application Package". To the right of these buttons is a "Save and resume later:" button with a document icon.

At the bottom of the browser window, the Windows taskbar is visible, showing the Start button, search icon, and several application icons. The system tray on the right shows the time "1:51 PM" and the date "8/29/2019".

The screenshot shows a web browser window with the URL <https://www.ttb.gov/pnl-help/amended-apl>. The browser's address bar and menu bar are visible at the top. The main content area is titled "Step 4: Declare & acknowledge" and features a navigation menu with buttons for "Home", "My Submissions", "Resume Draft", and "Help". Below the menu is a progress bar with six steps: 1, 2 Operation description, 3 Upload required documents, 4 Declare & acknowledge (highlighted), 5 Review, and 6 Application package. The current step is "Step 4: Declare & acknowledge >>". A note indicates that an asterisk (*) denotes a required field. The form contains a "Declaration" section with 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 an unchecked checkbox next to the declaration text. Below the text is a "Declaration Date: *" field with a calendar icon.



[END]