Step By Step Instruction Guide for Completing the Hemp Manufacturer License Application. Notes for instruction/direction are included in the following pages in red.



Log in

Please register and log in.

| Users are encouraged to use an updated web brows | er (Edae | e. Chrome. S | Safari, Firef | ox. etc. |) when accessing | a this site to | ensure support for lega | ev and modern | websites and | apps |
|--|----------|--------------|---------------|----------|------------------|----------------|-------------------------|---------------|--------------|------|
| | | | | | | | | | | |

| Email * | |
|------------------------|---------------------------------|
| Password | |
| | The Password field is required. |
| | □ Remember me? * |
| | Log in |
| Register as a new user | |
| Forgot your password? | ← |

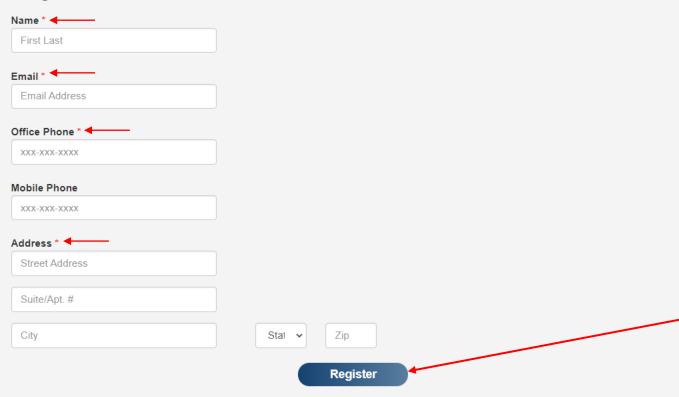
Please contact the Georgia Department of Agriculture with any questions.

This is the landing page for the new hemp licensing software. For new applicants, click "Register as a new user" on the home page. For renewals, click "Forgot your password?" since we have already set an account up for you.

Georgia Department of Agriculture

Register

Login page



The items with a red asterisk (indicated by a red arrow) are required. Click on the "Register" button after providing the information. An email will be sent to you to complete the registration process.

Please contact the Georgia Department of Agriculture with any questions.

Notifications

Welcome to the GDA Hemp Program application system.

Click Apply to begin a new application.

Please contact the Georgia Department of Agriculture with any questions.

After you login, the licensing home page will appear as seen here. To begin a new application, click on either of the Apply links highlighted in the red circles to begin the application.

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Welcome to the GDA Hemp Program application system.

Click **Apply** to begin a new application.

Please contact the Georgia Department of Agriculture with any questions.

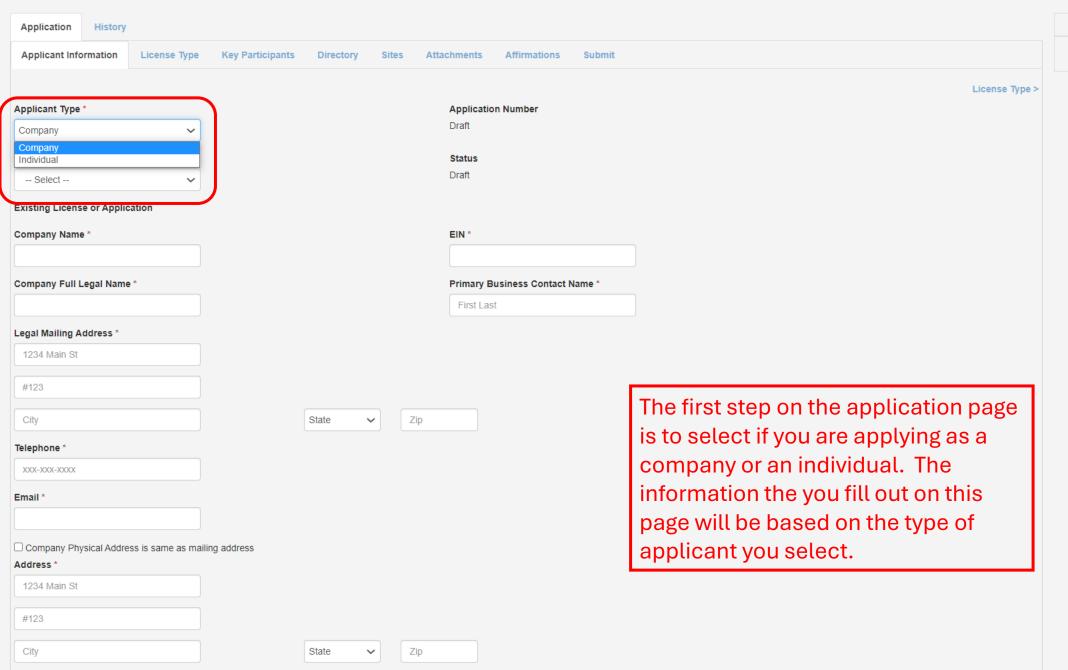
Notifications



License Renewal Due: 13_2012

If you are renewing a license, your home-page will have a notification in the top right of the screen highlighted by the red box. Click on the "License Renewal Due" link to access the renewal application. Once in the renewal application, please review all the tabs and associated information prior to submitting the renewal. You can make changes to the renewal application such as adding/removing key participants, adding/removing grow sites, adding/removing storage sites, etc. to the application if needed. Be sure to review all attachments included in the renewal application. If an attachment is outdated or incorrect, please remove it and upload the proper attachment. You can use the rest of this application guide to assist you.

