



Quarterly Manufacturer Certification Form

Tobacco Enforcement Section

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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. If you do not have a valid CDC letter, attached a copy of your application letter to the CDC.
- 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 trademark or brand have changed, explained and attached any applicable trademark(s) and/or licensing agreement(s).
- 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. Included 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 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 any Tobacco Products License.
- Attached the Manufacturer Resident Agent Letter.
- Attached the Importer Resident Agent Letter.
- Attached the Importer Declaration Form.

- Completed this Certification in its entirety with signature of Officer or Director.
- Reviewed and complied with the attached instructions.

All Quarters Certifications - Required Checklist:

- If something changed since the First Quarter, supply it with the following quarter after the change occurred.
- Included a complete required Brand List Template in Part III per Section A.
- Attached a copy of Proof of Escrow Deposit and Escrow History.
- 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 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, related, associated, and/or affiliated entities.
- 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 etc.).
- Attached the FDA compliance affidavit and any necessary compliance documentation for new styles.
- 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.
- Included Manufacturer Surety Bond
- 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.