

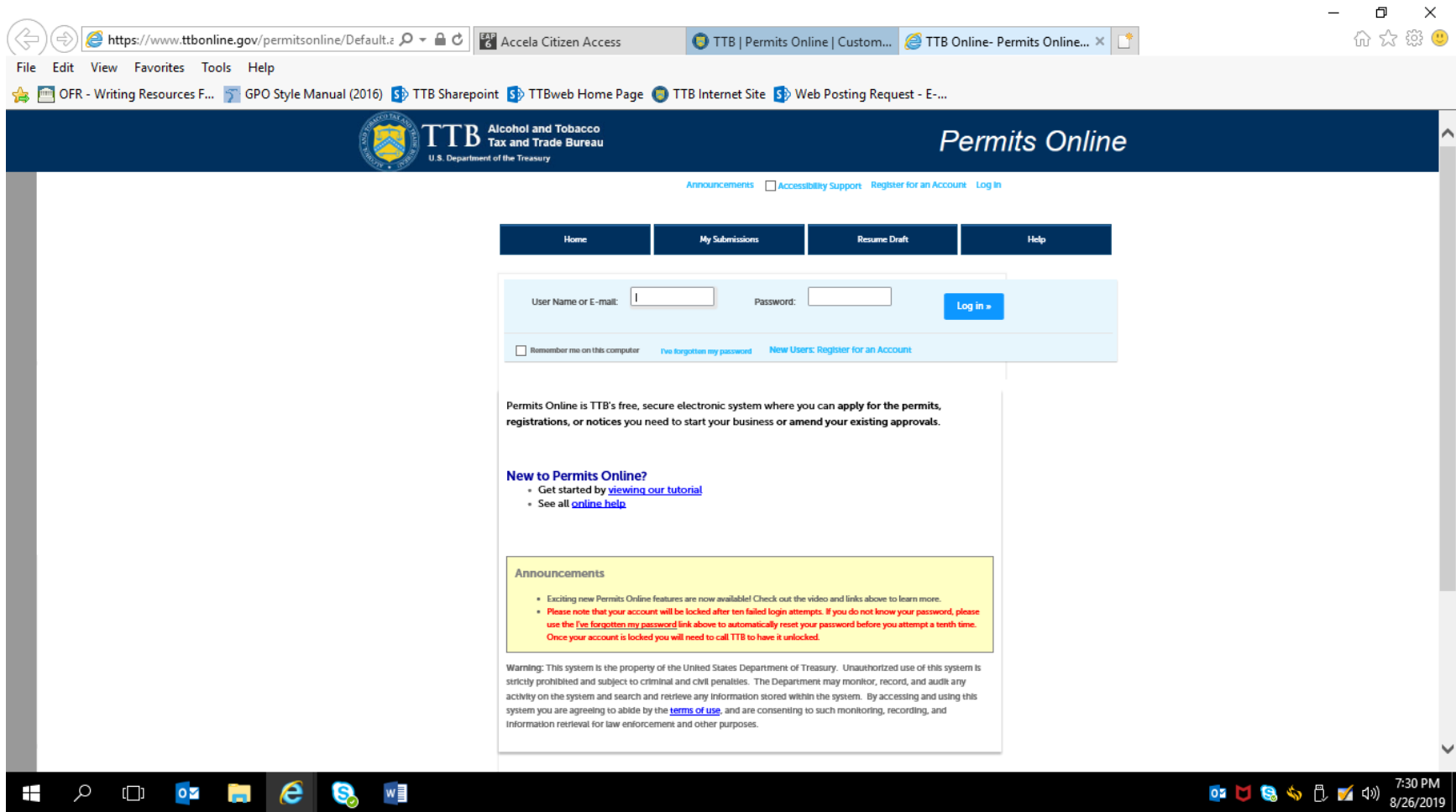
## **Permits Online (PONL)**

# **Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications**

The following PONL screens are equivalent to form TTB F 5200.16, Application for Amended Permit to Manufacture Tobacco Products or Processed Tobacco or to Operate an Export Warehouse.

## Screens Common to All Amended Tobacco Industry Permit Applications:

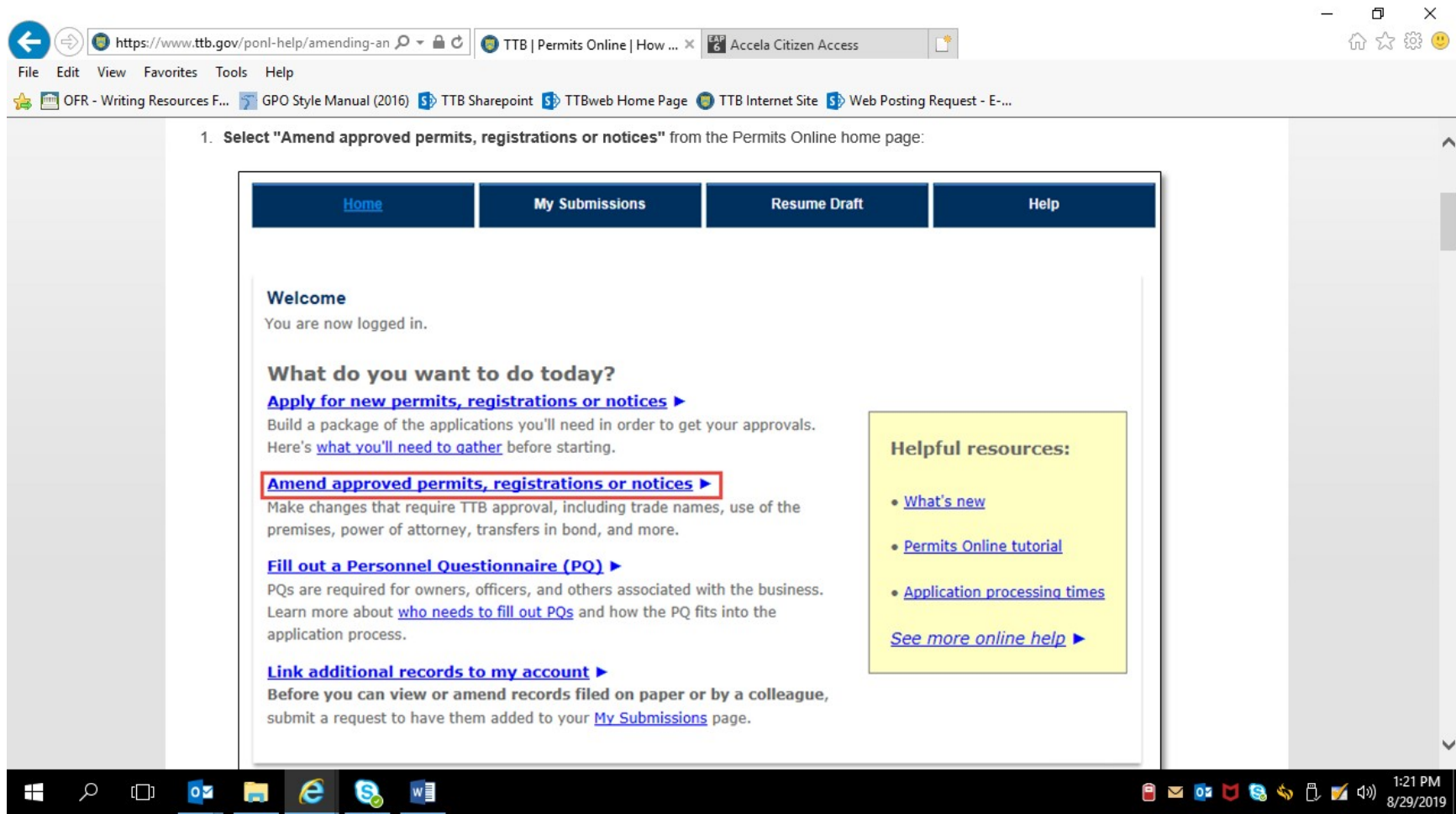
PONL Log-in Screen — (https://www.ttbonline.gov/permitsonline/Default.aspx) —



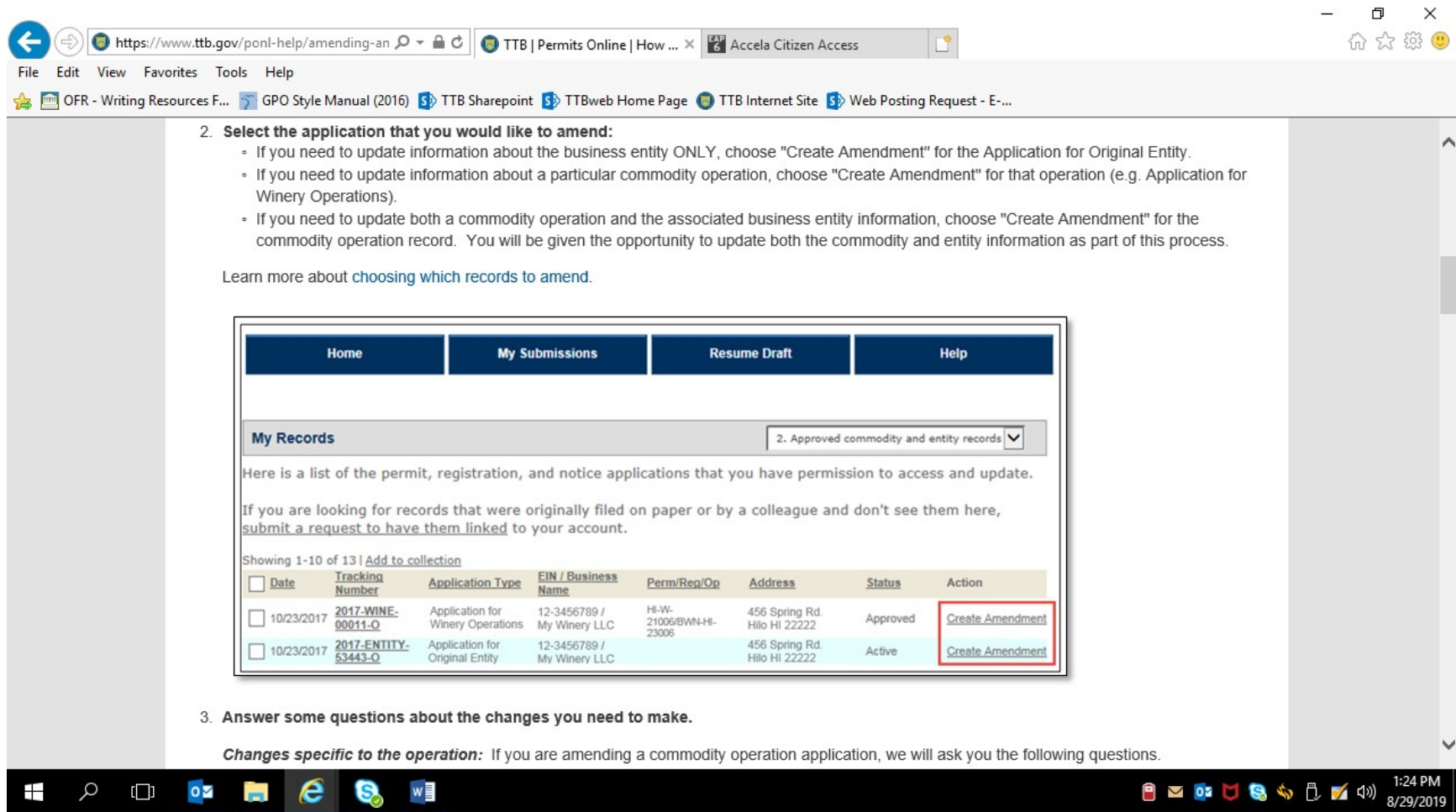
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or [submit an online inquiry](#)

PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications.  
Screen Shots – August 2019

After a successful log-in, respondent sees PONL Welcome Page:



Clicking an option under the heading “What do you want to do today?” results in a list of permits, registrations, and notices held by the applicant.



The respondent selects the tobacco-related permit to be amended from the list of permits held by the respondent.

The respondent then selects the link for “Commodity Operations Amendmen Wizard” shown in the chart below, which is required for all amended permit applications:

The screenshot shows a web browser window with the address bar displaying <https://www.ttb.gov/ponl-help/preview-appli>. The page title is "Amended Applications – Tobacco". The content is organized into a table with the following rows:

<a href="#">Commodity Operations Amendment Wizard</a>	<p>The Commodity Operations Amendment Wizard guides you by asking a series of questions, and depending on your answers creates an application package, which is a list of the applications you're required to submit.</p> <p><i>Everyone who applies for an amended permit, registration, or notice must complete the questions in the Amendment Wizard.</i></p>
	File this application to report:
<a href="#">Amended Application for Importer of Tobacco Products - Processed Tobacco</a>	<ul style="list-style-type: none"><li>• Change in premises location</li><li>• Change in operations</li><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>
<a href="#">Amended Application for Manufacturer of Processed Tobacco</a>	<ul style="list-style-type: none"><li>• Change in premises location</li><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>
<a href="#">Amended Application for Manufacturer of Tobacco Products</a>	<ul style="list-style-type: none"><li>• Change in premises location</li><li>• Change to bonded area</li><li>• Change in bond</li><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>

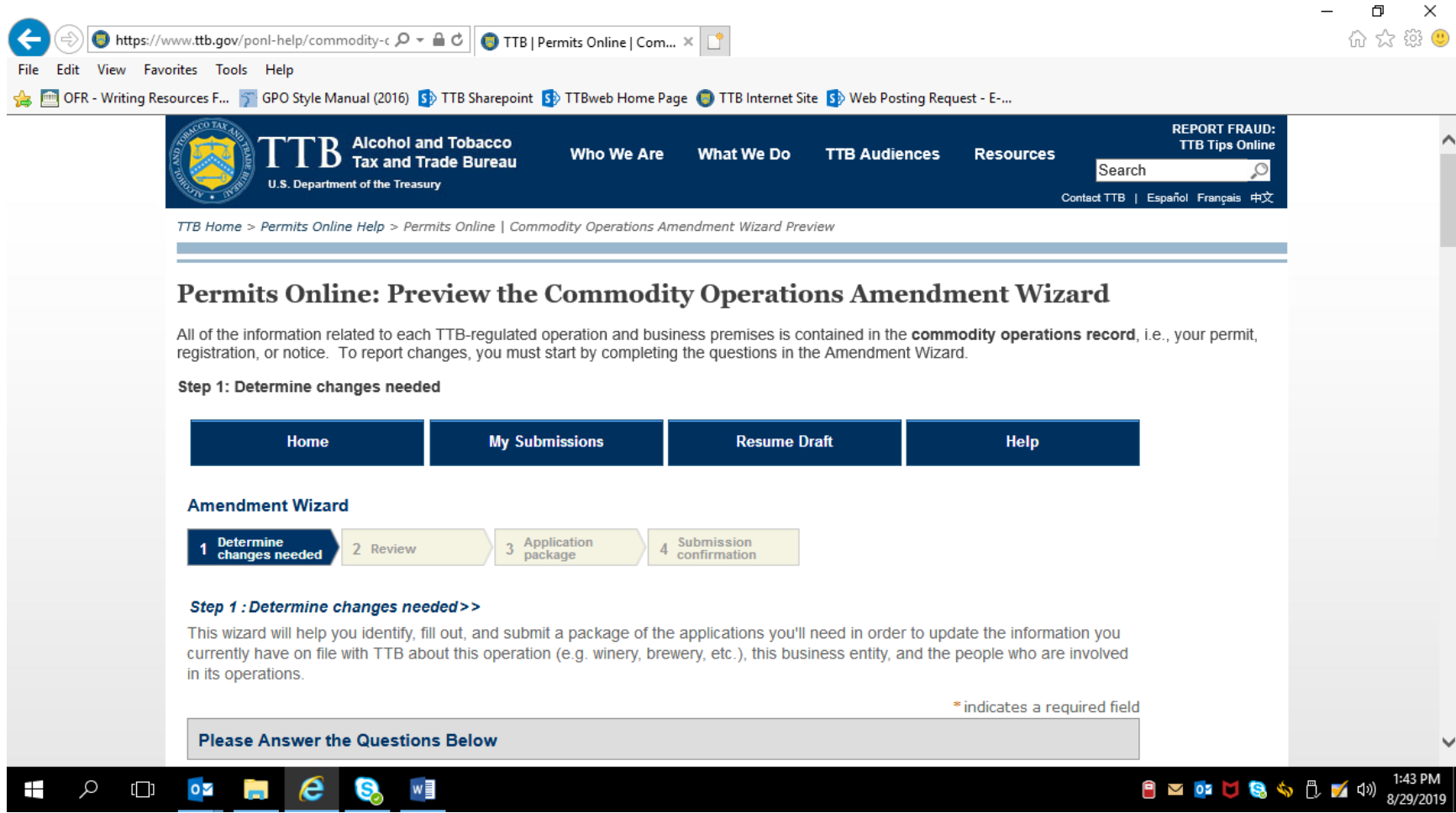
Manufacturer of Processed Tobacco	<ul style="list-style-type: none"><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>
Amended Application for Manufacturer of Tobacco Products	<ul style="list-style-type: none"><li>• Change in premises location</li><li>• Change to bonded area</li><li>• Change in bond</li><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>
Amended Application for Tobacco Export Warehouse	<ul style="list-style-type: none"><li>• Change in premises location</li><li>• Change to bonded area</li><li>• Change in bond</li><li>• Add or remove variance or alternate method</li><li>• Change in DBA/Operating name</li></ul>
Amended Application for Change in Mailing Address	<ul style="list-style-type: none"><li>• change of mailing address for a particular premises location</li></ul> <p><i>Mailing address amendments are automatically approved upon submission.</i></p>
Amended Application for Termination of Business	<ul style="list-style-type: none"><li>• Termination of operations at one location, but keeping other operations/locations open</li></ul>

