



**BARBADOS MEDICINAL  
CANNABIS LICENSING  
AUTHORITY**

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# **CANNABIS LICENSING APPLICATION GUIDE**

Application Requirements and Process to Become a License Holder under  
the Barbados Medicinal Cannabis Industry Act, 2019 and its Regulations

Edition 1 Version 1

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The Barbados Medicinal Cannabis Industry Act, 2019 (The Act) establishes that an application for a license must be filed with the regulatory body, Barbados Medicinal Cannabis Licensing Authority (BMCLA), in the form and manner specified by the Act and its Regulations and must include all the information required. This guide sets out the application process including the form and manner for submitting an application for a license and the information that is required to be submitted. In accordance with the Act, the BMCLA may request any additional information that pertains to the information contained in an application and that is necessary to consider it. It is important to note that in the case where any information required to be submitted is not provided, the BMCLA may refuse to consider an application.

The BMCLA (The Authority) is committed to protecting personal information as well as confidential business information that is under its control. Ensuring the confidentiality, integrity, and availability of information is essential to the regulator's decision making and the delivery of services and BMCLA recognizes that the protection of this information is an essential element in maintaining public trust

There may be instances where personal and/or confidential business information contained in applications made to the BMCLA may be disclosed; however, only as required or permitted by law.

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Disclaimer

This document is a living document, which maybe updated and changes by the BMCLA as they see fit, users are advised to ensure they are using the most recent version. This document should be read in conjunction with relevant sections of the Barbados Medicinal Cannabis Industry Act, 2019 and its Regulations. In the case of any discrepancies between this document and the Act and its Regulations, please seek direction from the BMCLA.

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The Medicinal Cannabis Industry Act, 2019 was proclaimed on September 30, 2020. It establishes the conditions under which the Medicinal Cannabis Industry in Barbados will operate. Provisions for the licensing regime, patient access to medicinal cannabis and the establishment of the regulating Authority, the Barbados Medicinal Cannabis Licensing Authority (**herein referred to as the Authority**) and its Board are all found within the Act. Further, the Act is supported by the Barbados Medicinal Cannabis Industry Regulations.

This guidance document should be read with reference to both the Act and the Regulations. The intent is to provide further direction to the applicant based on the provisions established in the afore mentioned documents. It also sets out the application process including the form and manner for applying for a license and the additional information that is required to be submitted.

Section 4 (1) of the Act provides for the Authority to develop policies and procedures and guidelines for the industry. Additionally, section 4 (2) of the Regulations also provides the Authority with right to request any additional information that pertains to the licensee, its agents or directors and that is necessary to consider the application. It is the responsibility of all applicants to make sure that they are aware of all rules, regulations and policies which pertain to their application and operations.

The BMCLA is not responsible for any circumstance in which an applicant or licensees might find themselves non-compliant due to lack of awareness of the necessary requirements. This document, while aimed at being comprehensive, may not contain every answer an individual may need, in those cases it is suggested that the applicants contact the Barbados Medicinal Cannabis Licensing Authority at [clo@bmcla.bb](mailto:clo@bmcla.bb) or visit the Authority's website [www.bmcla.bb](http://www.bmcla.bb). The overall intent of the regulatory framework, including all guidelines governing the Barbados Medicinal Cannabis Industry, is to ensure patient safety and the administration of an orderly and efficient industry.

**Beneficial Owner** - A beneficial owner is an individual who ultimately owns or controls more than 25% of a company's shares or voting rights, or who otherwise exercises control over the company or its management. Where such an interest is held through a trust, the trustee(s) or anyone who controls the trust will be registered as the beneficial owner(s).

**Disposal** – Disposal in this document refers to waste disposal.

**Indirect Ownership** – an indirect owner refers ownership of the shares of a company through the shares or voting rights that are owned by another company. Hence no direct right to participate in voting rights in that corporation or enterprise; the right to receive unencumbered economic interest (such as dividends) flowing to the shareholders or partners of that corporation or enterprise; and the beneficiaries have the unconditional right to receive economic benefits and the capacity to elect and remove trustees.

**Medicinal Cannabis Product** - means any oral medicinal cannabis product or topical medicinal cannabis product whether solid or liquid which is made from cannabis, cannabis material or cannabis resin.

**Ownership, Custody or Control** – this means the individual who either owns the property, has custody of the property owned by another individual (e.g. property management, executor for an estate or power of attorney.)

**Real Direct Ownership** – Real direct ownership means ownership of an equity interest in the corporation or enterprise where such equity interest comprises the right to participate in the voting rights in that corporation or enterprise; the right to receive unencumbered economic interest (such as dividends) flowing to the shareholders or partners of that corporation or enterprise.

## PURPOSE

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The purpose of this guide is to offer an overview of the application process for the Barbados Medicinal Cannabis Licensing Industry. The aim is to ensure the process is as seamless as possible by providing all relevant information necessary to facilitate your application.

## BACKGROUND

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The Medicinal Cannabis Industry Act and its Regulations provide, among other things, the framework for legal access to medicinal cannabis, control and regulation of medicinal cannabis use and commercial engagement in Barbados. It in no way makes legal the use, cultivation or production of cannabis for any purpose other than that as stated under the Act. The Act lays out the allowance under which persons can engage in medicinal cannabis within the jurisdiction of the Barbados Government.

The Act speaks to the establishment of the Authority, the allowance for the use of cannabis for medicinal purposes which must be prescribed by a doctor and dispensed by a licensed pharmacist (as defined under the Pharmacy Act, Cap. 372D). The Act also makes provision for the establishment, licensing, regulation, monitoring, control and enforcement of the medicinal cannabis industry by the Barbados Medicinal Cannabis Licensing Authority (herein referred to as the **Authority**). Its established eight (8) different types of licenses and tiers and gives the Authority the sole right and responsibility for the import, cultivation, processing, export, transportation, analyzing as well as research and development of cannabis for medicinal purposes and the provision for regulation, monitoring and enforcement by the Authority.

