Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 Enterprises LLC. Co	**MJ License #:**	19624		
License Type:	Retail Marijuana Store				
Doing Business As:	Studio 420 AK				
Premises Address:	4608 Spenard Rd. Suite E				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

Mailing Address:	4608 Spenard Rd. Suite E				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99502

Designated Licensee:	Tammy Thinoi		
Main Phone:	(907)764-2672	**Cell Phone:**	(907)764-2672
Email:	Studio420ak@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

This is a marijuana store. Customers will show a valid ID at the main door when entering into the facility. After ID has been checked, customers may review available selections of product.
When ready for purchase, customer will approach the point of sale designated areas.
Employee will fill customer's order and utilize a state approved point of sale system.
The selection of product will be placed in required packaging according by the state of Alaska and given to customer. No tours or leisure visits will be permitted within the license premises area or any portion of the license facility including restricted areas. Any customer that needs access to any restricted area in the license premises must be 21 or older and show proof of a valid Identification card, drivers license, passport, etc. Customer must have a valid purpose to be escorted into any restricted access area.
(see continued additional space)

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

All visitors must call ahead and make an appointment at the facility before arriving. Once that has been made, an employee will greet the visitor and ask for identification. The visitor's log will be filled out. A badge will be given to the visitor and must be worn at all times while in the facility. The employee who is escorting the visitor is required to remain with the visitor and is responsible for documenting the time the visitor leaves and retrieving the visitor's badge. Information on the visitor's log will include: name; date; time in/out, reason for visit; signature; the employee escort's name and badge number. Anyone without a vaild identification and/or under 21 may not enter the facility.
ID forms of identification that will be accepted includes an unexpired or unaltered passport; drivers license or permit; any identification card of any U.S state or province or territory of Canada.
We will have a security lock on the door to the office/storage room/surveillance room. There will be a security barrier seperating the sales floor from the restricted area behind the sales counter.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

We will have a log book to record the visitor's name, date of visit, time of entry and departure, and the purpose of the visit. Visitor's ID number badge will be required to be worn at all times while upon premises. Badges will be returned at the end of visit and will be accounted for at the end of each visit as well. The applicant requires all visitors to call ahead and establish a reason and an appointment at the facility before they arrive. Upon arrival, an employee escort who will request and verify identification from the visitor, complete the visitor's log and issue a visitor's badge. Vaild forms of identification include an unexpired or unaltered passport, drivers license or permit, or an identification card of any U.S state or province or territory of Canada.
The employee escort is required to remain with the visitor and is responsible for documenting the time the visitor leaves and retrieving the visitor badge. The visitor policy should apply to all facility visitors including, but not limited to, contractors, wholesale purchase customers, delivery/ transportation drivers. No more than 5 visitors per escort. All restricted access areas will be clearly marked and remain locked and closed until a need for them to be open is determined.

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(Additional Space as Needed):

2.1 continued
If the reason to access restricted area is valid, the customer's identification will be screened and the visitor's log will be filled out. Customer will have to wear an identification tag at all times while in the restricted area. No more than 5 visitors per employee or agent will be permitted in the facility at a time, in accordance with applicable laws and AMCO regulations. The license facility has only one door for ingress and egress and will remain locked at all times afer business hours. No handling of marijuana will occur except by the licensee, their employees or agents and not by visitors or customers. All marijuana will be kept in restricted areas where no customers will have access to it. Video surveillance will record all entrys, exits, point of sales, and rooms within the license facility with the exception of the restroom.

[redacted]

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

STUDIO 420 AK

Employee name

Tammy Thinoi
Photo goes here:

Handler's Permit No.____

STUDIO 420 AK

VISITOR

BADGE NO._____

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Commercial type exterior high lumen output lighting will be provided at the facility exit,entrance and all sides of the buliding accessible by customers.
All exterior lighting will remain on during night time operations of the strip mall.
Security cameras will be I.R capable, and the field of view will cover the approach up to the exterior door.
Security cameras will record 24 hours per day, 7 days per week, 365 days per year for a minimum of 40 days as per AMCO regulations.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

We will be using Vivint alarm system to install our security system. It will be monitored 24/7. The alarm system will include CCTV, motion detectors and window breakage detectors. We will have 24/7 access to the security system via smart phone application. The security system will monitor all areas of point of entry and include but not limited to ingress and egress, windows, security areas, and restricted areas. We will have exterior lighting to facilitate the exterior surveillance. We'll have a security system on exterior door, exterior windows and continuos video monitoring per 3 AAC 306.720. The entrance will be equipped with a buzz in mechanism for safety purposes. Our door will be equipped with commercial grade door locks.