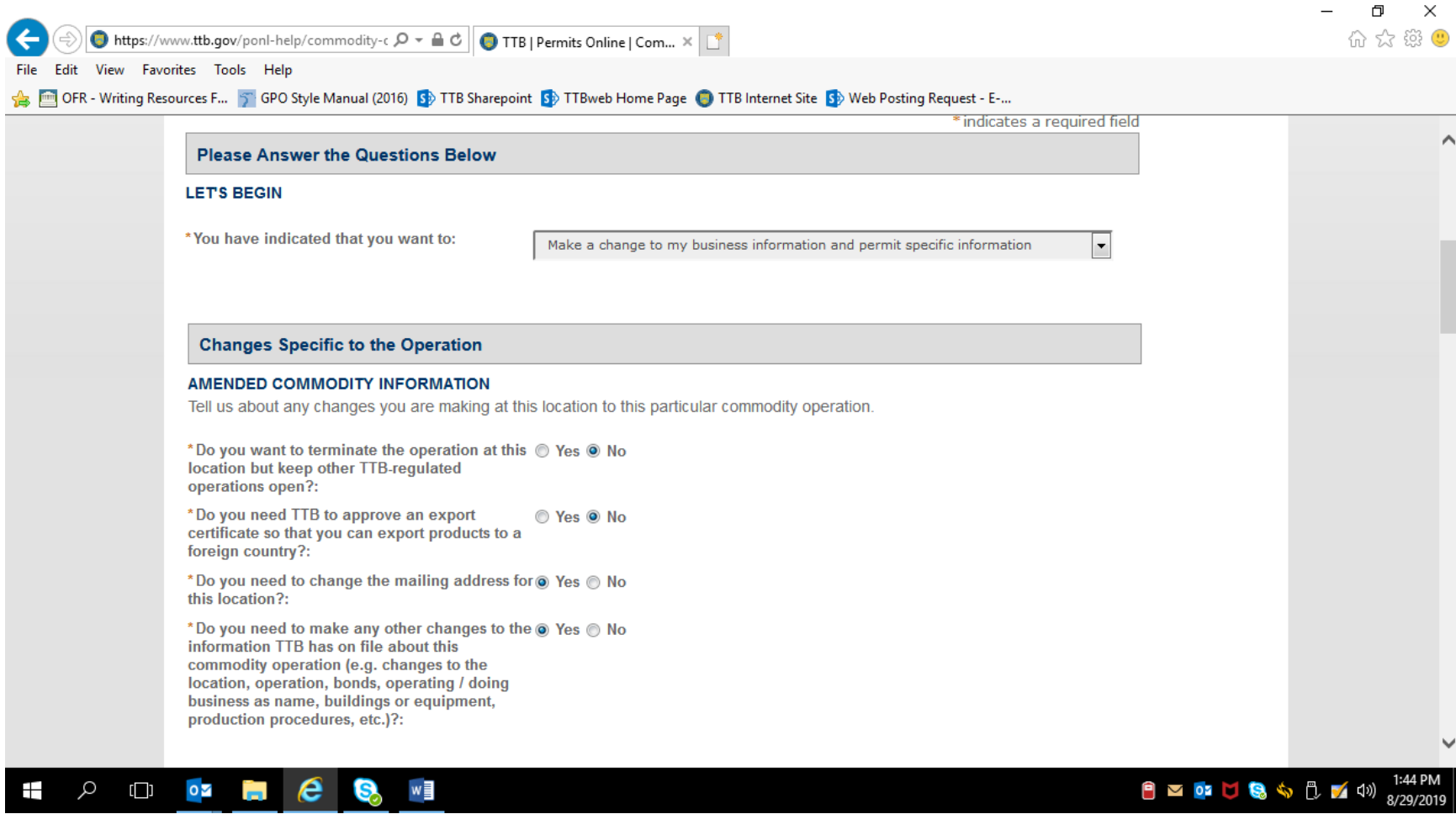
See the [Entity Amendments chart](#) for changes to the business entity.

[Back to Top](#)

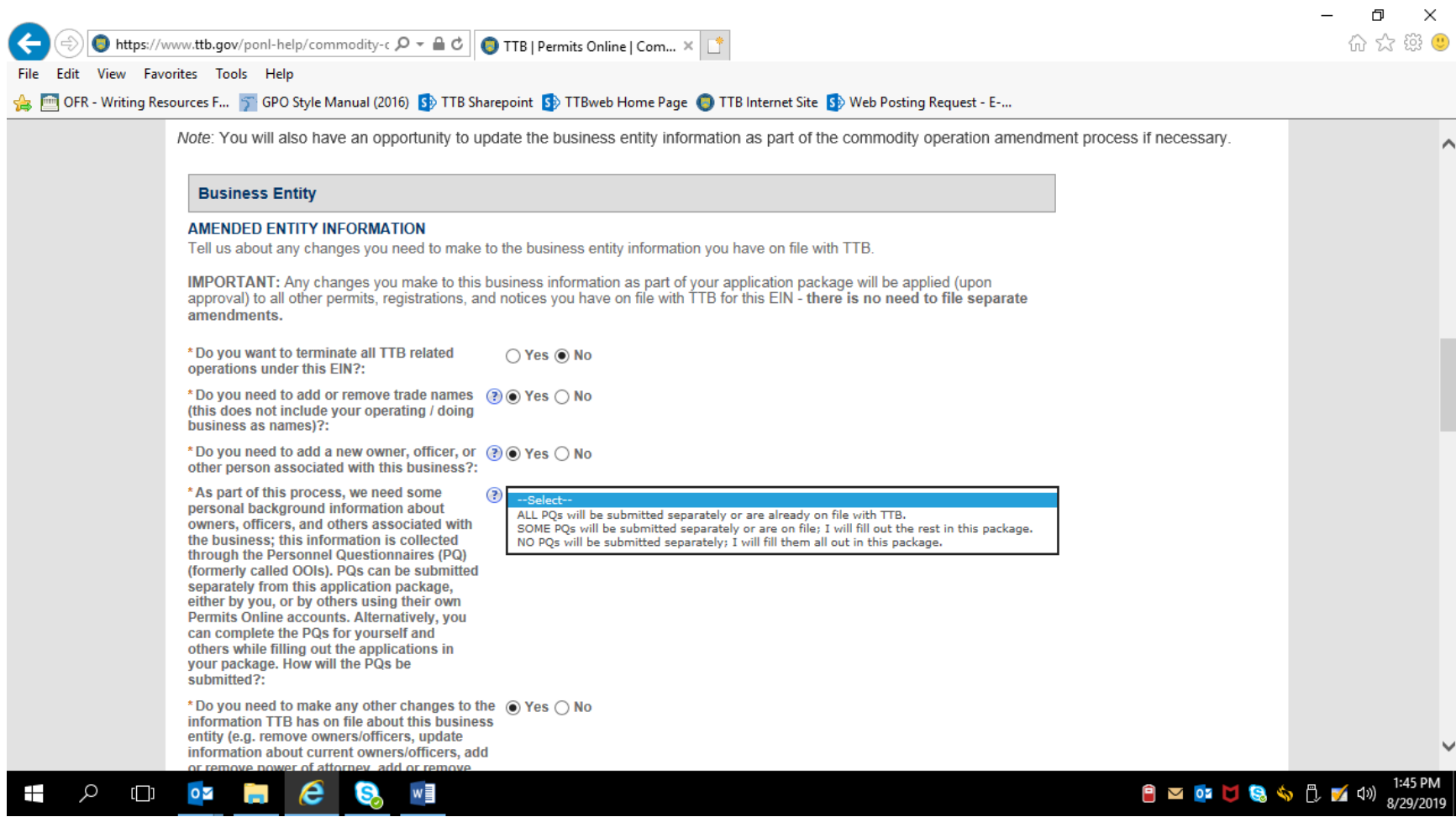
NOTE: Information collected regarding certain amendments, such as changes to bonds, consents of surety, signing authority, and power of attorney, are approved under other OMB control numbers.

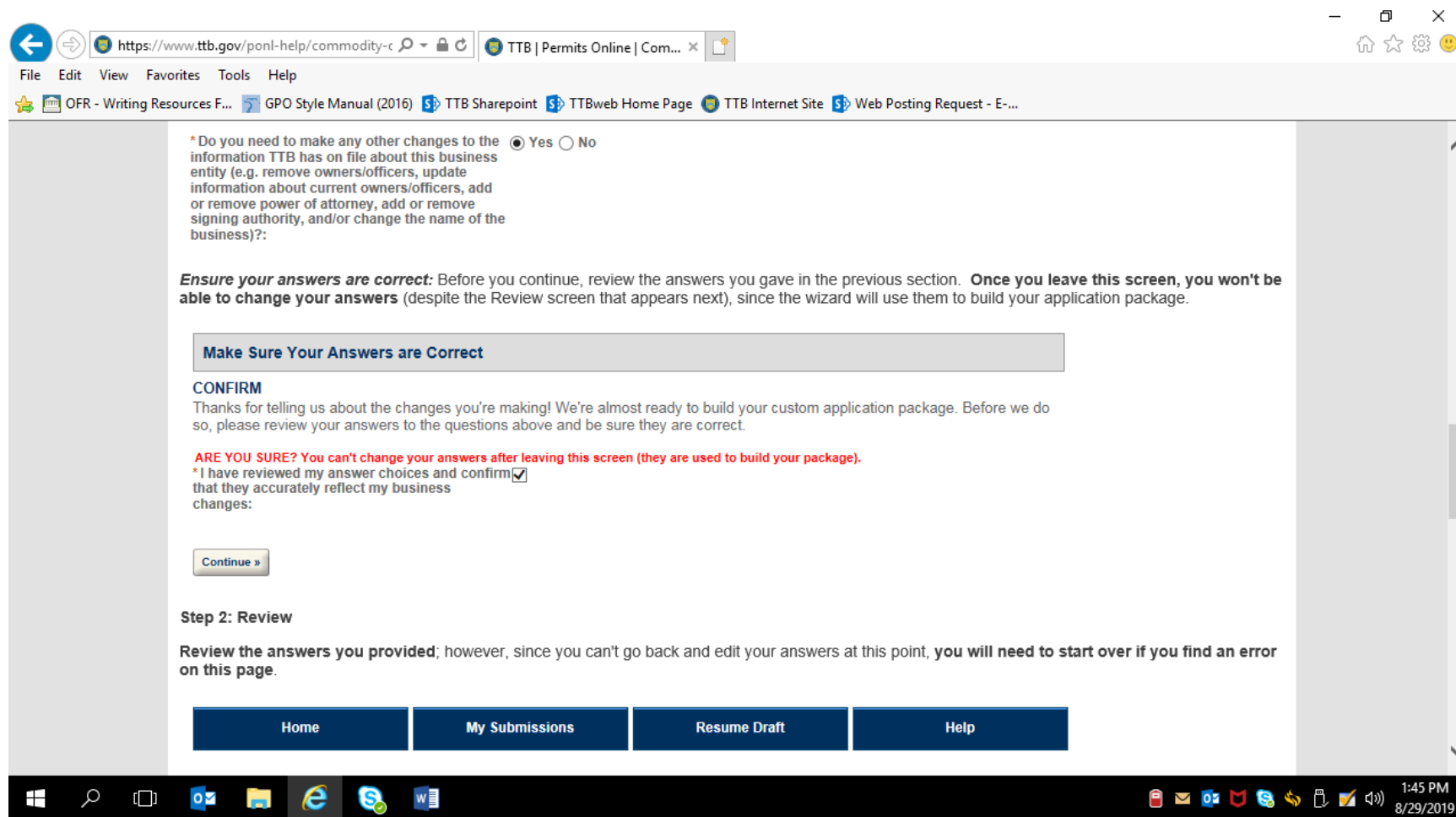
COMMODITY OPERATIONS AMENDMENT WIZARD:

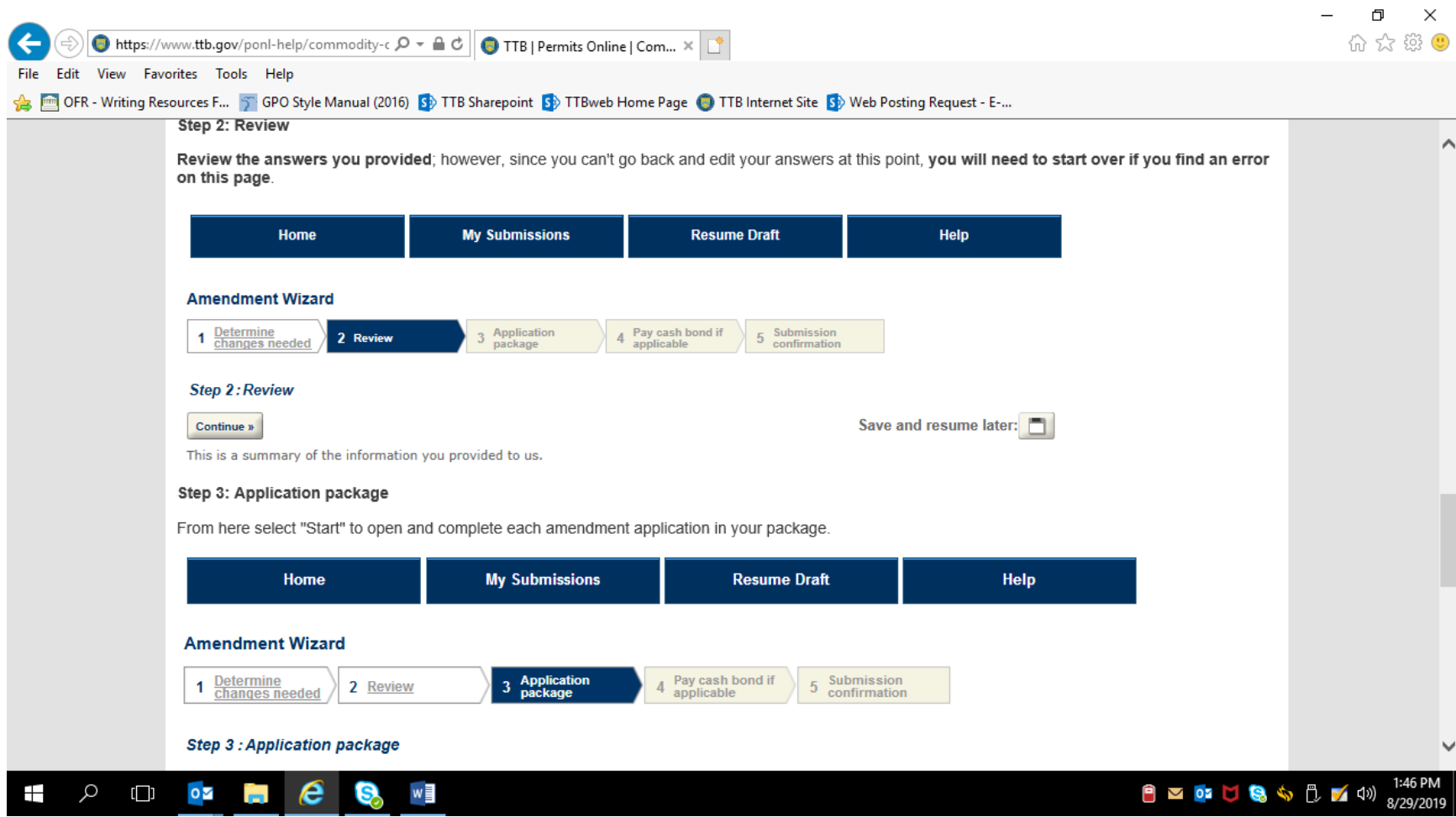


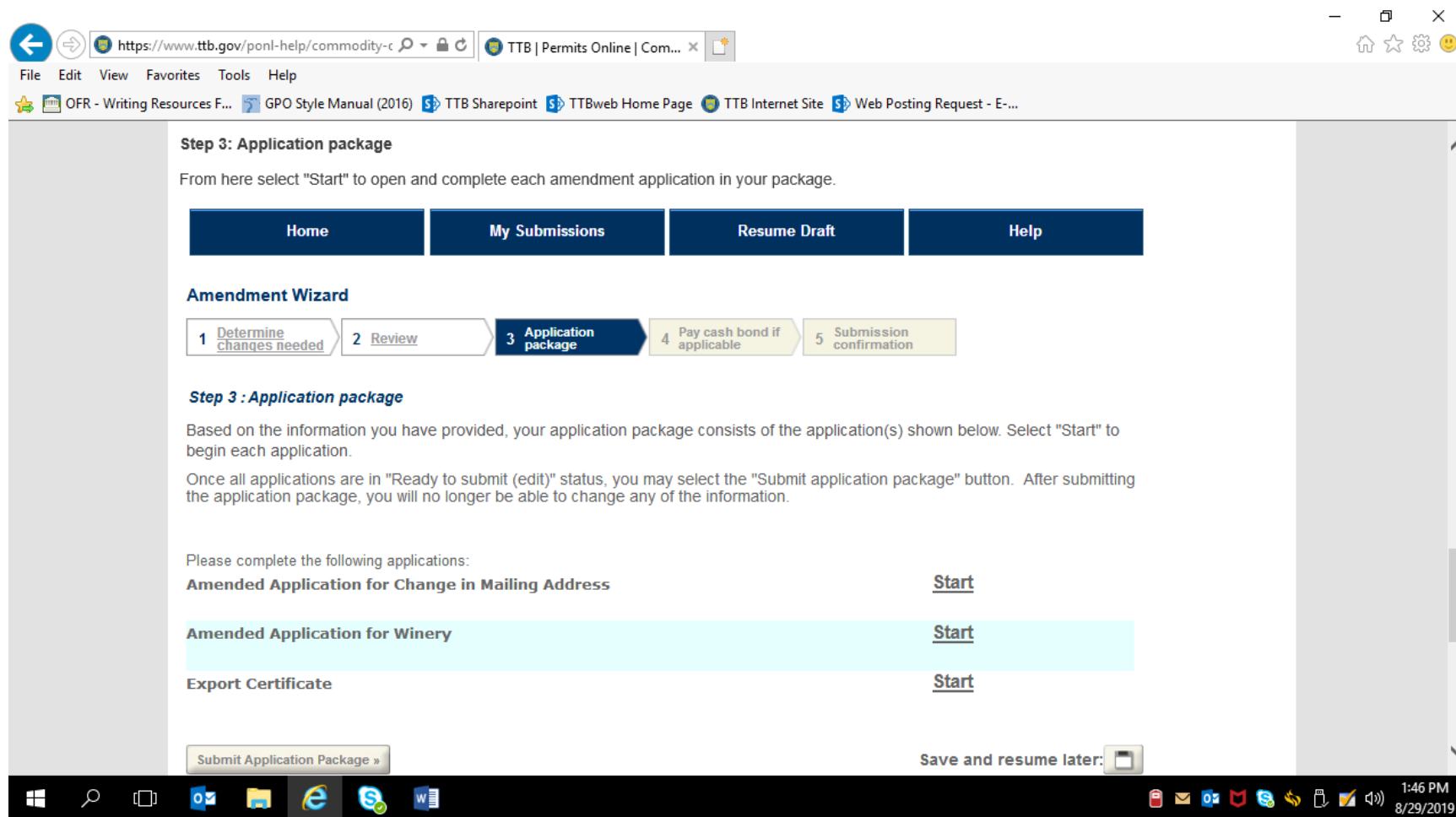


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019









The respondent then selects the appropriate amended permit application from the chart shown on page 5 of this document. Please note that some information collected in the various applications, such as changes to bonds, consent of surety, changes in variances, etc., are approved under other OMB control numbers.

