Alcohol & 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

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:	Chubby Girl Confections, Inc.	**License Number:**	23146		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Dosed Edibles Alaska				
Physical Address:	3915 Peger Road				
City:	Fairbanks	**State:**	AK	**Zip Code:**	99709
Designated Licensee:	Jessica Rhoads				
Email Address:	dosededibles@yahoo.com				

Section 2 – Attached Items

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

Attached Items:	Completed and Notarized Form MJ-01: Marijuana Establishment Operating Plan w/ color badges and logos.

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

AMCO Received 10/13/2019

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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:	Chubby Girl Confections, Inc	**MJ License #:**		23146	
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Dosed Edibles Alaska				
Premises Address:	3915 Peger Road				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99709

Mailing Address:	PO Box 10747				
City:	Fairbanks	**State:**	Alaska	**ZIP:**	99710-0747

Designated Licensee:	Jessica Rhoads		
Main Phone:	907-347-9059	**Cell Phone:**	907-347-9059
Email:	dosededibles@yahoo.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:

A person under 21 years of age may not enter a restricted access area. Any visitor to a restricted access area must show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older. Visitors will obtain a visitor identification badge before entering the restricted access area and be escorted at all times by a licensee, employee, or agent of the marijuana establishment. As per AAC 306.710, Dosed Edibles will restrict access to any part of the licensed premises where marijuana or a marijuana product is processed, stored, or stocked. Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted". Dosed Edibles will limit the number of visitors to no more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. In a restricted access area, a licensee, employee, or agent of the marijuana establishment will wear a current identification badge bearing the person's photograph and name.

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:

As per AAC 306.710, Dosed Edibles will restrict access to any part of the licensed premises where marijuana or a marijuana product is processed, stored, or stocked. All exterior doors will need a key and/or code to enter. All exterior and windows will be locked at all times. Each entrance to a restricted access area will be marked by a sign that says "Restricted access area. Visitors must be escorted". Dosed Edibles will limit the number of visitors to no more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors. In a restricted access area, a licensee, employee, or agent of the marijuana establishment shall wear a current identification badge bearing the person's photograph and all visitors will wear badges while visiting restricted areas. The licensed premises has exterior lighting to facilitate surveillance, a security alarm system on all exterior doors and windows and continuous video monitoring as provided in 3 AAC 306.720.

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

Any visitor to a restricted access area must show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older. Staff will fill out a visitor log recording the visitor(s) name, date of visit, and time of entry of each visitor permitted in a restricted access area. Visitors will obtain a visitor identification badge before entering the restricted access area and be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

As per AAC 306.755, Dosed Edibles will keep visitor logs for the current year and three preceding calendar years. Records for the last six months will be maintained on the licensed premises and older records may be archived on or off premises.

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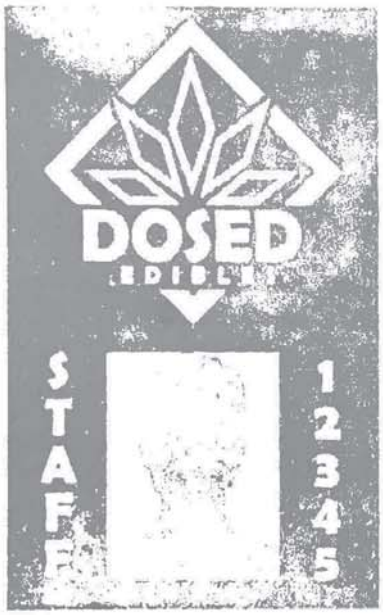
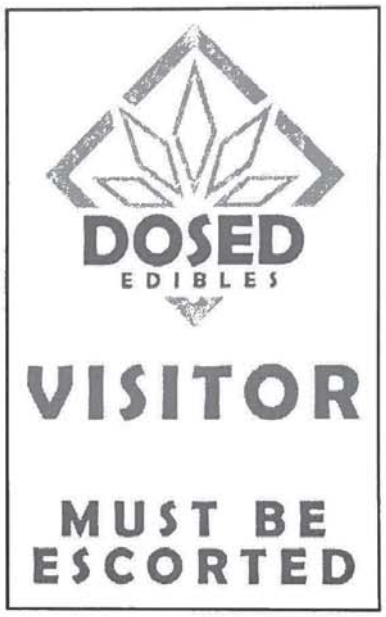
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Provisional design for identification for employees and visitors.





