



## Quarterly Manufacturer Certification Form

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

### First Quarter Certification- Required Checklist:

- 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 there has been a facility change, attached photographs and diagram of the new facility.
- 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.
- 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 Fire Safe Manufacturer Certificate and corresponding laboratory Ignition Propensity individual test run results and Certifications for the Ignition Strength of

Cigarettes for all brand styles.

- Attached a copy of any Tobacco Products License.
- Attached PACT Act reports.
- Included all shipments of Unstamped Cigarettes and RYO per Section E.
- Included all units sold of Cigarettes and RYO per Section F.
- 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.

**Second through Fourth Quarter Certifications - Required Checklist:**

- If something changed since the First Quarter, supply it with the following quarter after the change occurred.
- Attached a Cigarette Brand List designating brand styles to remain on the directory, brands to be removed from the directory or brands you request to be added to the directory.
- Attached a copy of Proof of Escrow Deposit.
- 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.
- Attached an organizational chart of the company and list of related parent, subsidiary, sister and/or affiliated entities list.
- If there has been a facility change, attached photographs and diagram of the new facility.
- Attached any documentation that expired since your last certification (FTC, CDC, TTB, FSC Test Results and/or Certificate, Trademark certificates, etc.).
- Attached the FDA compliance affidavit and any necessary compliance documentation for new styles.
- Attached PACT Act reports.
- Included all shipments of Unstamped Cigarettes and RYO per Section E.

- Included all units sold of Cigarettes and RYO per Section F.
- 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.