



Step-by-Step Guide to the Medicinal Cannabis Business Application Process

The Antigua and Barbuda Medicinal Cannabis Authority is established by section 18 of the Cannabis Act 2018



Summary of the Medicinal Cannabis Application Process

- 01 Obtain the relevant Medicinal Cannabis Business Application Forms from the Government Printery on Coronation Ave.
- 02 Application Forms must be completed and submitted in both hard copy and digital format to the Office and email address of the Authority.
- 03 An Application should be accompanied by a comprehensive Business Plan – detailed information could include but is not limited to:





04 Application fees must be paid upon submission of an application. N.B. An application is incomplete and will not be processed by the Authority until submission of the relevant application fee in full.

05 The requisite application fee is dependent on the cannabis business offering selected by an applicant as follows:

Num.	MEDICINAL CANNABIS BUSINESS APPLICATION TYPE	FEES IN USD NATIONAL	FEES IN USD NON-NATIONAL
(a)	Medicinal Cannabis Cultivation Location Application Fee		
(i)	Tier 1- up to 5000 square feet	\$2,000.	\$15,000.
(ii)	Tier 2- 5001 to 20,000 square feet	\$2,000.	\$15,000.
(iii)	Tier 3- 20,001 to 1 acre	\$3,000.	\$15,000.
(iv)	Tier 4- 1 to 5 acres	\$3,000.	\$15,000.
(v)	Tier 5 - 5 acres or more	\$3,000.	\$15,000.
(b)	Medicinal Cannabis Processing and Extraction Application Fee	\$3,000.	\$15,000.
(c)	Medicinal Cannabis -Infused Products Manufacturer Application Fee	\$3,000.	\$15,000.
(d)	Medicinal Cannabis Dispensary Application Fee	\$3,000.	\$15,000.
(e)	Medicinal Cannabis Lounge Application fee	\$2,000.	\$10,000.
(f)	Medicinal Cannabis Therapeutic Centre	\$2,000.	\$10,000.
(g)	Medicinal Cannabis Transport Application Fee (for a single transport)	\$1,000.	\$5,000.
	For each additional vehicle	\$500.	\$1,000.
(h)	Medicinal Cannabis Testing Facility Application Fee	\$1,000.	\$5,000.
(i)	Medicinal Cannabis Research and Development Application Fee	\$1,000.	\$5,000.
(j)	Medicinal Cannabis Export Application Fee	\$100.00	\$100.00
(k)	Medicinal Cannabis Import Application Fee	\$100.00	\$100.00
(l)	Change of Location Application Fee	\$2,000	\$5,000.

Application fees extracted from Cannabis (Amendment) Regulations, 2021, Regulation 73

- 06 An Application should be accompanied by Source of Funds documentation, i.e. Bank Letter referencing account holder
- 07 An Application should be accompanied by Land /Property interest/ownership documentation; i.e. a Lease and Declaration of approval from the land owner, or Deed, and recent surveyed land drawings signed by a surveyor.
- 08 An Application should be accompanied by a Character Reference and Police Record. The Letter of Reference may be from a Lawyer, Minister of Religion, or person of good standing.
- 09 An Application should be accompanied by two (2) government issued forms of identification – Passport, Social Security Card, Medical Benefits Card, or Voters Card. N.B. For non-nationals: Passport and other national ID.
- 10 An Application should be accompanied by the relevant Company Documents to include Certificate of Business registration, Notice of Directors, etc.
- 11 Upon submission of all the aforementioned items the Application will be processed and feedback provided where necessary.
- 12 Once all conditions have been met an Applicant will be duly notified that they are eligible for a Medicinal Cannabis Business Licence will be granted to an Applicant which is valid for two years.
- 13 An applicant has thirty (30) days to pay the necessary Licence Fees before the grant of a Medicinal Cannabis Business Licence.



Collaborative Grow License



An Owner application fee and Owner licence fee shall not be applicable.



The Authority may issue a Medicinal Collaborative Grow Licence to a cooperative of five or more citizens of Antigua and Barbuda who wish to cultivate medicinal cannabis.



The required Surety Bond for a cooperative shall be five thousand (\$5,000.00) dollars.



A cooperative shall be subject to the same requirements and conditions as a regular medicinal cannabis business except as otherwise provided in these Regulations.

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The Authority may grant one or more additional cannabis licence to a cooperative at a rate of 20% of the standard national annual fee applicable for each additional cannabis licence.



A Medicinal Collaborative Grow Licence shall be valid for a period of five years and may be renewed for a further period of five years.

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The Medicinal Collaborative Grow Licence fee shall be 20% of the standard national fees of the applicable licence tier.



Every member of a cooperative shall pay an application fee of five hundred dollars each for the Medicinal Collaborative Grow Licence Application.



