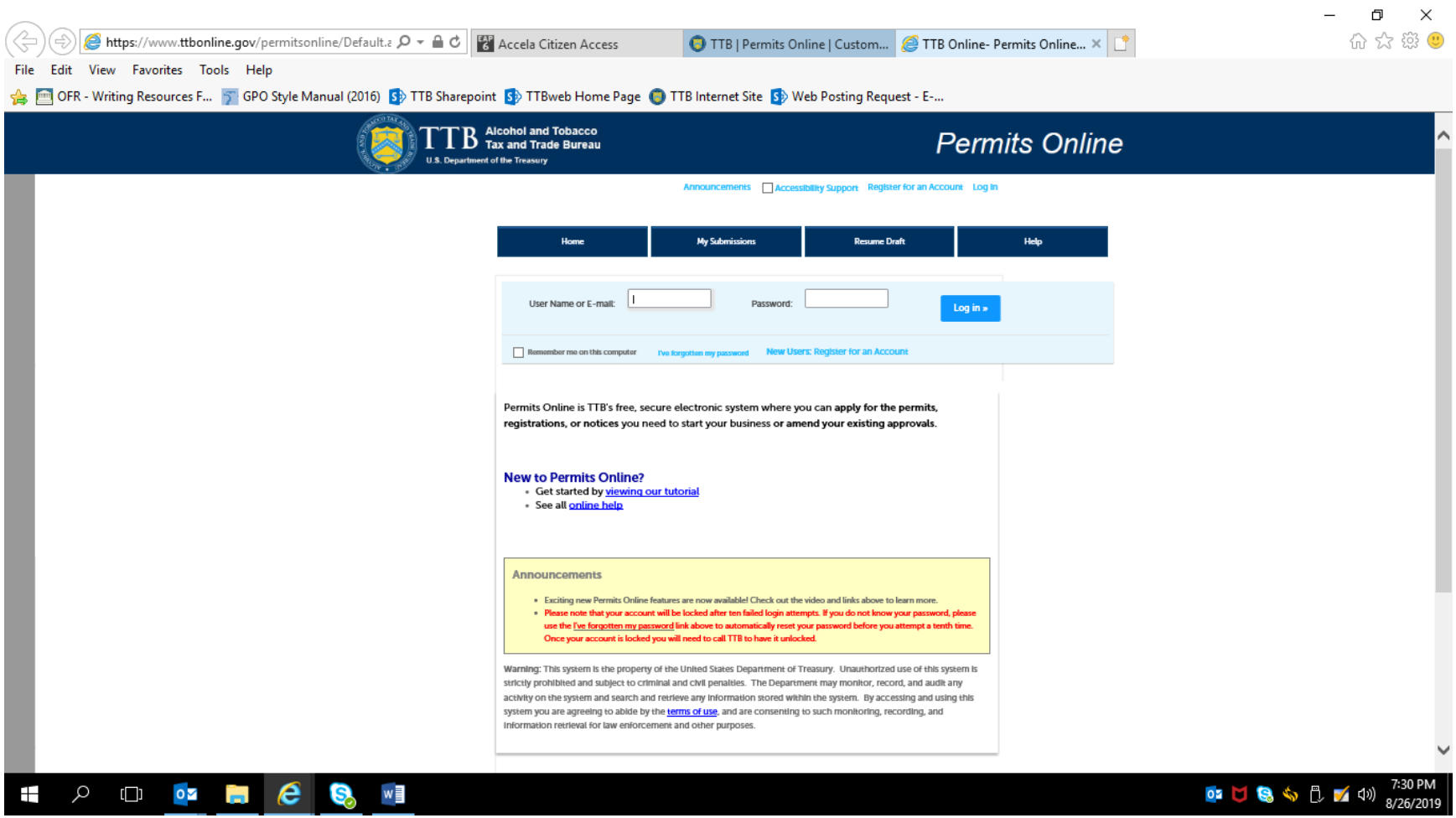
Permits Online (PONL)

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.

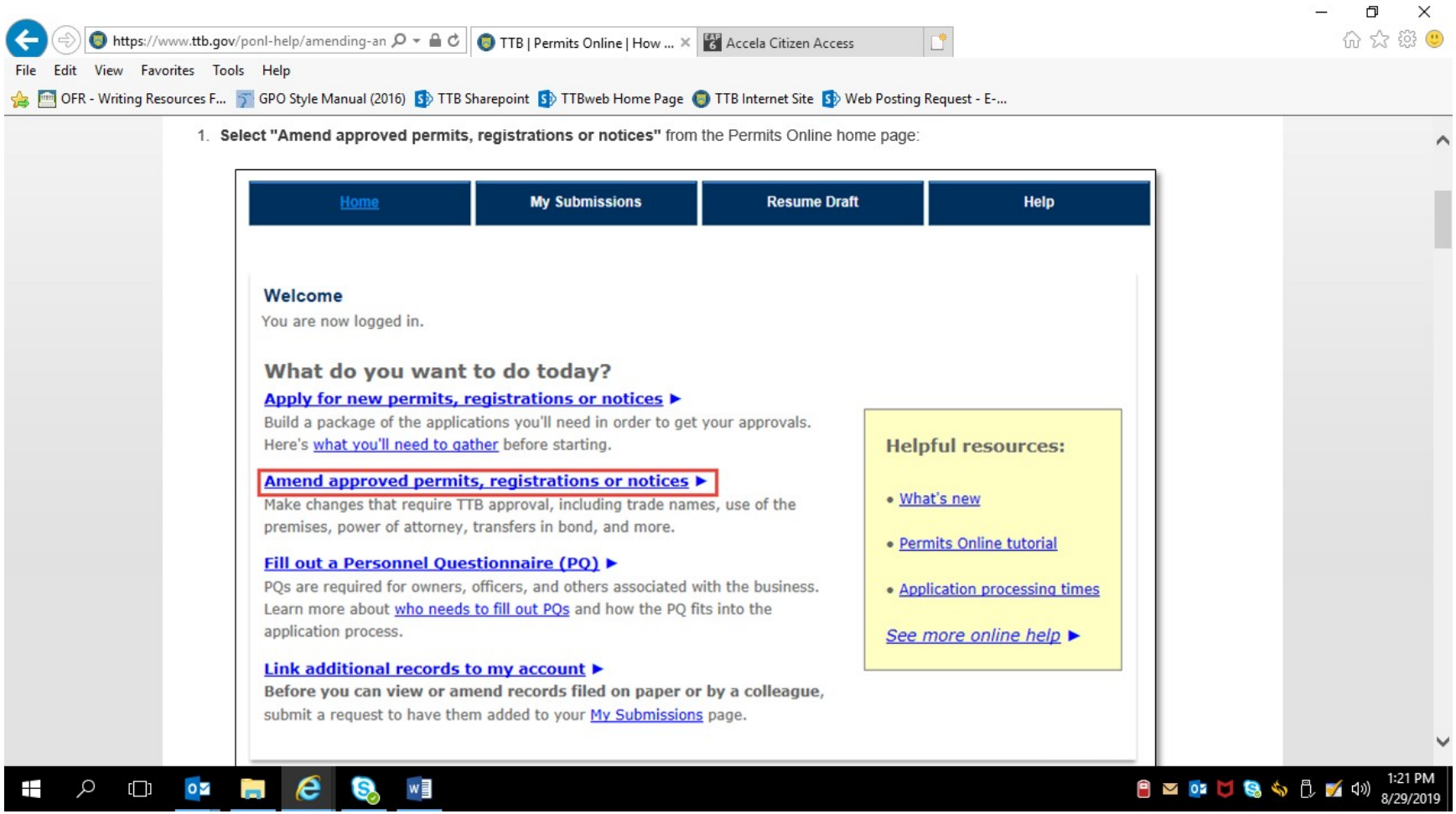
Screens Common to All Amended Tobacco Industry Permit Applications:

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

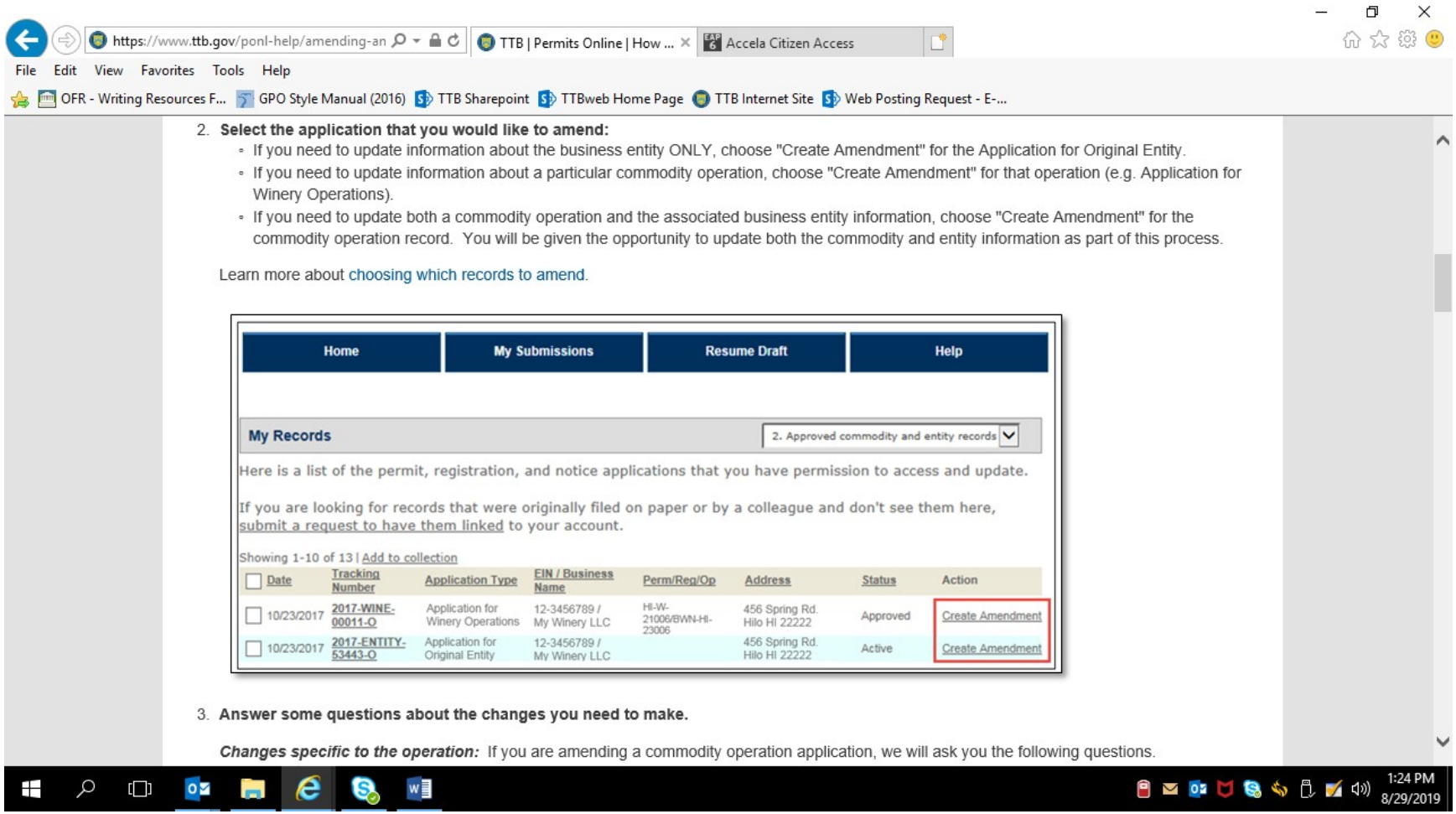


Terms of Use | Privacy Act | Privacy Impact Assessment | Paperwork Reduction Act Notice | Questions? 877-882-3277
or submit an online inquiry

