



## 2025 TOBACCO PRODUCT MANUFACTURER CERTIFICATION CHECKLIST

Prior to mailing, please check that the following have 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)
	2023 Escrow Agreement
	Account Statement with Complete History
	Tobacco Tax Bureau Form 5210.5 or 5220.6
	Interior Photograph 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