



Non-Participating Manufacturer Certification Form

Tobacco Enforcement Section
15th Floor Strawberry Square
Harrisburg, PA 17120
Phone: (717) 783-1794
www.attorneygeneral.gov

Required Checklist – *It is recommended that all attached documents be submitted electronically:*

- Attached a copy of the current Federal Trade Commission (FTC) approval letter(s) for health-warning rotation plan for all brand families.
- Attached a copy of the current Centers for Disease Control (CDC) ingredient listing compliance letter(s) for all brand families.
- Attached a copy of my TTB Manufacturer's/Importer's Permit.
- Attached a copy of live trademark for all brand families printed in the last 30 days or, if not the trademark owner, attached an executed agreement that defines trademark rights and/or control over the manufacturing of the cigarettes (such as an exclusive manufacturing agreement).
- Included electronic color copy of all packaging to be used in Pennsylvania during the certification year. Include views of each side of the packaging with UPC clearly visible. Please be sure the packaging provided is clear of any proprietary information as it will be displayed to the public on the Pennsylvania Tobacco Product Directory of Approved Brands.
- If required, attached a copy of your Model Escrow Agreement. If your bank has changed, including a buyout or merger, you must submit a new escrow agreement for approval.
- For all Initial Certifications, or if there has been a facility change, attached photographs and diagram of the new facility.
- Attached a list of all officers, owners, board members, or partners of your company, including their name, title, address, telephone number, and email address.
- Attached a list of related parent, subsidiary sister and/or affiliated entities.

- Attached a copy of PA Department of Revenue's Cigarette Manufacturer Certificate for fire safe cigarettes and corresponding laboratory test results.
- Attached a copy of the Pennsylvania Tobacco Products License (RYO).
- Attached PACT Act reports.
- Included chart of brand, brand style and formula purchases per Section C.
- Included all shipments of Unstamped Cigarettes and RYO per Section D.
- Attached FDA compliance affidavit and any necessary compliance documentation for new styles.
- Completed this Certification in its entirety or indicated N/A with signature of Officer or Director.
- Reviewed and complied with the attached instructions.

Upon request, you may be required to submit additional documentation to verify your information such as articles of incorporation, corporate charters, corporate bylaws, operating agreements, contracts, leases, importer's certificates, licenses, BATF Form 7501s, bills of lading, customer invoices, etc.

Acceptance of this Certification by the Commonwealth does not waive any rights to enforce the provisions of the Tobacco Settlement Agreement Act (TSAA), 35 P.S. §5671 et seq.