



2015 TOBACCO PRODUCT MANUFACTURER CERTIFICATION CHECKLIST

Prior to mailing, please check that the following has been provided:

- Brand Family Packaging or Labeling
- Compliance Document Regarding Ingredient List
- Approval Letter Regarding Rotation Plan
- Manufacturer's Permit
- Corporate Documentation
- Wholesaler/Distributor List
- Certified Copy of Current Trademark
- Fire Safe Compliance Letter
- PACT Registration
- Signature
- Notary

In addition to the above, NPMs must also provide the following:

- Original letter from Registered Agent of Manufacturer
 - Acceptance of Joint and Several Liability
 - Importer's Statement from Registered Agent (if required)
 - NPM or Importer Bond Documentation (if required)
 - Escrow Agreement and Amendments
 - Account Statement with Complete History
 - Tobacco Tax Bureau Form 5210.5 or 5220.6
 - Interior Photography of Facility
 - Exterior Photograph of Facility
 - Proof of Ownership of Manufacturing Facility and Equipment
 - Affidavit of Units Sold
 - Releases for U.S. Customs Office and TTB
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Mailing Address:

South Carolina Office of the Attorney General
Tobacco Enforcement Unit
P.O. Box 11549
Columbia, SC 29211
803-734-9927
sctobacco@scag.gov

Physical Address:

South Carolina Office of the Attorney General
Tobacco Enforcement Unit
1000 Assembly Street, Ste 517
Columbia, SC 29201
803-734-9927
sctobacco@scag.gov