



State of Arkansas  
 Department of Finance  
 And Administration

DFA - ARKANSAS TOBACCO CONTROL

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<https://www.atc.arkansas.gov>



## Manufacturer Cigarette Only Permit Application

### Instructions

- The Manufacturer Cigarette Only Permit allows businesses to manufacturer, fabricate, assemble, or process cigarettes, including without limitation federally licensed importers and federally licensed distributors that deal in cigarettes.
- Fully complete this Application. Incomplete Applications will not be processed. The Application **must** be notarized by a notary public and all required documentation **must** be complete and attached to the Application (refer to checklist; Page 7).
- Separate applications must be filed for each established place of business. Further, separate applications must be filed for retail permits and salesperson permits.

### Definitions

- **Cigarette.** “Cigarette” means any product that contains nicotine, is intended to be burned or heated under ordinary conditions of use, and consists of or contains:
  - (i) Any roll of tobacco wrapped in paper or in any substance not containing tobacco;
  - (ii) Tobacco in any form that is functional in the product which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to or purchased by consumers as a cigarette; or
  - (iii) Any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to or purchased by consumers as a cigarette [or as tobacco for making cigarettes].” Ark. Code Ann. § 26-57-260(4)(A).

**NOTE:** Before any manufacturer can sell cigarettes or roll-your-own cigarette tobacco in the State of Arkansas, the manufacturer must first ensure their cigarette brands are approved for listing on the Arkansas “Approved-for-sale Directory. All cigarette brands and styles must receive Fire Safety Standard Certification from Arkansas Tobacco Control.

### General Information

<p>1. Do you, Applicant, understand and agree to complete and attach with the application the <b><i>Retail Permit (Tobacco Products, Vapor Products, Alternative Nicotine Products, or E-Liquid Products) Application Checklist</i></b> (provided on Page 7 of this Application), and to fully provide the requested documentation and/or information contained in that checklist?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2. Do you, Applicant, intend to manufacture, fabricate, assemble, or process cigarettes?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>3. Is Applicant a federally licensed importer or federally licensed distributor?</p> <p><b>If Yes, attach the applicable proof of documentation.</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>4. Do you, Applicant, agree and understand that, under A.C.A. § 26-57-235(d), any cigarettes your company and/or employees sell into the State of Arkansas must be in packages of twenty (20) or twenty-five (25) cigarettes?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>5. Do you, Applicant, understand that your company must certify and then re-certify your Fire Standard Complaint (FSC) certificate with Arkansas Tobacco Control every three (3) years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>6. Do you, Applicant, understand and agree that your company, as a manufacturer, must maintain three (3) years of tobacco product invoices that are available upon demand by ATC during normal business hours in the permitted location?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>7. Do you, Applicant verify and agree that your company maintains Certificates of Compliance for each of its brand families being sold into the State of Arkansas as issued by the Department of Health and Human Services, Centers for Disease Control and Prevention, and the Office on Smoking Health with respect to the ingredient list submission under 15 U.S.C. 1335a?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>8. Do you, Applicant, verify and agree that your company's cigarette brands sold into the State of Arkansas are listed on the Arkansas Approved-for-Sale Tobacco Products Directory maintained by the Arkansas Attorney General?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>9. Do you, Applicant, understand and agree to follow, stay current on, and comply with all local, federal and state laws, including, but not limited to Arkansas Code Annotated § 4-75-701, <i>et al.</i>, Arkansas Code Annotated § 26-57-201, <i>et. al.</i>?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>10. Has Applicant or any person who owns or operates the business been denied a permit, license, or other authorization to engage in any business by any government agency (Federal, State, local or foreign) or had such permit, license or other authorization revoked, suspended or otherwise terminated?</p> <p><b>If Yes, please attach to this application the details of each occurrence.</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>11. Has Applicant or any person who owns or operates the business ever been convicted of or found in violation of any cigarette, tobacco, alternative nicotine, vapor or e-liquid, or other tobacco product statute, rule, or regulation?</p> <p><b>If Yes, please attach to this application the details of each occurrence.</b></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