### APPLICATION FOR AMENDED MANUFACTURER OF PROCESSED TOBACCO PERMIT:

TTB Alcohol and Tobacco Tax and Trade Bureau  
U.S. Department of the Treasury

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REPORT FRAUD: TTB Tips Online

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TTB Home > Permits Online Help > Permits Online | Amended Application for Manufacturers of Processed Tobacco

## Permits Online: Preview the Amended Application for Manufacturer of Processed Tobacco

File this application to report:

- Change premises location
- Add or remove variance or alternate method
- Change in DBA/Operating name

*Note:* You may submit multiple amendments in one application.

*Note:* not all questions shown in the screen prints below will appear when you fill out your application. Some questions appear based on the answers you select.

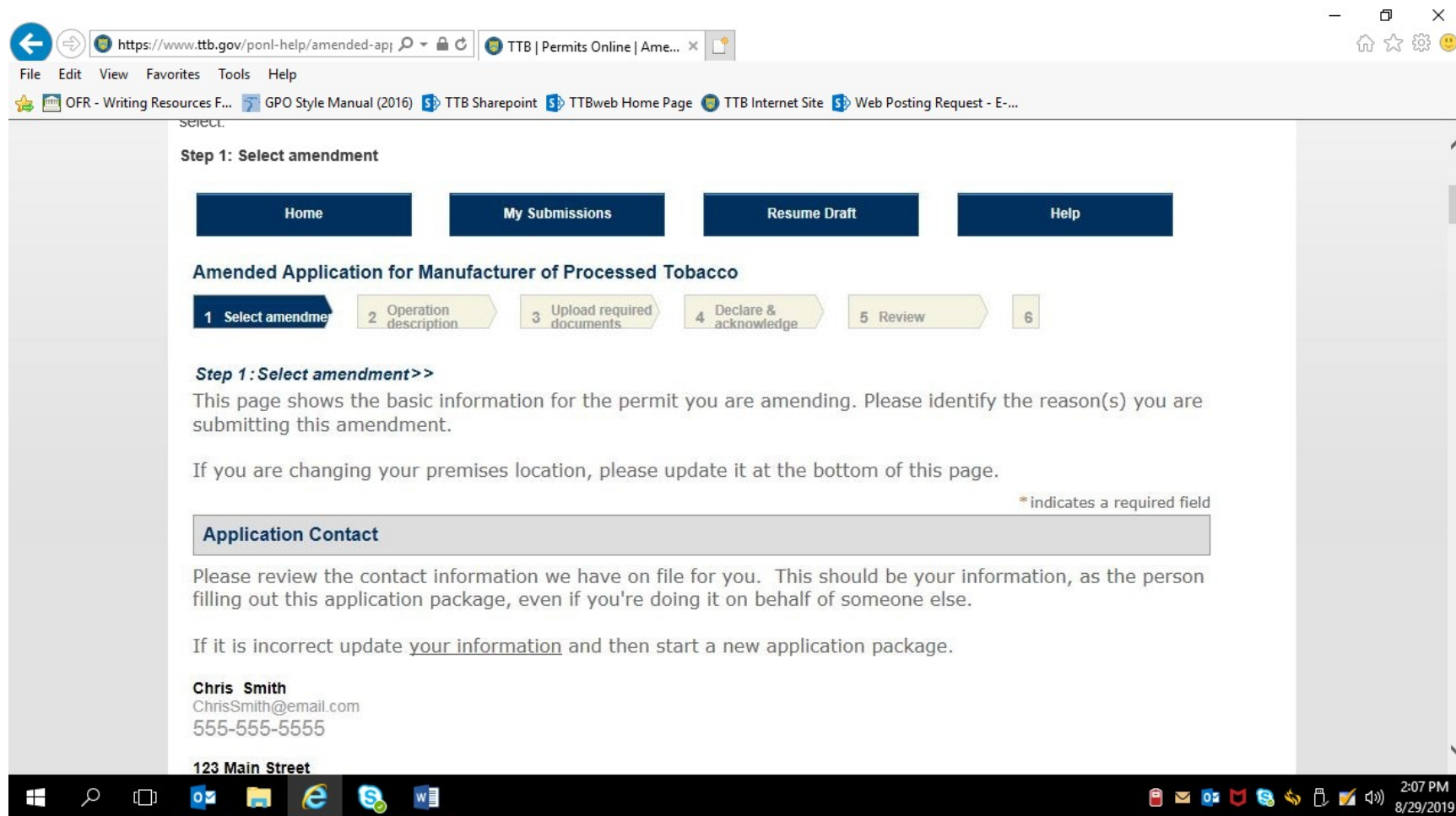
**Step 1: Select amendment**

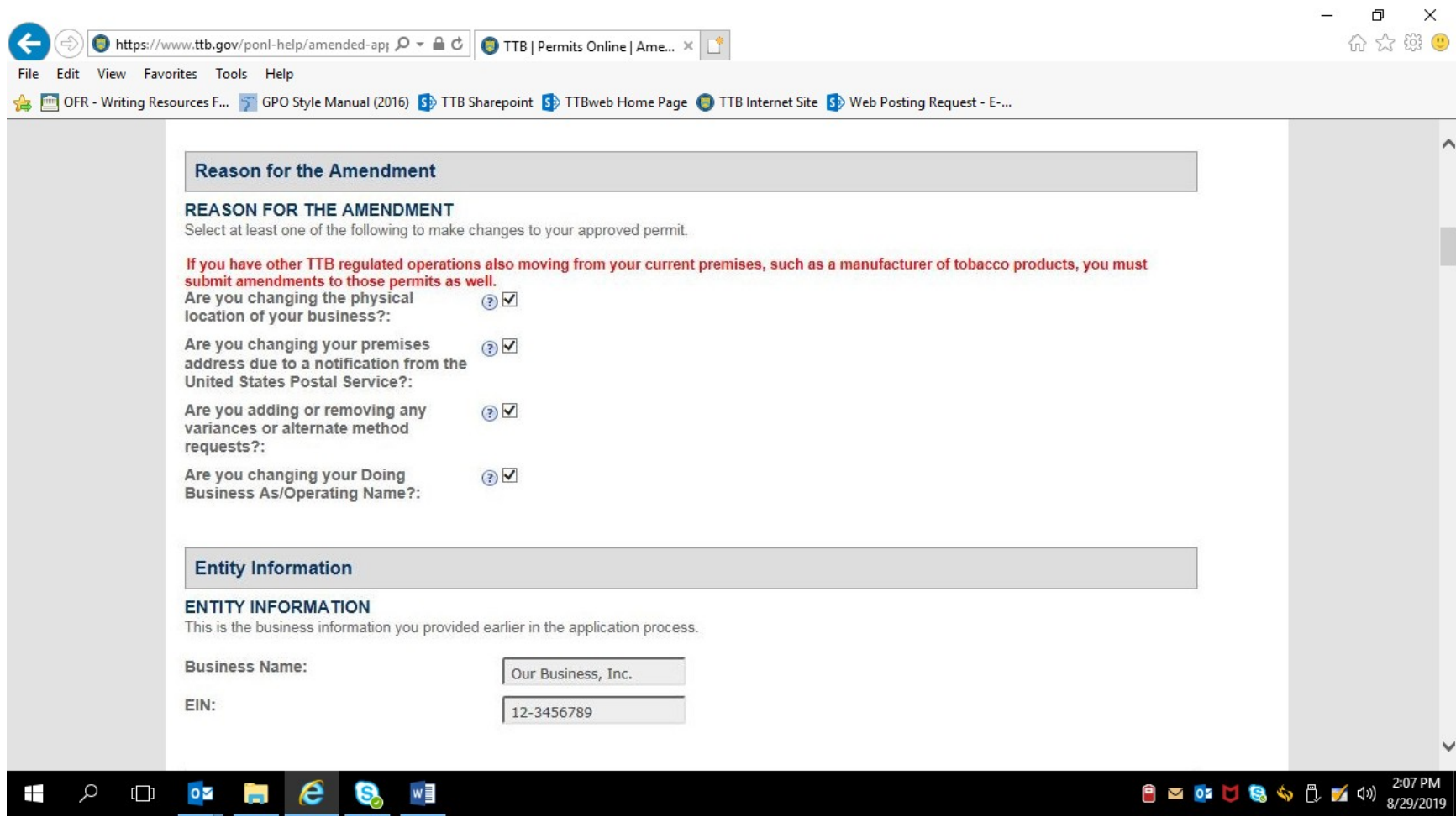
Home | My Submissions | Resume Draft | Help

### Amended Application for Manufacturer of Processed Tobacco

1 Select amendment | 2 Operation description | 3 Upload required documents | 4 Declare & acknowledge | 5 Review | 6

2:05 PM 8/29/2019





PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

The screenshot shows a web browser window with the URL <https://www.ttb.gov/poal-help/amended-apj>. The browser's address bar and menu bar are visible. The page content is organized into three main sections:

- Entity Information**: This section contains the text "ENTITY INFORMATION" and "This is the business information you provided earlier in the application process." Below this, there are two input fields: "Business Name:" with the value "Our Business, Inc." and "EIN:" with the value "12-3456789".
- Permit Information**: This section contains the text "PERMIT INFORMATION" and "Permit Number:" with the value "MP-DC-20002".
- Premises Address**: This section contains the text "This section pertains to the physical location where your approved operations will take place." Below this, there are several input fields and dropdown menus: "Street #" (123), "Fraction" (empty), "Direction" (dropdown menu showing "--Select--"), "\* Street Name" (Main), "Street Type" (dropdown menu showing "ST"), "Street Suffix" (dropdown menu showing "--Select--"), "Unit Type" (dropdown menu showing "--Select--"), and "Unit Number" (empty).

The Windows taskbar is visible at the bottom of the screen, showing the Start button, search icon, and several application icons. The system tray on the right shows the date and time as 2:07 PM on 8/29/2019.

**Premises Address**

This section pertains to the physical location where your approved operations will take place.

Street #  Fraction  Direction  \* Street Name  Street Type  Street Suffix

Unit Type  Unit Number

Rural Address Line 1

Rural Address Line 2

\* City  \* State  \* ZIP Code  County

[« Back to Application Package](#)

**Step 2: Operation description**

The screenshot shows a web browser window with the URL <https://www.ttb.gov/ponl-help/amended-apl>. The page title is "TTB | Permits Online | Ame...". The browser's address bar shows several tabs: "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E-...".

The main content area is titled "Step 2: Operation description". It features a navigation bar with four buttons: "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress indicator for the application process, consisting of six numbered steps: 1. Select amendment, 2. Operation description (highlighted in dark blue), 3. Upload required documents, 4. Declare & acknowledge, 5. Review, and 6. (unlabeled).

The text under "Step 2: Operation description >>" reads: "Below you will find the information currently on file with TTB for this manufacturer of processed tobacco permit. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit. Some sections may not reflect all of the information you previously filed with TTB if you originally filed on paper."

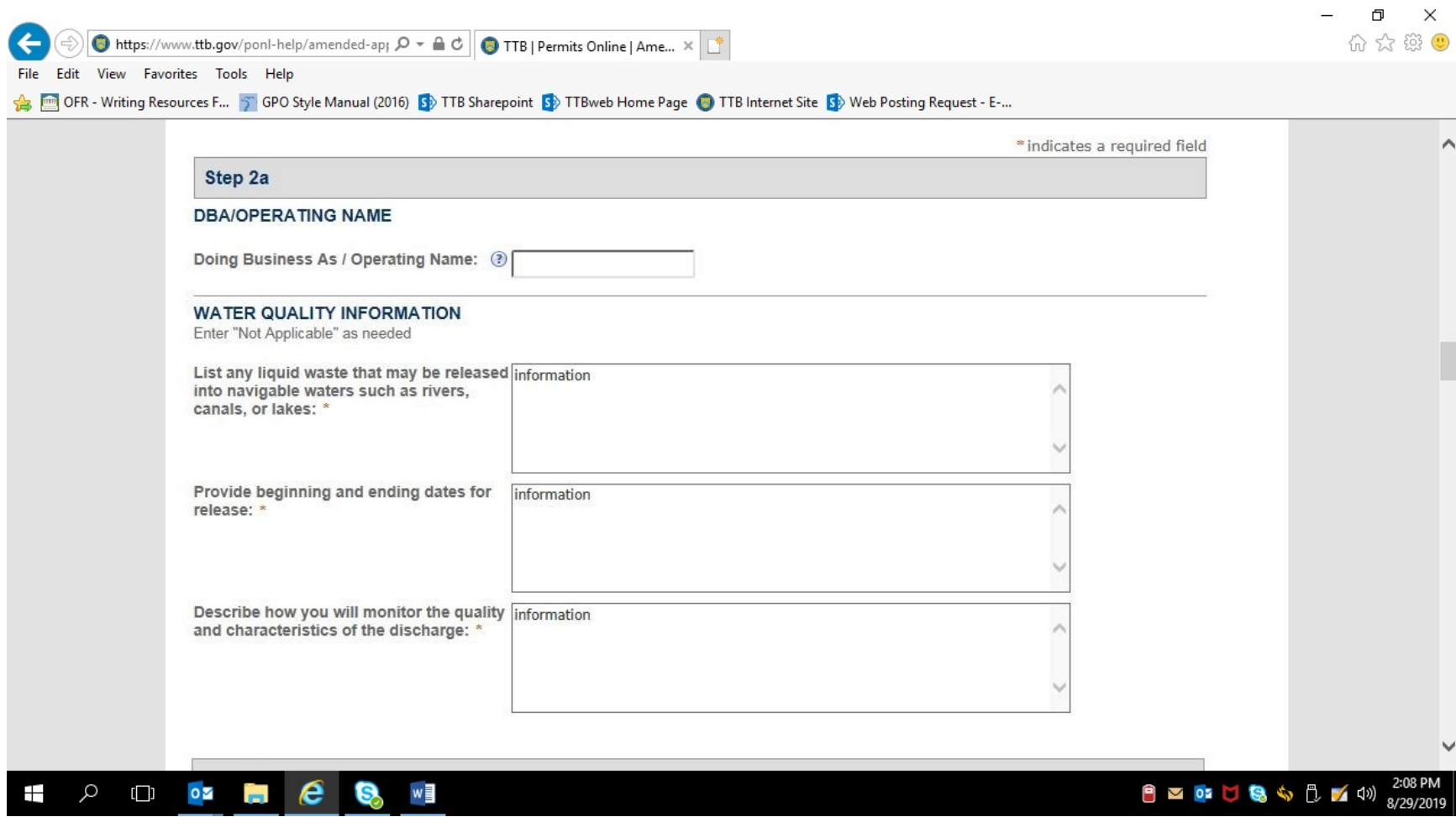
A bolded instruction states: "You must complete your changes and submit in one session. If you 'Save and Resume Later' your changes may not be saved."

Further instructions state: "When updating a table you may remove or edit existing entries by selecting the checkbox next to the row(s) and selecting the 'Edit Selected' or 'Delete Selected' action as appropriate."