New Application



Actions

License Type >

Save Draft

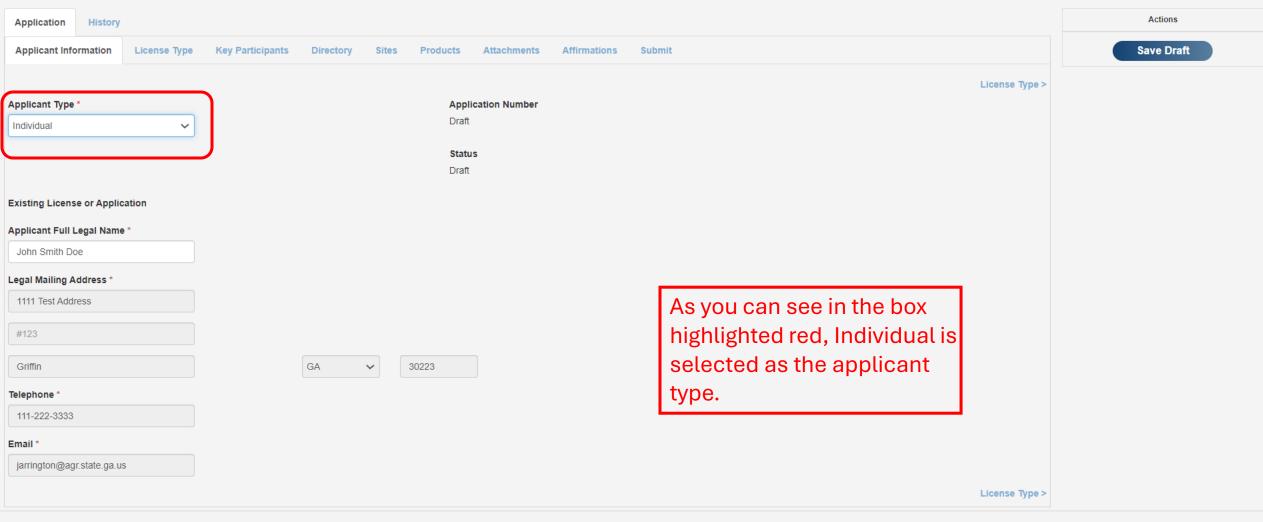
Companies and Licenses

Site Sharing

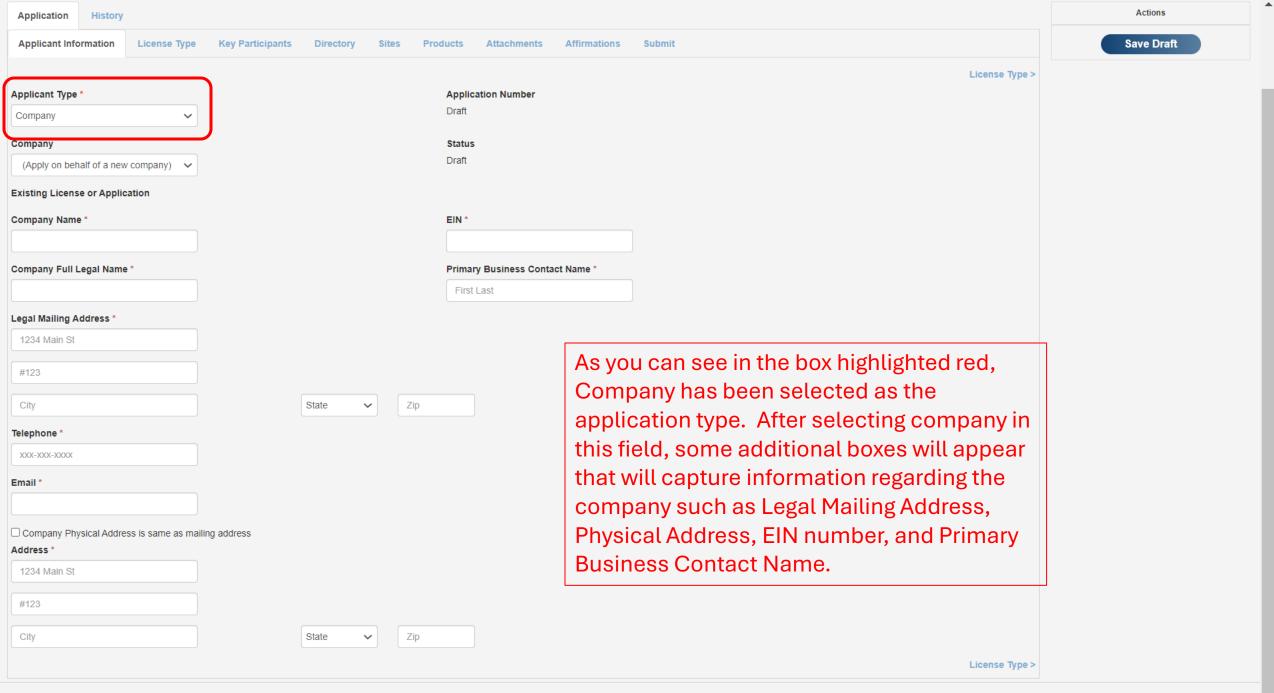
Required Actions

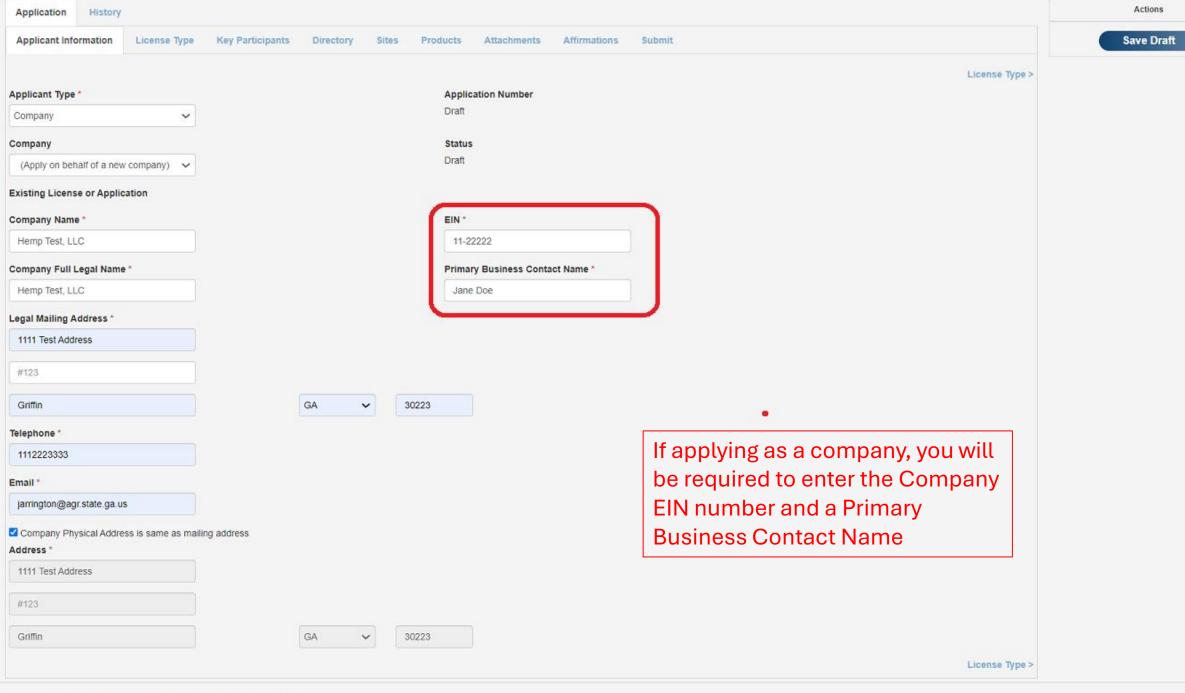
Sampling and Disposal John Doe ▼

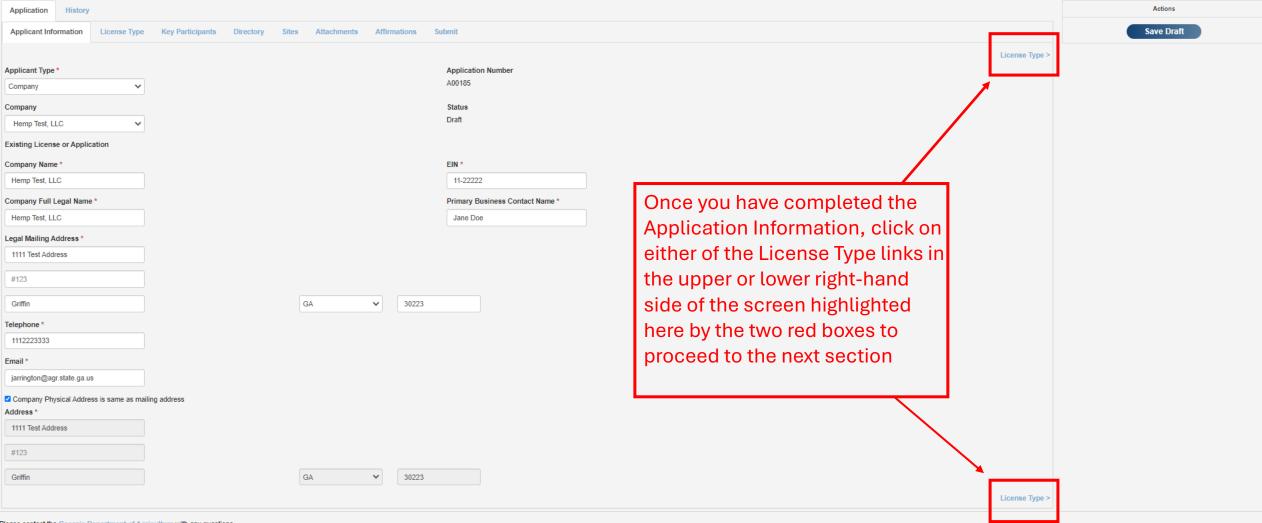
New Application



Please contact the Georgia Department of Agriculture with any questions.