<p>12. Do you, the Applicant, consent to allow Arkansas Tobacco Control or Arkansas State Police to conduct a state or national criminal background check on any person listed in this Application?</p> <p>▪ <b>Arkansas Code Annotated § 26-57-216(3) prohibits a permit from being issued to any person or business owned or operated by a person who has pleaded guilty or nolo contendere to or been found guilty of a felony.</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>13. Do you, Applicant, understand and agree to provide written notice to the Arkansas Tobacco Control Director when the business changes physical locations?</p> <p><b>An ATC permit holder must receive ATC approval prior to making any sales at a new location.</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>14. Do you, Applicant, understand and agree to provide written notice to the ATC Director within thirty (30) days of a change in (i) the managing partner, limited liability company managing member, or president or chief executive officer of a corporation, partnership, or limited liability company; or (ii) the stockholders effecting twenty-five percent (25%) or more of the total voting shares of a nonpublicly traded corporation?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>15. Does Applicant owe any taxes to the State of Arkansas?</p> <p><b>If Yes to Question 15, Applicant must satisfy the debt with the appropriate state agency before ATC can approve your permit. Please attach a copy of sales and use tax certificate to this application.</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>16. Do you, Applicant, understand and agree that each agent or employee of the company who sells or offers for sale to permitted wholesalers or permitted retailers or that solicits for sale, takes orders for, or in any manner promotes the sale or use of tobacco products will obtain a separate Manufacturer’s Salesperson’s Permit?</p> <p>▪ <b>Salespersons must obtain and maintain a permit, available on the ATC website.</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK – APPLICATION CONTINUES ON NEXT PAGE 4]**

## Business Information

Permit Fee type: **\$500.00** Manufacturer Cigarette Only Permit; **NO CASH PAYMENTS**

Legal Business/Company Name: \_\_\_\_\_

*Business Designation:*  Sole Proprietorship (Single Owner)  LLC  INC  Partnership  Corporation  Other \_\_\_\_\_

If Corporation: *Publicly traded?*  Yes  No C Corp.  S Corp.  Other Type \_\_\_\_\_

Name of Business if different from Legal Name: \_\_\_\_\_  
(Any fictitious name or 'Doing Business As' (DBA) name must be filed with the Secretary of State's Office)

Sales Tax Number: \_\_\_\_\_ FEIN: (if applicable) \_\_\_\_\_

Physical Business/911 Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(Must be numeric address plus street name (example: 152 Smith St); CANNOT be a P.O. Box or location description)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(This is the address where you want to receive any and all communication from ATC; CAN include P.O. Box)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Store Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Store Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Store Email: \_\_\_\_\_ Previous ATC Permit (if applicable): \_\_\_\_\_

**Note:** Arkansas Tobacco Control primarily uses e-mail to communicate with permit holders. Please provide the most up-to-date email for your business that is reviewed frequently.

Are products from a previous business being transferred to you?  Yes  No If yes, **MUST** attach an Inventory.

*Type of Business (Check all that apply):*  Convenience Store w/gas  Convenience w/o gas  Vapor Store   
Supermarket  Gasoline Kiosk  Wholesale  Manufacturer  Warehouse with retail front  Other \_\_\_\_\_

*Facility information:*  I own the property  I rent this property  other \_\_\_\_\_

If rent/lease, Landlord name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

## Primary Owner/President/CEO Information

### Owner/President/CEO Demographic Information:

*Information must be for the legal head of the company*

Owner/President/CEO Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License/ID Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Alien Registration No.: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percentage of Ownership in business: \_\_\_\_\_ %

Have you ever pled guilty, plead no contest, or been convicted of a Felony?  YES  NO

**Secondary Owner/Partner/Member/Stockholder/Family Member Information**

*Use these sections to*

*(1) list any other person(s) considered owners (Example: Wife/Husband, Brother/Sister, Son/Daughter, etc.)*

**OR**

*(2) to list any other business partners, LLC members, company officers, stockholders, etc.*

*Please note it is also recommended that the person(s) are also listed on your sales and use tax permit.*

**USE ADDITIONAL PAGES AS NECESSARY**

**Business Primary Contact Information**

*If different from owner/President/CEO*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License/ID Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Alien Registration No.: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percentage of Ownership in business: \_\_\_\_\_%

Have you ever pled guilty, pled no contest, or been convicted of a Felony?  YES  NO

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**Officer/Partner Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License/ID Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Alien Registration No.: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percentage of Ownership in business: \_\_\_\_\_%

Have you ever pled guilty, pled no contest, or been convicted of a Felony?  YES  NO

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**Officer/Partner Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_  
(Must be a numeric address plus street name; CANNOT be a P.O. Box or location description)

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License/ID Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Alien Registration No.: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Percentage of Ownership in business: \_\_\_\_\_%

Have you ever pled guilty, pled no contest, or been convicted of a Felony?  YES  NO

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**Important Information**

Please note that this application **MUST** be completed in its entirety. Any application that is submitted that is incomplete will **not** be accepted and will be returned to the applicant. Please review the application and the accompanying checklist to ensure that you have provided all required information and documentation for application submission.