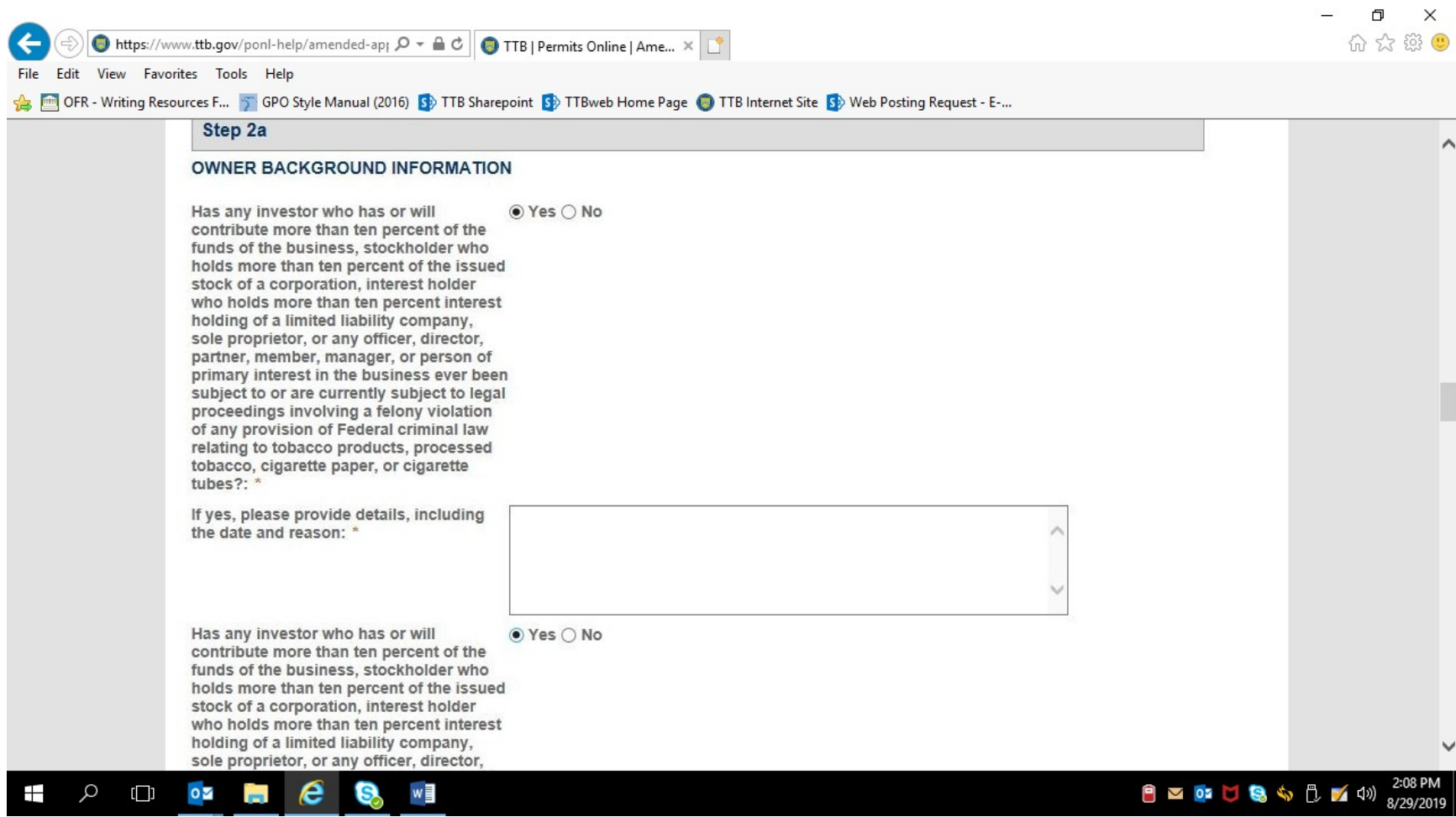
A note at the bottom right of the text area says: "\* indicates a required field".

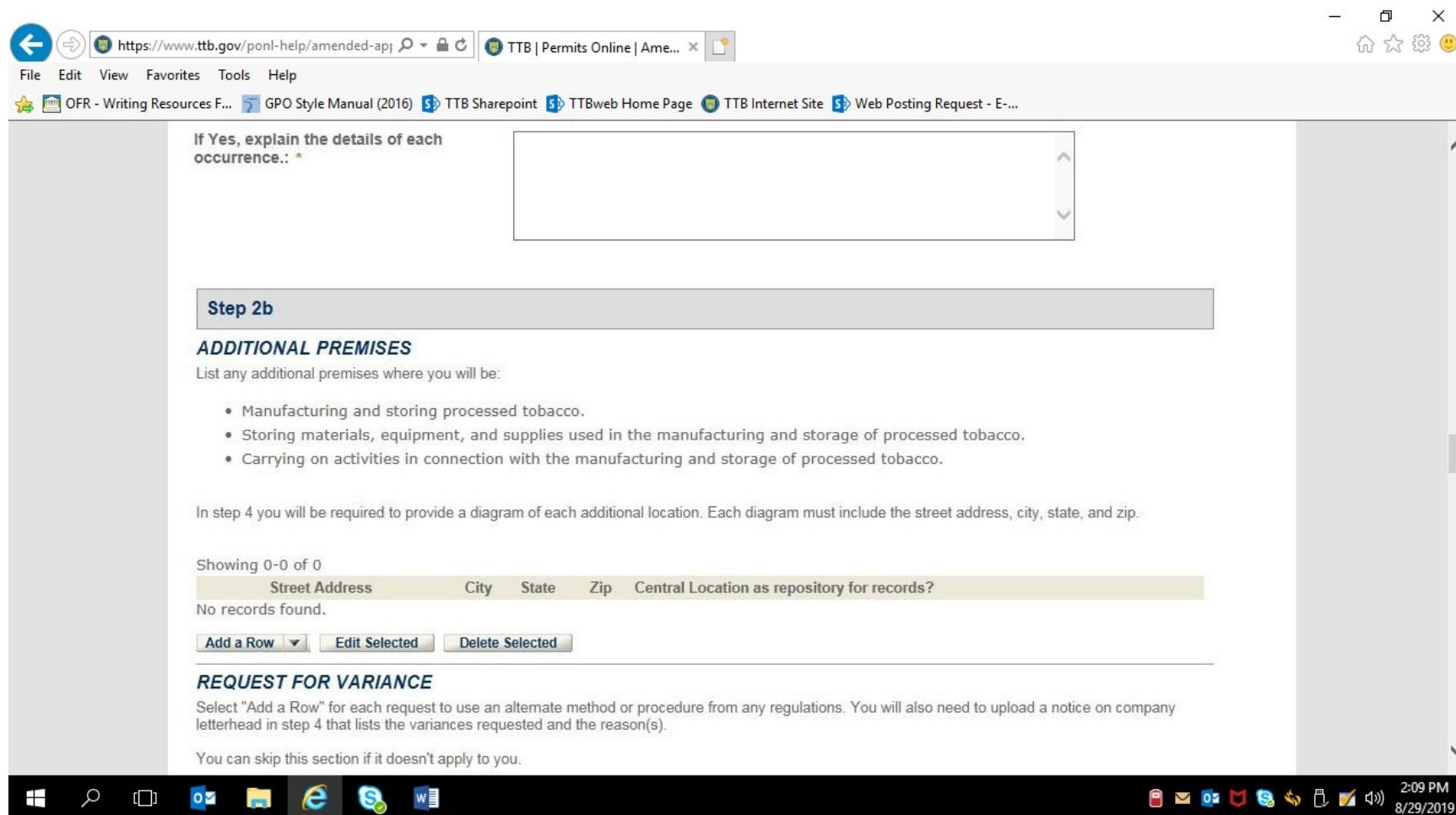
The form section is titled "Step 2a" and has a sub-header "DBA/OPERATING NAME". Below this is a label "Doing Business As / Operating Name: (?)" followed by an empty input field.

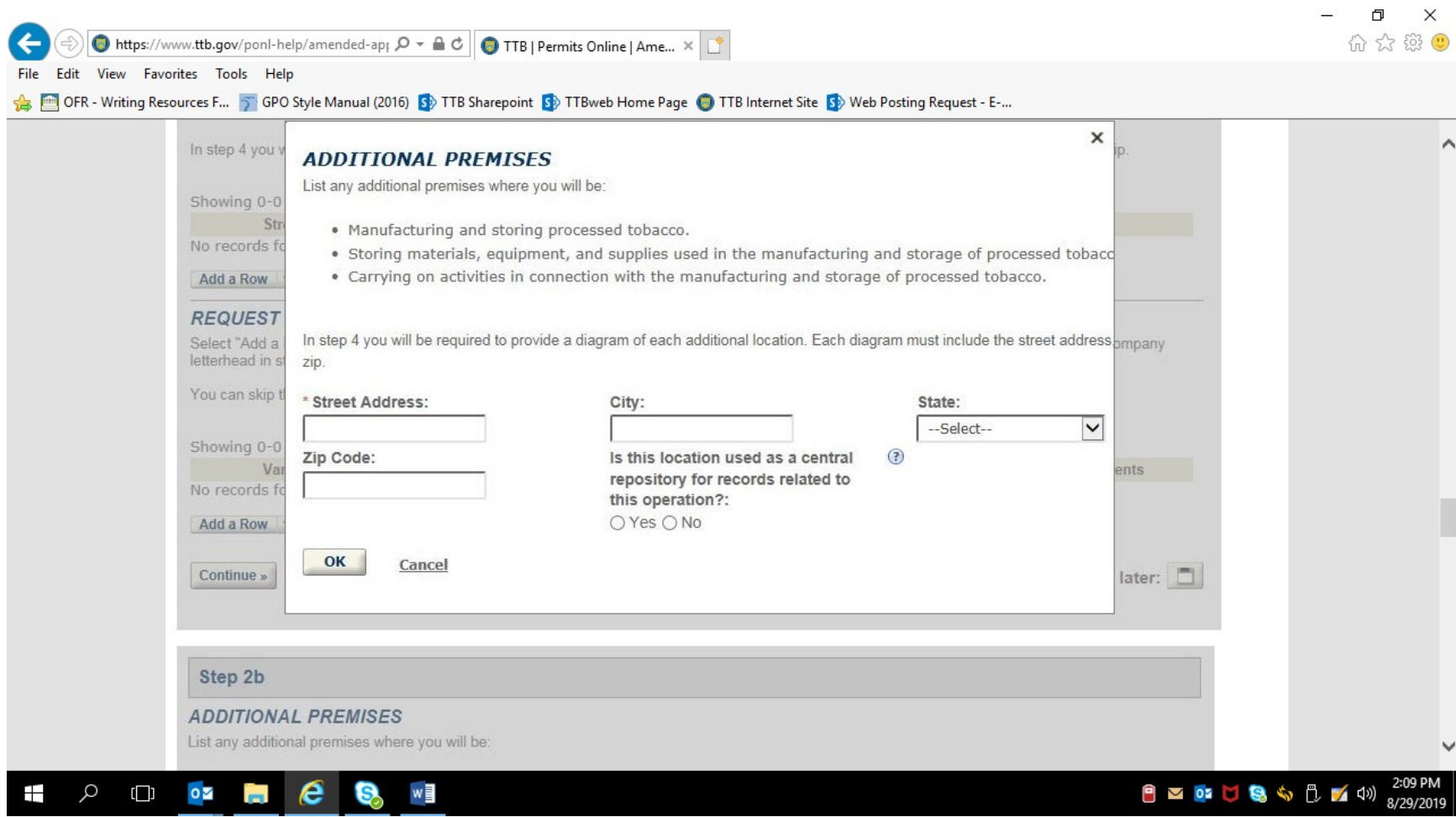
The Windows taskbar at the bottom shows the time as 2:08 PM on 8/29/2019, along with various application icons.

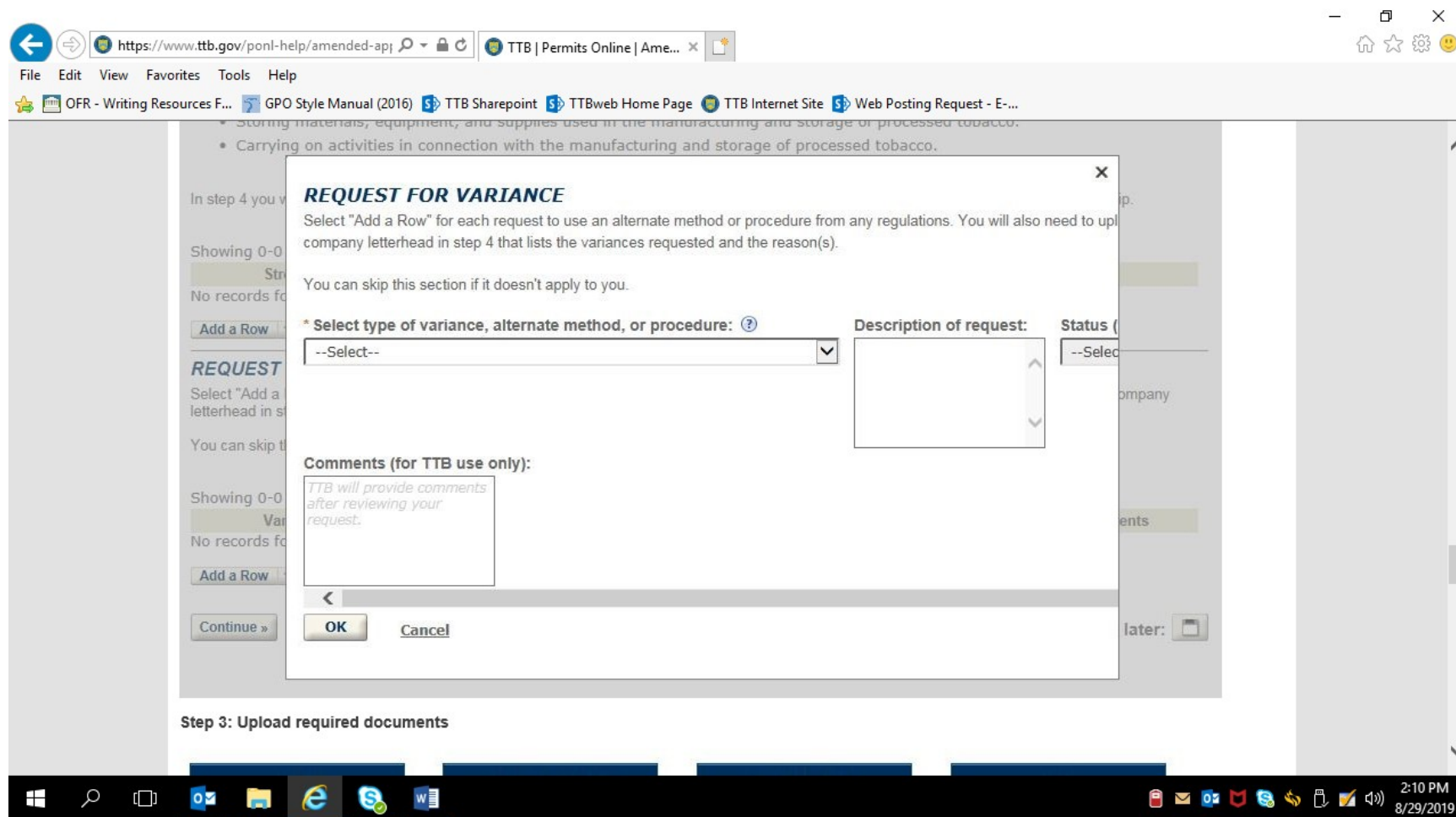


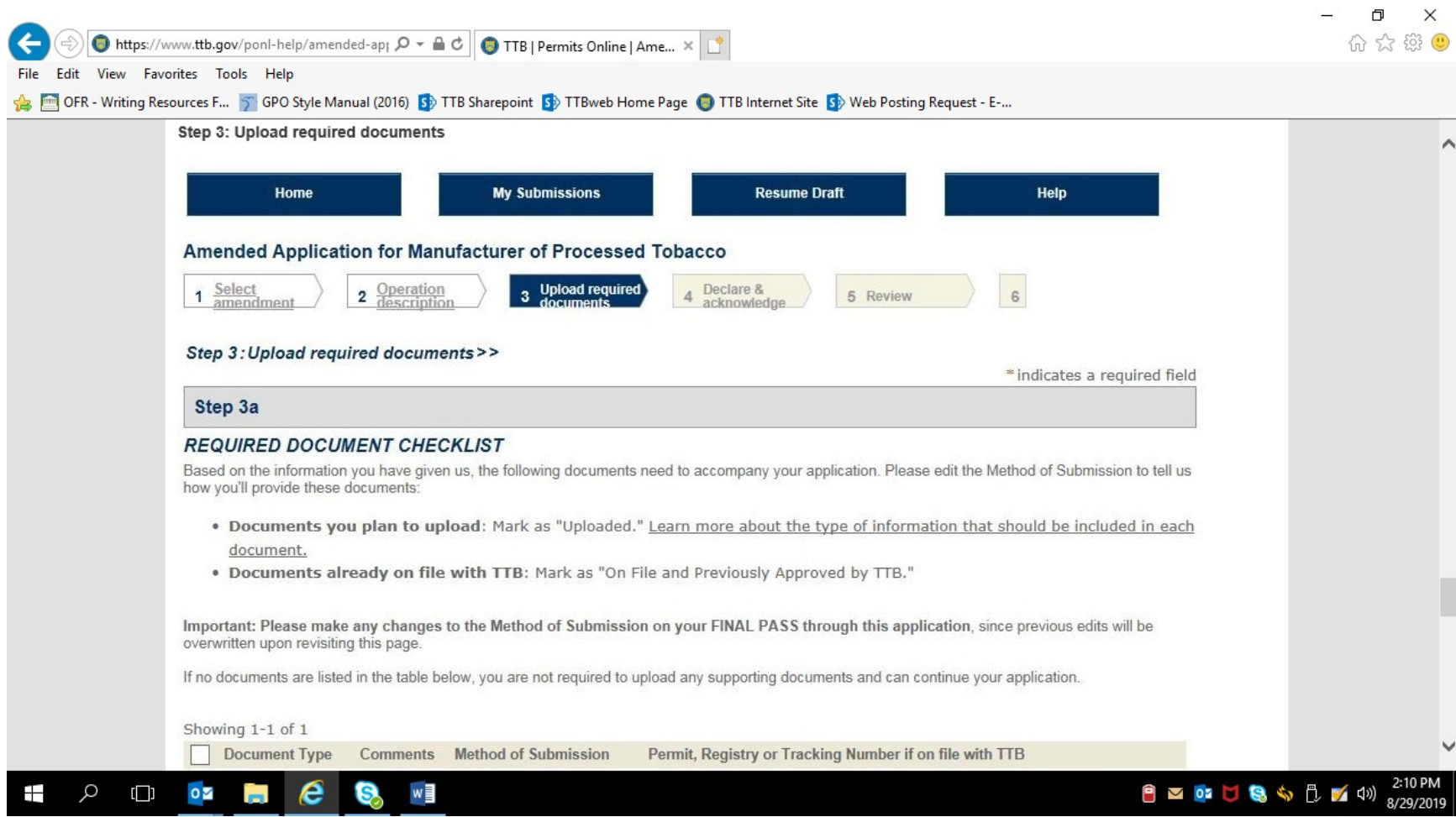
PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