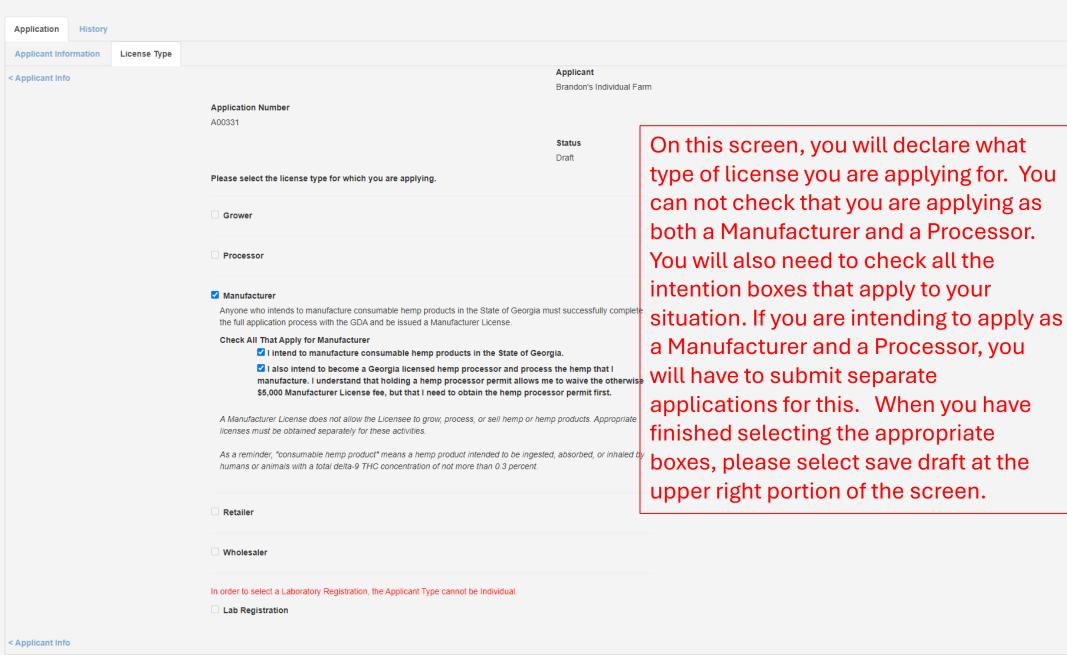




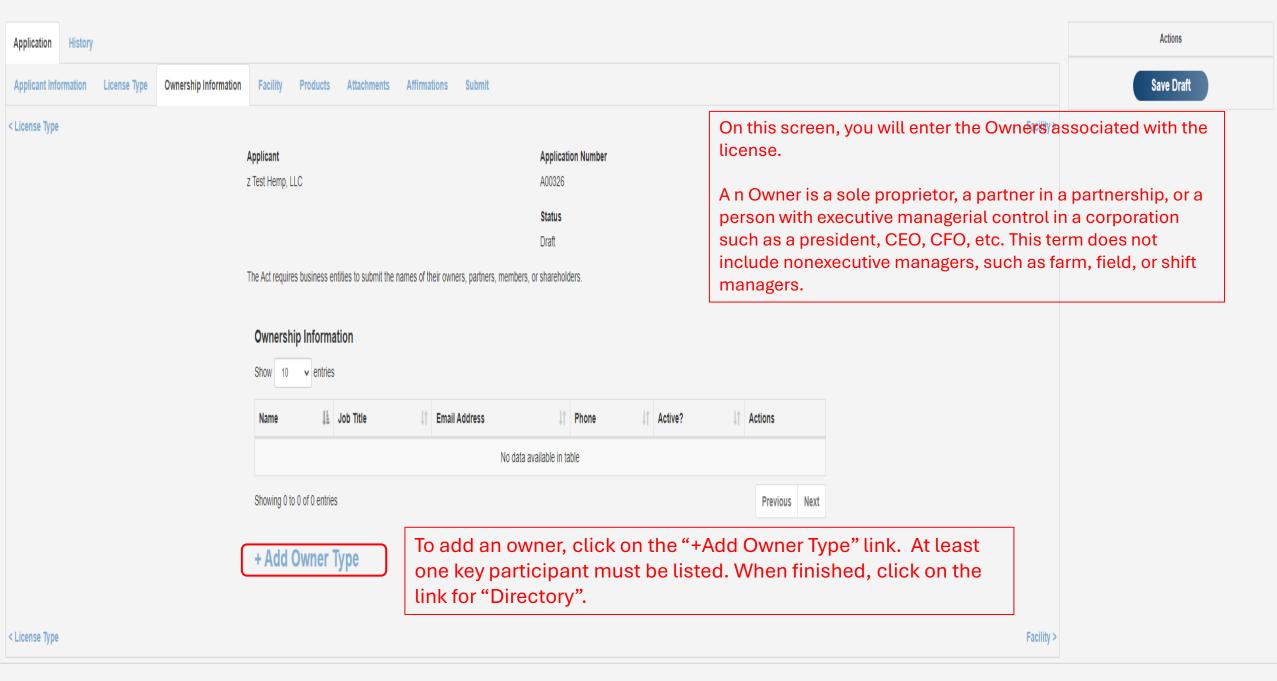


Please contact the Georgia Department of Agriculture with any questions.

