



We're excited to welcome you to the next stage as you prepare to open an Authorized Cannabis Store.

This document will help you with these key steps to doing business with the OCS:

- Gathering required materials
- Obtaining a Certificate of Insurance
- Registering for the OCS B2B Portal

Required Materials from the AGCO

- Copy of Cannabis Retail Operator Licence (CROL)
- Copy of Cannabis Retail Store Authorization (CRSA)

Note: All files must be in portable document format (PDF)

Pre-Authorized Debit (PAD) Agreement and Financial Institution Information

- OCS PAD Agreement filled out and signed (verified digital signatures accepted).
 - CROL name
 - CROL number
 - Current date (within six [6] months)
 - Address 1: This can be CROL or CRSA address (must match exactly), or a personal home address or legal firm address, etc.
 - Address 2: This is the address of the financial institution as per the void cheque or other official banking documents (should match exactly).
 - The PAD Agreement must state the financial institution name, financial institution account number, transit number and institution number, and this information must match with the void cheque/official financial institution document.
 - The PAD Agreement must be signed by the authorized signatory and signatures must be digitally verified (Typed names will not be accepted).
- Copy of a void cheque, bank letter or Direct Deposit Information Form from the financial institution.

Note: Direct Deposit Information Form or bank letter must be stamped and signed by the financial institution, dated no less than six (6) months and match the CROL and/or CRSA name as the account title. The financial institution name, account number, transit number and institution number must match the banking information provided on the OCS PAD Agreement. Void cheques must be in a PDF scan or photo format; handwritten cheques will not be accepted.



What You Need to Know About the Certificate of Insurance (COI)

- The COI must be signed by the broker or agent (typed names will not be accepted).
- All insurance coverage must be underwritten by reputable and financially creditworthy insurers.
- Insurers must have a financial strength rating of “A-“ or higher.
- Insurers must be licensed to operate in the Province of Ontario.

Certificate of Insurance (COI)

- CROL name must be listed as the insured.
- Must have the CRSA’s complete address (the store address) as an insured location.
- The OCS must be added as an additional insured beneficiary and as a certificate holder.
- The OCS name and address must be written exactly as shown:

**Ontario Cannabis Retail Corporation, doing business as Ontario Cannabis Store
200-4100 Yonge Street
Toronto, Ontario M2P 2B5**

- Must include the effective insurance date, which is on or before the day of the store’s first order.
- Must include an expiry date, and the insurance cannot be expired by the first delivery date.
- Must include Commercial General Liability insurance of a minimum of five (5) million dollars per occurrence and include:
 - personal and advertising liability
 - employer’s liability
 - products and completed operations
 - non-owned automobile coverage
- Must include the following clause, exactly as shown below:

“If the Commercial General Liability Policy(ies) identified above are cancelled or changed to reduce the coverage outlined on this Certificate during the period of coverage as stated herein, or if the policy(ies) will not be renewed, thirty (30) days prior written notice by registered mail will be given by the Insurer(s) to the Ontario Cannabis Retail Corporation operating as the Ontario Cannabis Store at the address provided for notice and communication in the Contract between the Insured and the Ontario Cannabis Store.”



OCS B2B Portal Registration

1. Carefully review the Retailer Agreement linked to the OCS B2B Portal Registration Email.
2. Contact the OCS Customer Care Team at 1-877-627-1627 to initiate the B2B Portal registration process.
3. Gather the following documents you'll need:
 - CROL
 - CRSA
 - OCS PAD Agreement
 - Void cheque or Direct Deposit Information Form
 - Store logo
 - COI

Note: All files must be in portable document format (PDF), except for the store logo, which must be in a .png file format, 250 pixels wide and 72 ppi (pixels per inch).

4. From the email “You are Invited to Register on OCS’s B2B Portal,” click “Start Registration ” to begin the registration process.
5. Once your registration is submitted, your account will be reviewed, and any required amendments will be communicated to you by a member of the OCS Customer Care Team.
6. Once your account has been approved by the OCS, you will receive an email confirmation containing your OCS Account Number and Store ID. This information will be required each time you contact the OCS.

Note: Your initial order date will be scheduled no less than ten (10) business days following the initial onboarding process with the OCS.

Note: If your account is not approved, you will receive corrective instructions; follow the instructions carefully. Delays caused by incorrect information that is not corrected promptly will impact the time in which the first order can be placed, and first delivery will be received beyond ten (10) business days following the initial onboarding process.

7. Complete the **OCS.ca Store Locator Submission form** to be listed as an Authorized Retailer on OCS.ca.