Under this framework, a person is required to obtain a license issued by the Authority in order to conduct various activities with cannabis. Applicants and license holders are responsible for compliance with the Cannabis Act and its Regulations as well as compliance with other applicable laws both current and future, as made by the Government of Barbados.

The Barbados Medicinal Cannabis Industry Act, 2019 establishes that an application for a license must be submitted to the Authority in the form and manner specified by the industry regulations and must include all requested information and supplemental documentation as requested. This guide sets out the application process including the form and manner for submitting an application and the information that is required.

The Authority will publish other guidance documents and information as needed on its website ([www.bmcla.bb](http://www.bmcla.bb)) that may be used in conjunction with this document to assist applicants in preparing their applications. In order to maintain consistency and transparency, this guide, as well as other guidance documents and information, will be updated, as required, to reflect changes to policies and/or operations.

## SCOPE

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This document provides general guidance to anyone wishing to apply for a license ("the applicant") under the Barbados Medicinal Cannabis Industry Act 2019 and its Regulations to conduct activities in relation to the following types and tiers of licences:

- |    |   |   |
|----|---|---|
| 1. | Cultivator License                                    | Which gives the bearer the right to cultivate cannabis for medicinal purposes.  |
| 2. | Processor License                                     | Which gives the bearer the right to process cannabis and produce products for medicinal purposes.   |
| 3. | Retail Distribution License<br>(Therapeutic Facility) | Which gives the bearer the right to sell cannabis products and provide a space in which cannabis can be consumed for medicinal purposes. Both circumstances (consumption and dispensing) must be taking place to be considered for this license; and the premises must have a registered pharmacy on site. (see The Pharmacy Act, Cap.372D) |
| 4. | Laboratory License                                    | Which gives the bearer the right to analyze cannabis and cannabis products for medicinal purposes.  |
| 5. | Research and Development License                      | Which gives the bearer the right to cultivate, process, analyze, import and export cannabis and cannabis products for medicinal purposes.   |
| 6. | Import License  | Which gives the bearer the right to import cannabis and cannabis products for medicinal purposes.   |
| 7. | Export License  | Which gives the bearer the right to export cannabis and cannabis products for medicinal purposes.   |
| 8. | Transportation License                                | Which gives the bearer the right to move cannabis and cannabis products for medicinal purposes.   |



### PRE-SUBMISSION PROCESS

There are some basic things each applicant should be familiar with before making an application for a license. Figure 1 below provides a synopsis of the key steps which should be taken.