New Application







Actions

Save Draft

< License Type Facility >

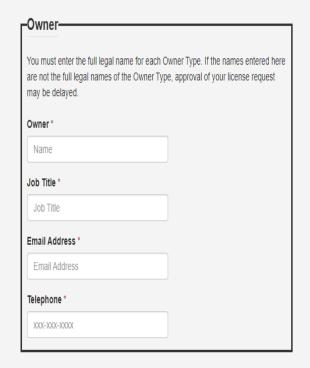
 Applicant
 Application Number

 z Test Hemp, LLC
 A00326

 Status

 Draft

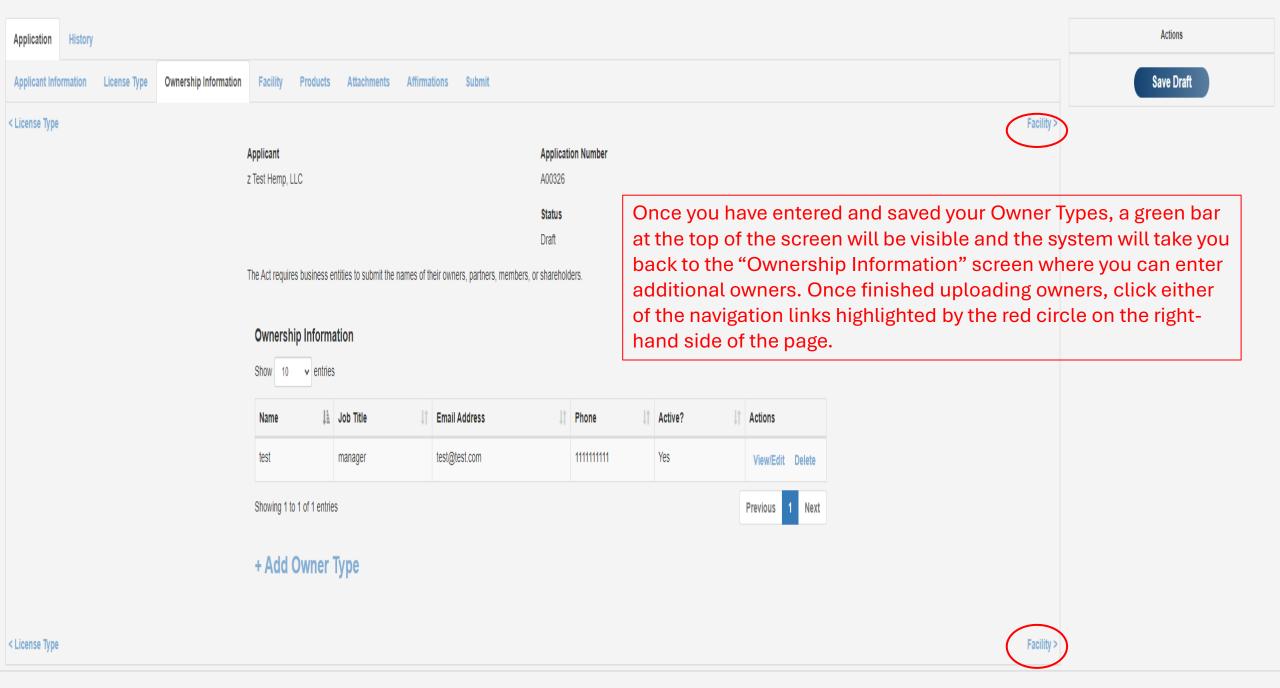
The Act requires business entities to submit the names of their owners, partners, members, or shareholders.



After clicking on the "+ Add Owner Types link", the box to the left will appear. Fill out this box for each key participant and click on the Save button. If you have multiple key participants, you will have to click on "+ Add Owner Types" for each one and fill out the appropriate information.

Save

Cancel



Dr

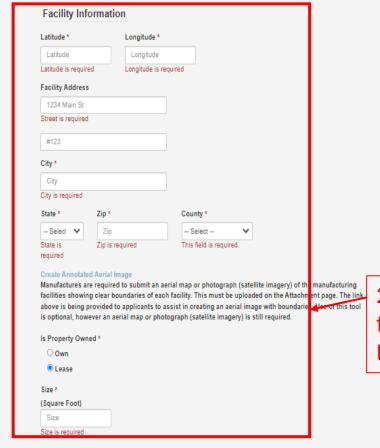
Georgia Hemp Manufacturer License applicants must provide information on the manufacturing site property. This license is for a single location.

Manufacturer Site Property: Latitude and Longitude must be provided along with an aerial map or photograph (satellite imagery) that clearly shows the boundaries and dimensions of the manufacturing site.

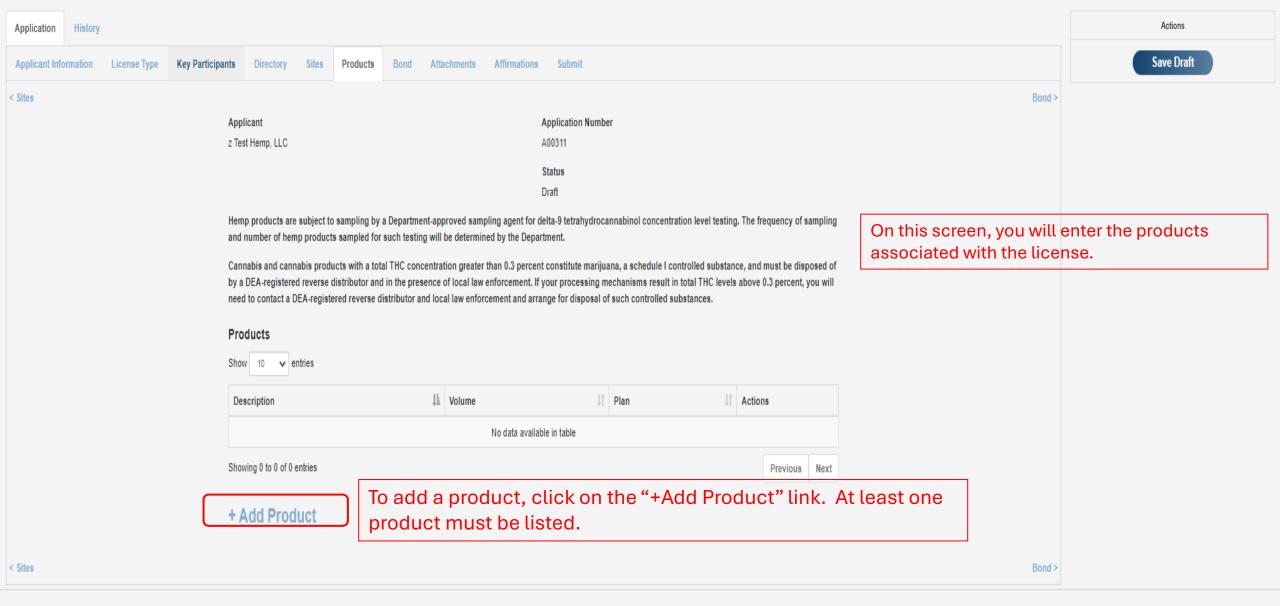
I attest that I have read the preceding information and that I agree to each of the following:

- This license is for a single location. A separate license must be obtained for each additional location where manufacturing will occur.
- A manufacturer license will not entitle the holder to process hemp. Only permittees may process hemp into hemp products.
- Licensees must prevent unsupervised public access to manufacturing sites.
- Licensees must not manufacture hemp products on property owned by, leased from, or previously submitted in a license application by any person who is ineligible for, was terminated from, or was denied participation in the Georgia Hemp program due to failure to obtain an acceptable criminal background check or for violations of the Georgia Hemp Farming Act or this Chapter.
- I attest that the information submitted above regarding property designated to manufacture hemp products is true and correct. I further attest that I have legal permission to conduct hemp manufacturing activities at the specified location, as evidenced by a valid deed or lease agreement and use of which will not be in violation of local zoning or other ordinances.