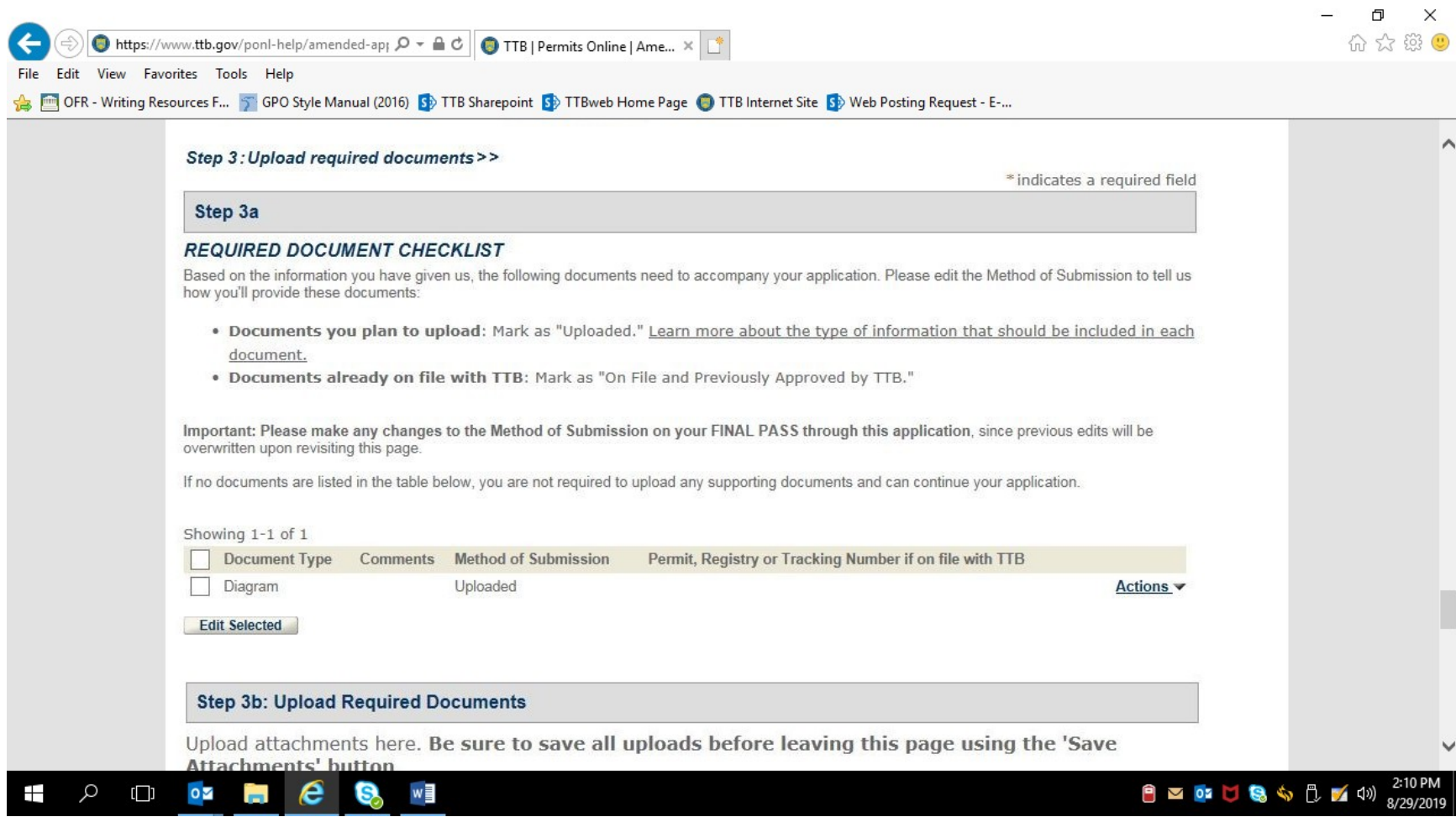


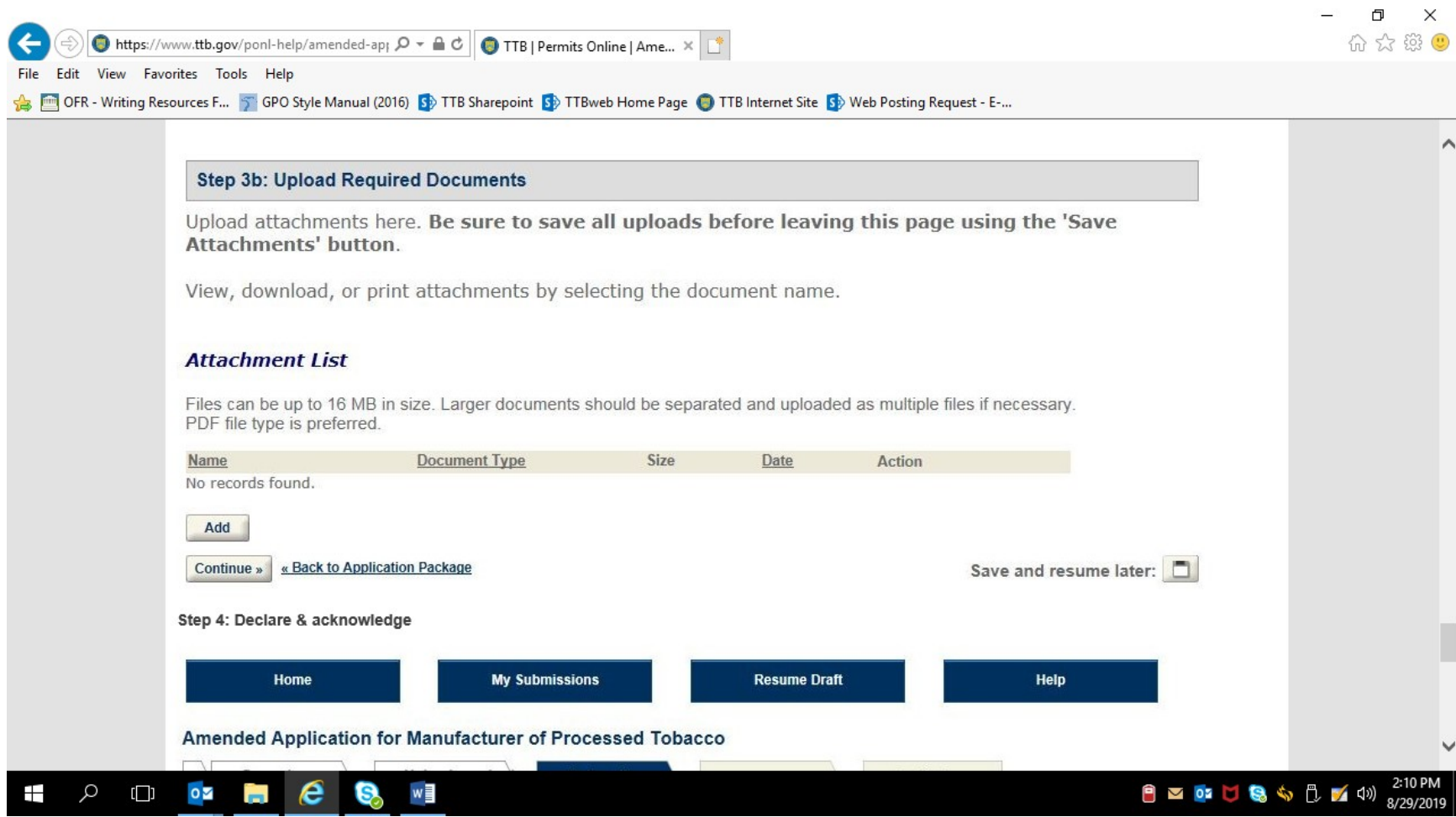




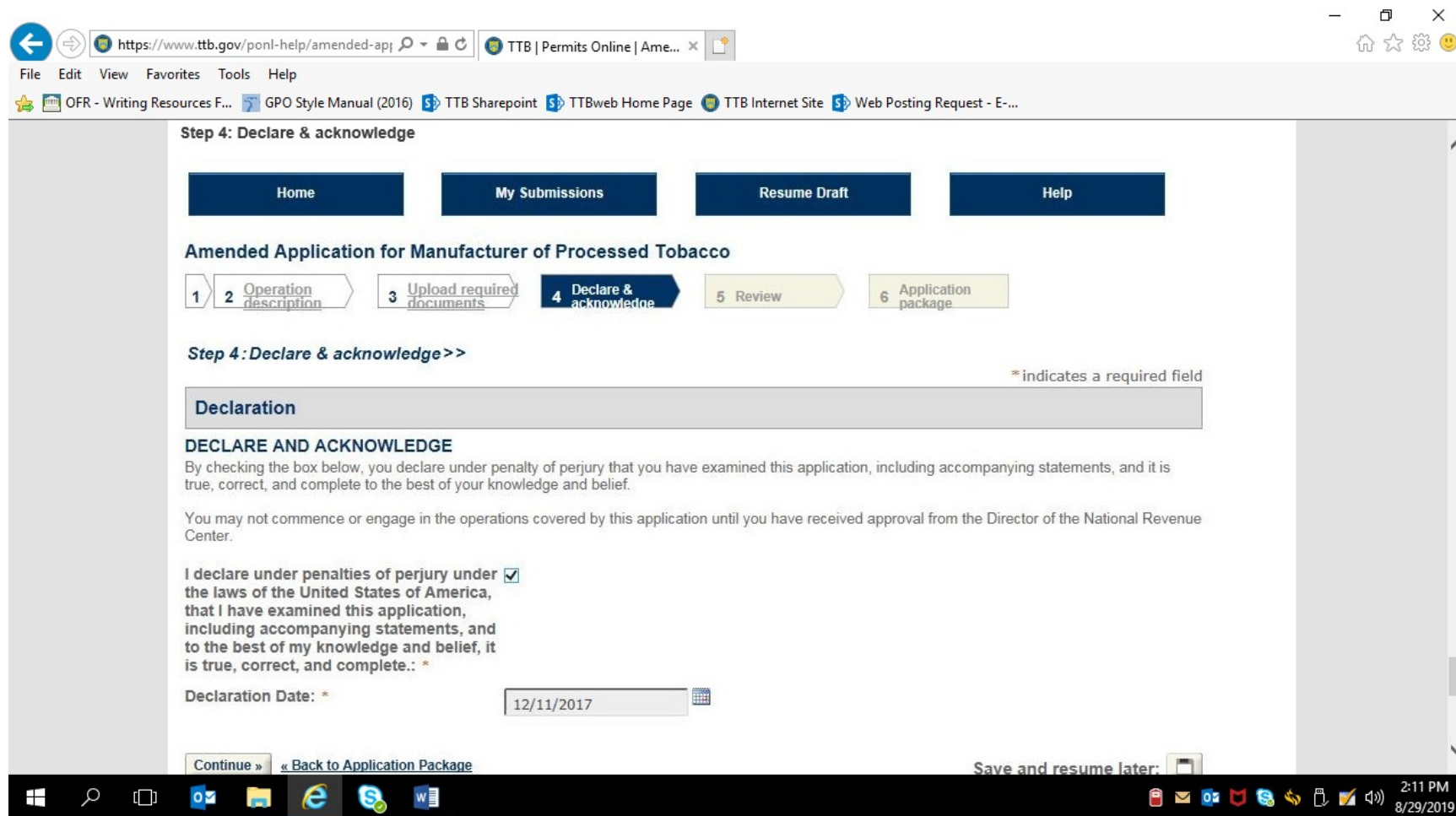


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



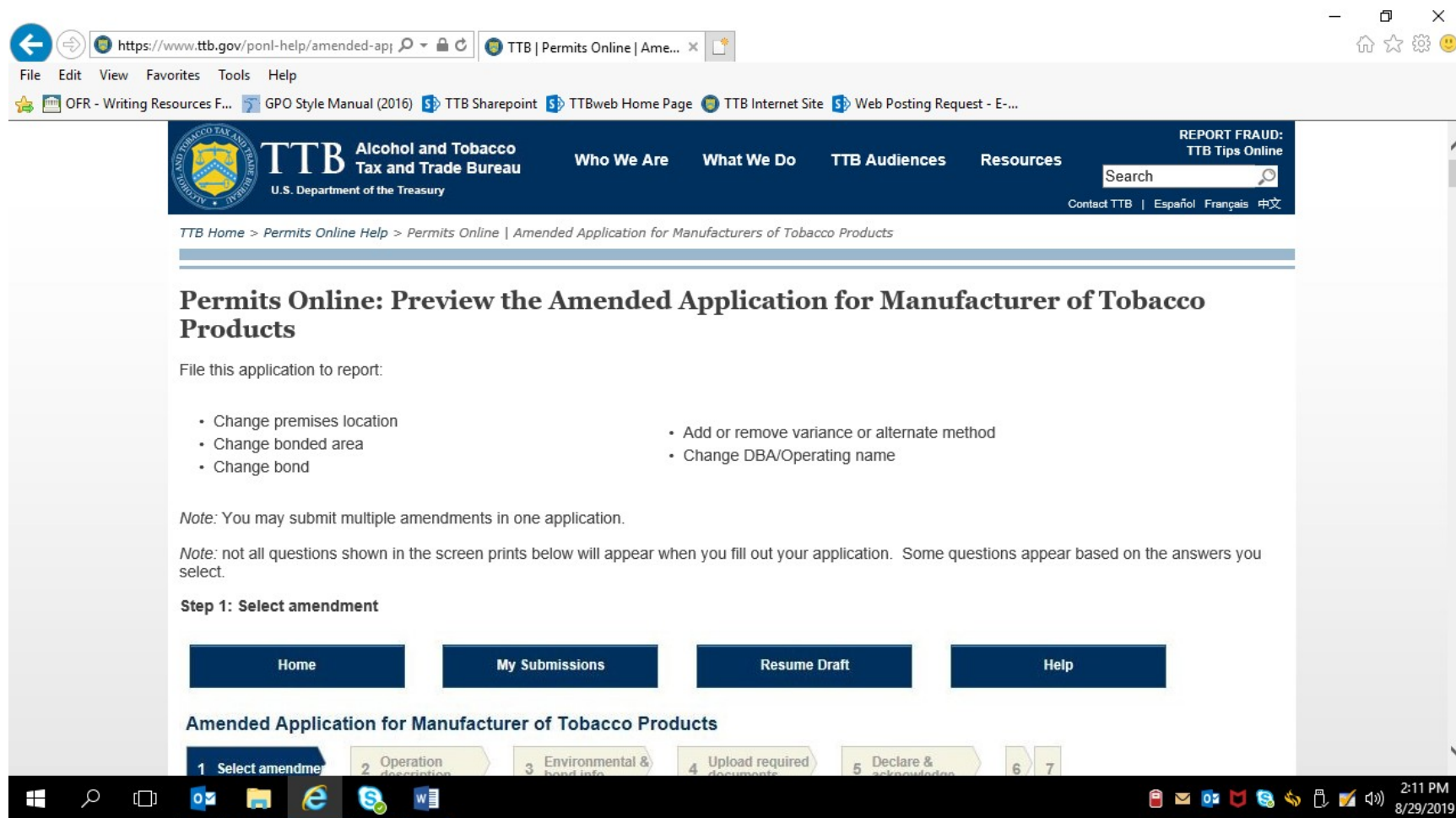


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

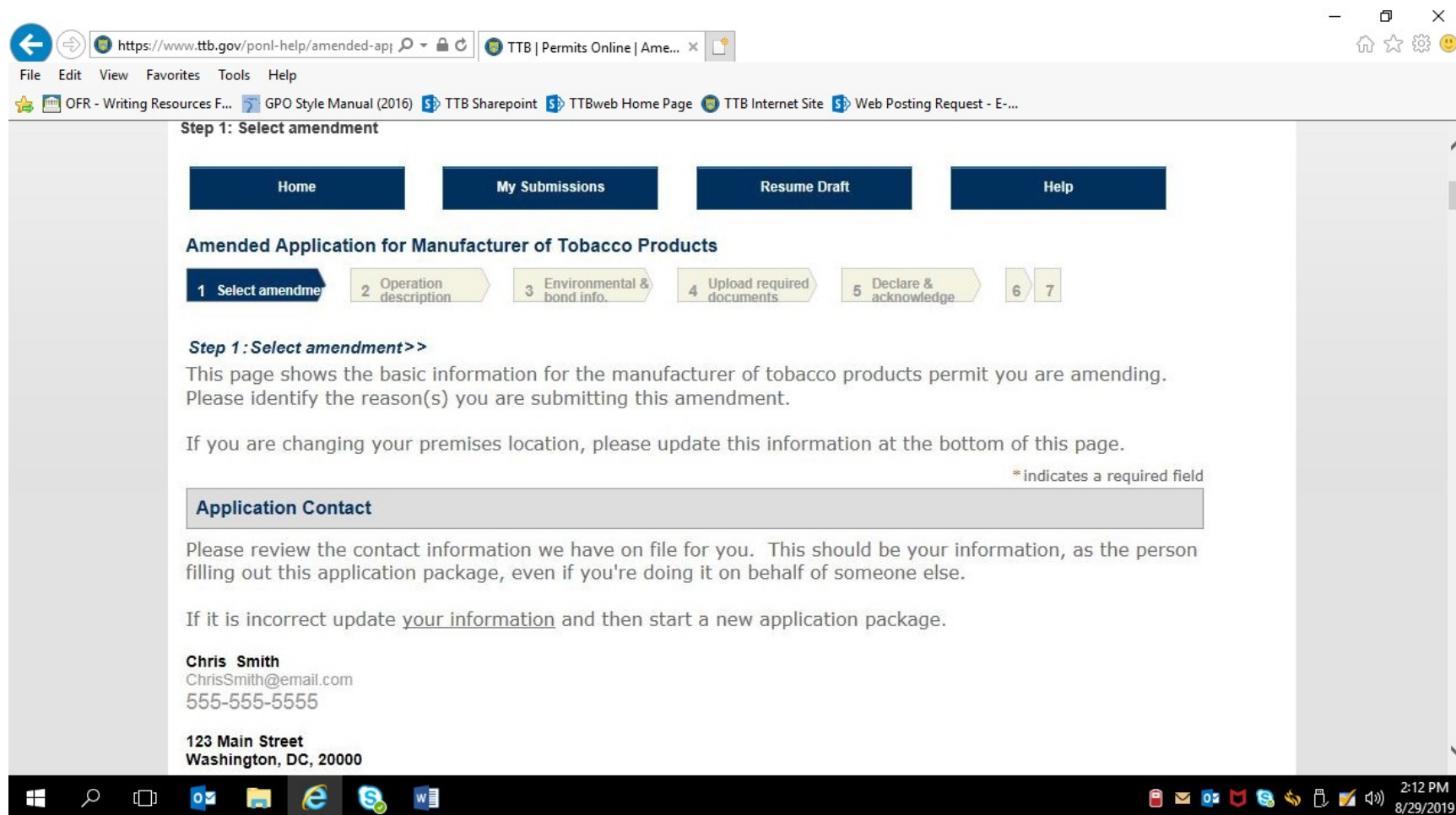


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

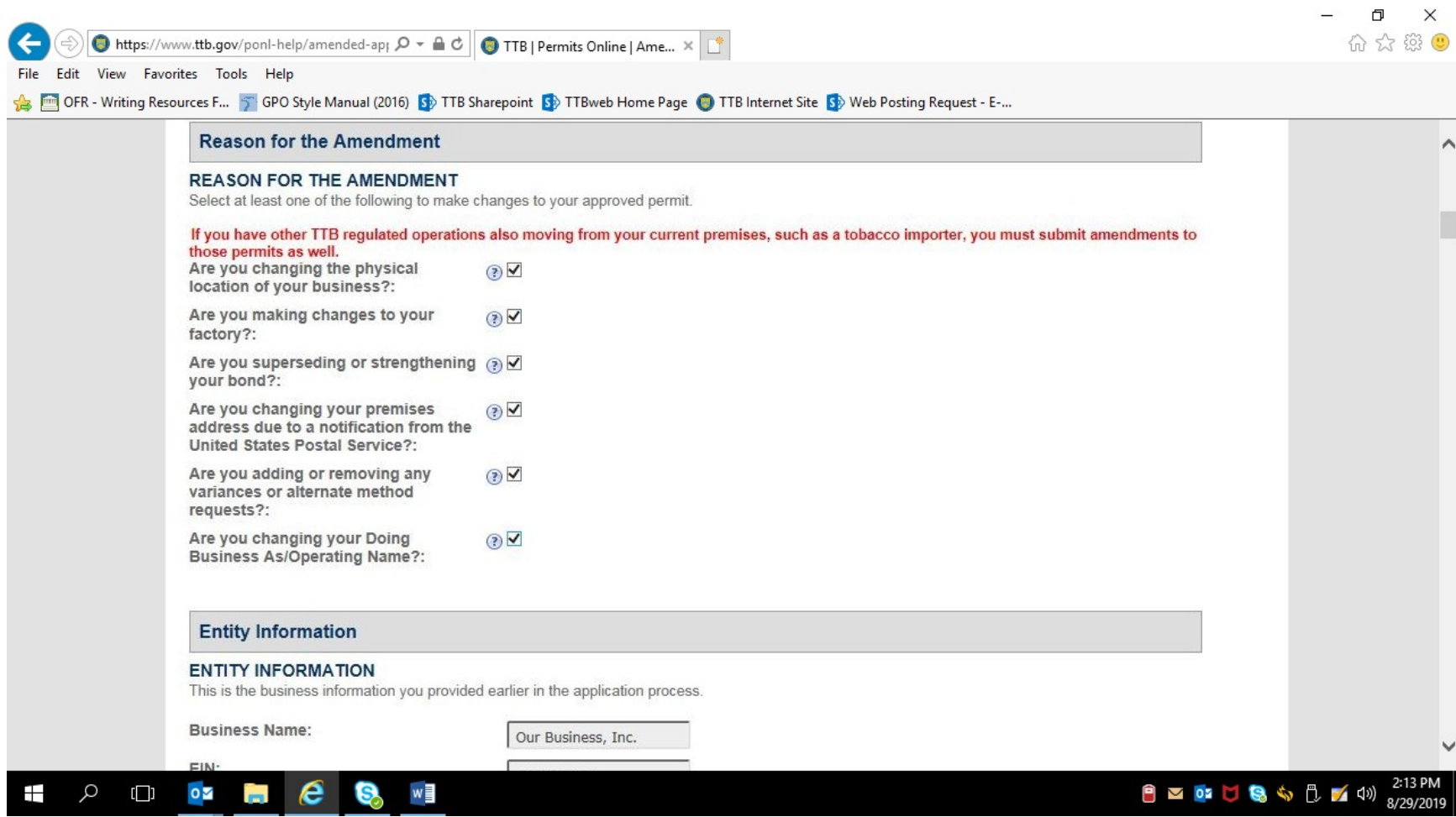
### APPLICATION FOR AMENDED MANUFACTURER OF TOBACCO PRODUCTS PERMIT:



PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

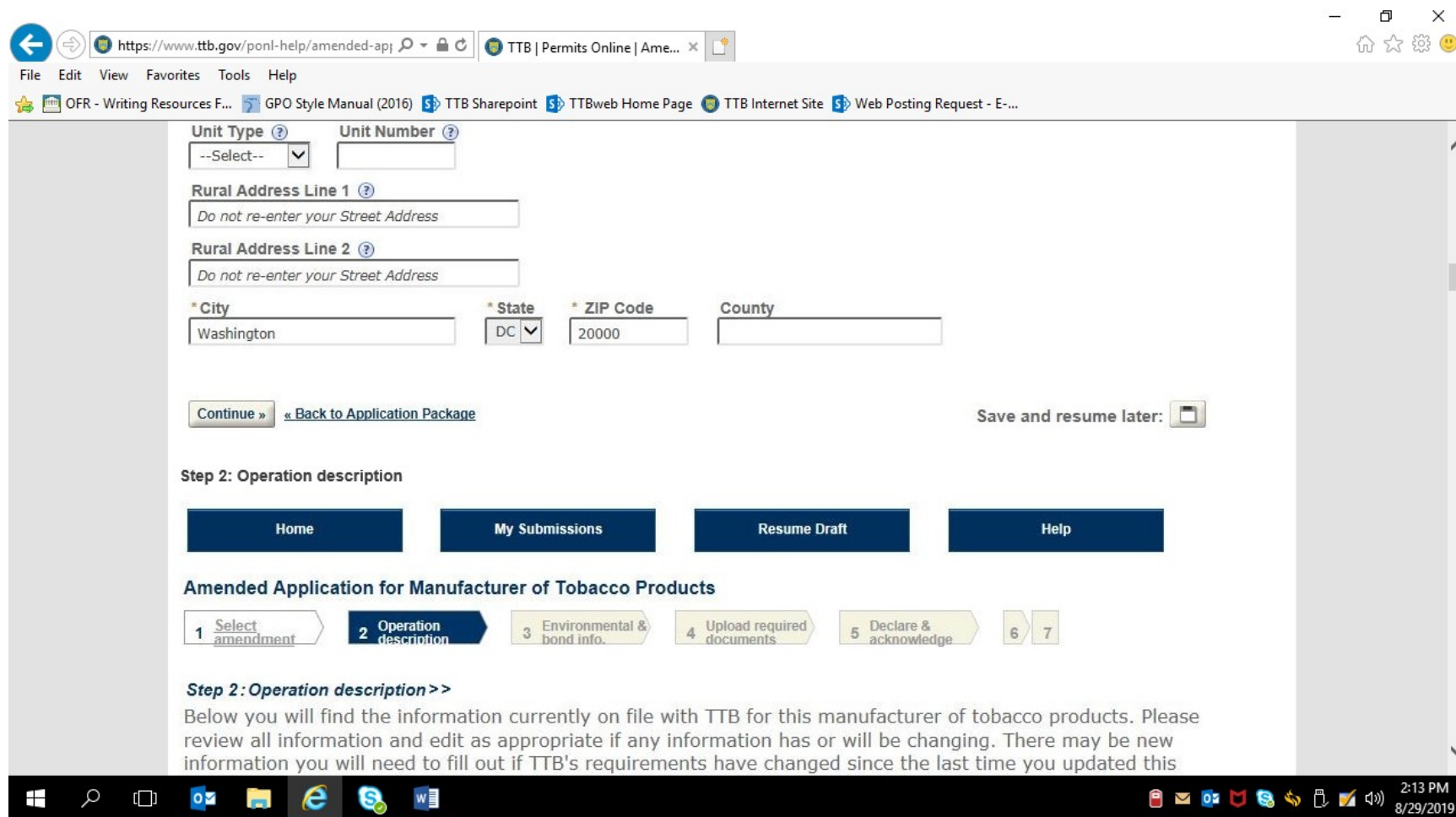


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

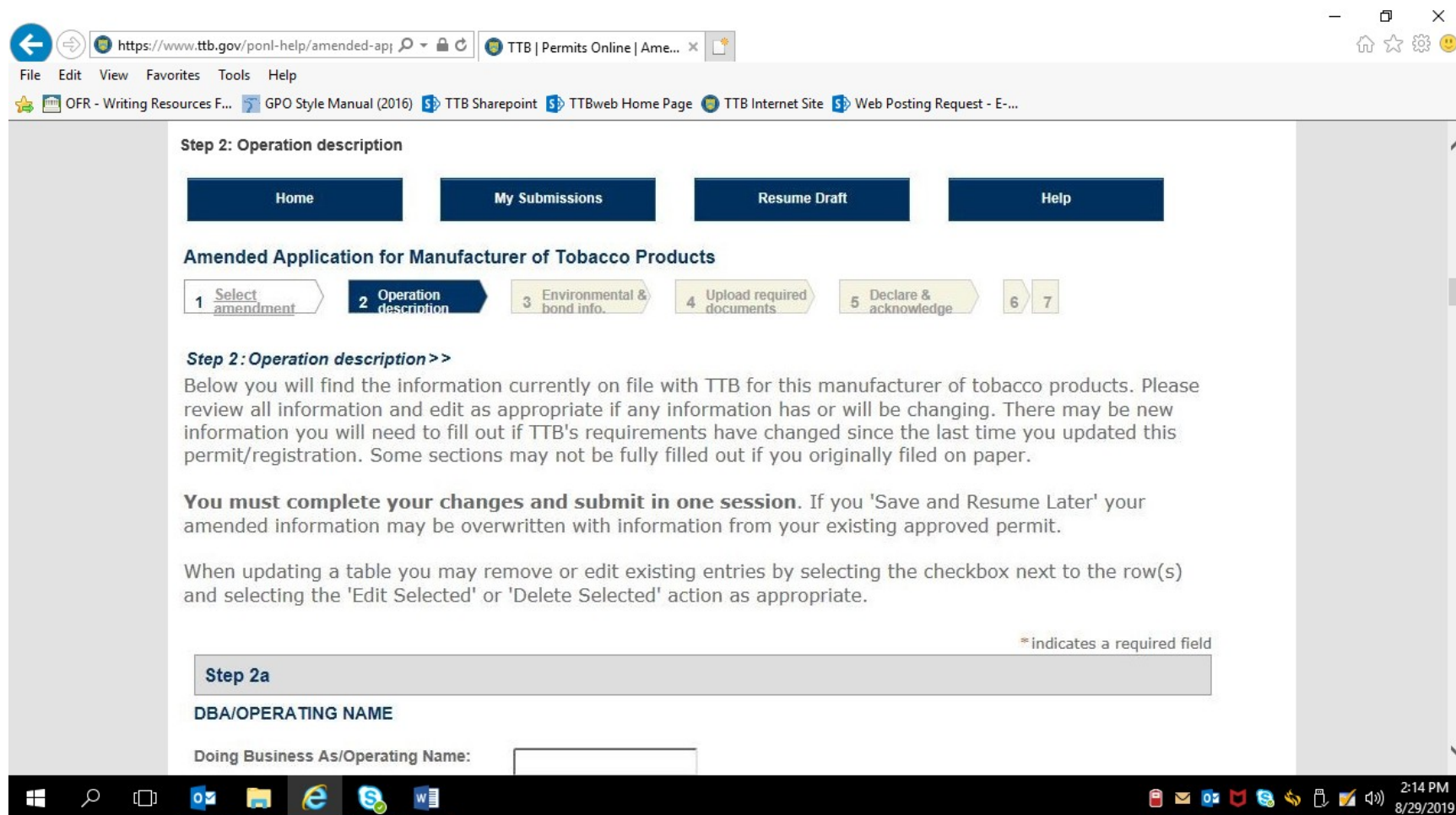
The screenshot shows a web browser window with the URL <https://www.ttb.gov/ponl-help/amended-apj>. The browser's address bar and tabs are visible at the top. The main content area displays a form with three sections:

- Entity Information**  
ENTITY INFORMATION  
This is the business information you provided earlier in the application process.  
Business Name:   
EIN:
- Permit Information**  
PERMIT INFORMATION  
Permit Number:
- Premises Address**  
This section pertains to the physical location where your approved operations will take place.  
Street #:  Fraction:   
Direction:  \* Street Name:  Street Type:  Street Suffix:   
Unit Type:  Unit Number:

The Windows taskbar is visible at the bottom of the screen, showing the time as 2:13 PM on 8/29/2019.



PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

https://www.ttb.gov/poal-help/amended-api | TTB | Permits Online | Ame... x

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

\* indicates a required field

**Step 2a**

**DBA/OPERATING NAME**

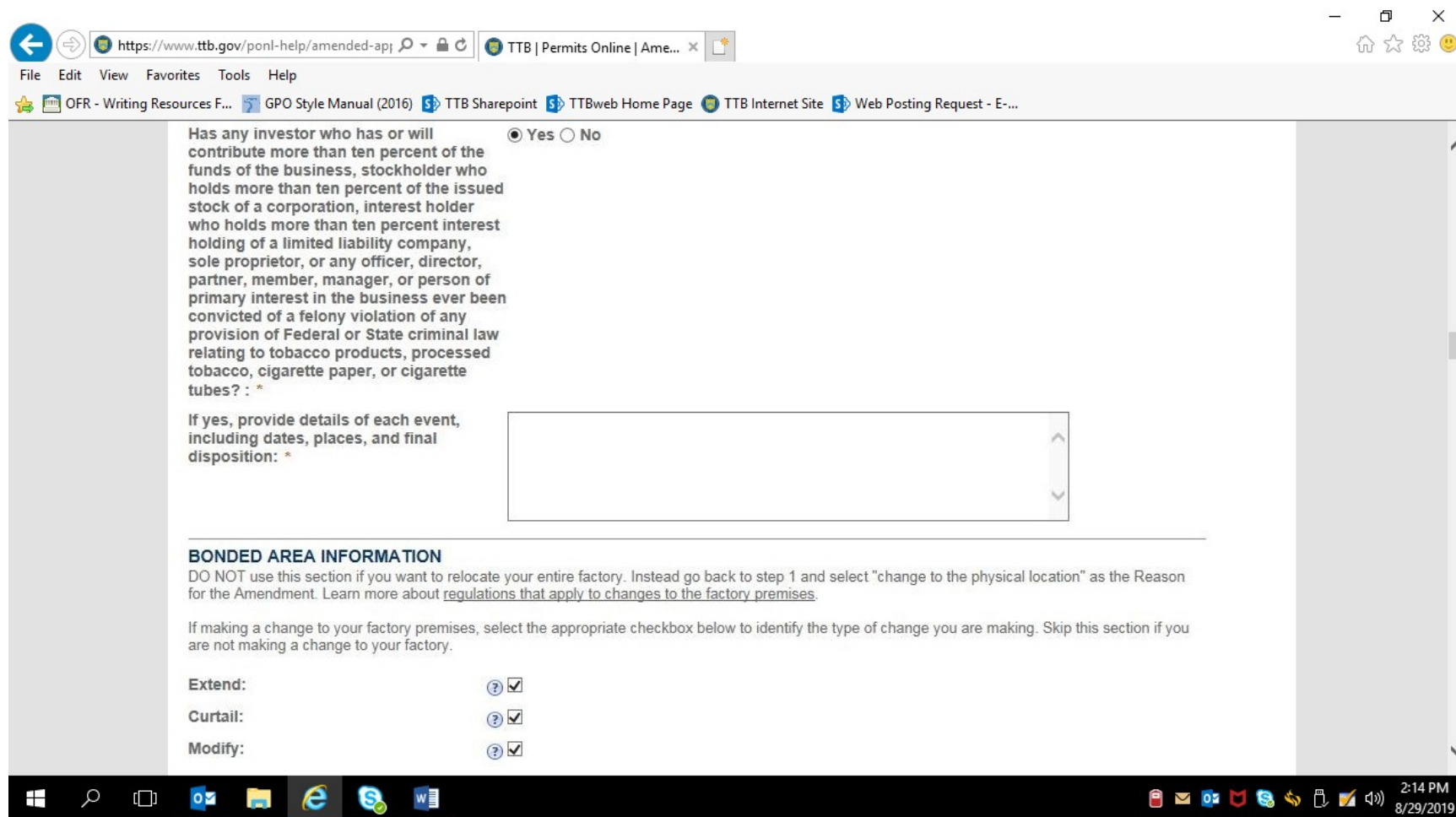
Doing Business As/Operating Name:

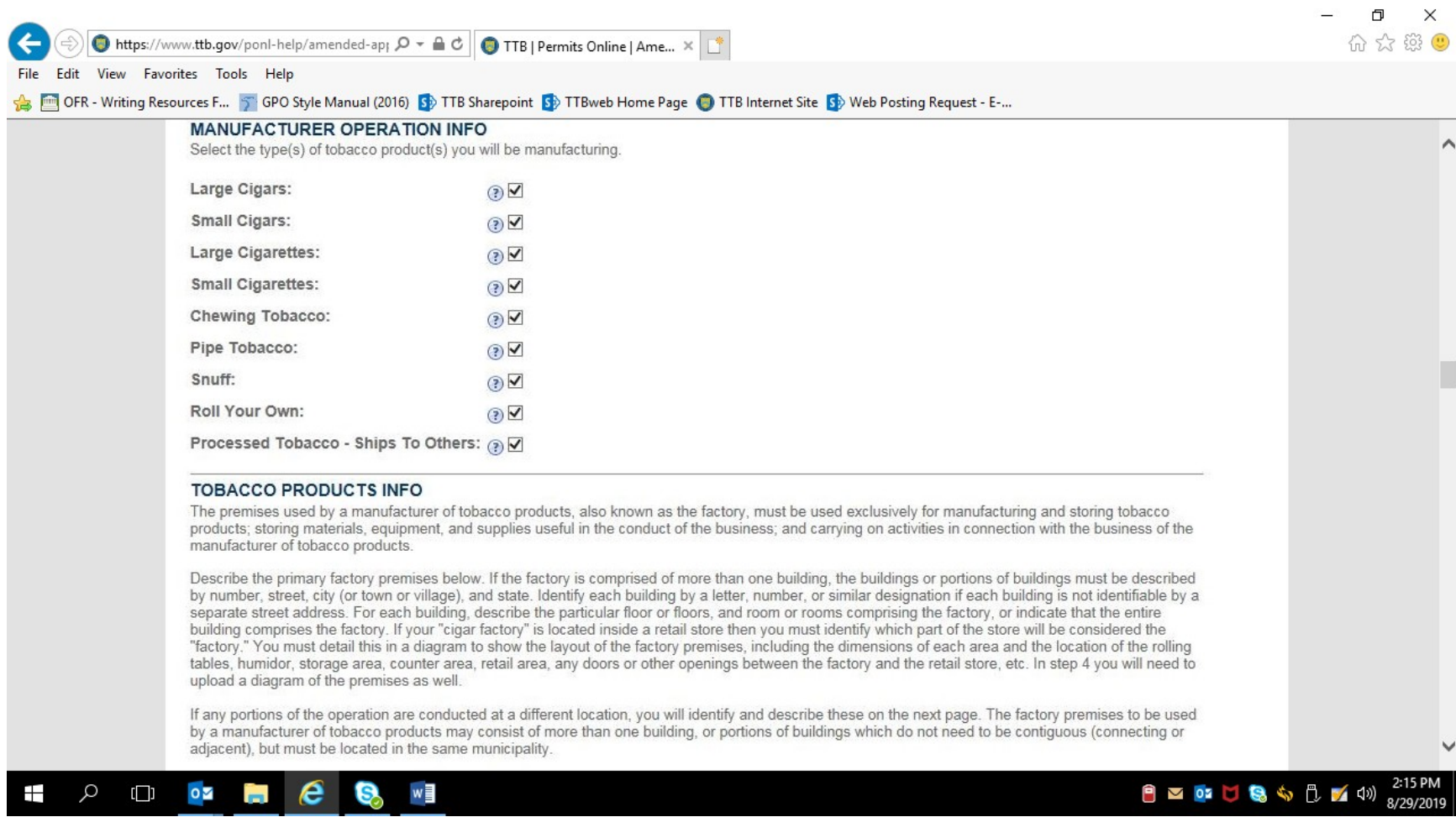
**OWNER BACKGROUND INFORMATION**

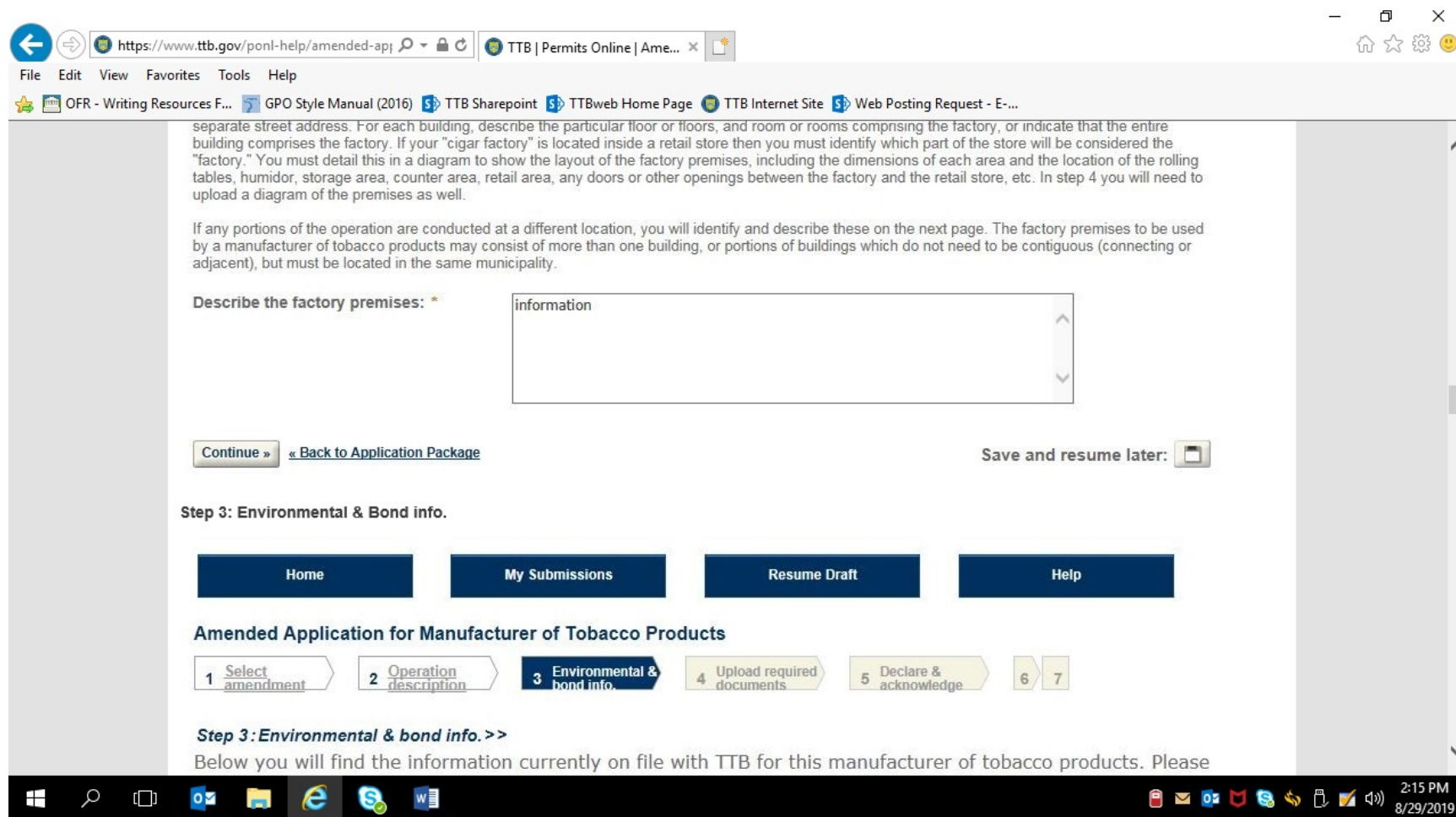
Has any investor who has or will contribute more than ten percent of the funds of the business, stockholder who holds more than ten percent of the issued stock of a corporation, interest holder who holds more than ten percent interest holding of a limited liability company, sole proprietor, or any officer, director, partner, member, manager, or person of primary interest in the business ever been subject to or are currently subject to legal proceedings involving a felony violation of any provision of Federal criminal law relating to tobacco products, processed tobacco, cigarette paper, or cigarette tubes?: \*  Yes  No

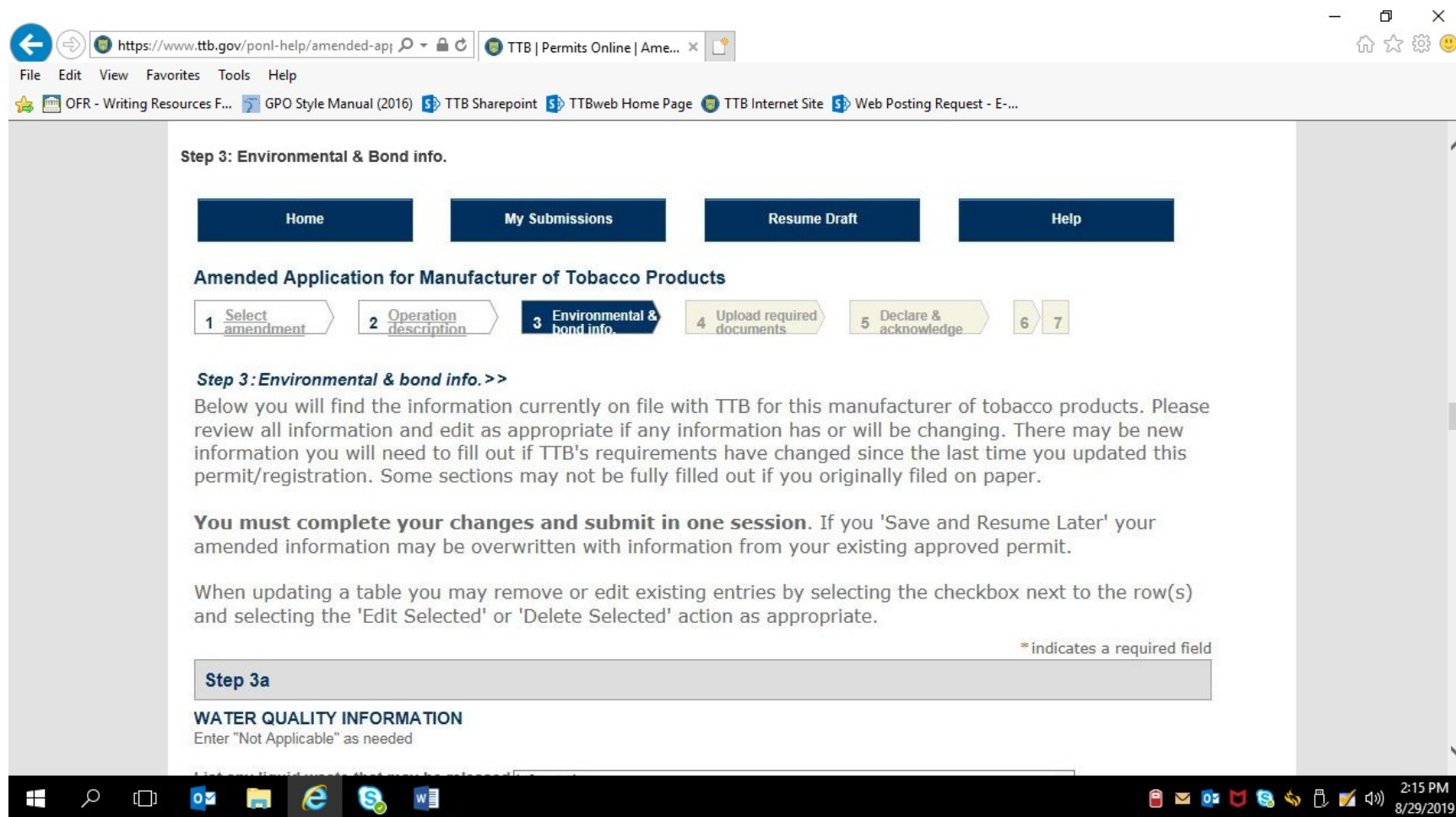
If yes, please provide details of each event, including dates and reasons: \*

Windows taskbar: 2:14 PM 8/29/2019

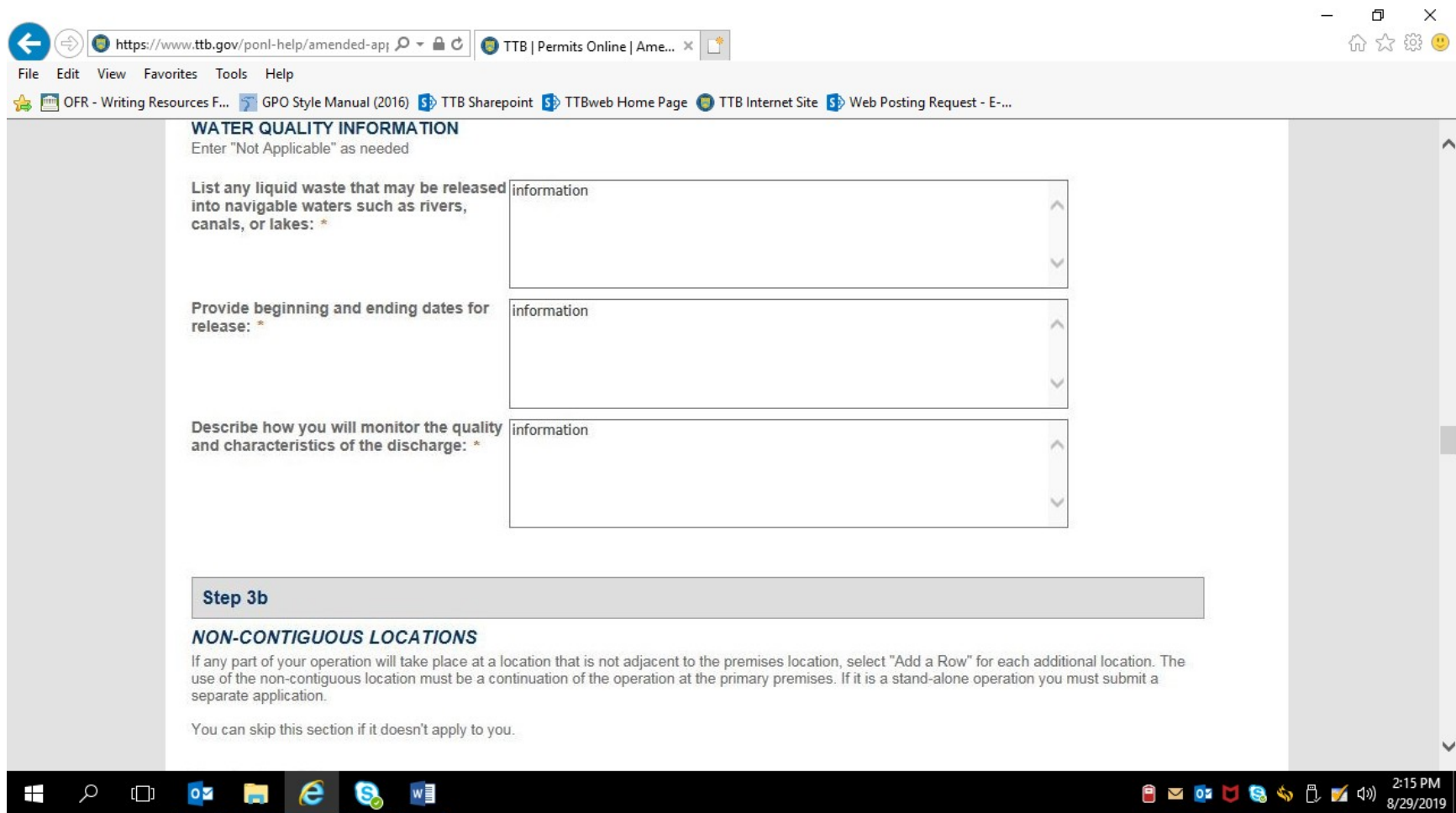








PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



https://www.ttb.gov/pnl-help/amended-apj | TTB | Permits Online | Ame... x

File Edit View Favorites Tools Help

OFR - Writing Resources F... GPO Style Manual (2016) TTB Sharepoint TTBweb Home Page TTB Internet Site Web Posting Request - E...

**Step 3b**

**NON-CONTIGUOUS LOCATIONS**

If any part of your operation will take place at a location that is not adjacent to the premises location, select "Add a Row" for each additional location. The use of the non-contiguous location must be a continuation of the operation at the primary premises. If it is a stand-alone operation you must submit a separate application.

You can skip this section if it doesn't apply to you.

Showing 0-0 of 0

Non-contiguous Location Address	Description of Non-contiguous Location	Driving distance from the primary operation	Description of proposed Operation(s)
No records found.			