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

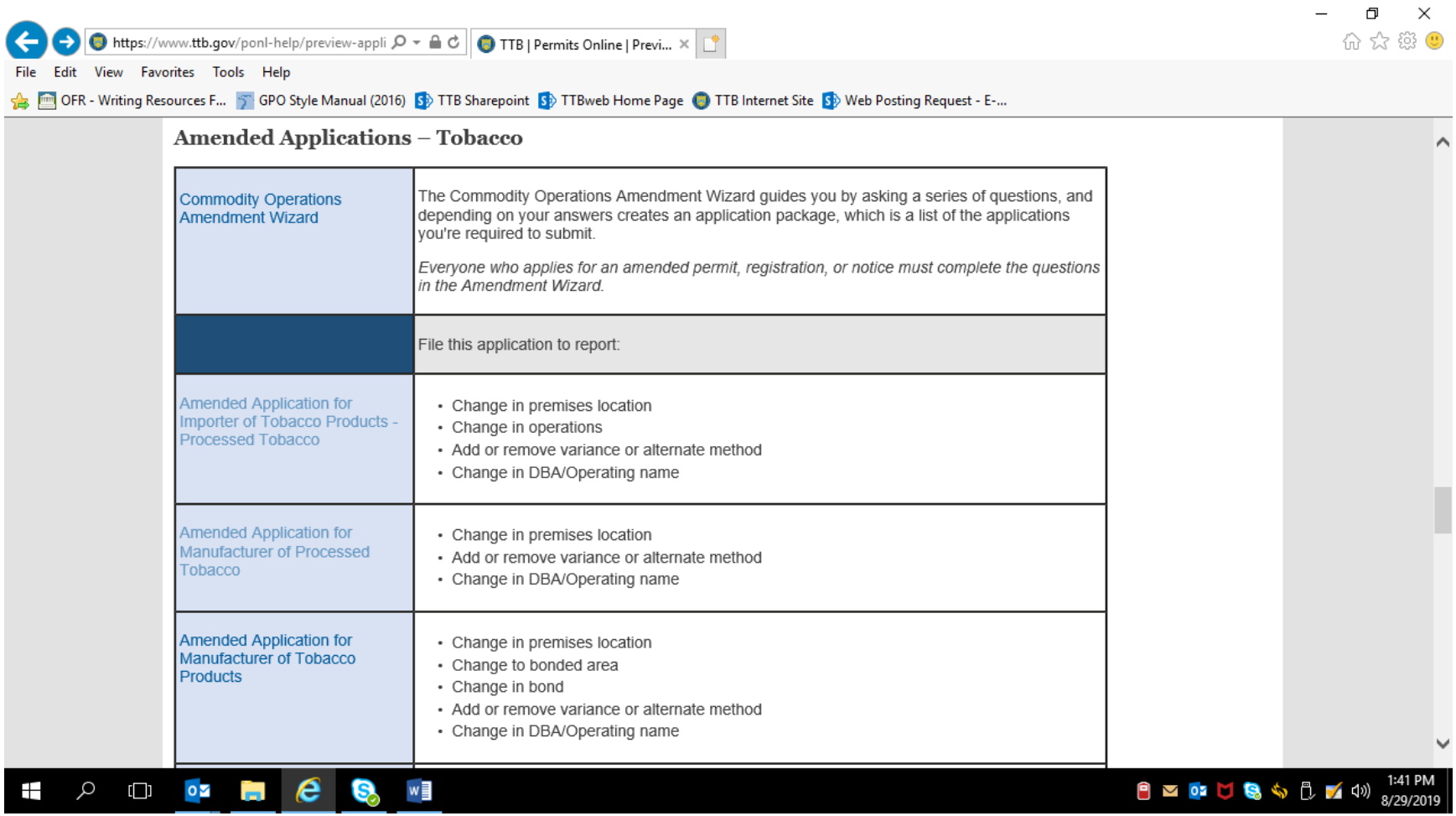


Clicking an option under the heading “What do you want to do today?” results in a list of permits, registrations, and notices held by the applicant.



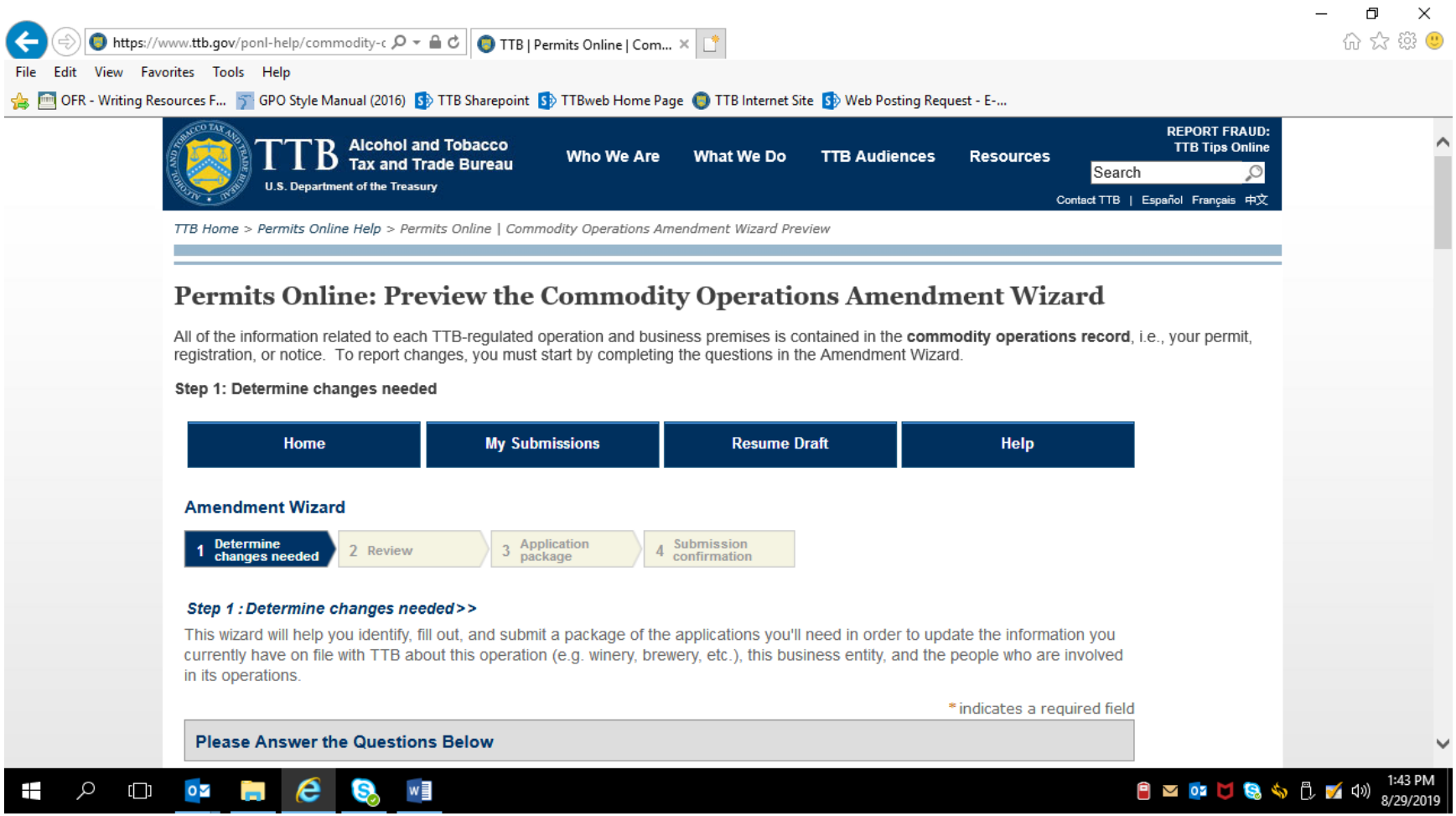
The respondent selects the tobacco-related permit to be amended from the list of permits held by the respondent.

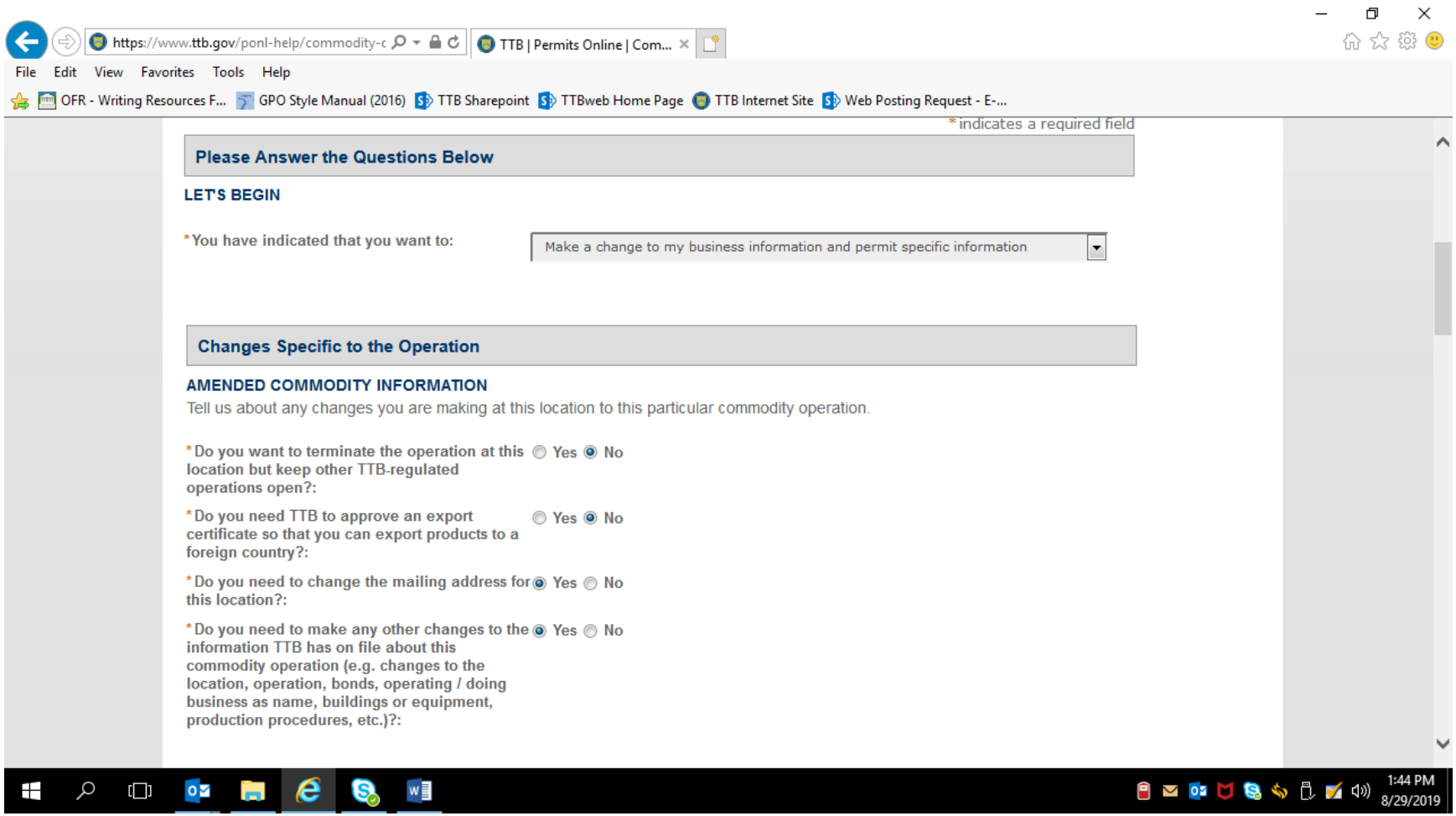
The respondent then selects the link for “Commodity Operations Amendment Wizard” which is required for all amended permit applications.

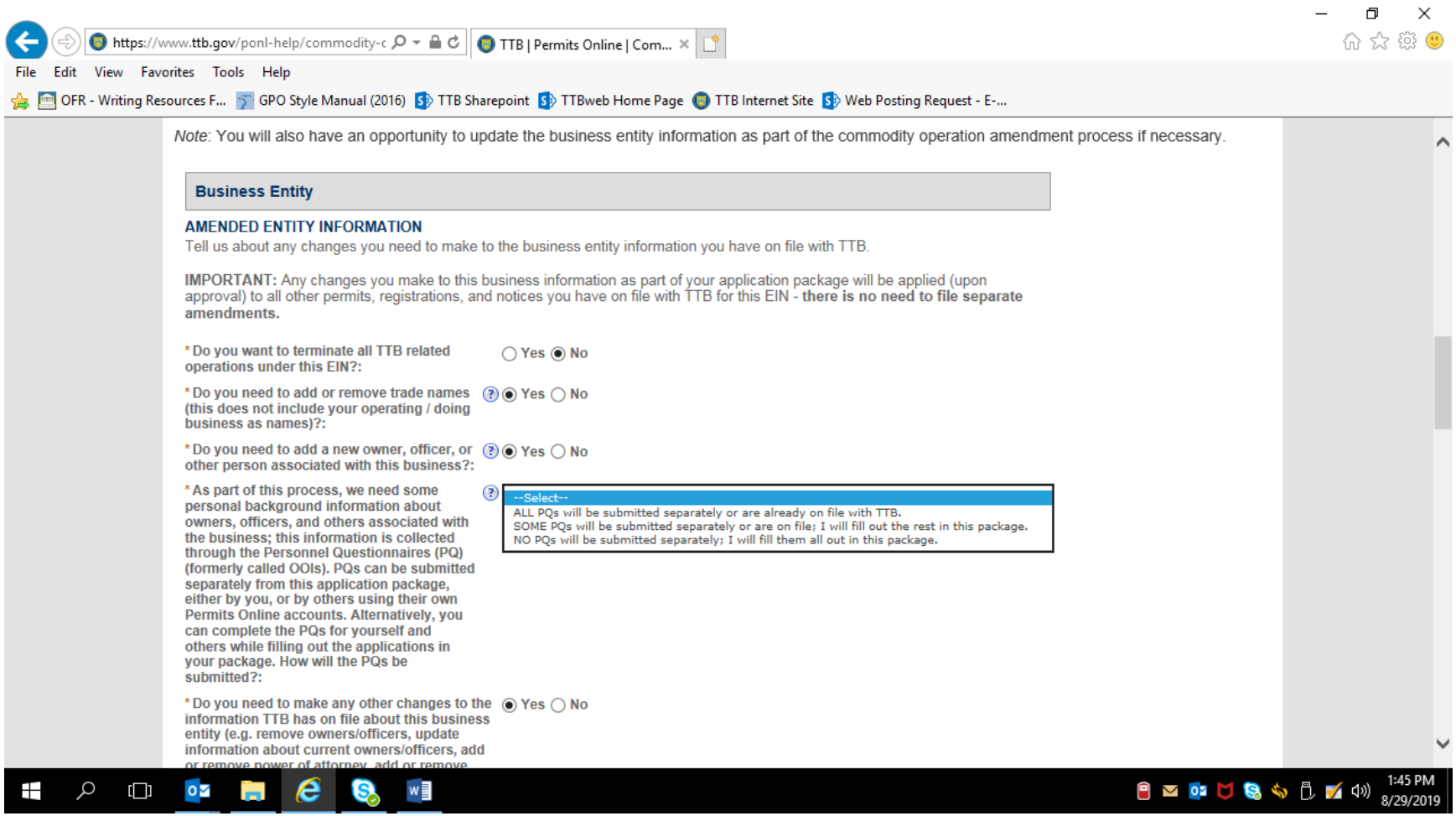


NOTE: Information collected regarding certain amendments, such as changes to bonds, consents of surety, signing authority, and power of attorney, are approved under other OMB control numbers.