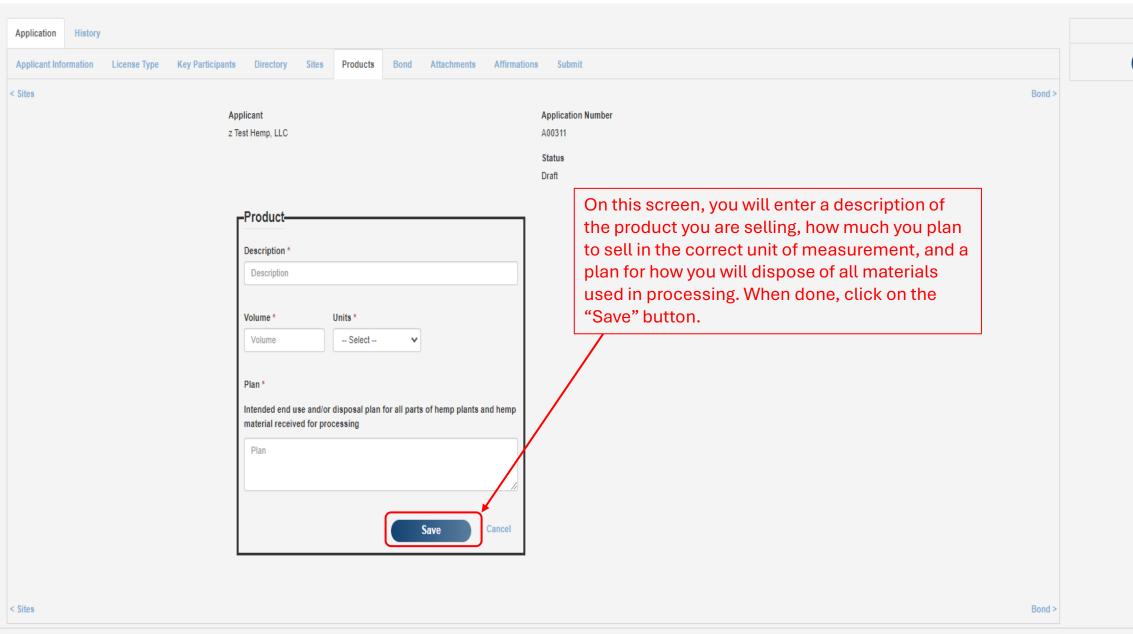
1. Once on the "Facility" page, please read over the information provided and check the attestation boxes highlighted by the red box.



2. Be sure to fill out the facility address, size (in square feet), latitude+longitude, and whether you own or are leasing the property.



Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.

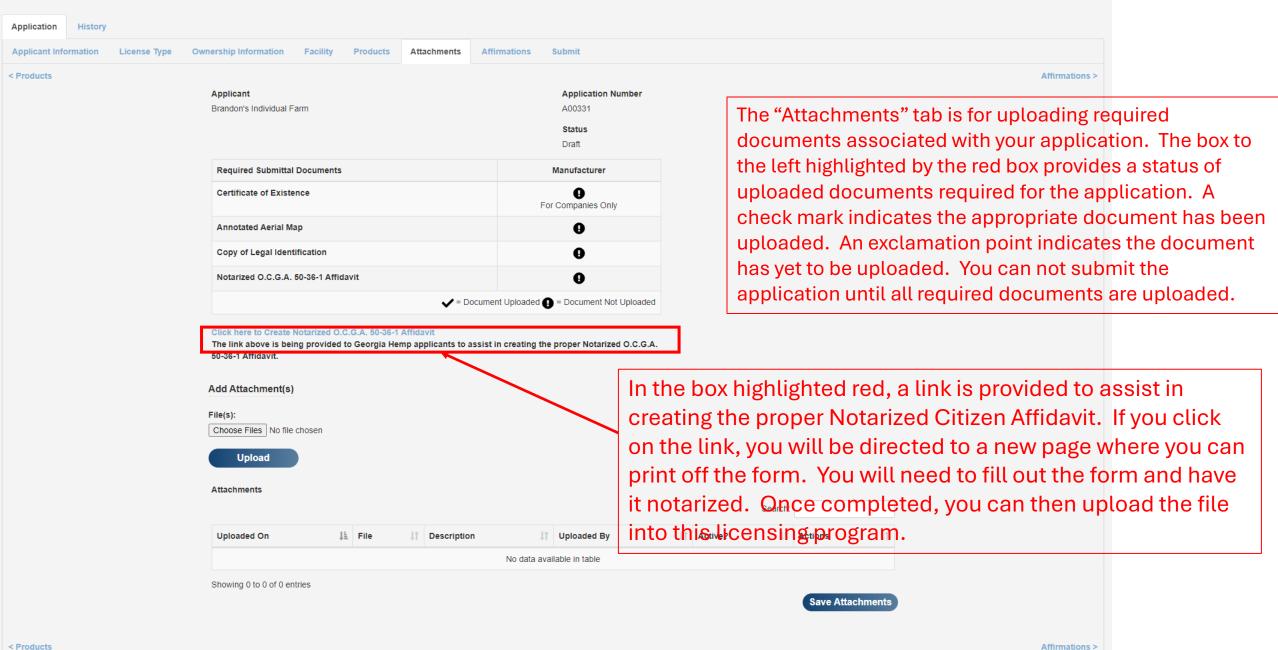


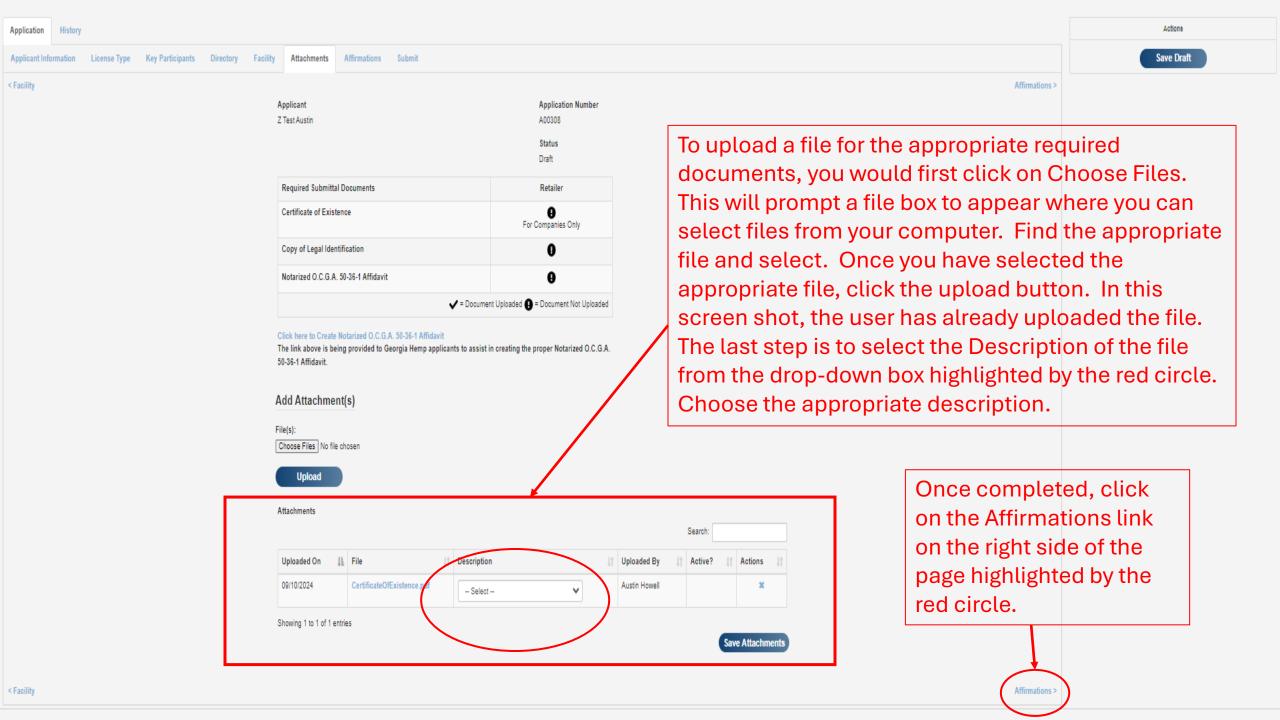
Actions

Save Draft

Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.

