



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

<https://idfpr.illinois.gov>

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Governor

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Secretary

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Director

15-36 License Application Exhibit E – Material Changes Affirmation Format Instructions

This document is meant to serve as a formatting guide of what Exhibit E to the 15-36 Application for an Adult Use Dispensing Organization License should look like. As a reminder, Exhibit E requires you to document any material changes made to your original or supplemental application. We strongly request you review the contents of your original and supplemental application so you can accurately report any material changes. A material change is any change that could have altered the scoring of your original application. Material changes do not include correction of typos, correction of syntax errors, and/or a minor change that would not impact the scoring of your application.

Please follow the below formatting requirements:

- Place your organization’s Cover Page to this Exhibit E on your organization’s letterhead, if you have one. Otherwise, a blank letterhead is acceptable. Please do not use the Department’s letterhead.
- Submit all documents in this Exhibit E as one, complete PDF rather than multiple PDFs.
- All pages in Exhibit E, with the Cover Page as Page 1, must include a page number in the lower right corner for ease of reference.

First Part – Cover Page

The first part of your Exhibit E should be a cover page identifying it as such. Please label the cover page as follows:

Exhibit E

Dispensing Organization Name: _____

License No.: 284. _____ -CL

Second Part - Summary of Changes

The second part of your Exhibit E should include a summary of the changes you are making. This should be easy-to-follow so our staff can easily review the documents and know what changes were made. Below is an example of what we are looking for:

Exhibit Letter and Name of Document	Brief Summary of Change	Pages of Original Exhibit	Location in Exhibit E
Exhibit D- Agent Training and Education	Agents will be trained by ABC Corp. Instead, agents will now be trained by XYZ, LLC.	Page 2/10 of Original Exhibit D	Page 30/100 of this document

Third Part – Actual Exhibits

The third part of your Exhibit E should be the actual documents you have updated. Please include the entire document, partial submissions will not be accepted.