In case of an unauthorized breach to the premises during non business hours, Vivint will immediatley notify licensee and management via telephone and will also contact local law enforcement. Licensee and management will be in contact with local authorities as well. Licensee and management will meet local law enforcement at the license premises to evaluate the cause of the alarm. If it is determined to be a break in with lost, studio 420 will immediately contact DCCED, and alochol marijuana contol office. Inventory will be taken to determin the lost. Again all agents mentioned above will be notified of the lost and video surveillance willl be given to all authorities to investigate.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Upon submittal of employment application, a thorough background investigation will be completed. Upon employment, an employee handbook will be handed out. The handbook will have SOP (standard operational procedures) and rules of employment. In the rules, it will state that there are zero tolerance of any acts of diversion from employees/customers.
If there is found to be any acts of diversion of product from customers or empolyees, a full investigation will take place.
(see continued additional space)

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted stating a clear message that "no trespassing" or "no loitering" is permitted and that area will be monitored 24/7.
Video surveillance of the exterior area will be available to employees inside the facility.
Standard policy will be to notify law enforcement of any violations of these regulations or any of suspicious activity.
There will be no loitering or trespassing allowed.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. T.T.

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(Additional Space as Needed):

3.6 continued
Our 24/7 video surveillance system will be utilized in ivestigation which will allow us to review any footage from 40 days prior in accordance with the state of alaska's statues and regulations. Upon finding evidence of diversion by customer or employee, AMCO and local law enforcement will immediately be notified within 24 hours of the incident and further legal action will take place. All video surveillance of the diversion by either employee or customer will be kept and stored for future legal purposes. If there is sufficient evidence of an employee diversion of product, the employee will be immediately terminated and escorted off the license premises. If there is sufficient evidence of a customer diversion of prouct, local law enforcement and AMCO will be immediatley notified to assist in the detention of the customer. Employees will continue training in prevention of theft throughout their employment with Studio 420. All theft of marijuana product will be logged and reported on the METRC point of sales system.

[redacted]

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. T.T

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. T.T

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. T.T

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). T.T

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Entrance and exit to and from the facility will have cameras within 20 feet of each entrance and exit. The interior and exterior will be placed in such manor to capture within 20 feet of exit and entrance in a way where faces are easily identified. Interior cameras will also be placed in a manor to capture and record all rooms and all portions of each room. Cameras will be placed exteriorly to provide a view within 20 feet of the approach to the entrance/exit. All cameras will be high definition with infared and night vision capability for night viewing. All employee areas and point of sales areas will aslo be covered as well.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

We will be using an offsite alarm company. Our security panel will be housed in a restricted access security room. The solid wood door to the room will have a locking mechansim. Only licensee, management, law enforcement, marijunana control board, and investigators will have access capabilities to the secure room. The secured room is approx. 6 feet wide and 11 feet long with full over head lighting. The interior of the room will be secured with double layer of mesh medal fencing on all walls and ceiling. The room will also house a safe that will be bolted to the concrete floor. The room will be equiped with 2 infared 24 hour monitoring security cameras that meets state requirements.The room will also be set up with motion detection capabilities. A backup of all surveillance records will be housed at an offsite location. The marijuana control board, investigators, and law enforcement will all have permission to access any offsite security surveillance records. Vivint has strict security measures on how they maintain and store all their security records.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; T.T

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** T.T

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** T.T

d. **records related to advertising and marketing;** T.T

e. **a current diagram of the licensed premises, including each restricted access area;** T.T

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** T.T

g. **all records normally retained for tax purposes;** T.T

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** T.T

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** T.T

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** T.T

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Studio 420 AK's policy for record keeping will be to have all records locked in a file cabinet or safe on the license premises. All records will be available upon request for AMCO or any other state or federal agency. An example of records that will be kept on file will be a past and current employee list and handler information, contact information for our vendors and video surveillance alarm system, records on advertising and marketing, visitor logs, tax records, diagram of premises and transportation records. All digital records will be backed up at the end of each business day. Per State of Alaska and regulations security camera videos will be maintained for a minimum of 40 days of recording. Upon request, Studio 420 AK will provide any record required to be kept on the license premises to an employee of the board or any state or federal agencies. Any records that are not stored on the premises will be provided within 3 days of the request. Records may also be kept on en external hard drive and maintained within a locked cabinet and or safe on the licensed premises.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. T.T