License Application: A00331 Manufacturer





auhments submit 2

 Applicant
 Application Number

 z Test Hemp, LLC
 A00314

Stati

HEMP MANUFACTURER LICENSE APPLICATION GUIDELINES

- The Georgia Department of Agriculture (GDA) administers the Georgia Hemp Farming Act as authorized by O.C.G.A § 2-23-1 et seq.
- This Hemp Manufacturer License Application is designed to provide sufficient instructions for completion by any
 individual who would be prepared to participate in the Georgia Hemp Program. The application includes a broad
 explanation of the program, but applicants should read the Georgia Hemp Farming Act (O.C.G.A. § 2-23-1 et seq.)
 and the Hemp Manufacturer Rules.
- Please make sure to fully review all application materials and Hemp Manufacturer Rules prior to contacting hemp program staff with questions. GDA is not in a position to offer direct consultation on completing a Hemp Manufacturer License application or to educate individuals about the production or manufacturing of hemp conducts.
- Anyone who intends to manufacture consumable hemp products in the State of Georgia must successfully
 complete the full application process with the GDA and be issued a Manufacturer License.
- A Manufacturer License does not allow the Licensee to sell, process, or grow hemp. Appropriate licenses must be obtained separately for those activities.
- The Annual Manufacturer License fee is \$5,000.00; provided, however, that any person who holds a Hemp Processor Permit issued by the department under this chapter shall not be required to pay the annual licensing fee provided for in this subsection in order for such person to be issued a Manufacturer License by the department under this person.
- Any person who materially faisities any information contained in an application for a Manufacturer License will be ineligible to receive a Manufacturer License or otherwise participate in the Georgia Hemp Program.
- All costs associated with the manufacturing of consumable hemp products are the responsibility of the Licensee, including, but not limited to, costs for sampling, testing, and packaging.
- A Manufacturer License only gives you the ability to manufacture consumable hemp products. As a reminder,
 "consumable hemp product" means a hemp product intended to be ingested, absorbed, or inhaled by humans or
 animals with a total THC concentration of not more than 0.3 percent.
- The licensee must notify the Department, via e-mail to hemp@agr.georgia.gov, of any theft or loss of hemp products within forty-eight (48) hours of discovery of such theft or loss.
- . The licensee must notify the Department in writing within ten (10) calendar days of the following:
 - A disciplinary proceeding or enforcement action by another government entity that may affect the licensee's business; and
- Temporary closures of more than thirty (30) days or permanent closure of any manufacturing facility.
- Manufacturer licenses cannot be sold, assigned, transferred, piedged, or otherwise disposed of, alienated, or encumbered to or by another person, business, individual, or entity.
- Licensees must only manufacture hemp products at facilities identified in the manufacturer license application or a change request and must have the legal authority to grant the Department access to any and all such facilities for inspections and samplion.
- . Licensees must allow and fully cooperate with all required inspections and sampling
- Licensees must maintain all relevant records and information and make all reports within the applicable time frames as required in this Chapter.
- Licensees must not handle, manufacture, store, sell, transfer, ship, transport, deliver, distribute, or otherwise
 provide any hemp product that accesseds the total delat-9-THC concentration legal limit. The licensee must ensure
 that hemp products exceeding the total delat-9-THC concentration legal limit do not enter the stream of commerce.
- Licensees must not manufacture, store, sell, transfer, ship, transport, deliver, distribute, or otherwise provide any
 consumable hemp product that fails to comply with the requirements in Subject 40-32-5 of this Chapter.
- In the event that a consumable hemp product fails to comply with any requirement of Subject 40-32-5, the
 Department will require all hemp products in the product lot to be disposed of in accordance with this Chapter.
- Manufacturers of consumable hemp products providing full panel certificates of analysis via a QR code on
 consumable hemp product labelling must host and notify the Department of a landing webpage for consumer
 retrieval or relevent full cancel certificates of analysis.
- Failure to comply with the Georgia Hemp Farming Act or its Rules may result in enforcement action, including, the not limited to, corrective action plans, suspension from the program, referral to the Attorney General's office, and the destruction of home materials.

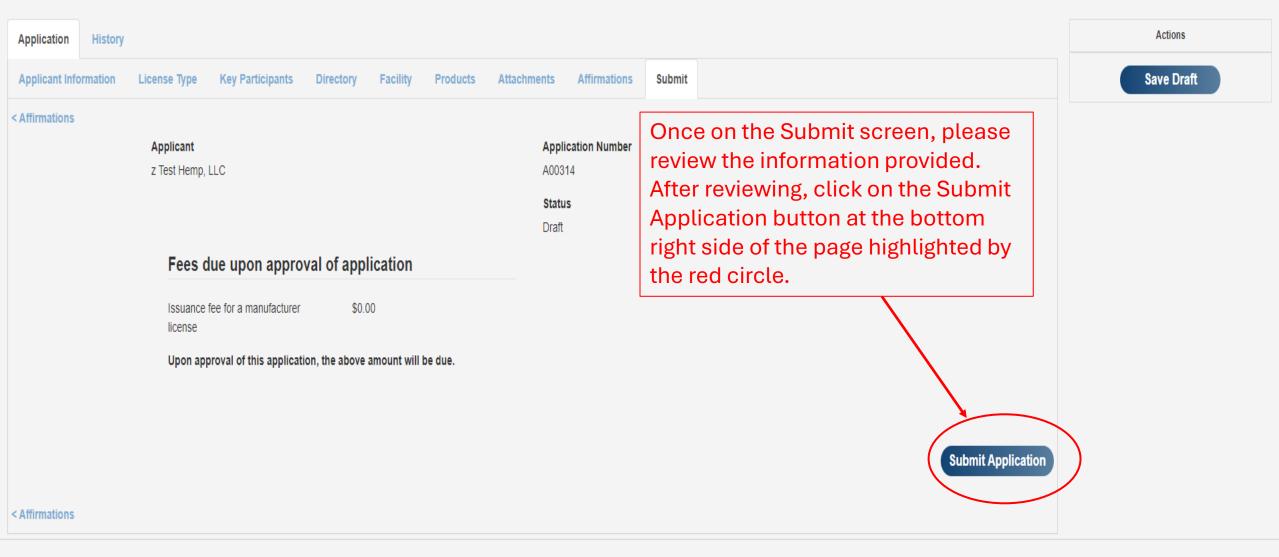
Check here to Indicate you have read and agree to the terms of the licensing agreement

- I have read and understand the Manufacturer License Terms and Conditions of the Rules of the Georgia Department of Agriculture concerning Hernp Growers and Processors (Chapter 40-32-4-.02), and I agree to abide by all of these terms and conditions.
- Check here to Indicate you have read and agree to the terms of the licensing agreement
- I hereby consent and agree to allow representatives of the Department, the Georgia Bureau of Investigation, and
 other affected state and local law enforcement agencies to enter all premises where hemp products are being
 manufactured or handled for the purpose of conducting physical inspections and ensuring compliance with the
 requirements of the Georgia Hemp Farmina Act and its Rules.
- Check here to Indicate you have read and agree to the terms of the licensing agreement
- I understand that by providing inaccurate or false information, my application may be rejected or the Manufacturer License may be revoked.
- Check here to Indicate you have read and agree to the terms of the licensing agreement

The last tab is the Affirmation tab. Please read through the information and select the check boxes at the end.

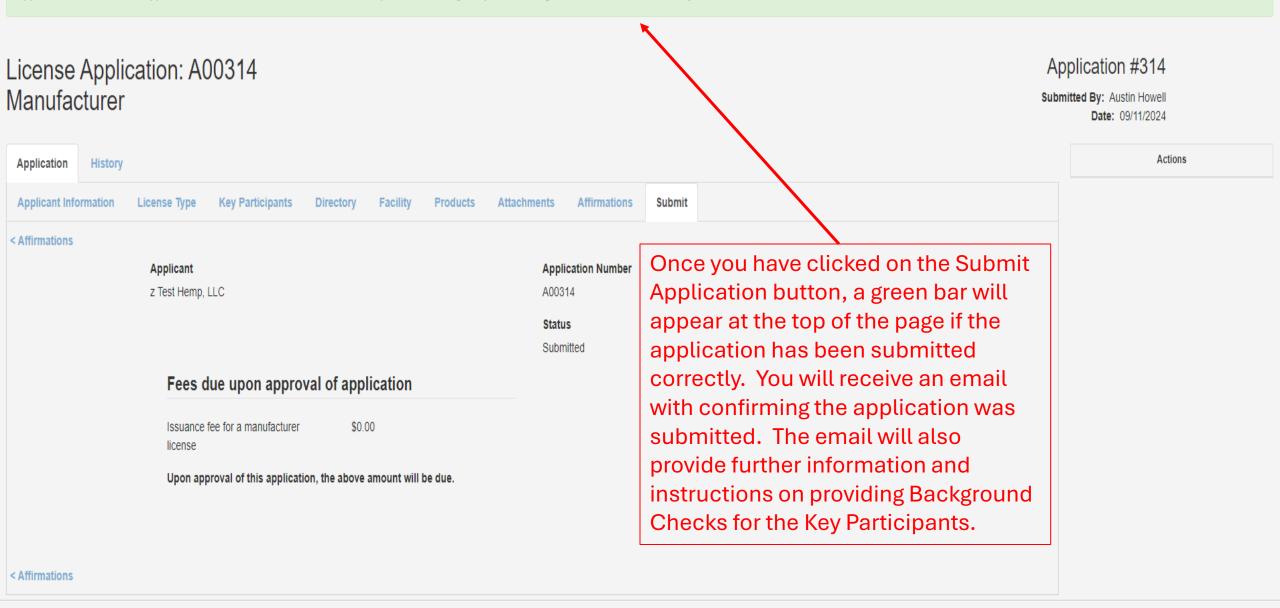
The check boxes for the affirmations are highlighted by the red box. Once completed, click on the Submit Link highlighted by the circle on the right side of the page.

< Attachments



Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.

** NOTE: If you already have a license to be a Processor, this fee will be \$0.



Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.



Georgia Department of Agriculture

Thank you for submitting an application for a Georgia Hemp License or Registration. Your application is currently under review by program staff to ensure it is complete. We will reach out if additional information is needed or to guide you through the next steps in the licensing process.

Please do not submit payment, provide additional documentation, or complete any other requirements until requested. If you are applying for a Grower or Processor license, if required, you will receive instructions regarding the criminal background report – please wait for these instructions before starting the process.

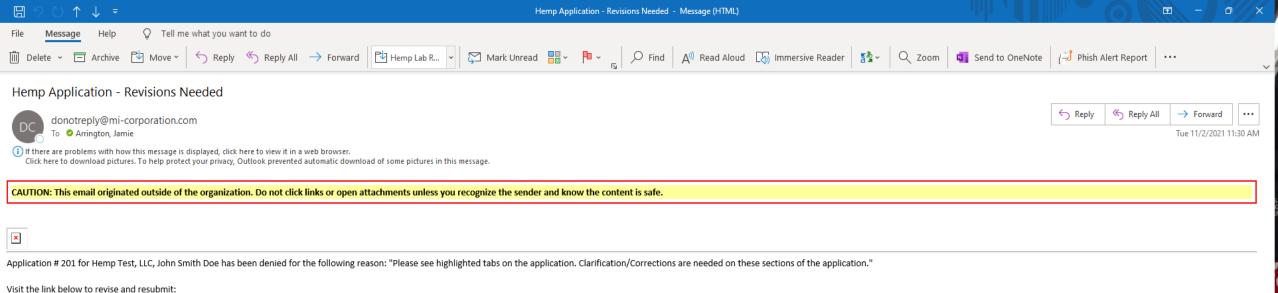
Once your application is approved for further processing, you will receive an email with instructions on how to complete the licensing process. Payment will only be requested after your application is approved and ready for licensing.

Thank you. Georgia Department of Agriculture.

Application # 313 submitted by John Doe on behalf of z Test Hemp, LLC has been received.

Georgia Department of Agriculture 19 M.L.K. Jr Dr SW Atlanta, GA 30334

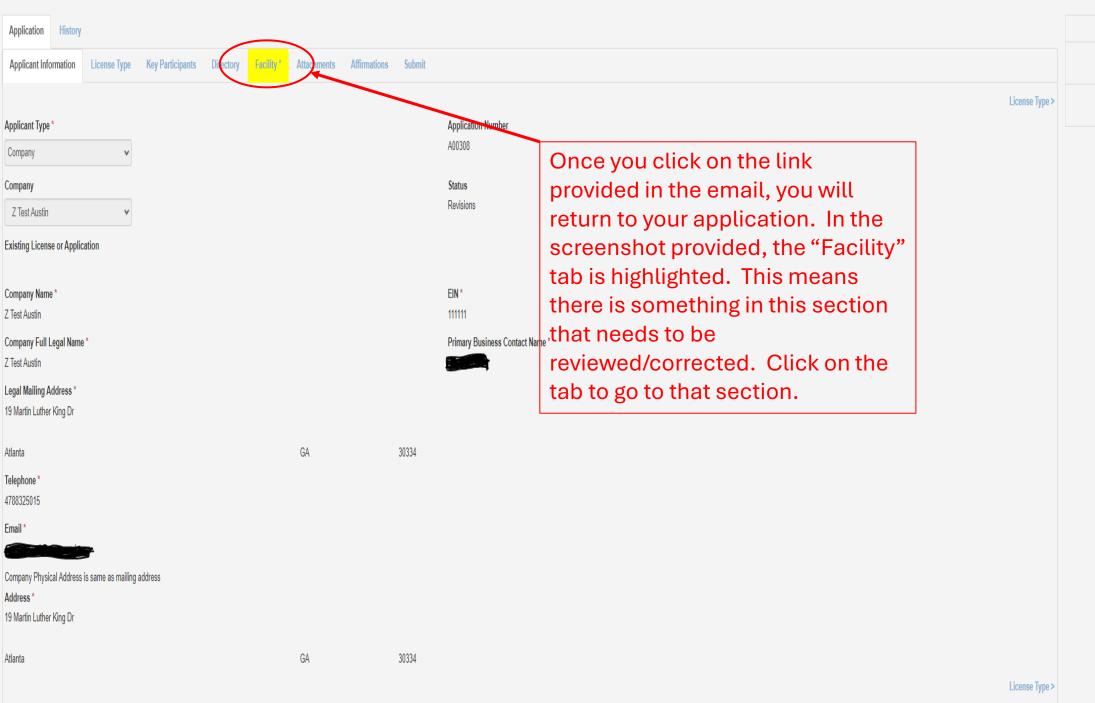
Once you have clicked on the Submit Application button, you will receive a confirmation email from donotreply@mi-corporation.com telling you we have received your application .



https://gaag.micorp.io/hempdev/Application/Index?programId=10&permitApplicationNumber=201

Georgia Department of Agriculture 19 M.L.K. Jr Dr SW Atlanta, GA 30334

After submitting your application, if program staff find errors/details on the application that need correcting, program staff will push back the application for you to review and make corrections. You will receive an email similar to the screenshot seen here. Click the link in the email to return to your application to make corrections.