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:

The Dosed Edible facility will have exterior lighting in order to aid surveillance of all exterior doors and windows. Exterior lighting will consist of floodlights placed high on each side of the building that will allow for the lighting of all exterior areas of the facility. All exterior lighting will be checked by a manager on duty regularly to ensure that each light in the system is operational, and each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises. The light fixtures will keep the premises and doors well lit, and allow the exterior surveillance cameras to record individuals at all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions.

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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:

As per AAC 306.715(c)(2), the Dosed Edibles security alarm system is installed on all exterior doors and windows with glass breakage detectors and/or entry sensors. Commercial grade, non-residential door locks are used on all exterior entry points into the licensed premises. The Dosed Edibles facility will also use motion detectors. Panic/duress buttons may be triggered by employees while in the facility if an unauthorized person were to enter the premises. As part of closing procedures employees will set the alarm at night and a notice of the activation will be sent to the owner and upper management. If alarm is not set by a specified time the alarm can be set remotely. The security system will be monitored by a third-party monitoring agency 24/7. In the event of an unauthorized breach or alarm trigger, local law enforcement, the property owner, and the licensee will be notified immediately by the security company via text and then a phone call directly to the licensee. Wireless monitoring may allow licensee to help locate intruder remotely. Dosed Edibles will notify the Alcohol and Marijuana Control Office within 24 hours after any unauthorized access to the premises.

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

Dosed Edibles owners, employees, visitors and other individuals will be held to a zero-tolerance policy on the diversion of marijuana. Along with internal tracking systems, Dosed Edibles will use an approved electronic tracking system as per AAC 306.730. If the tracking system shows potential diversion of product, authorized personnel will initiate an investigation that will include talking to employees on shift, assessing last log in's to the system(s) and the product in question, reviewing video feed, etc. Authorized personnel will randomly check video feed for potential diversion. All employees are required to notify ownership or management if they suspect such activity is occurring. Ownership will take the necessary steps to ensure that any illegal conduct by an employee does not compromise the facility's license and legitimate business operations. Visitors will be escorted and supervised by authorized employees at all times in order to ensure diversion of marijuana does not occur. As per AAC 306.750, during transport marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. Employees and transporters will be instructed that the sealed package may not be opened during transport for any reason. Dosed Edibles will notify the Alcohol and Marijuana Control Office within 24 hours after any knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana or marijuana products from the licensed premises.

3.7. Describe your policies and procedures for preventing loitering:

The exterior of the building will have "No Loitering" signs placed on the front and back of the building. Loitering will be defined as; to stand or wait around idly or without apparent purpose. Dosed Edibles will operate under a "no loitering" policy that will limit individuals from standing or waiting without purpose on the premises. During business hours, employees will perform routine but unscheduled patrols. Production and packaging areas have monitors displaying live outside camera views of the building. Employees will be provided training on the importance of limiting loitering and learn skills to verbally remove individuals from the premises. If individuals are unwilling to leave the premises or continue to loiter in the general area, law enforcement will be notified and employees will follow the recommendations of law enforcement. Property has chain-link and barbed wire fencing around the property lines along with a security gate that will mainly be locked during business hours and always locked when facility is closed to limit any unwanted persons loitering around the building.

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. JR

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

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:

Dosed Edibles will install and maintain a video surveillance and camera recording system as per AAC 306.720. The video system will cover each restricted access area and each entrance to a restricted access area within the licensed premises and each entrance to the exterior of the licensed premises. All video cameras will be placed in a way that produces a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises. Both the interior and the exterior of each entrance to the facility will be recorded by a video camera. Any area where marijuana is manufactured or waste is destroyed will have a camera placed in the room facing the primary entry door, and in an adequate fixed position, at a height that will provide a clear, unobstructed view of the regular activity without a sight blockage from fixtures or equipment, in order to allow for the clear and certain identification of any person and activity in the area at all times.

