THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 18, 2016

Top Hat Concentrates, LLC
DBA Top Hat Concentrates, LLC
Via email: john@tchalaska.com

Re: Marijuana Product Manufacturing Facility License # 10271

Dear applicant,

The AMCO Office is reviewing the documents submitted for the proposed marijuana establishment license referenced above. The following items need to be corrected and/or resubmitted. **All corrections/additions to any form(s) must be initialed by the proposed licensee.**

- **MJ-00 Application Certifications**
  - Please resubmit all MJ-00's. For some reason the way they were submitted to us would not allow us to save them properly or even print them. **Please print them and scan them to you first, then submit to us. Do not try to submit the fillable pdf from our website straight to us.**

- **MJ-02 Premises Diagram**
  - Please provide sort of an aerial view of where the premises is showing the surrounding buildings, clearly show the proposed marijuana establishment.
  - On page 5 of MJ-01 you state that "The premises is on private property shared with another company". What does this mean?
  - You applied for two different licenses in the same premises under two different entities/applicants, same people owning both LLC's we understand that, nevertheless they are two different entities/applicants. Because each entity/applicant has to comply with the statutes and regulations separately and on its own, you will need to resubmit your diagrams for both Top Hat, LLC and Top Hat Concentrates, LLC. It is a good diagram overall, except you need to make very, very clear what the licensed premises and restricted areas will be for each license separately (use different color for each). For example, your office is proposed as licensed under Top Hat, LLC, but you intent to also use for Top Hat Concentrates, LLC. Two different entities may not have overlapping licensed premises. If you are not storing marijuana or marijuana products whatsoever in your office, it does not need to be licensed (of course any documents that need to be locked up they need to be locked up).

- Additionally, your diagram for Top Hat Concentrates, LLC needs to clearly show where in-house testing, if any, will occur; and where marijuana and any marijuana product, including marijuana concentrate, will be stored.

- **Publisher's Affidavit**
  - The newspaper affidavit that was submitted certifies that the ad was published on line. We need an affidavit certifying that the ad was published on the newspaper once a week for three consecutive weeks. Please submit appropriate publisher's affidavit.
  - Additionally, you will need to run a correction ad (one time [one week]) that includes your suite number for the premises. Please submit the publisher's affidavit you should get for this ad.

- **Entity Documents**
  - Please provide Top Hat Concentrates, LLC's Operating Agreement that shows the percentage owned by each member of the LLC.

Please return the incomplete items within two weeks of the date of this letter. Receipt of the items within two weeks will keep your application at the top of our worklist. If we do not receive all of the completed items within two weeks, your application will be moved to the back of the "Under Review" worklist. If we do not receive your completions within 90 days, per 3 AAC 306.025(f), you must file a new application and pay a new fee.

Sincerely,

Cynthia Franklin, Director
marijuana.licensing@alaska.gov