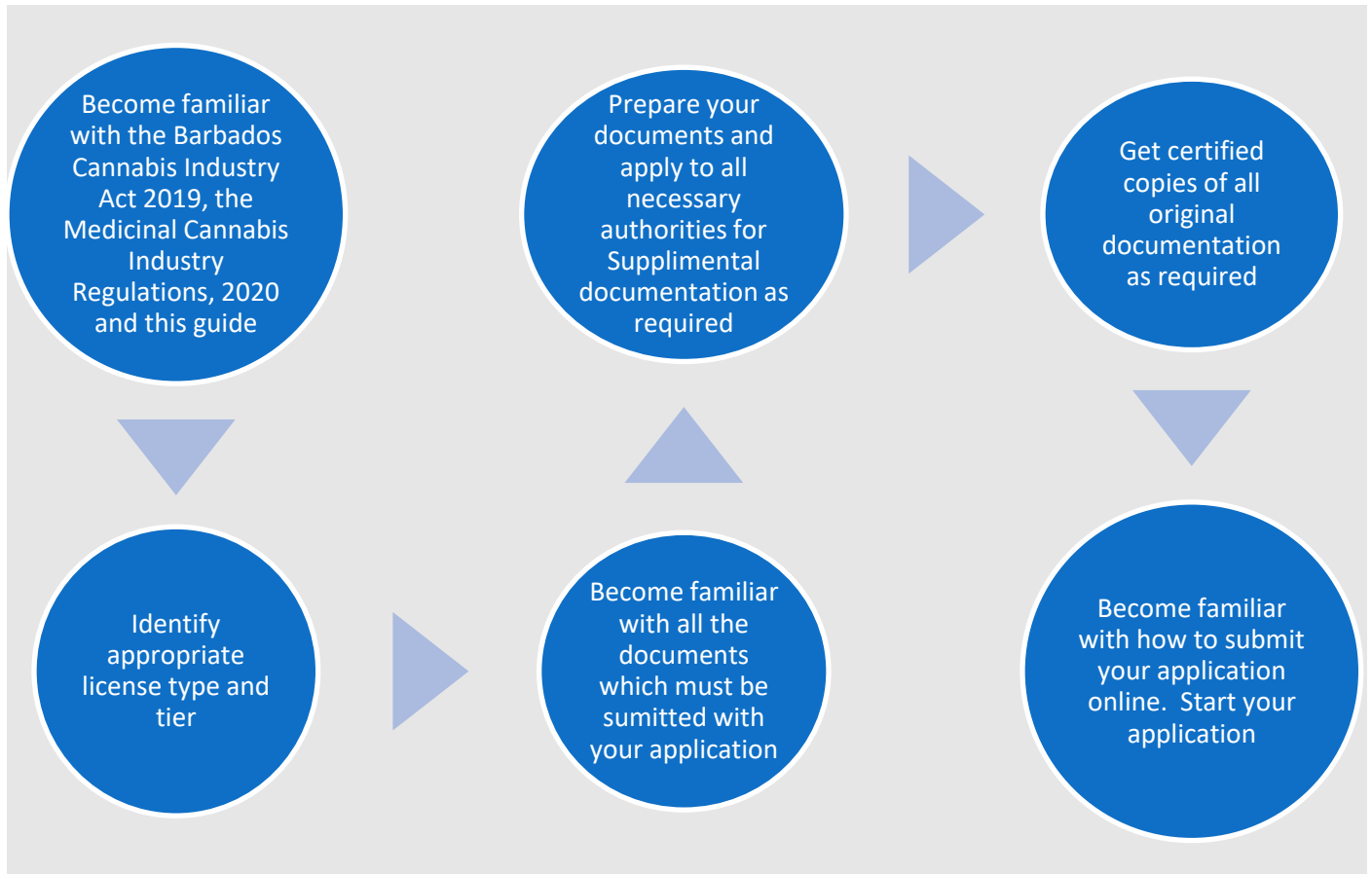


Figure 1

- **Knowledge Points**

When contemplating applying for a license, it is imperative that you become familiar with the following documents.

Document	Notes	Link
<b>Barbados Medicinal Cannabis Industry Act 2019</b>	This lays out the conditions under which Cannabis can be used	<a href="https://www.bmcla.bb/">https://www.bmcla.bb/</a> (Scroll down to click on <b>The Act</b> )
<b>Cannabis Industry Regulations, 2020</b>	This document sets out the regulations under which the industry is to operate.	<a href="https://www.bmcla.bb">https://www.bmcla.bb</a>
<b>Drug Abuse (Prevention and Control Act Cap 131</b>	This sets out the laws of Barbados in relation to illegal drugs.	<a href="https://www.imolin.org/doc/amlid/Barbados/drug_abuse_act.pdf">https://www.imolin.org/doc/amlid/Barbados/drug_abuse_act.pdf</a>
<b>BMCLA License Guides</b>	This explains and sets out all the terms and conditions under which licensees must operate.	<a href="https://www.bmcla.bb/">https://www.bmcla.bb/</a>
<b>Plant Protection Act Cap 268</b>	This sets out the laws of Barbados in relation to plants including the importation of plant material.	<a href="https://agriculture.gov.bb/Download.aspx?file=Attachments%2FPlant+Protection+Act+CAP268.pdf&amp;name=Plant+Protection+Act+CAP268#:~:text=An%20Act%20to%20prevent%20the,Import%20Control)%20Act%2C%20Cap.">https://agriculture.gov.bb/Download.aspx?file=Attachments%2FPlant+Protection+Act+CAP268.pdf&amp;name=Plant+Protection+Act+CAP268#:~:text=An%20Act%20to%20prevent%20the,Import%20Control)%20Act%2C%20Cap.</a>
<b>Co-operative Society Cap 378</b>	This sets out the laws of Barbados in relation to Co-operative Societies.	<a href="http://www.fsc.gov.bb/images/phocadownload/coopsocact.pdf">http://www.fsc.gov.bb/images/phocadownload/coopsocact.pdf</a>
<b>BMCLA FAQs</b>		<a href="https://www.bmcla.bb/">https://www.bmcla.bb/</a>

- Determine your license needs



Figure 2

- **Important Note:**

### Closed Loop System

The industry is a closed loop system. This means that a licensee must sell to another licensee except where there is an export license where the licensee can sell overseas. \*All medicinal cannabis products must be approved by the Barbados Drug Service before being sold on the local market.

Licensee	Who they can sell to:
<ul style="list-style-type: none"> <li>• Cultivator</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Internationally (with an export license)</li> </ul>
<ul style="list-style-type: none"> <li>• Processor</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Pharmacies*</li> <li>• Pharmaceutical Distributors*</li> <li>• Internationally (with an export license)</li> </ul>
<ul style="list-style-type: none"> <li>• Import</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> </ul>
<ul style="list-style-type: none"> <li>• Export</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Internationally</li> </ul>
<ul style="list-style-type: none"> <li>• Research &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Internationally</li> </ul>
<ul style="list-style-type: none"> <li>• Laboratory</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Internationally</li> </ul>
<ul style="list-style-type: none"> <li>• Retail Distributor</li> </ul>	<ul style="list-style-type: none"> <li>• Any Licensee</li> <li>• Clients at the Therapeutic Facility</li> </ul>
<ul style="list-style-type: none"> <li>• Transport</li> </ul>	<ul style="list-style-type: none"> <li>• Any licensee</li> </ul>

- **ELIGIBILITY**

Section 32 of the Act makes clear the grounds under which members of the public may be eligible to apply for a license. The Act specifies that:

- **Age**

All applicants must be over the age of 18 to be an owner, partner, shareholder

- **Criminal History** – Any person convicted of an offence under **The Act - See Second Schedule** cannot be issued with a license.

- **Immigration Status**

Applicants must apply as an:

- (a) individual
    - (b) company
    - (c) partnership or
    - (d) co-operative society.

If applying as an individual, they must meet one of the following criteria:

- Citizen of Barbados
- Permanent Resident of Barbados
- A person with Immigrant status for Barbados
- A citizen of a CSME country

As articulated in the Act section 32 (4) if applying as a company, partnership & co-operative **30% of each company must be ultimately owned by those individuals who can be identified as citizens of Barbados, Permanent Residents of Barbados, Persons with immigration status in Barbados or a citizen of a CSME country.**

*N.B. The 30% criteria does not apply for applications for Laboratory or Research and Development licences.*



- **70/30 RULE**

By virtue of section 32 (4) of the Act, **all entities** (excluding Research & Development and Laboratories) **must have 30 percent local ownership.** This must be real direct ownership of the licensed entity. This must be shown on the Ownership Statement.