COMMODITY OPERATIONS AMENDMENT WIZARD:




https://www.ttb.gov/ponl-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-...
* indicates a required field
Please Answer the Questions Below
LET'S BEGIN
* You have indicated that you want to:
Make a change to my business information and permit specific information
Changes Specific to the Operation
AMENDED COMMODITY INFORMATION
Tell us about any changes you are making at this location to this particular commodity operation.
* Do you want to terminate the operation at this location but keep other TTB-regulated operations open?:
Yes No
* Do you need TTB to approve an export certificate so that you can export products to a foreign country?:
Yes No
* Do you need to change the mailing address for this location?:
Yes No
* Do you need to make any other changes to the information TTB has on file about this commodity operation (e.g. changes to the location, operation, bonds, operating / doing business as name, buildings or equipment, production procedures, etc.)?:
Yes No
1:44 PM
8/29/2019


https://www.ttb.gov/ponl-help/commodity-c
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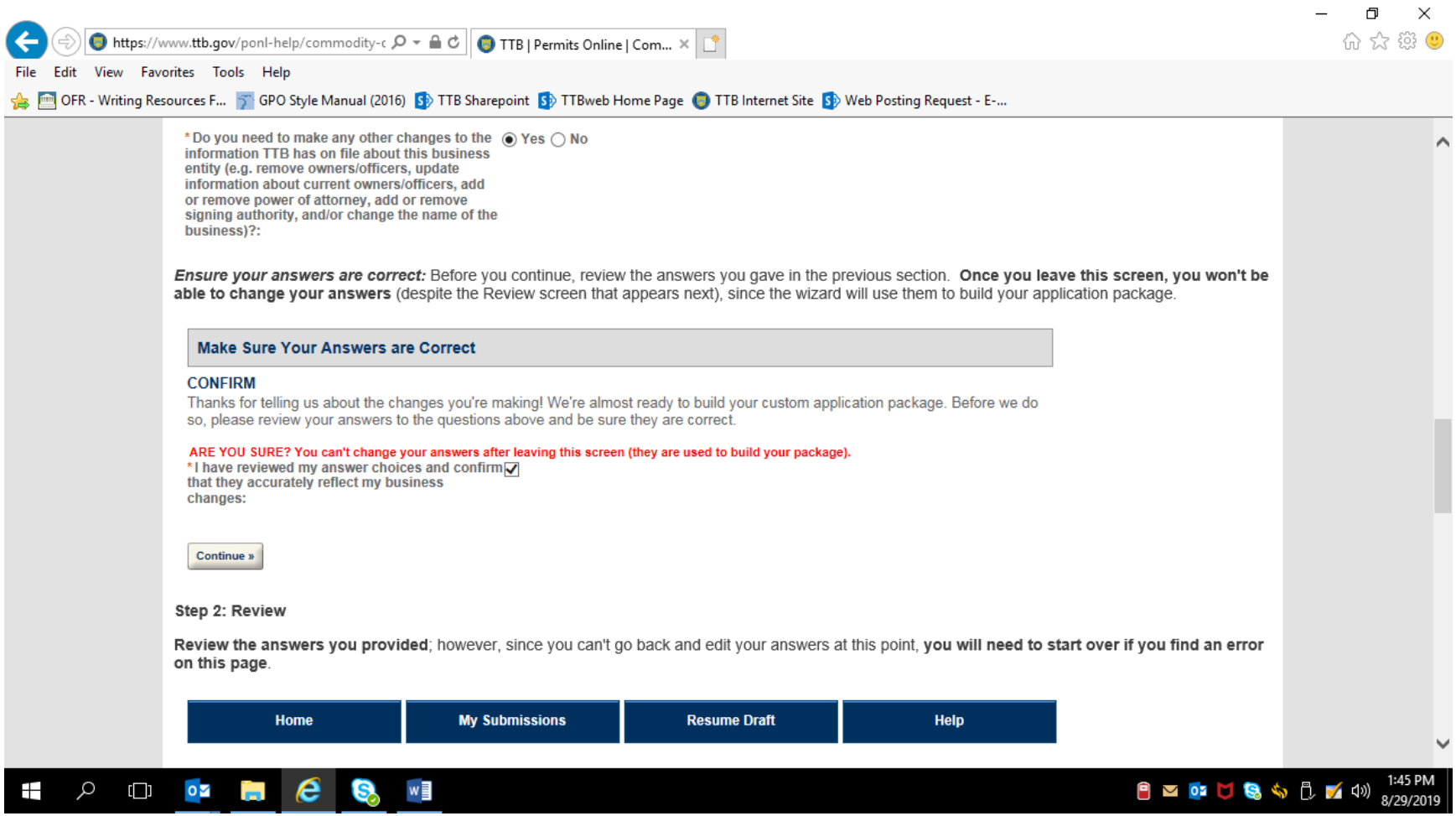
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Note: You will also have an opportunity to update the business entity information as part of the commodity operation amendment process if necessary.
Business Entity
AMENDED ENTITY INFORMATION
Tell us about any changes you need to make to the business entity information you have on file with TTB.
IMPORTANT: Any changes you make to this business information as part of your 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 want to terminate all TTB related operations under this EIN?: Yes No
* Do you need to add or remove trade names (this does not include your operating / doing business as names)?: Yes No
* Do you need to add a new owner, officer, or other person associated with this business?: Yes No
* 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). PQs can be submitted separately from this application package, either by you, or by others using their own Permits Online accounts. Alternatively, you can complete the PQs for yourself and others while filling out the applications in your package. How will the PQs be submitted?:
--Select--
ALL PQs will be submitted separately or are already on file with TTB.
SOME PQs will be submitted separately or are on file; I will fill out the rest in this package.
NO PQs will be submitted separately; I will fill them all out in this package.