By accepting a permit from Arkansas Tobacco Control, the permit holder is agreeing that they, and their business, will follow all lawful requirements and furthermore acknowledging that they understand that Arkansas Tobacco Control Agents, Federal Tobacco Control Agents, or any other lawful Tobacco Control Entity will periodically conduct inspections and compliance checks to ensure compliance with the law.

**FREE Retail Training is available through our office. Please contact us if you wish to send your staff to a free training event or arrange a free training event for your location.**

**Legal Responsibility - Application Signature Page**

By dating and signing below, I certify and attest that I am an owner or duly authorized agent, partner, officer, or Applicant and hereby declare and sign under penalty of law that the information provided on this application (all pages 2 through 9, including the Application Checklist) is true and correct to the best of my knowledge and belief, and that the Applicant is a Wholesaler in fact. The undersigned applicant also agrees to faithfully comply with all local, state, and federal laws including, but not limited to, the "Unfair Cigarette Sales Act," A.C.A. § 5-27-227 (controlling the provision of minors with tobacco products and cigarettes and the placement of tobacco vending machines), the "Arkansas Tobacco Products Tax Act of 1977," all rules promulgated pursuant thereto, and all lawful orders of the Arkansas Tobacco Control Board. Applicant understands and agrees that any intentional false or misleading information, of any nature or relative to any item, will be sufficient grounds for denial or subsequent revocation of the permit for which he/she is applying.

**Date:** \_\_\_\_\_  
Signature of Owner or Authorized Representative – (Please sign in notary’s presence)

\_\_\_\_\_  
Printed Name of Owner or Authorized Representative

\_\_\_\_\_  
Business Title of Owner or Authorized Representative

**Notary Information**

Subscribed and sworn to before me, a Notary Public, by \_\_\_\_\_, to me well known or identified to me by government issued photo identification, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Name: \_\_\_\_\_

Please place Notary Stamp in box



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## Manufacturer Cigarette Only Application Checklist

(This document **MUST** be submitted with application)

- Completed Application.** The Applicant must complete and sign the Application for Vapor Product and E-Liquid Product Exclusive Permit (Manufacturer, Wholesaler, and Retailer) for submission to Arkansas Tobacco Control.
- Payment.** A Check or Money Order must be sent with the Application. Please ensure both the Check or Money Order is completely and accurately filled out. **NO CASH PAYMENTS.**
- COLOR copies of DL or ID.** Attach to Application color copies of Drivers' License or ID for *all* listed owners, members and partners. Work Permit, Visas and Alien ID cards are also acceptable. If dropping off application in person, copies can be made in the Tobacco Control office.
- Secretary of State's Office filings.** Attach to Application copies of Secretary of State's Office filings: All proof of registration documents (if Corporation, LLC or Partnership), fictitious/DBA name filings, and copies of Articles of Incorporation, Operating Agreements, or Partnership Agreements.
- Proof of Financial Responsibility.** Attach to Application a Dunn & Bradstreet Report reflecting the financial status of the Applicant, a Standard Compilation Report of financial statements prepared by an independent Certified Public Accountant or current copies of Federal tax returns for the business.
- Proof of ownership/right to occupy and Proof of Offices and/or Warehouses.** Attach to Application copies of any deed, lease, rental agreement, bill of sale, mortgage, purchasing agreement or other documentation (e.g., proof of right to occupy and use the permitted premises) of all offices, buildings and warehouses from where business will be conducted and/or where inventory and/or files will be stored.
- Photographs of Buildings/Structures.** Attach to Application photos of the outside front, sides and rear of all buildings or structures to be used for storage of vapor products and/or E-Liquid Products inventory or files.

**NOTICE: ALL ARKANSAS TOBACCO CONTROL  
PERMITS EXPIRE JUNE 30TH AFTER DATE OF ISSUE  
AND MUST BE RENEWED EACH YEAR**