

**INFORMATION REQUEST FORM**  
**FOR TOBACCO PRODUCT MANUFACTURERS**

1. For each brand family listed on the TMC-1, provide the following:
  - a. Exact location of the factory, with independent documentation (government or directory sources) that identifies the factory at this site
  - b. Photographs of the exterior of the factory – preferably displaying the company name and/or address. Photographs of the interior – preferably showing the equipment used to fabricate cigarettes
  - c. Documents showing that the plant is licensed to fabricate cigarettes
  - d. List of cigarette brands (besides the brand family listed on the TMC-1) manufactured at this factory currently or in the past and the name of the company for which each brand is made.
  - e. If the brand families listed on the TMC-1 are made by some entity other than your company, please provide the name, address and contact name for the fabricator and a copy of any agreement or contract between the fabricator and your company regarding the manufacture and/or sale of each brand family.
  - f. If you are **adding** or **removing** a brand style, please specify which brand style(s).
2. Name and address of corporate officer(s).
3. Formation documents for entity showing date and state of formation.
4. Identify any officers or employees who hold any ownership interest in, are employed by, or are otherwise affiliated with any other entity involved in the manufacture or distribution of tobacco products.
5. A copy of your current U.S. Treasury Tobacco Tax Bureau (TTB) permit as a manufacturer and/or as an importer as required by 26 U.S.C. § 5712 and § 5713.
6. Name, address and phone number of the Trademark owner and any license agreement or other document providing permission to your company to use the trademark for each of the brand families listed on the TMC-1.
7. For each cigarette brand family listed on the TMC-1, provide all Certificates of Compliance from the Department of Health and Human Services regarding the ingredient reporting required by the Federal Cigarette Labeling and Advertising Act (15 U.S.C. §1335a).

8. For each brand family (cigarettes only) listed on the TMC-1, provide a copy of the current FTC rotation plan approval letter.
9. For each brand family listed on the TMC-1, provide original packaging for one brand style which is representative of each brand family. Digital copies or flat empty **packs** are preferred. Submit new packaging each time you change your packaging or add new brand families.
10. Provide a list of states in which your company is certified and the brand families certified. If any state has refused to list or removed your company from a state's directory, identify the state(s).
11. If your company is or has been a party in any litigation within the past 5 years, please identify your company's role in the case, all other parties, the court, the caption, the nature of dispute, and the disposition, if any.
12. Please identify Indiana-licensed customers.
13. Provide a copy of the manufacturer's license obtained from the Alcohol & Tobacco Commission, pursuant to Indiana Code § 24-3-6-9.
14. If your company is a Non-Participating Manufacturer and applying for the first time, please submit the NPM Bond Form pursuant to Indiana Code § 24-3-5.4-13.6. The form can be found on the Indiana Attorney General's website.
15. If your company is a Non-Participating Manufacturer whose principal place of business is located outside the United States, please submit the U.S. Importer Declaration Form pursuant to Indiana Code § 24-3-5.4-15. The form can be found on the Indiana Attorney General's website.
16. If your company is a Non-Participating Manufacturer, for each brand family listed on the TMC-1, provide a copy of all the PACT Report(s) submitted to the State of Indiana's Department of Revenue for the preceding year.
17. Provide a release allowing the U.S. Customs Office to share any information it has about your company with the Indiana Attorney General's Office.
18. Provide a release allowing the Alcohol and Tobacco Tax Trade Bureau ("TTB") to share any information it has about your company with the Indiana Attorney General's Office.

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