



2021 TOBACCO PRODUCT MANUFACTURER CERTIFICATION CHECKLIST

Prior to mailing, please check that the following have been provided:	
<input type="checkbox"/>	Brand Family Packaging or Labeling
<input type="checkbox"/>	Compliance Document Regarding Ingredient List
<input type="checkbox"/>	Approval Letter Regarding Rotation Plan
<input type="checkbox"/>	Manufacturer's Permit
<input type="checkbox"/>	Corporate Documentation
<input type="checkbox"/>	Wholesaler/Distributor List
<input type="checkbox"/>	Certified Copy of Current Trademark
<input type="checkbox"/>	Fire Safe Compliance Letter
<input type="checkbox"/>	PACT Registration
<input type="checkbox"/>	Signature
<input type="checkbox"/>	Notary

In addition to the above, NPMs must also provide the following:	
<input type="checkbox"/>	Original letter from Registered Agent of Manufacturer
<input type="checkbox"/>	Acceptance of Joint and Several Liability
<input type="checkbox"/>	Importer's Statement from Registered Agent (if required)
<input type="checkbox"/>	NPM or Importer Bond Documentation (if required)
<input type="checkbox"/>	2020 Escrow Agreement
<input type="checkbox"/>	Account Statement with Complete History
<input type="checkbox"/>	Tobacco Tax Bureau Form 5210.5 or 5220.6
<input type="checkbox"/>	Interior Photograph of Facility
<input type="checkbox"/>	Exterior Photograph of Facility
<input type="checkbox"/>	Proof of Ownership of Manufacturing Facility and Equipment
<input type="checkbox"/>	Affidavit of Units Sold
<input type="checkbox"/>	Releases for U.S. Customs Office and TTB

Mailing Address:
 South Carolina Office of the Attorney General
 Tobacco Enforcement Unit
 P.O. Box 11549
 Columbia, SC 29211
 803-734-9927