The ownership/buy-in can be facilitated through any form as agreed upon between individuals and the company. For example, an exchange of land for shares or direct purchase of shares.

- **NON-RENEWABLE & NON-TRANSFERABLE**

**All licenses under this regime are non-renewable.**

This means that there is no automatic renewing, at the end of the license period, licensees must re-apply for a license, by submitting new and/or updated documentation in pursuit of a new license.

Licensees must re-apply within **three (3) months of the expiration** of their operating license as prescribed in Section 34 (2) of the Act.

Further to Section 31 (3) of the Act **none of the licenses issued under this regime are transferable.** This means licenses cannot be sold or given to another entity or person.

The original licensee must comply with the following requirements:

- Prior to the sale of the company/co-operative/business/partnership, the names of the new owners/directors/partners must be submitted to the Authority for due diligence, and approval must be given for the sale.
- The original licensee must advise the Authority if a company name is changing and apply for an updated license (with the new name)

- **CONDITION OF LICENSE**

All licenses are subject to the provisions of the Regulations and Guidelines as issued by the Authority. Any violation of these conditions may result in the suspension or revocation of the license.

- **COMPLIMENTARY LICENSES**

The Authority has made the following provisions for complimentary licenses.

- All applicants who are granted a Laboratory or a Research and Development (R&D) license will be granted an Import License and an Export License. Use of these import and export licenses will be limited to activities directly related to those specific operations.

- **SUBLET**

Regulation 16 (j) prevents a licensee from subletting or leasing a property to another entity. This does not prevent a licensee from subletting or leasing a property from another entity, hence for example a licensee may rent a portion of a 5 acres estate or a suite in a building, however that licensee may not sublet or rent a property which they own. This does not apply to subcontracted growers, as these growers must be operating under the license of the applicant.

## Applications

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Once you have determined the type of license you wish to apply for, ensured that you have read all of the suggested readings and acquired all of your necessary documents, you are now ready to start the application process.

Applications should be submitted online using the application portal at [www.bmcla.bb](http://www.bmcla.bb), or via hard copy.

### Hard Copy Submissions

All applicants are again advised that they should use the online application portal.

However, **in very limited cases** the Authority may accept physical applications. In those cases the applicant should proceed as follows:

1. Contact the Customer Liaison Officer (CLO) directly at [clo@bmcla.bb](mailto:clo@bmcla.bb) or call (246) 421-4141 to request that a copy of the application is emailed for printing.
2. Once you are in receipt of the application from the CLO, you can print it and fill it out. Please ensure that you have all supplementary information.

You can also contact the CLO to set up an appointment or visit the online portal to make an appointment with the CLO who will help:

- answer any questions you may have;
- go through your documentation and ensure that all the correct documentation has been submitted;
- Receive your physical application and issue you with your receipt; and

- Ensure that application and relevant administrative fees are paid using EZPay online system.

### Multiple Licenses

For applicants seeking multiple licenses, you may fill out one complete application form in cases where all the licenses will be exercised on the same premise and under the same company name and directors.

## CONFIDENTIALITY & PRIVACY

The BMCLA and all its employees are bound by confidentiality agreements and a general requirement to protect the confidential personal and business information of applicants per clause 15 of the *Medicinal Cannabis Act 2019*.

### Application Process

Below are the following step in the application process:

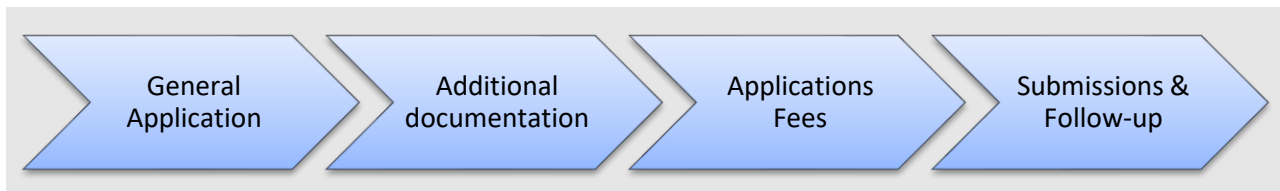


Figure 3

#### 1. General Application

There is one general application form that **all applicants** are required to fill out in its entirety.

Start by selecting what type of entity you are applying as. The legislation allows for four (4) types of entities:

- Individual
- Company
- Partnership
- Co-operative Society

This will give the system the opportunity to adapt the application form to fit the needs of each type of applicant. It also allows users to only enter information depending on the application type.

The form will allow for applicants to choose which license they would like to apply for and make only those pages available, again customizing the application form, saving time and effort.

The final page of the application form is a page solely for the uploading of relevant documentation. Each applicant will be required for each section to collect the similar documents, scan them into **one file** and upload.

For example, all the certificates of character will be scanned into one document and uploaded into the section which says, 'certificate of character'.

## 2. Additional Documentation

An application is not complete unless it is accompanied with requisite documents as seen below in Figure 3 (where applicable). These must be uploaded if applying online. The system will provide specific submission fields on the last page of the application, that will require the applicant to upload the relevant document in the instructed fields in order to be considered to have submitted a complete application form.

In the case of physical applications these copies along with the originals must be presented to the Client Liaison Officer for inspection.

**The Authority will not accept incomplete applications, nor will it accept responsibility for rejected applications which lack requested documentation.**

**Certified Copies** – Documents may be certified by a Justice of the Peace, a Lawyer (not associated with the application), or Member of Parliament. They must feature the certifiers official stamp, along with their name, contact details and title.

