

## Change of Role Request

This form is for use by Medical Marijuana Treatment Centers (“MTCs”), formerly known as Registered Marijuana Dispensaries, to request a change of role for an MTC agent in the Cannabis Control Commission (“Commission”)’s Medical Use of Marijuana Online System (“MMJOS”). Please note that the information contained within this document, and any publicly available guidance, is not legal advice. Please consult an attorney if you have any questions regarding the laws and regulations that apply to the medical use of marijuana in Massachusetts.

### General Information

MTCs shall request approval from the Commission to effectuate a change of role associated with their MTC agent(s). **Only Principals listed on the MTC’s MMJOS account and Persons Having Direct or Indirect Control over the MTC license can prepare and submit this application.**

This application should be filled out under the following circumstance:

1. Assigning Principals for the MTC; or
2. Modifying a role for an MTC agent to change them to a Sales Agent, Non-Sales Agent, Sales Agent-Manager, or Principal.

**Note: Principals have access to deactivate agents in MMJOS. Do not use this form to request deactivation of an agent.**

### Instructions

MTCs requesting a change of role for an agent must complete this application. There is no fee associated with this request. This application may include multiple license numbers if the agent’s change of role will affect multiple registrations. Every section and numbered item of this application must be completed with the required information. Please email the completed request to [Licensing@CCCMass.com](mailto:Licensing@CCCMass.com).



**I. MTC Information**

1. MTC Name:

2. Business email address:

3. Name and contact information for the MTC’s MMJOS Account Principal or Person Having Direct or Indirect Control over the MTC license who is completing the application (name, email address, and phone number):

**II. Assignment/Role Change Information**

Agent Name	Agent Registration Number (e.g., A12345)	MTC License Number (e.g., RMD101)	New Role (Sales Agent, Non-Sales Agent, Sales Agent-Manager, Principal)



**By signing this document, I, the MTC's MMJOS Account Principal or Person Having Direct or Indirect Control over the MTC license, affirm that all the information provided above is accurate and true.**

Signature of the MTC's MMJOS Account Principal or Person Having Direct or Indirect Control over the MTC license representative:

Date signed:

