



## 2024 TOBACCO PRODUCT MANUFACTURER CERTIFICATION CHECKLIST

| <b>Prior to mailing, please check that the following have been provided:</b> |   |
|--|---|
|  | 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  |

| <b>In addition to the above, NPMs must also provide the following:</b> |  |
|--|--|
|  | 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)           |
|  | 2023 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