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:

As per AAC 306.720 all recording equipment and video surveillance records will be housed in a locked and secure room, in a wall mounted IT security box, that will be accessible only to the licensee and authorized Dosed Edibles employees, and to law enforcement personnel including a peace officer or an agent of the board. No recordings will be stored off premises. Each surveillance recording will be preserved for a minimum of 40 days, in a format that can be easily accessed for viewing in the secure room. All recorded images will clearly and accurately display the time and date, and will be archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated. The recording equipment will overwrite video recordings after 40 days unless there are any pending criminal, civil, or administrative investigations for which the video recording may contain relevant information. The licensee will ensure all relevant information is saved in a format that can easily be viewed.

AMCO Received 10/13/2019

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)*; JR

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;** JR

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

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

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

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

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

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;** JR

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

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

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:

The electronic video storage for video surveillance is password protected and systems are programmed with redundant password lockout protection to prevent any alterations. Business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the establishment, the business contact information for vendors that maintain security alarm systems for the licensed premises, records related to advertising and marketing, a current diagram of the licensed premises including each restricted access area, a log recording the name, and date and time of entry of each visitor permitted into a restricted access area, all records normally retained for tax purposes, accurate and comprehensive inventory tracking records that account for all marijuana inventory activity as required under 3 AAC 306.750(f) will be stored on-site or protected by the company's computer "cloud" backup. All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years will be kept. Records for the last six months will be maintained on the licensed premises; older records may be archived on or off-premises. Only ownership and high level management will have "do not replicate keys" to cabinets with such information and will not allow the keys to be outside of their immediate control.

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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.	JR
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.	JR
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.	JR

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

As per 306.700 all employees and agents of Dosed Edibles must hold a valid marijuana handlers permit prior to employment. Each employee or agent will go through a new employee training program. All manufacturing processes will include a Standard Operating Procedure to ensure employee and consumer safety, along with consistency of the manufactured products. New employees will shadow a manager and/or experienced employee during the probationary period where they will be given training with an evaluation until proficient in the Dosed Edibles procedures. Employees will fulfill their duties as stated in their job descriptions throughout their tenure. Dosed Edibles will follow all labor laws and strive for a safe and secure working environment.

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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.	JR
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.	JR
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.	JR
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).	JR

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:

As per AAC 306.750, marijuana or a marijuana product will only be transported to and from a licensed marijuana establishment by a licensee or an agent or employee of a licensee. All shipments of marijuana and marijuana product that originates from Dosed Edibles will be packaged and secured at all times during shipment. All transfers will be recorded in the marijuana inventory tracking system which will prepare the transport manifest. In compliance with AAC 306.700 all persons transporting marijuana or marijuana products will be required to hold a valid marijuana handler permit. All transfer manifests will include the 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 plate number of the transporting vehicle. A completed and printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times during transfer. During transport the marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle, such as a trunk or locked area not seen by the public, while transporting the marijuana or marijuana product. The sealed package will not be opened during transport. A vehicle transporting marijuana or a marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, without unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.

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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. JR

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. JR

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. JR

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. JR

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. JR

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. JR

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

Dosed Edibles will not have any exterior advertising business signs. The only signs located on the exterior of the building will be: No Trespassing, No Loitering, No Smoking, Restricted Access Area, No One Under 21 Years of Age Allowed, Parking, and No Parking (as applicable).

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Form MJ-01: Marijuana Establishment Operating Plan

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

Dosed Edibles will follow AAC 306.770 for all Signs, merchandise, advertisements, and promotions. Dosed Edibles provisional logo(s) is located below. Dosed Edibles will provide typical promotional merchandise to retailers and consumers including, but not limited to, t-shirts, sweaters, stickers, etc.

DOSED EDIBLES

DOSED GUMMIES

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

Signature of licensee

"Official Seal"
Notary Public
Stephanie Pedro
State of Alaska
Commission # 190916004 Expires: 09/16/23

Notary Public in and for the State of Alaska

Jessica Rhoads

Printed name of licensee

My commission expires: 9/16/2023

Subscribed and sworn to before me this 11 day of October, 2019.

AMCO Received 10/13/2019

(Additional Space as Needed):

Color copies of images that were not clearly scanned.