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. T.T

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. T.T

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. T.T

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. T.T

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. T.T

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Aside from the marijuana handlers course and resource testing, licensee, employees and agents will be kept current to any change in state statues and regulations from AMCO, law enforcement (state, local, or federal) as well as to any industry changes. This will be done at monthly meetings between supervisors and employees or sooner upon new statues and regulations. Additional training will also be made available to all employees through applicable media, legal articles, periodicals of trade, and updated handlers recertification test as they become due for recertification as well as any other information that may be come available and applicable. The internet will also be utilized for ongoing future employee training. After employees have been trained, additional training will take place if it is called for. After additional training, if employee violates company policies again, they will be terminated immediately.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	T.T
7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.	T.T
7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.	T.T
7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).	T.T

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

N/A

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Part of Studio 420 AK's standard operation procedures will include picking up and recieving shipment of products. Before transport, a manifest from METRC will be printed out to accompany the shipment of product. Studio 420 AK will only be transporting prepackaged marijuana products. Any marijuana product to be transported will be placed within a sealed package or container up to 5 lbs. It will then will be stored in a secured compartment within the transport vehicle.
Studio 420 AK will only accept marijuana products that meet State of Alaska's labeling requirements which include:
-testing facility and licensed number
-testing date and results
(see continue additional space)

(Additional Space as Needed):

8.1 continued
-name and license number of cultivation facility
-name and license number of manufacturing facility if applicable (for concentrates and product)
-harvest batch number or production lot number
-date of packaging
-net marijuana weight
-expiration date if applicable
All Transporters will have a valid marijuana handler's permit and will be fully trained on the safety of transporting marijuana products. Part of the safety protocol of transportation will include driving straight back to the shop with no diversion and to reconcile the product. Another safety measure in place will forbid any opening of any marijuana product during transport. Manifest will be stored on the permises in the secured safe room for a period up to 3 years. In addition to the recorded information mentioned above, we will also keep track of the transporter's name, the time of departure, and expected delivery, the make, the model, and license plate number of the transporting vehicle. A complete printed transport manifest will be kept with the marijuana and marijuana product at all times. After recieving shipment of marijuana or marijuana product, an inventory tracking system will be used to report the type, amount, and weight of marijuana or marijunana products recieved. We will refuse to accecpt any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

[redacted]

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Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. T.T

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. T.T

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. T.T

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. T.T

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. T.T

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. T.T

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. T.T

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be one sign outside attached to the building, located above entry that will not exceed 4800 square inches. The sign will depict the name of the retail facility and the logo Studio 420 AK with a marijuana leaf. The sign will not be geared towards or inticing to children.

(SEE CONTINUE additional space)

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

-Alaska leaf trade magazine
-T-shirts, hats, sweaters, lighters.
-Website
-Stickers
-The logo will not be geared towards or in inticing to children
-The advertising will reflect the name of the business, address, phone number, email, website address, and company logo (see attached logo)

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Tammy Thinoi

Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
Victoria Lopez
My Commission Expires: 8/30/2021

Notary Public in and for the State of Alaska

My commission expires: 8/30/2021

Subscribed and sworn to before me this 7th day of January, 2019.

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Alcohol & Marijuana Control Office
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Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 Enterprises LLC Co.	**License Number:**	19624		
License Type:	Retail Marijuana Store				
Doing Business As:	STUDIO 420 AK				
Physical Address:	4608 Spenard Rd Suite E				
City:	Anchorage	**State:**	AK	**Zip Code:**	99502
Designated Licensee:	Tammy Thinoi				
Email Address:	studio420ak@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	FORM MJ 01 SECTION 9.1 (SUPPLEMENTAL FORM) PAGE 1 of 1

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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D.B.A
STUDIO 420AK
LIC#: 19624

FORM MJ 01
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Doing Business As:	STUDIO 420 AK				
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Designated Licensee:	Tammy Thinoi				
Email Address:	studio420ak@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	FORM MJ 01 SECTION 9.2 (SUPPLEMENTAL FORM) PAGE 1 of 1

OFFICE USE ONLY					
Received Date:		Payment Submitted Y/N:		Transaction #:	

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FORM MJ 01
9.2

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LIC#: 19624

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