

A vertical strip on the left side of the page shows a close-up of a person's hand wearing a grey glove with a red wristband, holding a large, green cannabis plant with many leaves and buds. The background is a blurred green field.

Notes to the Application to Cultivate, Harvest, Store, Package, Transport and Distribute Non- Medical Cannabis

VERSION: 1.3

UPDATED: 02 AUGUST 2023

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APPLICATION GUIDELINES

The first question is about the number of members that the prospective association would like to cater for. Larger associations pay higher fees.

CATEGORY 1 – up to 50 members

CATEGORY 2 – 51 to 100 members

CATEGORY 3 – 101 to 250 members

CATEGORY 4 – 251 to 350 members

CATEGORY 5 – 351 to 500 members

PART A

In Part A, the applicant must submit the proposed name of the Association, its registered address, contact number and email.

In subsequent sections in this part the applicant must include the details of the founding members (section 2), administrators (section 3) and Key Person (section 4). The following details are required for each individual.

Name | Identity Card Number | Date of Birth | Place of Birth | Nationality | Residential Address | Contact Number | Email Address |

For each individual the applicant shall also indicate whether they shall sit on the Board of Administrators and / or have any other function within the association.

For the Key Person the applicant shall also indicate their current employment and their work experience.

In Sections 5, 6, 7, and 8 the applicant shall provide the details of the individuals of the other Designated Key Positions. The same details as for the Key Officer must be submitted.

PART B

In part B the applicant shall insert the addresses of the sites from where they shall operate.

PART C

In part C the applicant shall upload the following documentation.
Files may be submitted in PDF file format only

THE ASSOCIATION

- A copy of the statute of the Association in draft format*
- Logo
- The membership policy including conditions for membership and rules regulating members
- An organisational structure including letters of commitment of key function holders
- Personal Declaration Form and Source of Wealth for each of the founders, key officer, administrators and/or grantors
- Fit and Proper Enquiry – Special Authorisation Form for each of the founders, key officer, administrators and/or grantors
- The Code of Conduct of the Association

* Clarification regarding the Association's Statute

Whereas Article 33.1 of S.L. 628.01 stipulates that an authenticated copy of the statute must be submitted to the Registrar, together with copies of ID cards of the administrators and a statement by the legal and judicial representative (Key Officer) with the details of the individuals elected to serve on the Board, it is hereby being clarified that at the stage of submitting an application:

- Prospective Associations are expected to submit only a draft of the statute. Once approved and an in-principle license is notified, the Association would be given its official designated registry number and within 15 days it is to provide the Authority with an authenticated copy of the statute as approved by the Authority.
- Copies of ID cards for the founding members, administrators and the key officer (also in his/her capacity as the legal and judicial representative) are to be authenticated as true copies.

Once the Authority receives and confirms the authenticated copy of the statute and is an exact replica of the approved draft version, the registration of the Association becomes active.

For further information or clarification, one may send an email to info.aruc@aruc.mt.

SITES USED FOR THE ASSOCIATION'S OPERATIONS

- A declaration by an architect for each property which confirms that the property is covered by all necessary permits and is compliant with the legislation and the binding instruments, accompanied with signed site plans and internal layout plan. Applicants who opt to submit the application in stages may submit these documents at a later stage.
- Detailed floor plans showing the location of each cannabis plant and each item of equipment. Applicants who opt to submit their application in stages may initially submit a typical layout for the type and size of property they intend to seek and replace it with a plan of the actual layout when the sites are known.

OPERATING ENVIRONMENT

- Details about the process of Cultivation that will be used. The process is to be broken down into its distinct phases and listed sequentially. The length of the process, any environmental conditions to be monitored and the equipment to be used are to be included in this document.
- Source(s) of seeds and details about the species and strains that shall be used. Details shall include THC & CBD ratios, terpene profile (if known), Indica / Sativa ratio and intended target segment (experienced users, new users, etc). At least one strain must have a THC potency which is compliant with Clause 5 on the Directive on Harm Reduction Practices. The price of each strain is to be indicated too.
- Number of plants to be cultivated, broken down by strain and the expected yield from each plant.
- Declaration that chemical pesticides shall not be used.
- Details about any nutrients, organic pesticides and other natural methods that shall be used to cure cannabis plants.
- Policies and procedures about hygiene and sanitation management.
- Procedure for documenting all aspects of the operations from seed to sale including stock taking, inventory keeping, reconciliation and reporting.
- Procedure for recall of products.
- Environmental plan including odour control, waste management and sanitation plan [including air filtration, ventilation, lighting, water supply, temperature, and humidity control].
- Pest Control management plan
- Procedures related to physical entry controls and dealing with attempts of unauthorised access and theft.
- Details about where the packaging and storage shall be done and the procedures to be used.
- Operations recovery plan.
- Policies and procedures for transportation from the cultivation site to the distribution site including record keeping.

DISTRIBUTION

- Technical specifications and images of the packaging that shall be used.
- Harm Reduction initiatives.
- Product display policies.
- Procedures for record keeping of the Register of Members in compliance with SL 628.01 Art 22 and GDPR regulations.

HUMAN RESOURCES

- Identification of the roles needed and details whether the roles shall be outsourced.
- Recruitment policies and procedures that shall be used, which shall ensure that the chosen employees and service providers are of good conduct.

FINANCIAL PLAN

- Detailed three-year financial forecasts, including income and expenditure, balance sheet and cash flows statements in line with Part 2 of the Directive on Administration and Governance.
- Details of workings and key assumptions relevant to the projected financial forecasts.