* Do you need to make any other changes to the information TTB has on file about this business entity (e.g. remove owners/officers, update information about current owners/officers, add
1:45 PM
8/29/2019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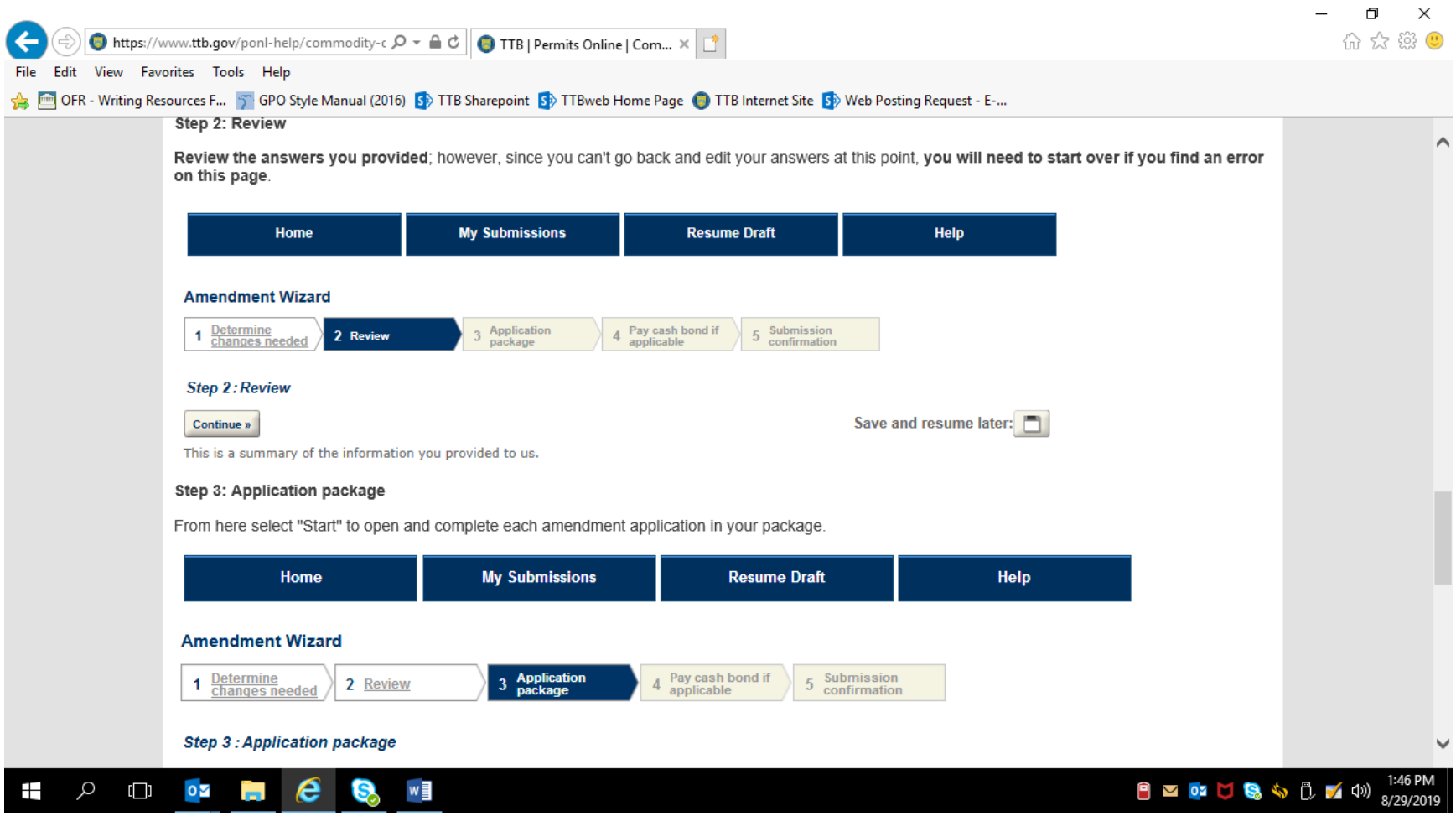
* Do you need to make any other changes to the information TTB has on file about this business entity (e.g. remove owners/officers, update information about current owners/officers, add or remove power of attorney, add or remove signing authority, and/or change the name of the business)?:
Yes
No
Ensure your answers are correct: Before you continue, review the answers you gave in the previous section. Once you leave this screen, you won't be able to change your answers (despite the Review screen that appears next), since the wizard will use them to build your application package.
Make Sure Your Answers are Correct
CONFIRM
Thanks for telling us about the changes you're making! 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.
ARE YOU SURE? You can't change your answers after leaving this screen (they are used to build your package).
* I have reviewed my answer choices and confirm that they accurately reflect my business changes:
Continue »
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
1:45 PM
8/29/2019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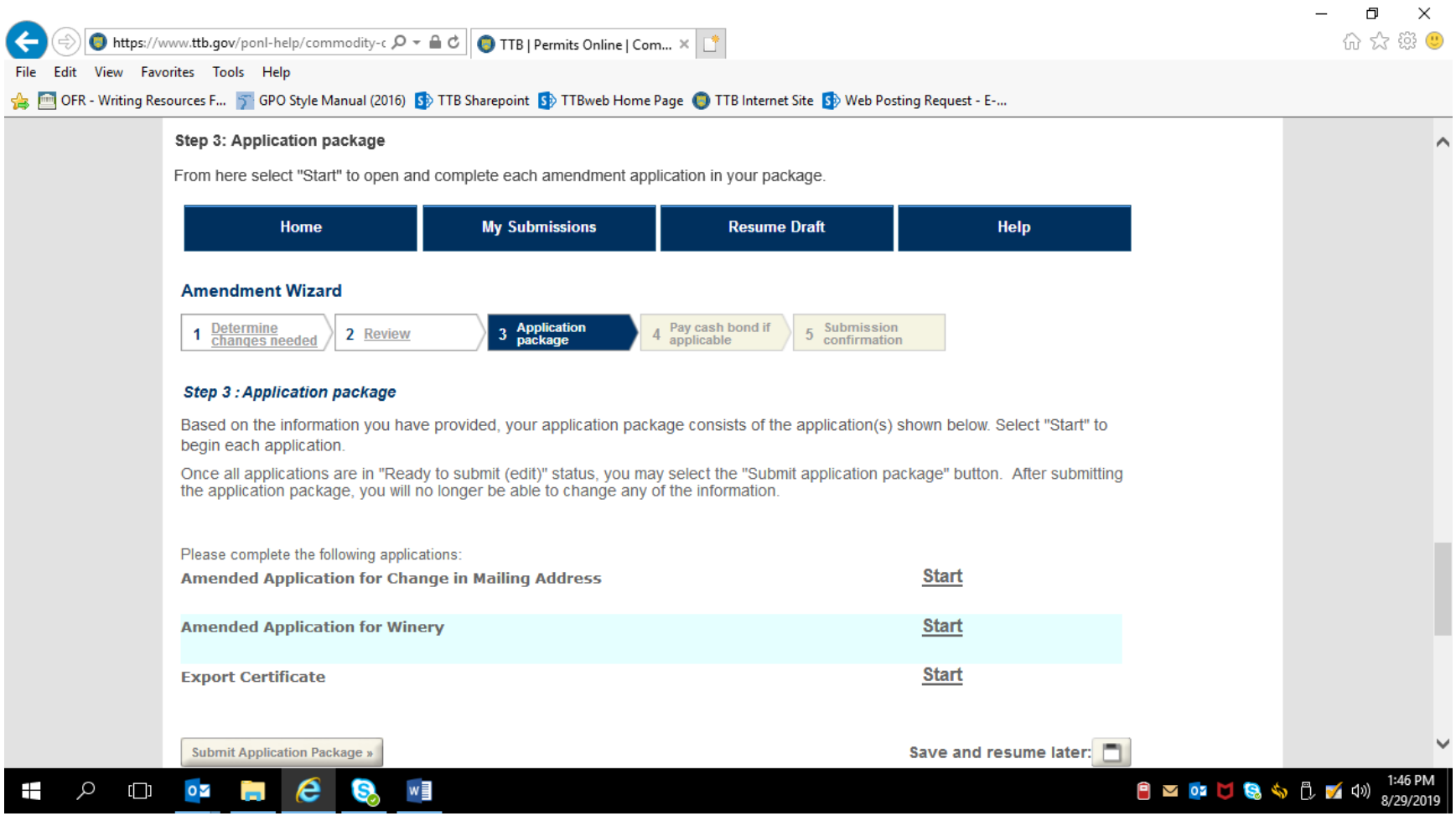
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Step 2: Review
Review the answers you provided; however, since you can't go back and edit your answers at this point, you will need to start over if you find an error on this page.
Home
My Submissions
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:
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
1:46 PM
8/29/2019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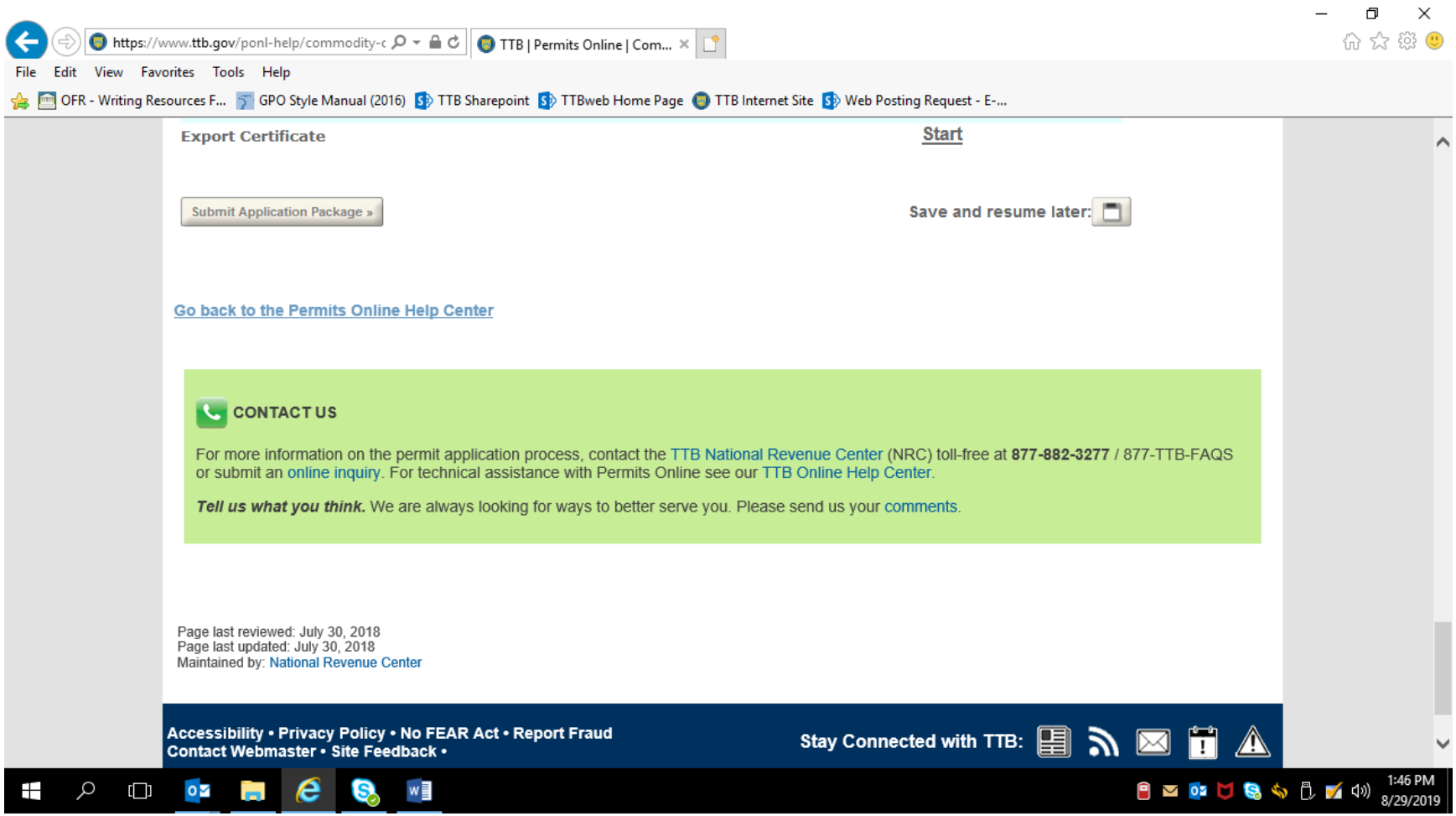
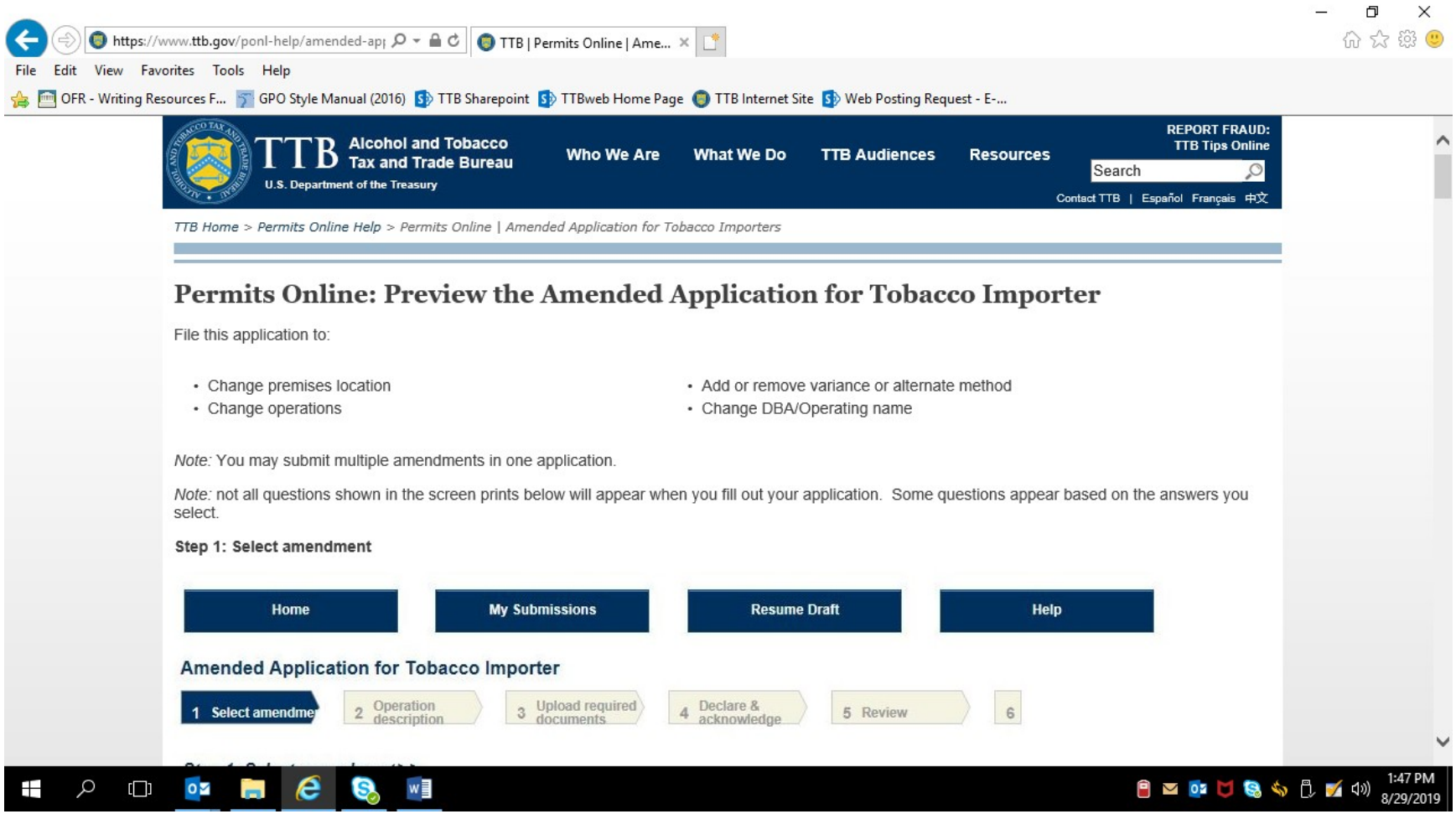
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Step 3: Application package
From here select "Start" to open and complete each amendment application in your package.
Home
My Submissions
Resume Draft
Help
Amendment Wizard
1 Determine changes needed
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
Start
Amended Application for Winery
Start
Export Certificate
Start
Submit Application Package »
Save and resume later:
1:46 PM
8/29/2019

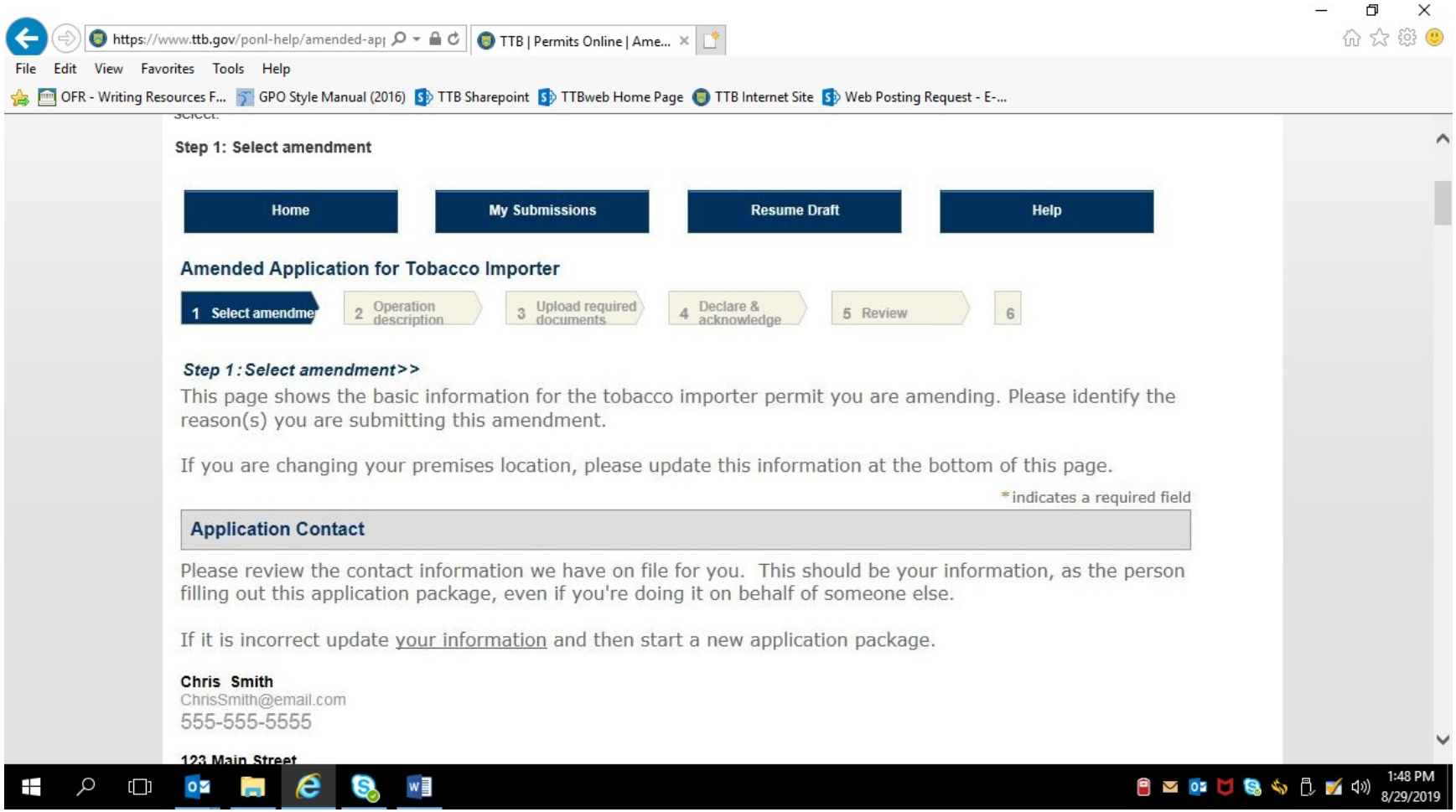


The respondent then returns to the amendment type chart shown on page 5 of this document and selects “Amended Application for Importer of Tobacco Products – Processed Tobacco” from that chart, which leads to the Amended Application for Tobacco Importers, shown below:

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

AMENDED APPLICATION FOR TOBACCO IMPORTER:

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OFR - Writing Resources F...
GPO Style Manual (2016)
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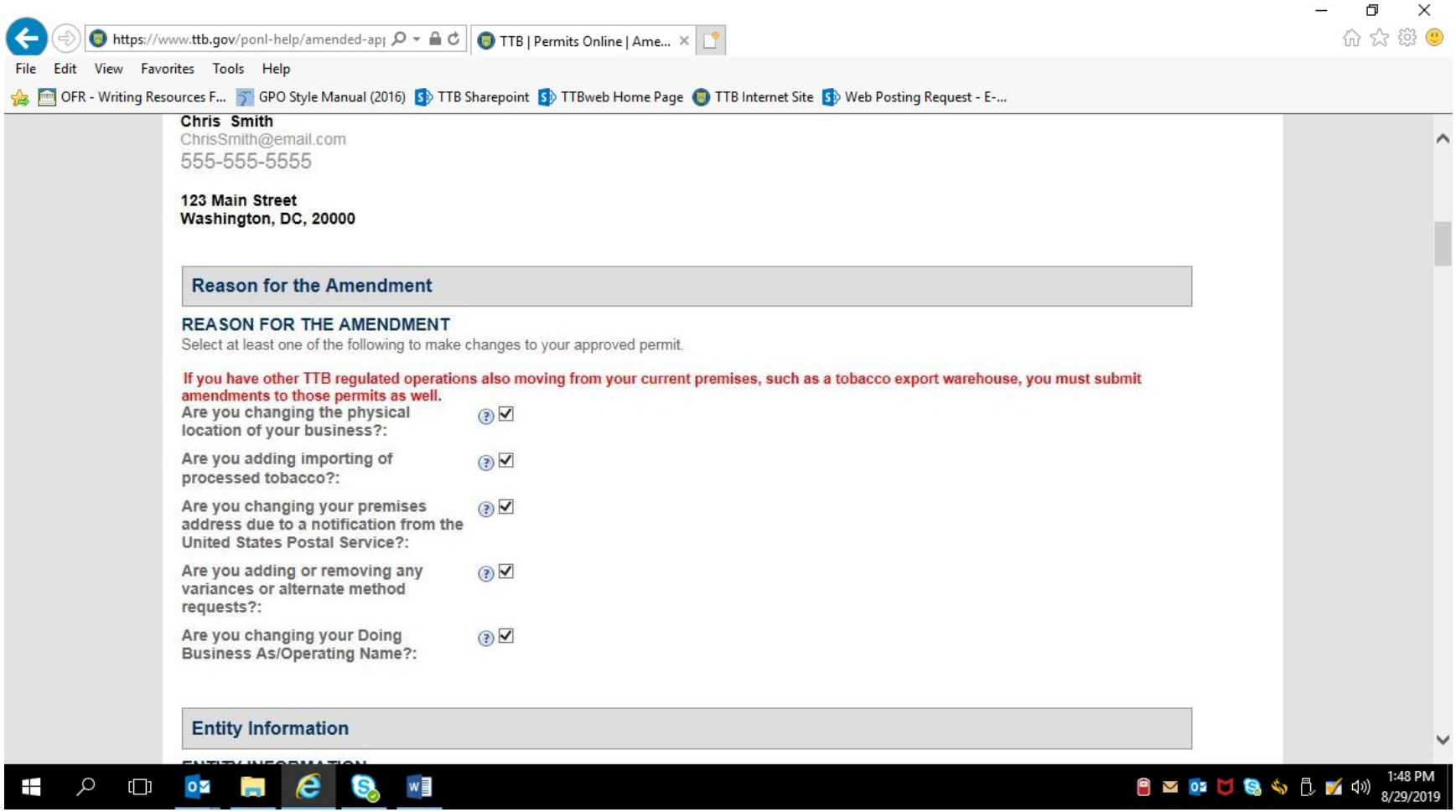
Web Posting Request - E-...
Step 1: Select amendment
Home
My Submissions
Resume Draft
Help
Amended Application for Tobacco Importer
1 Select amendme
2 Operation description
3 Upload required documents
4 Declare & acknowledge
5 Review
6
Step 1: Select amendment>>
This page shows the basic information for the tobacco importer permit you are amending. Please identify the reason(s) you are submitting this amendment.
If you are changing your premises location, please update this information at the bottom of this page.
*indicates a required field
Application Contact
Please review the contact information we have on file for you. This should be your information, as the person filling out this application package, even if you're doing it on behalf of someone else.
If it is incorrect update your information and then start a new application package.
Chris Smith
ChrisSmith@email.com
555-555-5555
123 Main Street
1:48 PM
8/29/2019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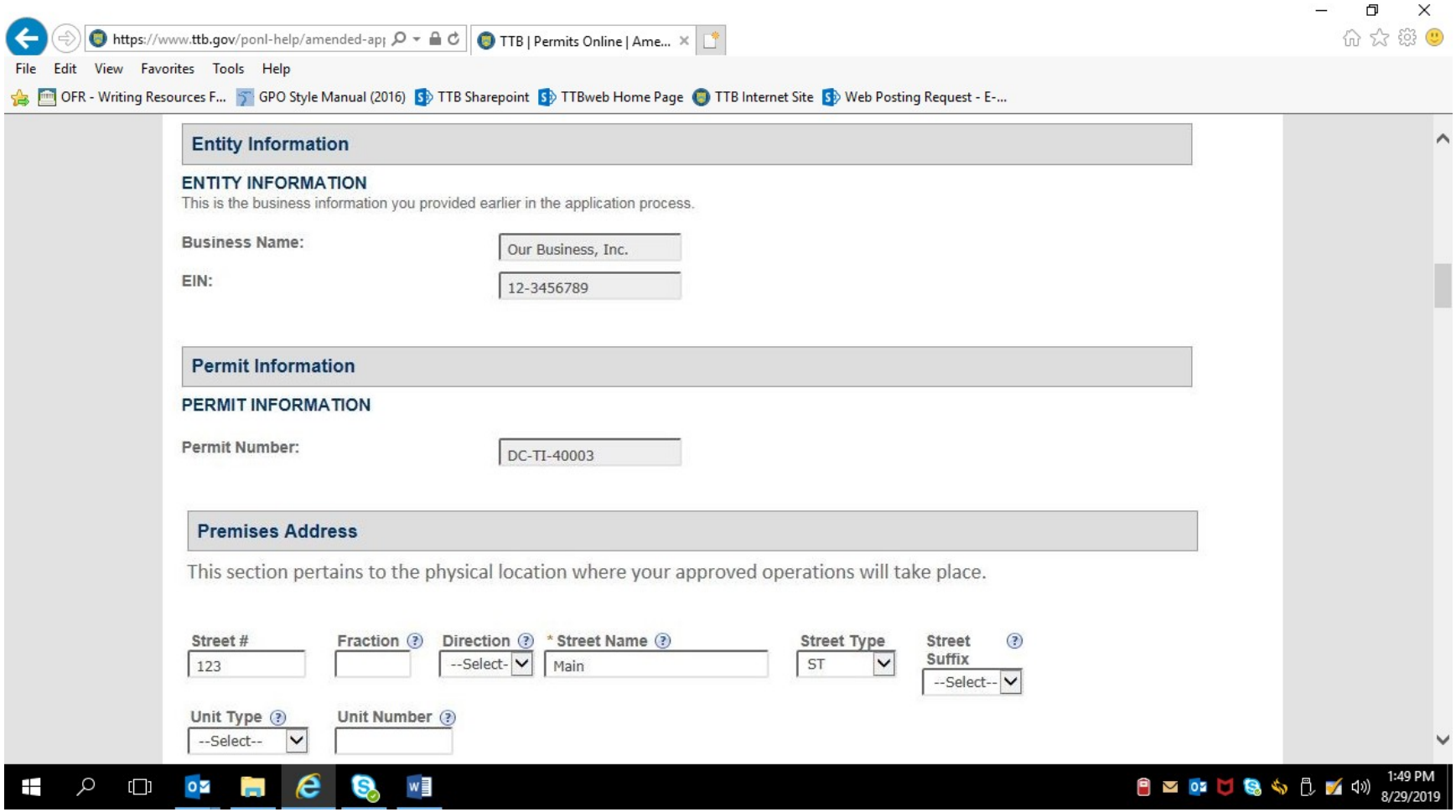
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Chris Smith
ChrisSmith@email.com
555-555-5555
123 Main Street
Washington, DC, 20000
Reason for the Amendment
REASON FOR THE AMENDMENT
Select at least one of the following 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
1:48 PM
8/29/2019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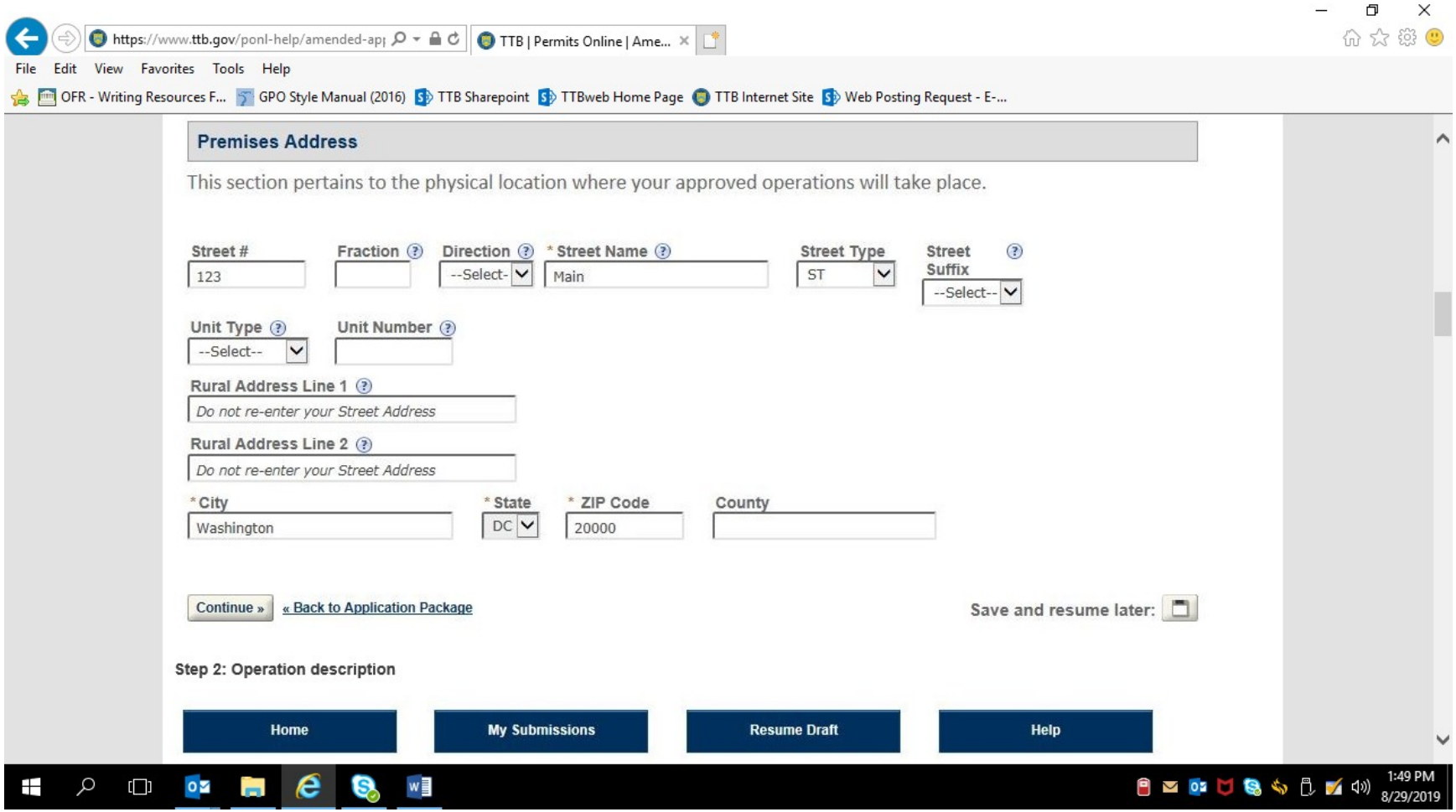
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Entity Information
ENTITY INFORMATION
This is the business information you provided earlier in the application process.
Business Name:
Our Business, Inc.
EIN:
12-3456789
Permit Information
PERMIT INFORMATION
Permit Number:
DC-TI-40003
Premises Address
This section pertains to the physical location where your approved operations will take place.
Street #
123
Fraction
Direction
--Select-
* Street Name
Main
Street Type
ST
Street Suffix
--Select--
Unit Type
--Select--
Unit Number
1:49 PM
