



Non-Participating Manufacturer Certification Form

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

Required Checklist – *All documents must 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 and (if applicable) Importer(s)' Permit(s).
- ☐ 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).
- ☐ If ownership or rights to a trademark or a brand have changed, please explain and attach any applicable trademark(s) and/or licensing agreement(s).
- ☐ 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.
- ☐ 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 any parent, subsidiary, sister, related, associated, or other affiliated entities.
- ☐ Attached a copy of PA Department of Revenue's Cigarette Fire Safe Manufacturer Certificate and corresponding laboratory Ignition Propensity

individual burn test results and Certifications for the Ignition Strength of Cigarettes for all brand styles.

- Attached a copy of the Pennsylvania Tobacco Products License (RYO).
- Included a complete Required Brand List template in Part III per Section A.
- Included a complete Required Yearly Shipment History template of Unstamped Cigarettes and RYO in Part III per Section C.
- Included a complete Required Units Sold History template of Cigarettes and RYO in Part III per Section D.
- Attached a copy of Proof of Escrow Deposit and Escrow History.
- Attached the Manufacturer Resident Agent Letter.
- Attached the Importer Resident Agent Letter.
- Attached the Importer Declaration Form.
- Attached the Proof of Deposit and Escrow History.
- Included Manufacturer Surety Bond.
- Attached the FDA compliance affidavit and any necessary compliance documentation for new styles.
- Attached any documentation that expired since your last certification (FTC, CDC, TTB, FSC Test Results and/or Certificate, Trademark etc.).
- Completed this Certification in its entirety.
- 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 – 5675 or the Tobacco Product Manufacturer Directory Act (TPMDA), 35 P.S. §§ 5702.101 - 5702.2102.