



COLORADO
Department of Revenue
Enforcement Division - Marijuana
455 Sherman Street, Suite 390
Denver, CO 80203

February 5, 2016

INDUSTRY BULLETIN 16-04

RE: BUSINESS LICENSE TRANSFER/CHANGE OF OWNERSHIP/STRUCTURE APPLICATIONS

Dear Colorado Marijuana Industry Members,

In order to improve customer service and increase efficiency, the Division is streamlining the process for submitting medical marijuana and retail marijuana business license transfer/change of ownership and/or structure (COO) applications. **As of February 10, 2016, licensees may submit COO applications for transfers/changes in ownership and/or structure which involve the reallocation of ownership/control among the current ownership group and/or change of business entity name or structure in-person, by U.S. Mail, or by delivery service (UPS, FedEx, authorized courier, etc.) to the Denver MED Office located at 455 Sherman Street, Suite 390 in Denver without an appointment.** COO applications submitted in person may only be submitted during the hours of 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 2:00 p.m., Monday through Friday, excluding legally observed holidays.

It is extremely important to include the required documents with the COO applications; doing so will allow Division staff to process and investigate the COO applications in a timely manner. The required documents, if applicable, are listed below:

1. Statement of Understanding for each person
2. Evidence of a local application for the proposed change
3. Evidence of Secretary of State Notification
4. New or amended operating agreement
5. New or amended lease
6. New or amended bond
7. Request for Voluntary Surrender of License
8. Sales contract, agreement, meeting minutes reflecting removal of owner with acknowledgement
9. Copy of patient count records (Medical Only)
10. Floor plans of each facility, to scale, on 8.5 x 11 inch paper
11. Copy of the current Medical or Retail Marijuana State Tax or Wholesale License
12. New notes, security agreements, consulting agreements or material financial agreements
13. Additional copy of application including required documents

All COO applications must be made on the following forms which have been combined into one packet and are located on the Division's website:

1. Change of Ownership/Structure Application (Form DR 8535), Revised 01/06/16
2. Amended pages 1-3 of Medical Marijuana (DR 8530) or pages 3-5 of Retail Marijuana (DR 8548) Business License Application
3. Ownership and Funding Certification and Affidavit for each current person

Please complete and sign all applicable forms and have each signature witnessed by a notary public and provide the required documentation. **Applicable documents must be notarized prior to submission to the MED.**

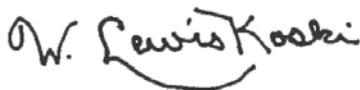
Any application(s) not accompanied by the required documents and the requisite fee(s) will **NOT** be accepted. If hand delivered, the incomplete application(s) and fee(s) will be returned to the individual submitting the application(s). If submitted by U.S. mail or delivery service, Division staff will contact the licensee and advise him/her to collect the incomplete application(s) and requisite fee(s) from the Denver MED Office prior to 5:00 p.m. the next business day.

In-person appointments are required for transfers/changes of ownership and/or structure which involve the distribution of ownership to any new persons who will have an interest or if the MED determines and notifies a licensee that an in-person appointment is required. In those cases, the applicant must email the MED at dor_med_appointments@state.co.us and an appointment will be scheduled. You must have all required documentation available at the appointment for the investigators' review or the MED will not accept your application. Appointments will be at 455 Sherman Street, Suite 390, Denver, CO 80203.

All applications and documentation submitted **must be single-sided** and **on 8.5 x 11 inch** paper. Non-conforming documents will not be accepted. Checks/money orders must be made payable to DOR. Checks will only be accepted in the name(s) of the individual(s) or business entity, which has an ownership interest in the licensee. No third party checks will be accepted.

MED Website: <https://www.colorado.gov/pacific/enforcement/marijuanaenforcement>

Regards,



W. Lewis Koski
Division Director