8/29/2019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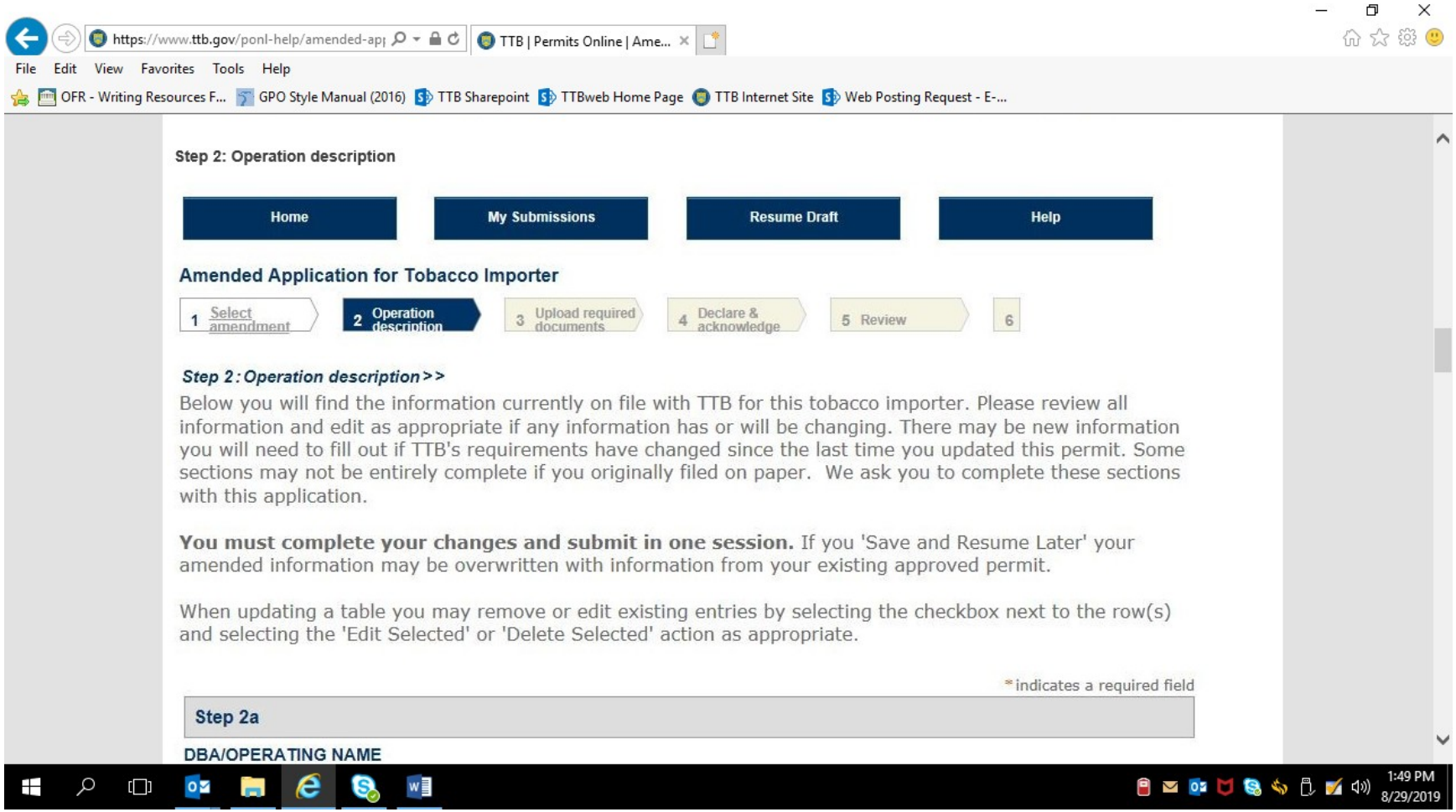
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Premises Address
This section pertains to the physical location where your approved operations will take place.
Street #
123
Fraction
Direction
--Select-
* Street Name
Main
Street Type
ST
Street Suffix
--Select--
Unit Type
--Select--
Unit Number
Rural Address Line 1
Do not re-enter your Street Address
Rural Address Line 2
Do not re-enter your Street Address
* City
Washington
* State
DC
* ZIP Code
20000
County
Continue »
« Back to Application Package
Save and resume later:
Step 2: Operation description
Home
My Submissions
Resume Draft
Help
1:49 PM
8/29/2019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GPO Style Manual (2016)
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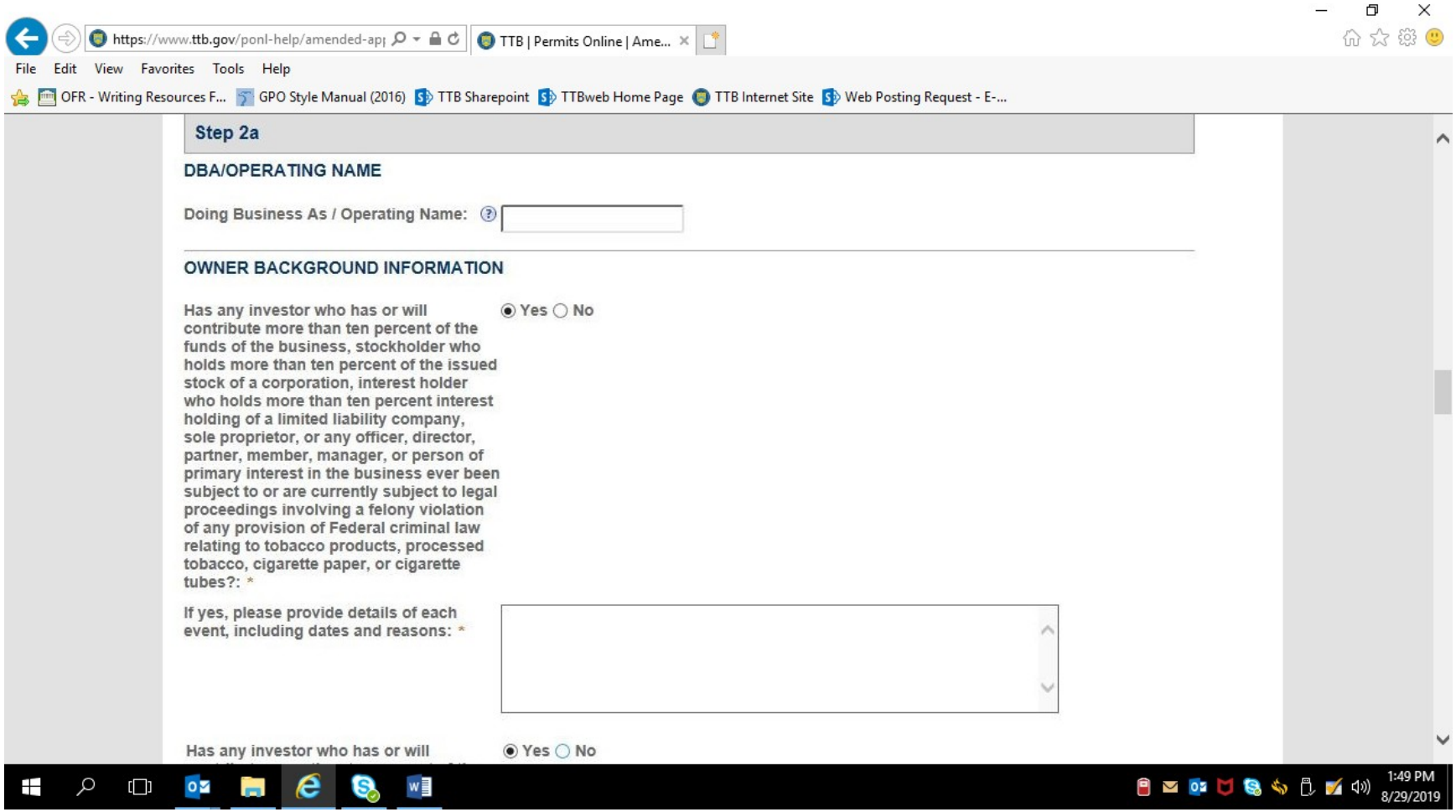
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Step 2: Operation description
Home
My Submissions
Resume Draft
Help
Amended Application for Tobacco Importer
1 Select amendment
2 Operation description
3 Upload required documents
4 Declare & acknowledge
5 Review
6
Step 2: Operation description >>
Below you will find the information currently on file with TTB for this tobacco importer. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit. Some sections may not be entirely complete if you originally filed on paper. We ask you to complete these sections with this application.
You must complete your changes and submit in one session. If you 'Save and Resume Later' your amended information may be overwritten with information from your existing approved permit.
When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate.
*indicates a required field
Step 2a
DBA/OPERATING NAME
1:49 PM
8/29/2019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GPO Style Manual (2016)
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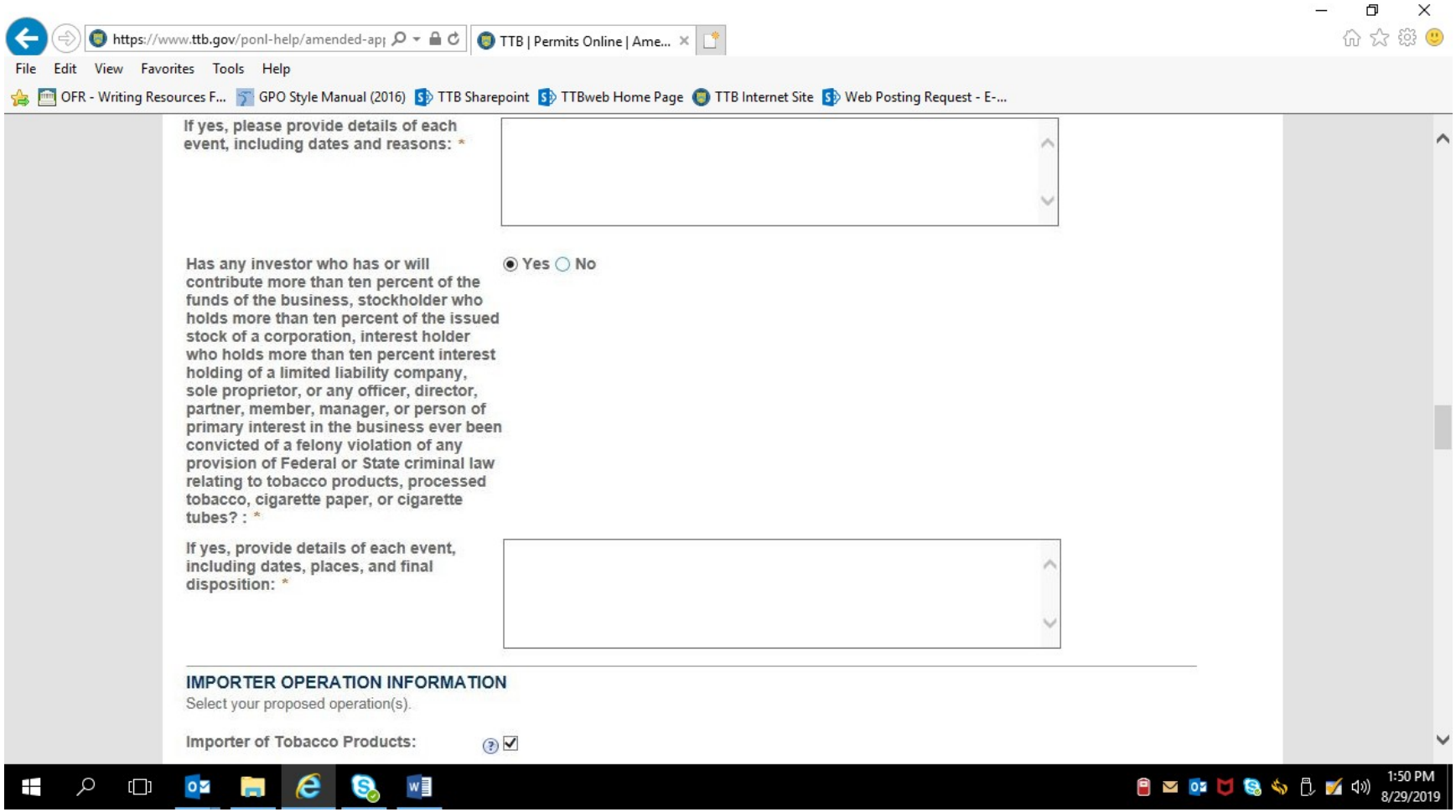
TTB Internet Site
Web Posting Request - E-...
Step 2a
DBA/OPERATING NAME
Doing Business As / Operating Name:
OWNER BACKGROUND INFORMATION
Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of 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
1:49 PM
8/29/2019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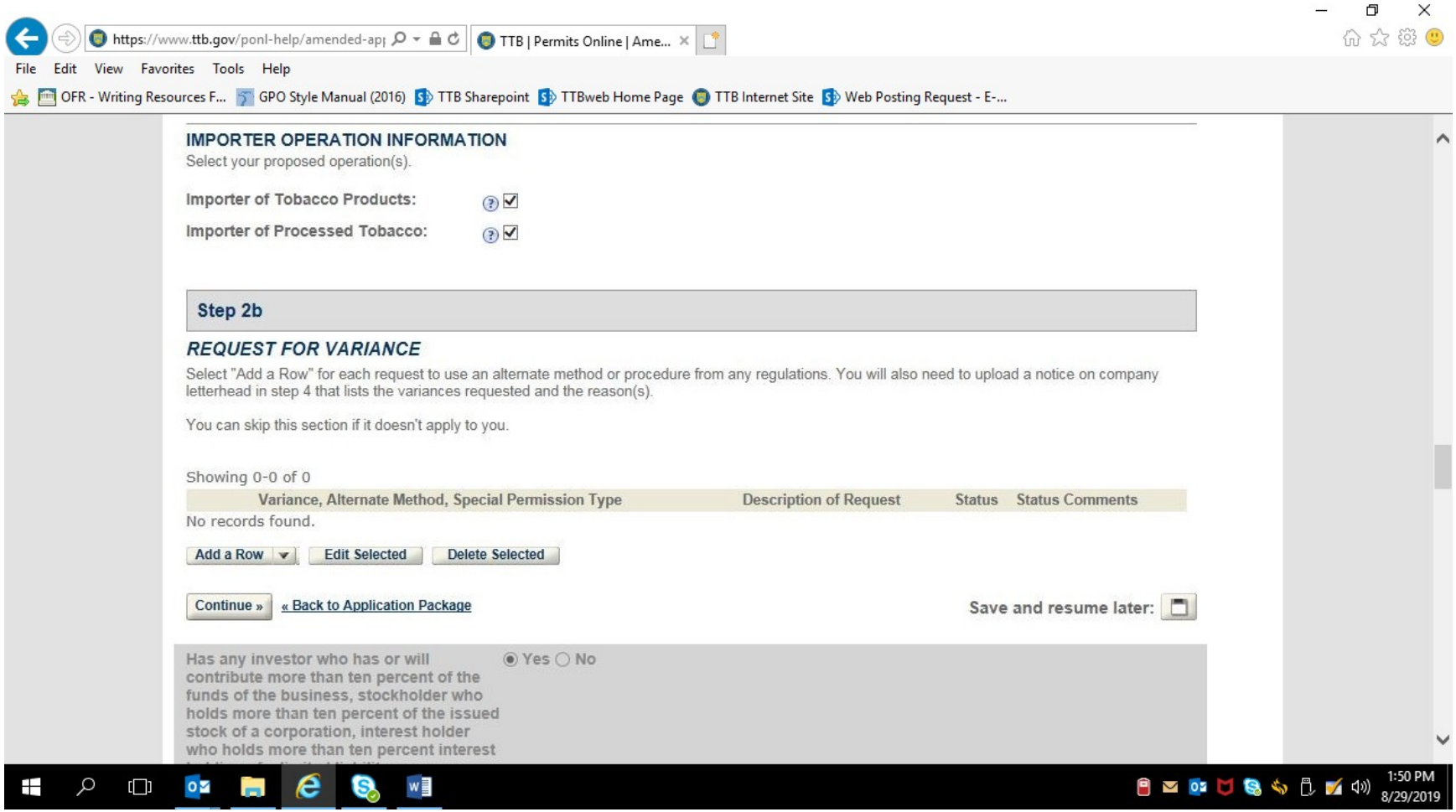