Medicinal Cannabis

Business Licence Fees:

Num.	MEDICINAL CANNABIS BUSINESS LICENCE TYPE	NATIONAL LICENCE FEES US\$	NON-NATIONALS LICENCE FEES US\$
(a)	Medicinal Cannabis Cultivation Location Application Fee		
(i)	Tier 1- up to 5000 square feet	\$25,000	\$50,000
(ii)	Tier 2- 5001 to 20,000 square feet	\$35,000	\$60,000
(iii)	Tier 3- 20,001 to 1 acre	\$50,000	\$100,000
(iv)	Tier 4- 1 to 5 acres	\$80,000	\$160,000
(v)	Tier 5 - 5 acres or more	\$100,000+ \$2000 more/acre	\$200,000 + \$2000 more/acre
(b)	Medicinal Cannabis Processing and Extraction Application Fee	\$100,000	\$170,000
(c)	Medicinal Cannabis -Infused Products Manufacturer Application Fee	\$50,000	\$100,000
(d)	Medicinal Cannabis Dispensary Application Fee	\$100,000	\$175,000
(e)	Medicinal Cannabis Lounge Licence fee	\$20,000	\$40,000
(f)	Medicinal Cannabis Therapeutic Centre	\$20,000	\$40,000
(g)	Medicinal Cannabis Transport Licence Fee	\$7,500	\$15,000
	For each additional vehicle	\$2,000	\$5,000
(h)	Medicinal Cannabis Testing Facility Licence	\$25,000	\$75,000
(i)	Medicinal Cannabis Research and Development Licence Fee	\$5,000	\$25,000

Extracted from the Cannabis (Amendment) Regulations 2021, Regulation 74

Non-citizen Investment

01 To be regarded as the business of a national, a cannabis business must maintain a minimum of 67% local ownership.

02 A medicinal cannabis business is not considered as the business of a national where a non-national acquires more than 33% of the interest and all fees and charges applicable to a non-national medicinal cannabis business will apply to that business in the same manner as a non-national medicinal cannabis business.

03 Where an application is made for a medicinal cannabis licence to conduct a business that is owned jointly by nationals and non-citizens, the profit-sharing agreement for the business must be submitted together with the application for the licence.

(See the Cannabis Regulations 2019, NB: This information is provided as an overview of the application requirements for a Medicinal Cannabis Business. Please note that there are application and licensing fees that are also applicable to individual owners and staff desirous of working in this industry.)

Detailed requirements for the submission of an application to acquire a Medicinal Cannabis Business Licence can be found in:

- 01 Cannabis Act, 2018;
- 02 Cannabis Regulations, 2019;
- 03 Cannabis (Amendment) Act, 2021; and
- 04 Cannabis (Amendment) Regulations, 2021;

*Available on the website: Laws.gov.sg.
Printed copies are also available for purchase from the Government Printery.*





Application Forms Required per Licence

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Medicinal Cannabis Cultivation, Tier 1- Up to 5,000 square feet- (1) Form 5A, (5) Form 5B, (1) Form 6, (5) Form 7, (5) Form 8, (1) Form 10, (1) Form 12, (1) Form 13 and (1) Form 14. NB: The forms that require more than 1 are specific to each owner's information.

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Medicinal Cannabis Research and Development - (1) Form 5A, (1) Form 6 and (1) Form 13. NB: Form 5B, 7 and 8 will be referred too from the cultivation since it is the same company applying for the license.

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Medicinal Cannabis Transportation- (1) Form 5A, (1) Form 15 and (1) Form 16. NB: Form 5B, 7 and 8 will be referred too from the cultivation since it is the same company applying for the license.

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Medicinal Cannabis Dispensary- (1) Form 5A, (1) Form 6, (1) Form 10 and (1) Form 13. NB: Form 5B, 7 and 8 will be referred too from the cultivation since it is the same company applying for the license.

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Medicinal Cannabis Infused Product Manufacturing- (1) Form 5A, (1) Form 10 and Form 13. NB: Form 5B, 7 and 8 will be referred too from the cultivation since it is the same company applying for the license.

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Medicinal Cannabis Lounge - Form 5A, Form 5B, Form 6, Form 7, Form 8 and Form 13.

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Medicinal Cannabis Testing Facility - Form 19, Form 20, Form 21, Form 22, Form 23 and Form 24.

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Medicinal Cannabis Therapeutic Centre - Form 5A, Form 5B, Form 6, Form 7, Form 8, Form 10, Form 13.

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Medicinal Cannabis Import/Export Licence - Form 17 and Form 18. NB: Import and Export license are granted per transactions.

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Medicinal Cannabis Processing and Extraction Licence - Form 5A, Form 5B, Form 6, Form 7, Form 8, Form 13, Form 15 and Form 16.



Supporting Documents required for each form and form details.

Form 5A- Cannabis Business License Application- This form details out the business's information. Supporting documents would be business registration from Intellectual Properties and Inland Revenue documentations.

Form 5B- Individual Occupational License Application- This form details out each owner of the business and also the employees upon hiring. The documents to support will entail: Police records, 2 reference (for owners only), source of income (for owners only), proof of address, copies of identification (passport or birth certificate and another form of government issued id).

Form 6- Premises Diagram- This form is for the lay out of the premises via a floor plan and drawing approved by DCA. The floor plan can be used by the inspection team to have an idea of what is to come and give their pre-approval. The main concern is to be able to pinpoint where the security cameras are located and also the setup of the different areas of the business operations on the property.

Form 7- Owner Submittal- The details of the owner(s).

Form 8- Financial Information Form- The owner(s) information.

Form 10- Inventory Procedure- Details of how the Inventory will be handled.

Form 12- Pest Management Plan- The procedures the company plans on using to manage pest.

Form 13- Security Procedures- The company's security plan.

Form 14- Waste Management Plan- The way the company plans to manage its waste.

Form 15- Transportation Procedures- Company's SOP on the transporting of Medicinal Cannabis. The Insurance form, Licensing yellow card, photos of all 4 sides of the vehicle and also a photo of the cage with lock which the cannabis or cannabis product will be stored while been transported.

Form 16- Delivery Procedures- Company's SOP on delivering medicinal cannabis whether to patients or the dispensary.



OPEN HOURS

8:00 A.M. – 4:30 P.M. MON – THURS
8:00 A.M. – 3:00 P.M. FRIDAYS



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