Save Draft
Withdraw Application

test

test City * test State ¹

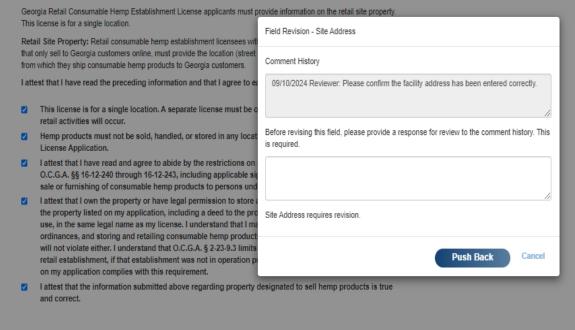
Is Property Owned 5 O Own

Zip *

30334

County *

Fulton

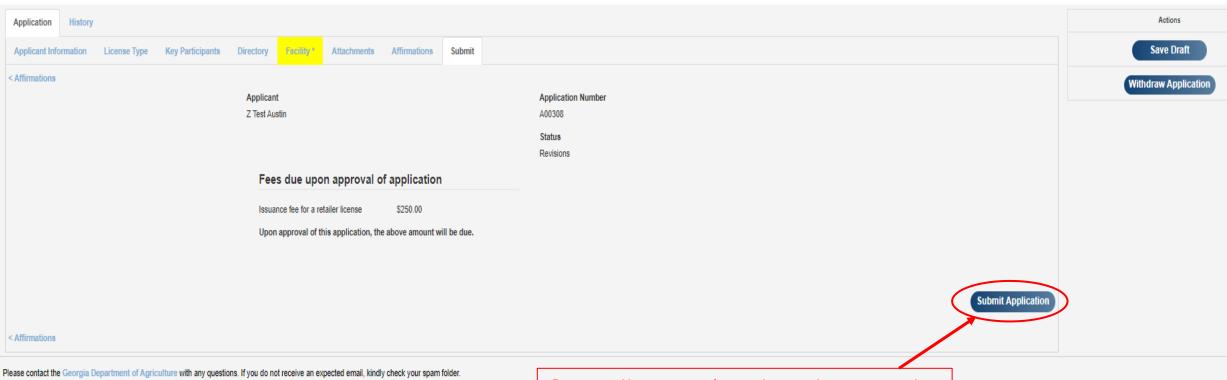


In this screenshot, the applicant clicked on the Review Link in the previous "Facility" screen. The comment box to the left appears in which program staff have noted the issue with the site. The issue at hand is the applicant entered the Facility Address incorrectly. The applicant must clarify/correct the facility address.

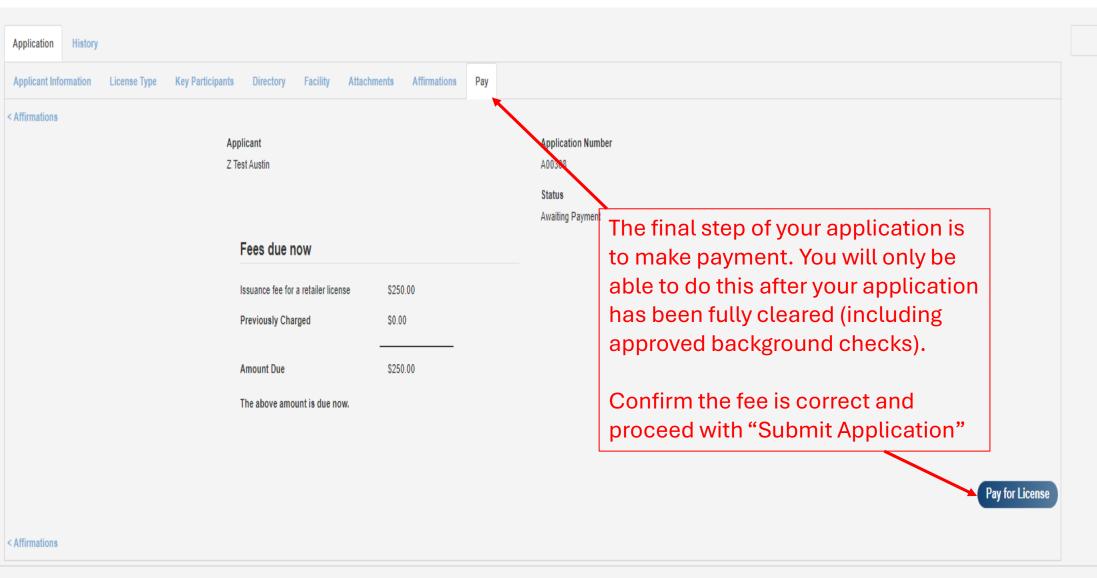
Facility Information

| Facility Address | Review | | |
|------------------|--------|----------|---|
| test | | | |
| test | | | |
| City * | | | |
| test | | | |
| State * | Zip * | County * | |
| GA 🔻 | 30334 | Fulton | ~ |
| Is Property Own | ed * | | |
| Own | | | |
| Lease | | | |
| Size * | | | |
| (Square Foot) | | | |
| 10000 | | | |
| | | | |
| | | | |

Attachment

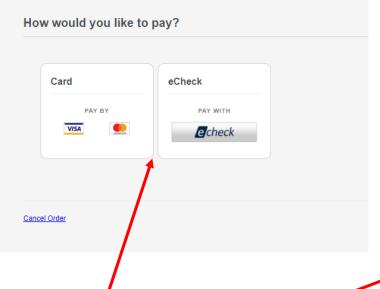


Once all corrections have been made to each highlighted tab, go to the Submit tab and submit the application for re-review.



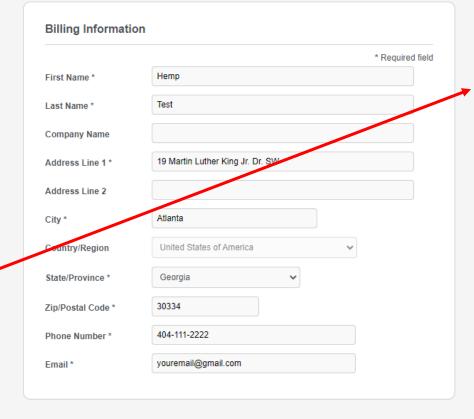
Actions

Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.



Choose your payment method then enter your billing and payment info on the next screen. Double-check your fee total amount.

When ready, click Next.

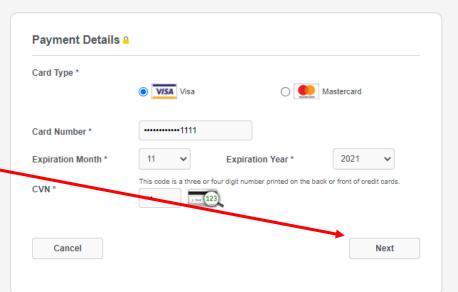


Your Order

Total amount

Card selected. Change payment method

\$400.00



Confirm your payment info and click Pay. After submitting payment, you will receive an email receipt from CyberSource (our payment processor). If the payment was successful, you will then receive the final approval email with a copy of your license. Please save and print your license for record keeping purposes.