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
If yes, please provide details of each event, including dates and reasons: *
Has any investor who has or will contribute more than ten percent of the funds of the business, 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, cigarette paper, or cigarette tubes? : *
Yes
No
If yes, provide details of each event, including dates, places, and final disposition: *
IMPORTER OPERATION INFORMATION
Select your proposed operation(s).
Importer of Tobacco Products:
1:50 PM
8/29/2019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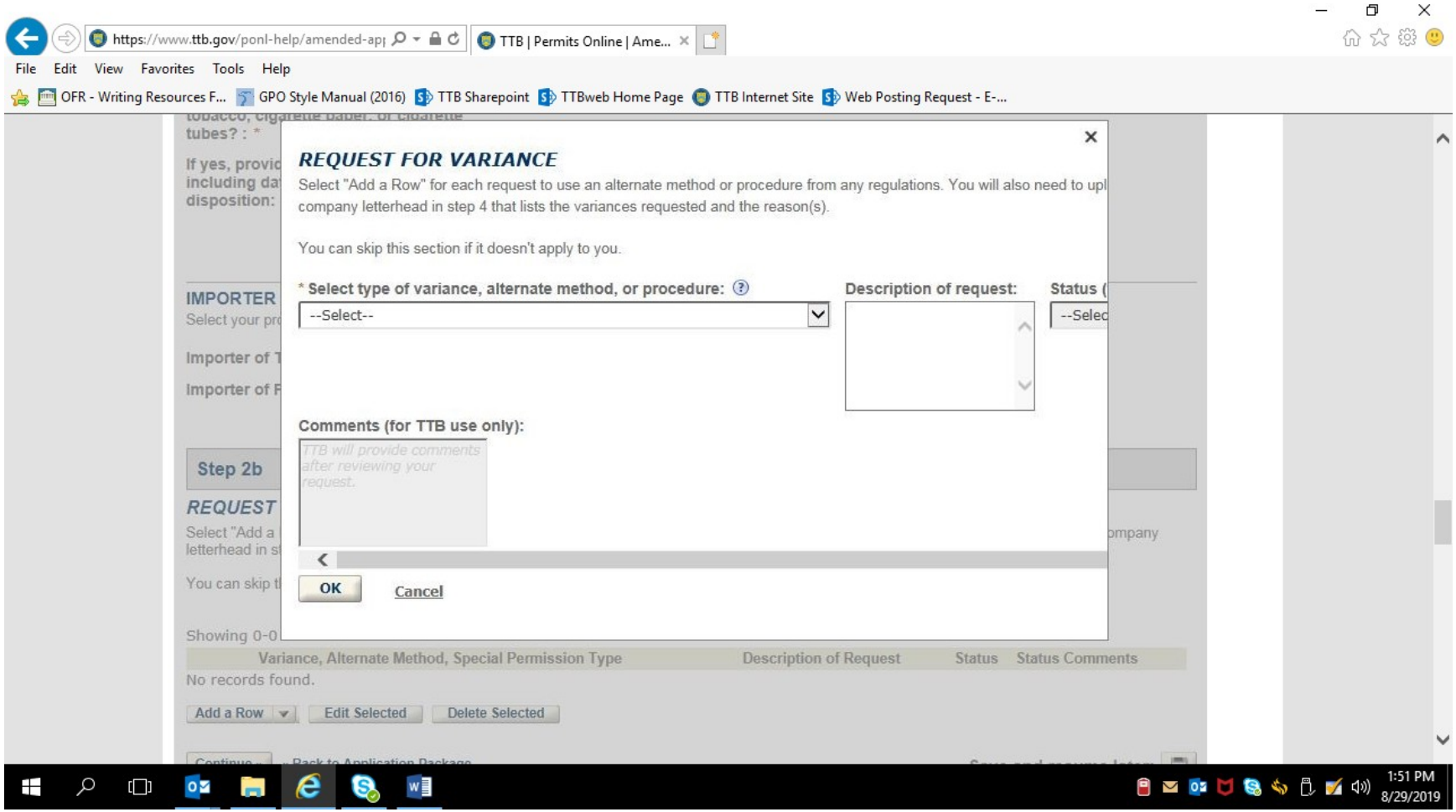
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
IMPORTER OPERATION INFORMATION
Select your proposed operation(s).
Importer of Tobacco Products:
Importer of Processed Tobacco:
Step 2b
REQUEST FOR VARIANCE
Select "Add a 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.
Add a Row
Edit Selected
Delete Selected
Continue »
« Back to Application Package
Save and resume later:
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
1:50 PM
8/29/2019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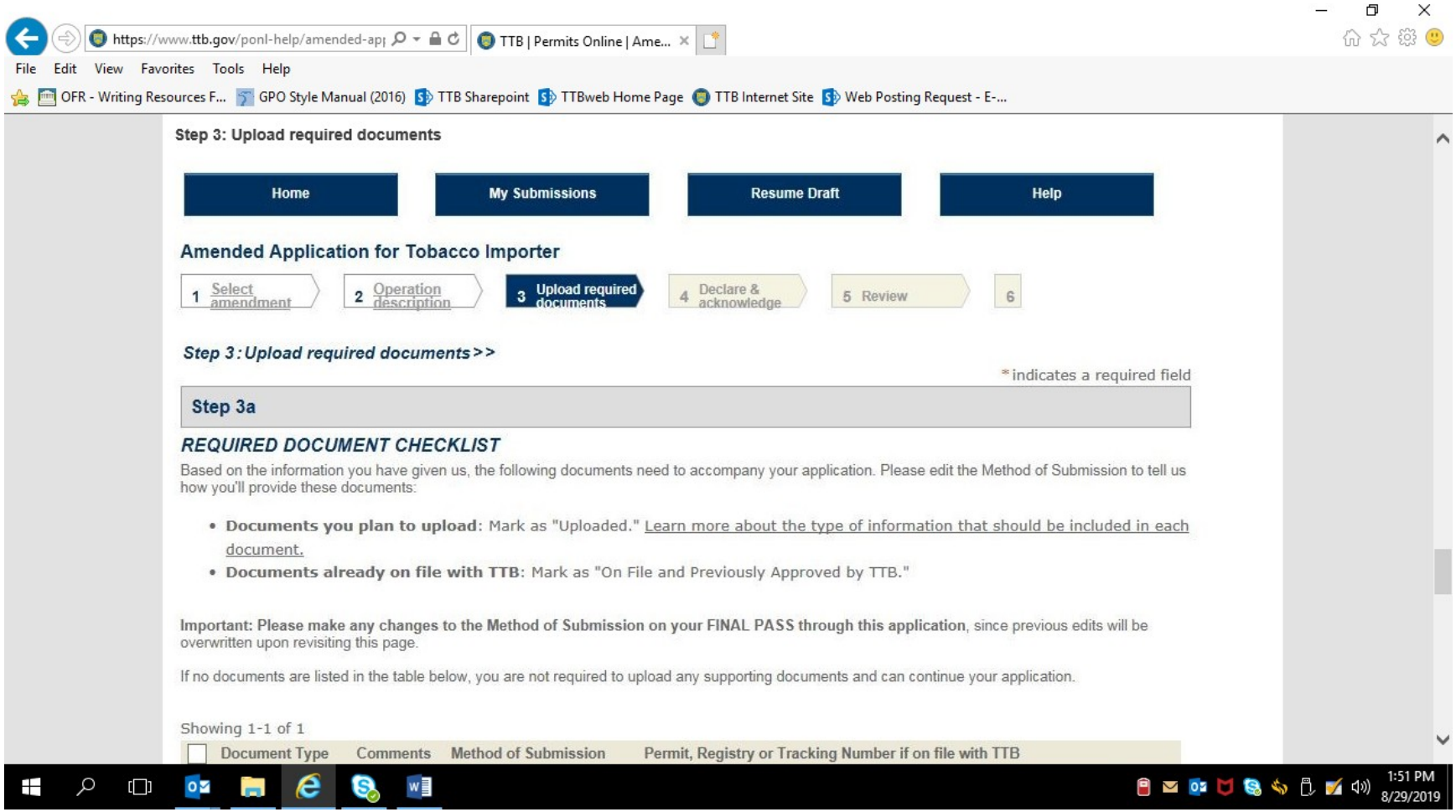
TTB | Permits Online | Ame...
File Edit View Favorites Tools Help
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
REQUEST FOR VARIANCE
Select "Add a Row" for each request to use an alternate method or procedure from any regulations. You will also need to upl
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:
--Select--
Description of request:
Status
Comments (for TTB use only):
TTB will provide comments after reviewing your request.
OK
Cancel
IMPORTER
Step 2b
REQUEST
Variance, Alternate Method, Special Permission Type
Description of Request
Status
Status Comments
No records found.
Add a Row
Edit Selected
Delete Selected
1:51 PM
8/29/2019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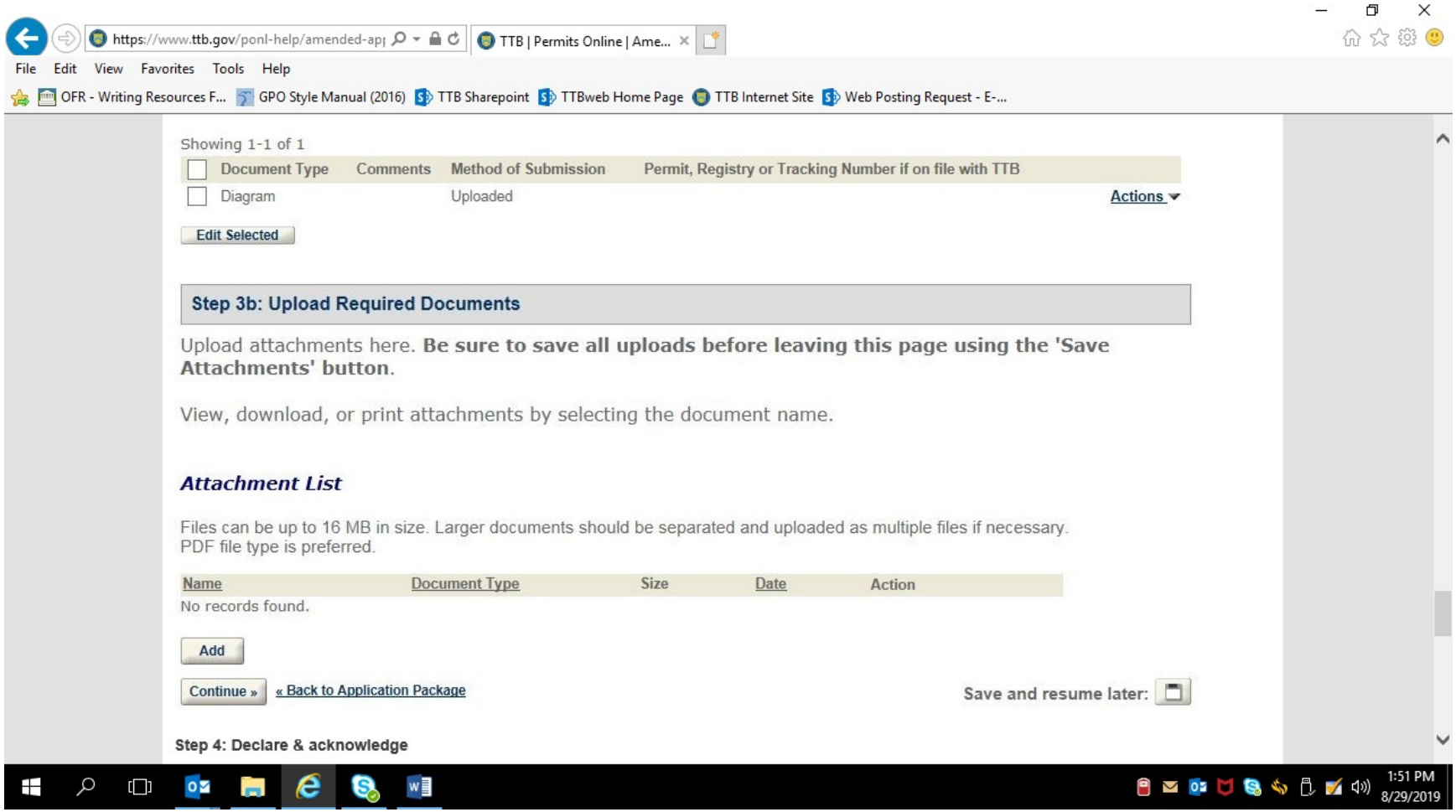
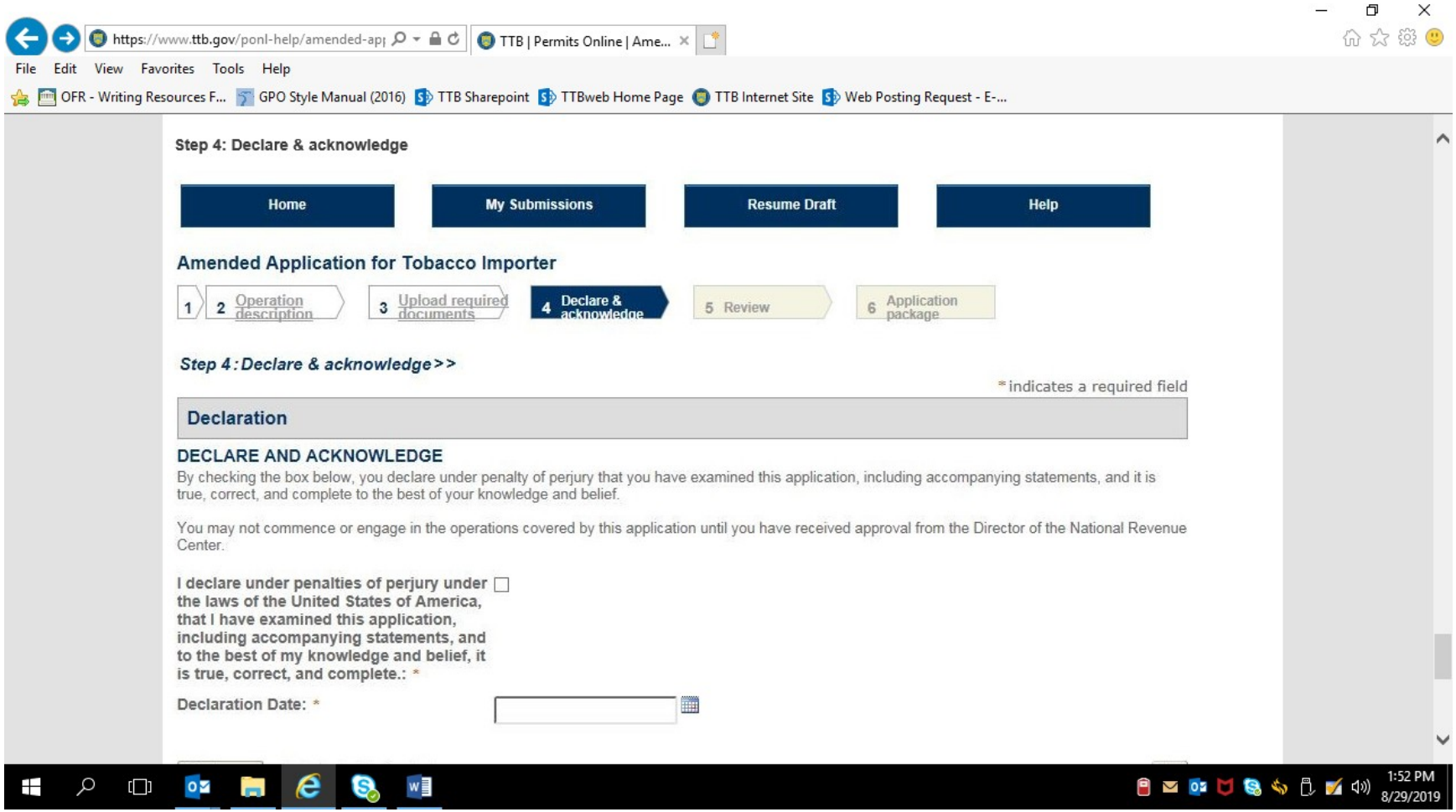
OFR - Writing Resources F...
GPO Style Manual (2016)
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Step 3: Upload required documents
Home
My Submissions
Resume Draft
Help
Amended Application for Tobacco Importer
1 Select amendment
2 Operation description
3 Upload required 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
1:51 PM
8/29/2019


