



# **Processor Alternating Proprietors Registration**

## **Form Instructions**

### **What is this form?**

A cannabinoid edible or topical processor that applied for a license prior to January 1, 2019 may share a food establishment with another edible, topical, or concentrate processor who was licensed and authorized to share a food establishment under [OAR 845-025-3255](#) prior to January 1, 2019, subject to certain requirements. These requirements include but are not limited to:

- Licensees seeking to share a premises must disclose other licensee's involvement
- Licensees must agree to a schedule with specific hours and days when each licensee will use the establishment
- Schedules are subject to approval by the OLCC. Schedules may be rejected if they pose a compliance risk or there are any unassigned times during which no licensee is authorized to use, or is responsible for the premises.
- Any concentrates made by a licensee at the premises may only be used by that specific licensee for use in edibles or topicals.
- Any concentrates made by a licensee at the premises may not be transferred to another licensee.
- Each licensee must store marijuana items in a separate, secure location on the premises that is not accessible to other licensees that use the premises.
- Each processor licensee is strictly liable for any violation found at the shared location during that processor's designated time or within that processor's designated area.
- Violations of the alternating proprietorship rules are considered Category I violations and may result in license cancellation.

### **What if I applied after January 1, 2019?**

Processors who submitted an application on or after January 1, 2019 are not eligible to share a food establishment as alternating proprietors.



**OREGON LIQUOR CONTROL COMMISSION**

**Supplemental Form:**

**Processor Alternating Proprietors Registration**

**Section 1 – Processor Information**

<b>Application/License ID:</b>			
<b>Applicant/Licensee Name:</b>			
<b>Contact Name:</b>			
<b>Contact Phone:</b>		<b>Contact Email:</b>	

**Section 2 – Alternating Proprietorship Disclosures**

List all other licensees who will be operating at the premises. All licensees operating at an alternating proprietorship must disclose other licensees operating at the location. In addition, licensees will need to agree to a single access schedule and include that schedule in the supporting documents for their online license application. If you already have an agreed-upon schedule, attach a copy.

List your own licensee name (from Section 1) on line 1. If there are will be more than 8 licensees, upload additional documentation to your online licensing application, listing all licensees.

<b>Licensee Name</b> <i>(Full legal name of entity or first and last name if a sole proprietor)</i>	<b>License ID or Application ID</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Section 3 – Acknowledgement**

**I AM REQUESTING TO OPERATE AS AN ALTERNATING PROPRIETORSHIP.** I have read and understand OAR 845-025-3255, including the requirements summarized above. I understand that failure to comply with OAR 845-025-3255 is a Category I violation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**OLCC USE ONLY**

Registration approved by: \_\_\_\_\_

Date: \_\_\_\_\_