

NON-PARTICIPATING MANUFACTURER
CHECK LIST FOR COMPLETING CERTIFICATE OF COMPLIANCE FORM

Pursuant to R.C. 1346.07(C), the attorney general may require a tobacco product manufacturer to submit any additional information necessary to enable the attorney general to determine whether a manufacturer is in compliance with R.C. 1346.05 to 1346.10.

- ___ Only a current **Non-Participating Tobacco Product Manufacturer Certificate of Compliance (Form NPM001 Rev. 01/2011)** will be accepted;
- ___ Parts 1 through 7 of the **Non-Participating Tobacco Product Manufacturer Certificate of (Form NPM001 Rev. 01/2011)** must be completed in its entirety;
- ___ For **each** brand family listed in Parts 2A and 2B of the certification, complete the **Brand Identification and Sales Information Form (Form NPM002 Rev. 01/2011)**;
- ___ Parts 1 through 5 of the **Non-Participating Tobacco Product Manufacturer Certification of PACT Act Information (Form NPM004 Rev. 03/2011)** must be completed in its entirety;
- ___ Brand families have been listed in Parts 2A, 2B, and/or 2C **and** product type (“Cigarettes” or “RYO”) are checked;
- ___ Certificate of Compliance is signed by an authorized officer of the tobacco product manufacturer;
- ___ Certificate of Compliance is notarized; and
- ___ No annual certifications are accepted for review before **April 1, 2011**.

Required Additional Documentation

- ___ Copy of the **current** U.S. Treasury Tobacco Tax Bureau (TTB) permit is enclosed;
- ___ For each cigarette brand identified in Part 2A, a copy of the **current** Centers for Disease Control (CDC) letter, approving the ingredient listing for cigarettes is enclosed;
- ___ For each cigarette brand identified in Part 2A, a copy of the **current** Federal Trade Commission approval letter, approving the health-warning rotation plan is enclosed;
- ___ Financial institution has been instructed to send all items required in Part 5B **directly** to the address listed below;
- ___ Package samples enclosed (if applicable). Flat empty cartons and packs are preferred; and
- ___ For each cigarette brand identified in Part 2A and 2B, a copy of the **current** Reduced Ignition Propensity Standards for Cigarettes Certification is enclosed, if not previously submitted.

Send completed Certificate of Compliance and attachments to:
Ohio Attorney General’s Office
Tobacco Enforcement Section – 455000
30 East Broad Street, 16th Floor
Columbus, Ohio 43215

NOTE: Incomplete and/or illegible Certificate of Compliance forms and attachments will be returned.