## 3. General Requirements

General Requirement Forms	Details: What is the intention and who should perform this?	How many should be submitted and for whom?
Valid Police Certificate of Character – This can be an original or a certified copy	As issued by the Commissioner of Police or equivalent of that certificate from any country in which that person was resident or domiciled 5 years prior. Must be dated within the last 6 months to be considered valid.	This is required for all applicants including single owners, each Directors, Partners.
Certified copy of two (2) forms of picture ID	Provide certified copies of at least 2 forms of picture identification. The accepted forms of ID are (a) passport photo page (b) driver's license (c) National Identification Card. All foreign applicants are advised that one of the pieces of ID must be a passport page.	This is required for all applicants including single owners, all Directors, Partners, or Authorized Agent(s).
Certified copy of registration, Certificate of Incorporation and other related documents	This is the document issued by the Department of Co-operatives & Friendly Societies or the Corporate Affairs and Intellectual Property Office (CAIPO).	This is required for all applicants who are operating under a Business Name, as a company or a co-operative (registered in Barbados). (All companies, business names or co-operatives must be registered in Barbados.



Form 10 Consent by Property Owner to Utilize Premises for Medicinal Cannabis	Form 10 in the First Schedule of the Regulations must be completed and signed by the owner (whether the applicant or other person) or person with Custody or Control of the land. This should be done at the application stage only in cases where the applicant already owns the property or has an established arrangement for use.	This must be filled out for every license; however it must only be submitted once you have a confirmed arrangement for your premises.
Operational Plan	This should be based on the requirements listed in this document. <b>Please see Operational Plan Section.</b>	This is required for each licensee.
Security Plan	This will be based on the security requirements of the Authority; these can be found in the Security Requirements.	This is required for each licensee and for each kind of license being applied for.
Premises Plan	This is a detailed drawing which shows all the planned areas of the operation, please see the premises diagram section of this document for further details.	Each proposed licensee must submit this plan with the exception of Transportation, Import and Export (as long as they will not be storing any cannabis, in any form, at any time).
Beneficial Ownership Statement	Provides details of the Beneficial ownership of your business. This should include the full details as required in the Beneficial Ownership section of this document.	This statement must be full and accurate as of the time of submission, any changes to the information on this document, the Authority must be advised.
Governance Documents	These are documents which govern the operations rights and obligations of owners or shareholders. And must include bylaws and an shareholders' or owners' agreements, if applicable (this is not relevant for a sole proprietorship).	This is only applicable to Businesses, Companies or Co-operatives.
Disposal Plan	Provides details of the licensees plans for disposal of all medicinal cannabis, products and waste. This will be based on the guidance offered in the disposal section of this document.	Each proposed licensee must submit this plan with the exception of Transportation, Import and Export (they must contact the Authority every time any instance requiring disposal should arise).
Doctor's Certificate (Certified Copy)	This is a certificate which states that the individual, director or partner is not dependent on a controlled drug. Please see the guidance offered in within this document.	This is required for each applicant, partner or director as per section 32 (2) subsection (a) and (b).
Approval/Letter from Chief Town Planner (Certified Copy)	Show proof that the Chief Town Planner approves the location for cultivation, where required.	Per licensed premises where applicable.

Figure 4

#### 4. Applicants without Location

Applicants may submit an application without a designated (a contracted or owned) premise (location) however they must identify a planned premise (location). This means that an applicant must submit all previous documents with the exception of **Form 10 - Consent by Property Owner to Utilize Premises for Medicinal Cannabis** and a premises plan.

While this allows these types of applications to proceed, it does require that all location related documents must be submitted, and inspections be undertaken as a condition of the pre-approval letter.

#### SUBMISSIONS FOR MULTIPLE LICENSES

When applying for multiple licenses, on the same application, applicants may submit one plan per type required (Security, Operational, Premises & Disposal), the details of each plan should be separated by license type.

#### 5. Document Upload and Agreement Page

The final page of the application features two (2) important features:

- An agreement section; and
- An upload section.

Applicants are required to read each agreement and click the boxes next to each agreement. This places a tick and signifies that the applicant is in agreement with the terms as stated.

The upload section allows the applicant to submit the various documents which need to be submitted. Further some sections feature a link to download each document, which should be downloaded, printed, filled out, signed and then uploaded into the corresponding section.

#### 6. Application Fees

Applicants will be required to pay for their applications using the EZPay website, however applicants cannot pay for their application until after it has been submitted. A link to the EZPay website will appear on the submission confirmation page and will be in the submission confirmation email which applicants will receive.

The applicant must:

1. Create an EZPay account (you will need to have an account with a local bank)
2. Sign into EZPay,
3. Select the BMCLA Section
4. Enter your application number
5. The site will draw in the information submitted in your application and will tell you the payment to be made.
6. Please proceed by following the instructions given and make payment of your application fee.
7. The system will issue a receipt.  
(You should keep the receipt in a safe place in case verification is needed)

Please note the fee is NON-REFUNDABLE.

Applications will not be processed until confirmation of payment of your application fee and relevant administrative fees are received.

#### BACKGROUND CHECK FEES

The Authority will conduct various security checks on every applicant and/or individual who forms part of an application (owners, partners or directors). An international security check will be automatic for all individuals who are not residents or citizens of Barbados or CARICOM member states. Such applicants will be required to pay the cost of the background check with the application fee.

#### 7. Submissions & Follow up

When the user clicks the **SUBMIT** button, a pop-up window should allow the user to know that his/her application has been submitted and the issuance of an application ID number displayed. This notification should also be sent to the various applicants via email.

#### 8. Changes to Submitted Applications

Changes can only be made to any already submitted application once. All applicants are advised to ensure that they are aware of all necessary changes.

