



## 2018 TOBACCO PRODUCT MANUFACTURER CERTIFICATION CHECKLIST

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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)
  - 2018 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  
[sctobacco@scag.gov](mailto:sctobacco@scag.gov)

Physical Address:

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