



# KEY PLANNING DOCUMENTS

for your Business Background Check must include:

## Business & Financial Plan

- Business plan
- Articles of incorporation
- Federal EIN & State Tax ID
- City/County tax permits
- City/County business licenses
- Documentation of any and all affiliated DBAs
- Financials with P&L's statements
- Documentation of a Bank Secrecy Act/ Anti-Money Laundering (BSA/AML) compliancy program

## Legal Affairs Coordination

- Selection and retention of legal representation
- Local/county/state government lobbyist

## Architectural Drawings & Facility Plan Completed

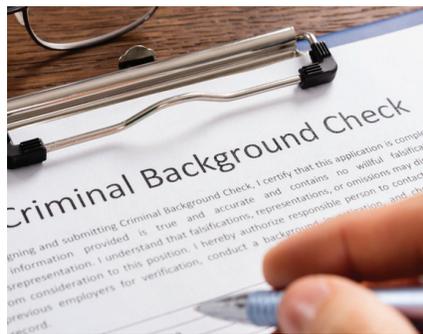
- Architect of record
- General contractor
- Electricians



Additionally, key individuals with your business and specific aspects of your business are required to go through a series of checks to document a compliant, but also transparent, corporate structure.

## Criminal Background Checks

Key employees of your business with access to monetary and controlled assets must endure a criminal background check. MRBs should not hire anyone whose background shows a conviction for drug trafficking, financial or violent crimes. For example, if a potential employee was convicted of embezzling funds from a previous employer, you should not trust them in a cash-based venture. Further, your business should avoid individuals with an unpredictable personality who have been convicted of a violent crime. Those employees with access to cash, financial accounts, and cannabis / manufactured cannabis products must provide identifying documentation to ensure that there is secure chain of custody during all transactions.



**Commercial Viability and Conflicts of Interest (COI) Checks** – MRBs and supporting commercial / financial institutions will have to provide documentation of their past and current business operations and partners. These checks will help ensure that your organization, as well as partner organizations, have the appropriate level of fiduciary responsibility needed to operate

## Security Infrastructure Development Plan

- Camera, access control, secure storage
- Facility guard services (armed and/or unarmed) plan
- Good neighbor/neighborhood watch plan

## Cash Management Plan

- Secure, monitored cash storage
- Secure cash transportation
- Ability to safely issue cash payments to employees, vendors and local & state tax agencies

## Government Engagement Plan

- City councilman/county supervisor plan
- City/county planners office relationship plan
- Law enforcement engagement plan

## Miscellaneous Business Plans

- Employee Handbook Plan
- Consumer Protection Plan
- Water Source Plan
- Wastewater Management Plan
- Environmental Impact Study (if required by local/county ordinances)
- Hazardous Material Handling Plan
- Odor Control Plan
- Solid Waste/Recycling Plan

in this highly-regulated industry. Further, these processes are designed to prevent the injection of legacy money or funds otherwise obtained through unregulated operations.

In conclusion, OSS is uniquely qualified to help manage your risk in a compliant, secure business environment. With more than 100 years of experience in security, law enforcement, information technology and corporate compliance, **OSS can manage these challenges, plans and checks for you.** January 2018 is fast-approaching, so contact OSS at [info@opsecsolutions.us](mailto:info@opsecsolutions.us) for more information on how we can prepare for and manage these critical success factors for you.