The procedure for changes are as follows:

- Email the applications department at [almanager@bmcla.bb](mailto:almanager@bmcla.bb) The email must have the application number and the applicant's name in the subject line. This email must also advise what changes need to be made.
- If permission is granted; the applicant will be advised via email that they have a period of 24 hrs. to make the necessary changes prior to the application being reclosed.

- DO NOT CLICK SUBMIT!  
Simply save the application for later and reply to the email address with the statement: **Edit Complete**. The Authority will close the application again and proceed with the review process.

## 9. Withdrawal of Application

At any point during the process after the submission of an application, the applicant may choose to withdraw their application.

This process must be initiated by the applicant by an email and sent to the **almanager@bmcla.bb**. This email must have the application number, applicant's name and the word **Withdrawn** in the subject line.

This email must include a formal letter from the applicant, signed and dated, advising of the withdrawal of the application.

## Post-submission Process

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The application system will keep applicants up-to-date as to the progress of their application through the verification and checks process. All applicants will receive automated status updates to their emails.

The post submission process can take **up to four (4) months** before an application is fully processed and a decision taken by the Barbados Medicinal Cannabis Licensing Board (BMCLB).

Basic checks will be conducted immediately after your application has been submitted:

- Have you completed your application in its entirety successfully?
- Have you paid your application fee?
- Have you provided all the required additional information?
- Are all the required documents certified?

### 1. DUE DILIGENCE

Once you have made your application successfully and paid the application fee, the Authority verifies all the information you have presented and evaluates all the plans submitted to ensure that they comply with the Regulations and guidelines as expressed.

As mentioned in the Fee section above, the Authority may conduct due diligence checks. This process will involve background checks on owners, directors, and partners. Further, it may involve investigations into any parent companies and all associated businesses. This process will also include consultations with various other government departments.

### 2. INSPECTIONS

Site visits and inspections: this will be a continuous process, but the first will be to examine the location for your proposed site. The Authority will call you or your agent to set up a time to meet you at the proposed

location of your licensed property. There you will meet a member of the Authority's inspectorate unit to review the location and discuss your plans. This will be an inspection of your property in its current state, based on your stage of readiness, at the time of application.

This may occur at various points in the process, depending on when the applicant has acquired a premise.

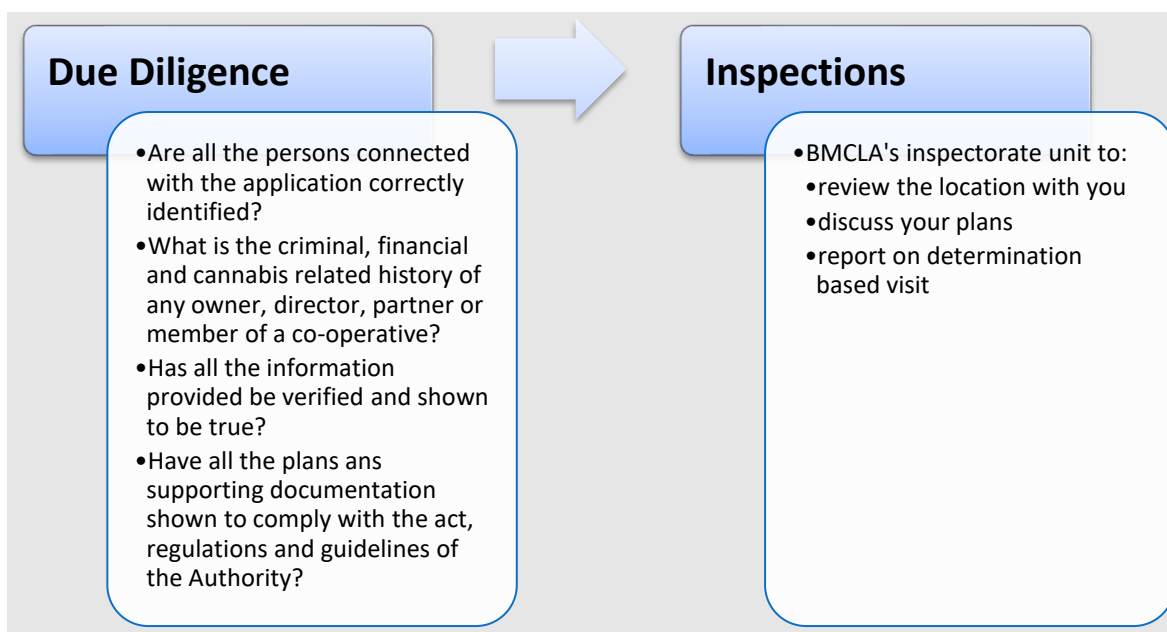


Figure 5

### 3. APPLICATION OUTCOMES

There are three (3) outcomes for any application made to the BMCLA:

- On Hold;
- Rejected;
- (Pre-Approval) Approved.

#### On Hold

Applications may be placed on hold by the Authority or the Board for various reasons, including:

1. Where information is missing; or
2. Where actions must be taken.

The Authority will request said information which must be delivered within 10 days (or within the time stipulated by the Authority) of the request for the resolution of the issue. Applicants will be informed in writing where applications have been placed on hold.

#### Rejected

Applications may be rejected for various reasons, some of which include:

1. The background check reveals that the applicant does not conform to expected circumstances for the granting of a license;
2. Failure in meeting the eligibility criteria;
3. Failure to submit a satisfactory and complete application; and/or
4. Failure to submit additional information as requested within the timeframe expected.

Where an application has been rejected, an applicant will be automatically advised and will then receive a letter from the Authority advising the reason for the denial and, if applicable, what changes the applicant should make before reapplying.

### Pre-Approval

This is the aim of each applicant. It indicates that the applicant has successfully passed all the required checks. The Board will issue a letter of pre-approval which will include the terms and conditions by which the applicant must comply with. The applicant will also be given a time frame in which they have to comply with these terms and conditions.

The applicant once they have complied, must contact the Authority advising that they are ready for a re-inspection. Once all conditions are confirmed to have been complied with, and a re-inspection report has been submitted, the Authority will then issue approval.

### Approval

The Authority will issue a letter advising the applicant that they have been approved and give a time limit in which they are required to pay for and be issued with their license.

The license will be issued electronically or physically depending on your method of application. It will come with an accompanying letter detailing all the Terms and Conditions which must be complied with before a licensee can open for operations.

This letter will be based on the individual licensee's particular circumstances and level of readiness at the time of application. **This period is critical, because it places heavy emphasis on the licensee to comply with all the requirements.**

The applicant can at any time indicate that they have completed the requirements identified in the Terms and Conditions and, where required, show proof or request a physical inspection by the inspectorate where necessary.

### IMPORTANT

For more information on requirements associated with your application or the operations of the industry, applicants should refer to the *Barbados Medicinal Cannabis Act 2019* and its Regulations, and additional guidance published on [www.bmcla.bb](http://www.bmcla.bb) or contact the BMCLA directly as outlined in (section 8) of this Guide.

### CHECKLIST – PREMISES PLAN

Each licensee must submit a scaled drawing or diagram of the premises which clearly shows the following:

- a) all boundaries and dimensions of the land, including entrances to the land
- b) all buildings including the placement of windows and interior rooms.
- c) Labels of all buildings, rooms or divided sections of a room
- d) The internal waste disposal areas;
- e) if the applicant is seeking two or more licenses to be operated from the same proposed premises the diagram must show any shared entrances, walls or exits. However, licensed premises may not overlap except for the following areas, entryways, lobbies, bathrooms, hallways, and breakrooms. All proposed common or shared areas of the property must be shown on the premise plan.
- f) If the applicant is sharing a proposed premise with another entity (medicinal cannabis or otherwise), they must be separated by walls and connecting doors must remain closed and locked. Licensed premises may not overlap in any area including the following, entryways, lobbies, bathrooms, hallways, and breakrooms. This must be reflected on the premises plan.

Where applicable (per license) the premises plan should show rooms or areas where cannabis will be:

- a) cultivated;
- b) stored;
- c) packaged; and
- d) Offloaded and Loaded for transport

Where applicable (per license) the premises plan should show the rooms or areas where cannabis will be **processed**, clearly showing areas for the stages of the business operations:

- a) infusion activities;
- b) extraction activities; and
- c) packaging activities.

The premises plan should clearly identify storage for the following circumstances (if applicable), where cannabis:

- a) will be kept or stored for retail sale at therapeutic facilities, clearly showing areas where cannabis can be used in varied treatment regime as well as facilities for medical practitioners;
- b) will be stored when it being held for testing or research purposes; or
- c) will be stored when it being held for export purposes or use after being imported;
- d) will be stored for disposal, including unused medicinal cannabis or unused products;

### CHECKLIST – OPERATIONAL PLAN

Each applicant is required to submit an Operational Plan with their application, that will feature common requirements and license specific requirements.

Applicants applying for multiple licenses may submit one plan providing that the plan includes:

- all the necessary details; and
- each license covered in the plan is housed on the same premises, with the same directors or partners.

This plan must be comprehensive and suitably detailed and must include the following details:

- **Executive summary** providing an overview of the details of the operation, Details and Diagram of proposed company name & logo, brand name and trademark as applicable. Short Bio of each Director/Partner/Owners/Co-operative Member
- **Operational Details** identifying all the areas listed below:
  - **Strategic Objective**
    - what is your overall aim for the licensed business,
    - what do you intend to achieve in the long term: five (5) to ten (10) years
  - **Products and services**
    - what products and services will your business be producing, selling, providing delivering (be specific for example we will be providing transport services using six vehicles
  - **Strategic business plan**

In at least three paragraphs describe how your business will operate over a three (3) to five (5) year period

    - how will you sell your product or service ,
    - what is your intended target market,
    - what is your expected profit margin,
    - how many persons will you employ over the period?
    - What will make you stand out in the market?
    - What partnerships do you intend to form?
    - What is your plan B If your preferred business model is not successful?
    - Details of the organizational management structure (number of planned employees (local or otherwise), business management structure).



- **Financial plan** (provide details of your financial plan over a three (3) to five (5) year period)
  - how much money will it take to get your business operational?
  - what will be your major expenses?
  - What is your expected income over the period and from what aspect of the business will this derived?
- **Corporate Social Responsibility/ Community Engagement**
  - How do you plan to give back to the public?
  - How will you engage the public and support activities at a national or community level?
- **Alternative Use of Cannabis Waste Material**
  - Any applicant seeking to use cannabis refuse/waste for a productive commercial or noncommercial use may make a proposal to the authority under this heading.
- **Conclusion**

### CHECKLIST – SECURITY PLAN

The security requirements are clearly articulated in the **Security Guide**.

All applicants are expected to fully read and understand the specific guide expected for their license. Using that information, an applicant must formulate and submit a security plan.



The plan must detail how the applicant will address all the requirements including the specifications of any required equipment they intend to use.

This plan will be used to assess your intention and planning for your license and for compliance. Applicants may submit an updated plan prior to becoming operational if any of the security details change.

### CHECKLIST – DISPOSAL PLAN

The disposal requirements are clearly articulated in the **Regulations**, and in **the General Terms and Conditions Guide**. All applicants are expected to read fully and follow the instructions set out in these documents to formulate and submit a disposal plan.

