



## 2020 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)
- 2020 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:

South Carolina Office of the Attorney General  
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