https://www.ttb.gov/ponl-help/amended-apj
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-...
Showing 1-1 of 1
Document Type
Comments
Method of Submission
Permit, Registry or Tracking Number if on file with TTB
Diagram
Uploaded
Actions
Edit Selected
Step 3b: Upload Required Documents
Upload attachments here. Be sure to save all uploads before leaving this page using the 'Save Attachments' button.
View, download, or print attachments by selecting the document name.
Attachment List
Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary.
PDF file type is preferred.
Name
Document Type
Size
Date
Action
No records found.
Add
Continue »
« Back to Application Package
Save and resume later:
Step 4: Declare & acknowledge
1:51 PM
8/29/2019


https://www.ttb.gov/ponl-help/amended-apl
TTB | Permits Online | Ame...
File Edit View Favorites Tools Help
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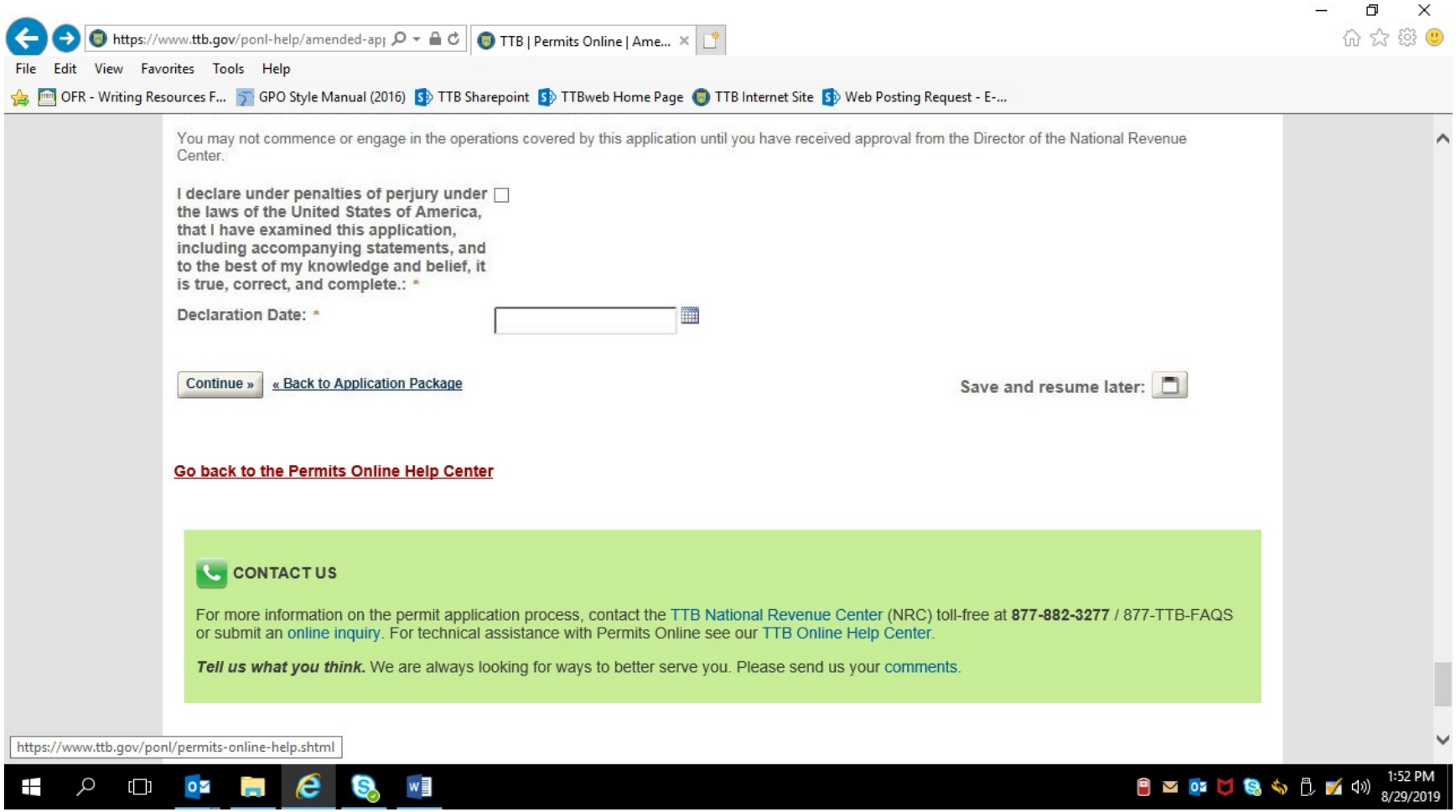
TTB Sharepoint
TTBweb Home Page
TTB Internet Site
Web Posting Request - E-...
Step 4: Declare & acknowledge
Home
My Submissions
Resume Draft
Help
Amended Application for Tobacco Importer
1
2 Operation description
3 Upload required documents
4 Declare & acknowledge
5 Review
6 Application package
Step 4: Declare & acknowledge >>
* indicates a required field
Declaration
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.: *
Declaration Date: *
1:52 PM
8/29/2019



[END]

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