



Annual Organization, Ownership, and Control Disclosure Reminder

Pursuant to COMAR 14.17.16.02, every MCA licensee and registrant must submit information regarding ownership and control by July 1 each year.

Licensees and registrants must submit to the Maryland Cannabis Administration:

1. A chart or table demonstrating the corporate structure of the business that identifies:
 - The names of any parent, holding, affiliate, or subsidiary companies; and
 - The relationship between the parent, holding, affiliate, or subsidiary companies and the business.

Important: this includes any third-party “management company” that operates the licensee’s or registrant’s business. The licensee or registrant must upload a chart or table demonstrating the relationship between the management company and any parent, holding, affiliate, or subsidiary of the management company.

2. A hierarchical organizational chart of the licensee or registrant, which identifies the names and office/title of any:
 - Members of the Board of Directors;
 - Principal and/or corporate officers (e.g. Chief Executive Officer, Chief Operating Officer, Senior Vice President, etc.); and
 - Members of management (including anyone who has a role in the day-to-day management of the licensee or registrant).
3. A complete capitalization table – form [available here](#) .

Failure to submit an Organization, Ownership, and Control Disclosure by July 1 of each year may result in a fine and/or sanction.



Checklist for the Annual Organization, Ownership, and Control Disclosure

- ☐ The Licensee or Registrant Name matches on all documents
- ☐ The License or Registration Number is correct and matches on all documents
- ☐ The Capitalization Table is filled out with ALL ownership interests listed
 - ☐ Includes all transfers of under 5% the ownership interest that occurred since the last submitted annual disclosure
- ☐ The Organizational Chart identifies the name and title of members of the Board of Directors, Principal and/or Corporate Officers and members of management
- ☐ The Corporate Structure Chart identifies the names of and relationships between the parent, holding, affiliate, or subsidiary companies and the licensee or registrant, including any third-party "management company"
 - ☐ If no parent, holding, affiliate, or subsidiary companies and no management company, a signed attestation is required
- ☐ Optional redacted version of Capitalization Table and Organizational Charts