The disposal plan must address the applicants plans to handle Cannabis waste both liquid and solid, the plan should include in detail:

- Waste Classifications - A list of all the anticipated types of Cannabis waste the facility will produce
- Planned methods of disposal
- Process flow and responsibilities
- Storage
- Transportation Plans
- Safety Protocols
- Emergency Response Protocols
- Record Keeping of Waste Processes
  - Planned method of record keeping
  - Record storage and back up

This will be used to assess your intention and planning for your license and for compliance.

#### IMPORTANT

**Applicants should submit an updated plan prior to becoming operational if any of the disposal details change.**

### CHECKLIST – OWNERSHIP STATEMENT

This statement serves two purposes:

- 1) to allow the entity to fully declare their beneficial owners;
- 2) to document the fulfillment of the 70/30 percent requirement as specified within the Act.

Beneficial owners of each entity seeking licensing **MUST** be known to the Authority.

The Authority characterises them as:

- they are always natural person (individual) who ultimately own or control a legal entity (company, credit union, trust);
- own more than 10 percent of the shares, interests or voting rights in the company through direct or indirect ownership thereof.

Again, the statement of ownership must be completed by the authorised agents, director or owner of each entity. It must list the **Name, Nationality and Percentage of Ownership of each Beneficial Owner**. It must be completed in total and all information shared must be full and truthful.

For clarification, when filling the statement please note the following instructions with respect to completing the form.

- I. In a circumstance of a Partnership (limited) being a beneficial owner, you are required to list the General Partner.
- II. In a circumstance of a Trust being a beneficial owner, you are required to list the settlor, protector, trustee, named beneficiary(ies) and any individual with control a company by other means.
- III. In a circumstance of a Company Limited by guarantee & mutual co, where the administration does not allow for the distribution of profits or capital, a relevant legal entity (RLE), with control by any means if in existence must be listed. However, in the case where profits or capital distribution is allowed by the governance documents  
an individual with more than 10% shares in the Company Limited by guarantee & mutual company must be listed on the statement if they are entitled to a share in more than 10% of profits or capital by way of such distribution.

CHECKLIST – DOCTOR’S CERTIFICATE

This is a certificate or letter from a medical professional should feature:

- The name, age and address of the applicant;
- The name, address and contact information of the medical doctor; and
- The status of the patient as it relates to addiction to any controlled substance.

This certificate must be presented by the owners, partners or directors of any applicant. It should be placed on the Doctor’s letterhead and should be typed, following the below format.

In cases where the individual is dependent or addicted, the doctor should provide a statement to that effect and the name of the medicine which the person is using.

**Medicinal Cannabis Clearance Certificate**

**Name and address of Healthcare Practitioner**

**Patient Information:**

Name:

National Registration Number: (n/a for BMCLA)

Address:

- The abovementioned has been seen and examined by me on (dd/mm/yy) .....
- To the best of my clinical knowledge, there is no evidence that he/she has an uncontrolled or untreated substance misuse disorder.

Signature of Healthcare provider:

Date:

## Appendix G

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In addition to the general information required at appendix B each applicant must also submit specific information relating to their license as specified below: **CULTIVATION LICENSE**

Each Cultivation Operational Plan must include the following:

### Activity Details

- Planned pest, energy and water resources management methods
- Planned Cultivation, Drying & Packaging Methods & Plans

## PROCESSOR LICENSE

Each Processor Operational Plan must include the following:

### Activity Details

- Details on all Planned Finished Products, including (ingredients & purpose)
- Planned types of Processing Methods
- Expected sources of raw materials (cannabis and non-cannabis related)
- Planned Markets for finished products

## RETAIL DISTRIBUTOR (THERAPEUTIC FACILITY) LICENSE

Each Retail Distributor Plan must include the following:

### Activity Details

- Planned Products, Services or specialized treatments to be offered
- Number of Pharmacists, Doctors or Nurses to be employed
- Expected sources of Products
- Expected Pharmacy Registration details if already in hand.

## LABORATORY LICENSE

Each Laboratory License Operational Plan must include the following:

### Activity Details

- Planned Analytical Services to be offered
- Detailed plan for achieving ISO certification
- Identification of lead Scientists
- The curriculum vitae for lead Scientists

## RESEARCH AND DEVELOPMENT LICENSE

Each Research and Development License Operational Plan must include the following:

### Activity Details

- Planned areas of research and product development
- Plans 'if any' for human testing
- Indication of the intended purpose of the licence
- Identification of any associations with another research institution
- Identification of lead investigators
- The curriculum vitae for lead investigators
- A detailed description of the proposed project including statement of purpose, and study duration
- List of sources for the supply of the medical marijuana
- Detailed information about the strains of interest, including cannabinoid profile

## IMPORT LICENSE

Each Import Operational Plan must include the following:

### Activity Details

- Planned types of imports and planned sources of material (including specific jurisdictions and any possible arrangements already negotiated)
- Plan for storage and distribution of imported materials (if not intended please state)

## EXPORT LICENSE

Each Export Operational Plan must include the following:

### Activity Details

- Planned Products (plants, tissue culture, seed, raw cannabis & cannabis products) for Export, and their intended usage
- Planned sales markets for your products (including specific jurisdictions and any possible arrangements already negotiated)
- Planned storage of products for export (if not intended please state)
- Planned methods of exportation

## TRANSPORTATION

Each Transportation Operational Plan must include the following:

### Activity Details

- Planned number and type of vehicles
- Planned arrangements for the vehicle (owned or leased)
- Planned over night storage for vehicles
- Planned transport conditions