---

**TOBACCO BOND**

A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

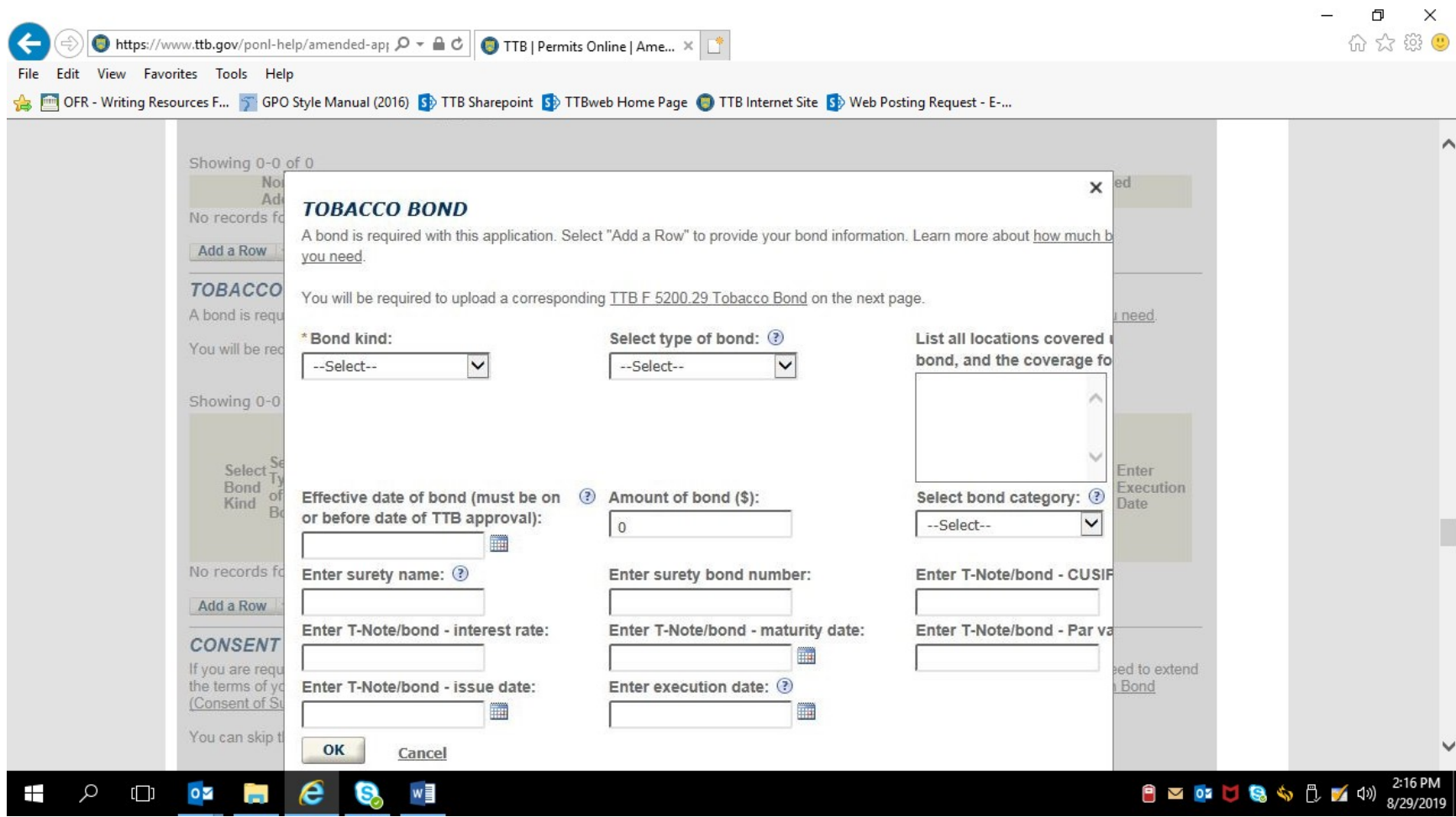
You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

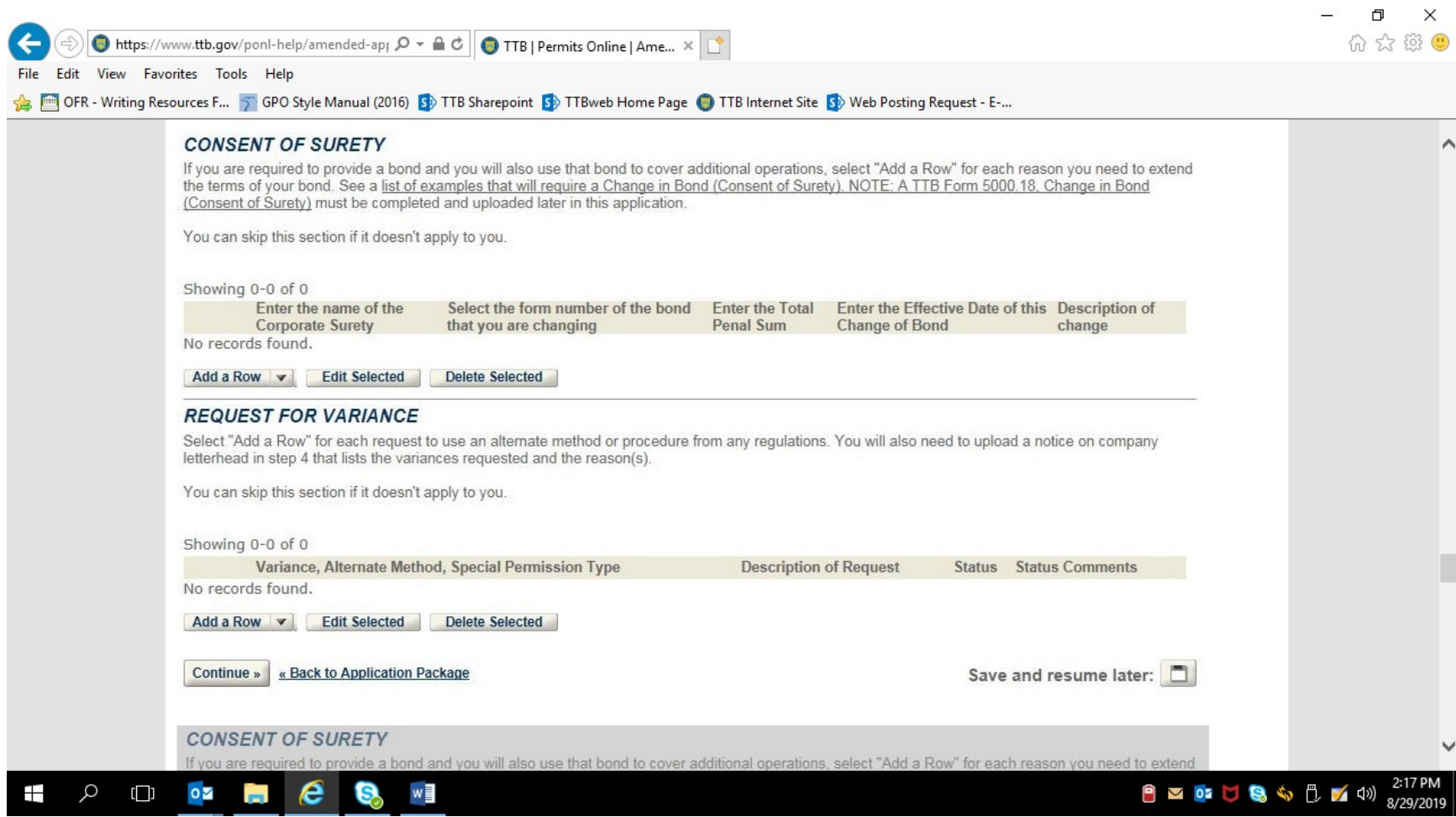
Showing 0-0 of 0

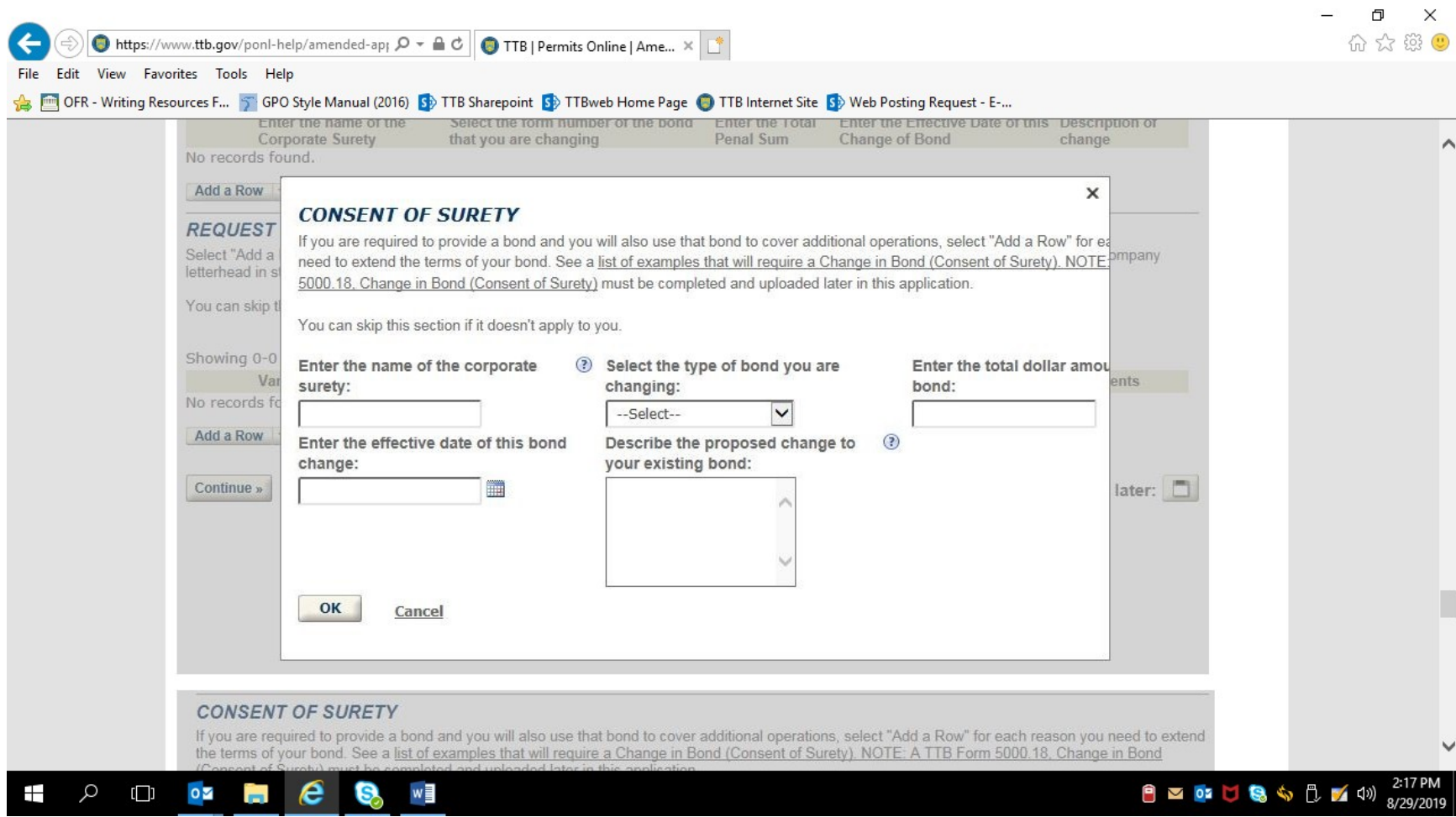
Select Bond Kind	Select Type of Bond	List all locations covered under this bond	Effective Date of Bond (must be on or before date of TTB approval)	Amount of Bond	Select Bond Category	Enter Surety Name	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP Number	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Par Value	Enter T-Note/Bond - Issue Date	Enter Execution Date
No records found.													

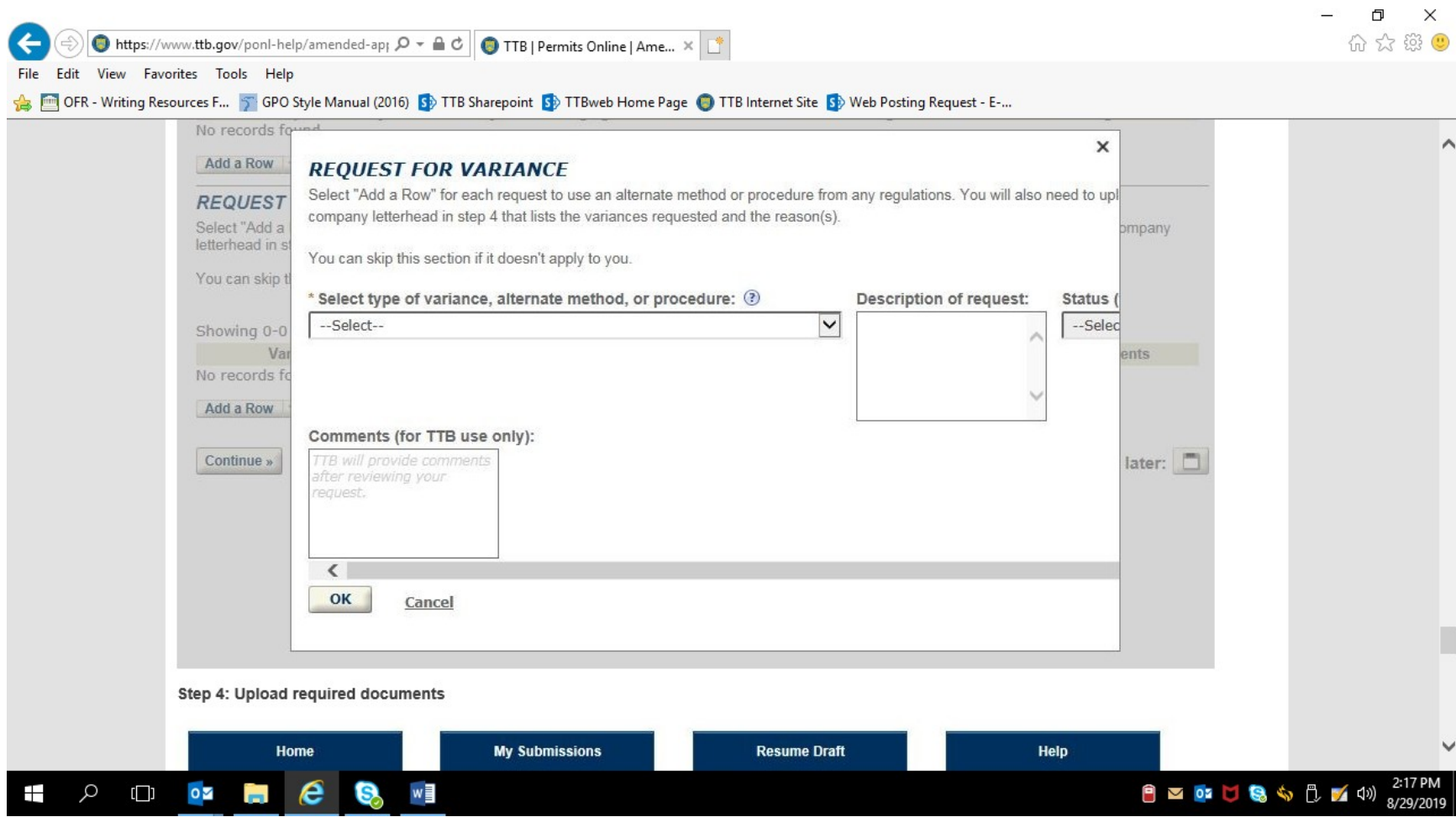
Windows taskbar: 2:16 PM 8/29/2019











The screenshot shows a web browser window with the URL <https://www.ttb.gov/ponl-help/amended-apl>. The page title is "TTB | Permits Online | Ame...". The browser's address bar shows several tabs: "OFR - Writing Resources F...", "GPO Style Manual (2016)", "TTB Sharepoint", "TTBweb Home Page", "TTB Internet Site", and "Web Posting Request - E-...".

The main content area is titled "Step 4: Upload required documents". It features a navigation bar with buttons for "Home", "My Submissions", "Resume Draft", and "Help". Below this is a progress bar for the application process, with steps 1 through 7. Step 4, "Upload required documents", is currently active and highlighted in dark blue. Other steps include "Operation description", "Environmental & bond info.", "Declare & acknowledge", and "Review".

Below the progress bar, the text reads "Step 4: Upload required documents >>". A note indicates that an asterisk (\*) indicates a required field. The section is titled "Step 4a" and contains a "REQUIRED DOCUMENT CHECKLIST".

The checklist text states: "Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:"

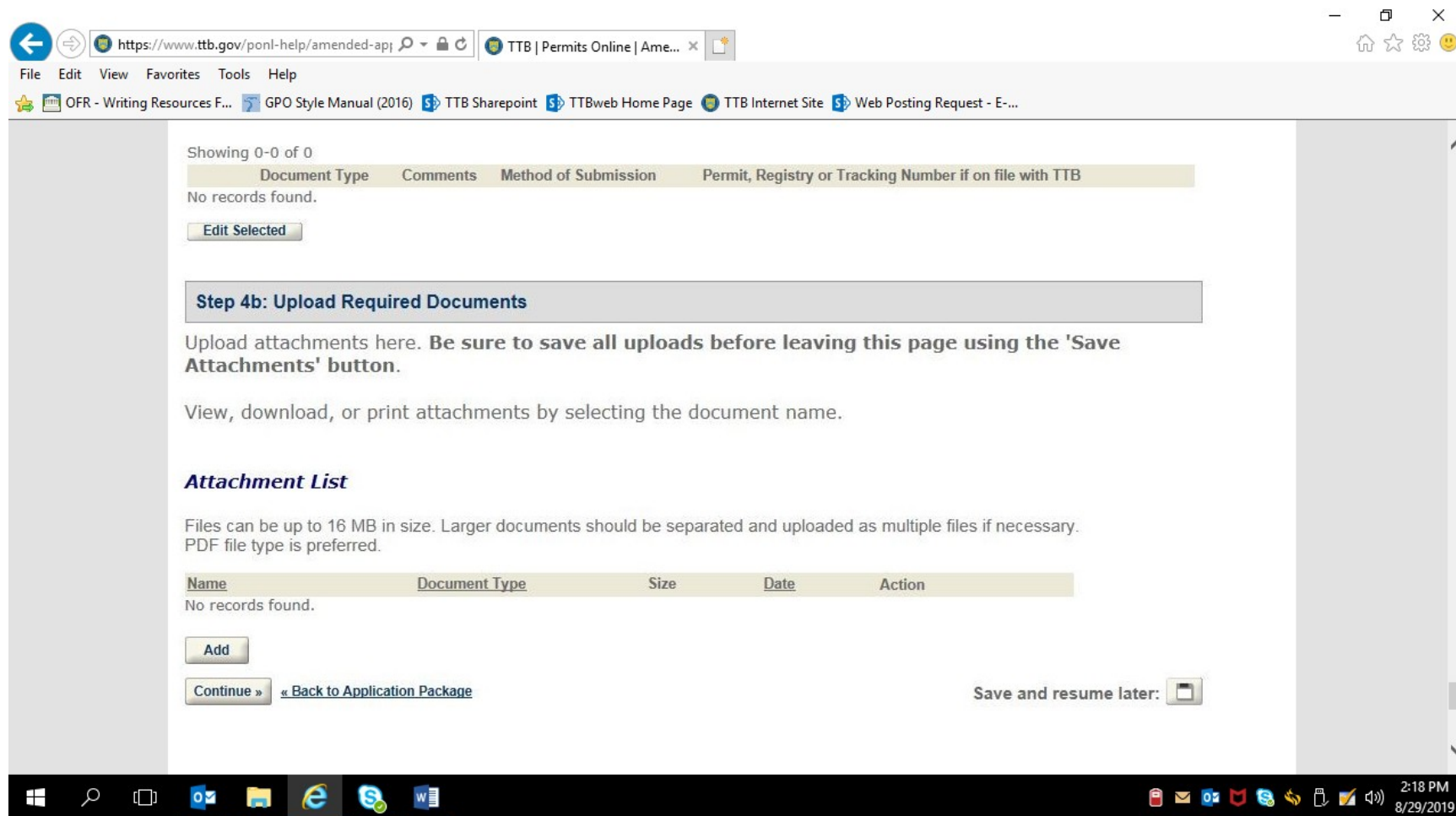
- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

An important note follows: "Important: Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page."

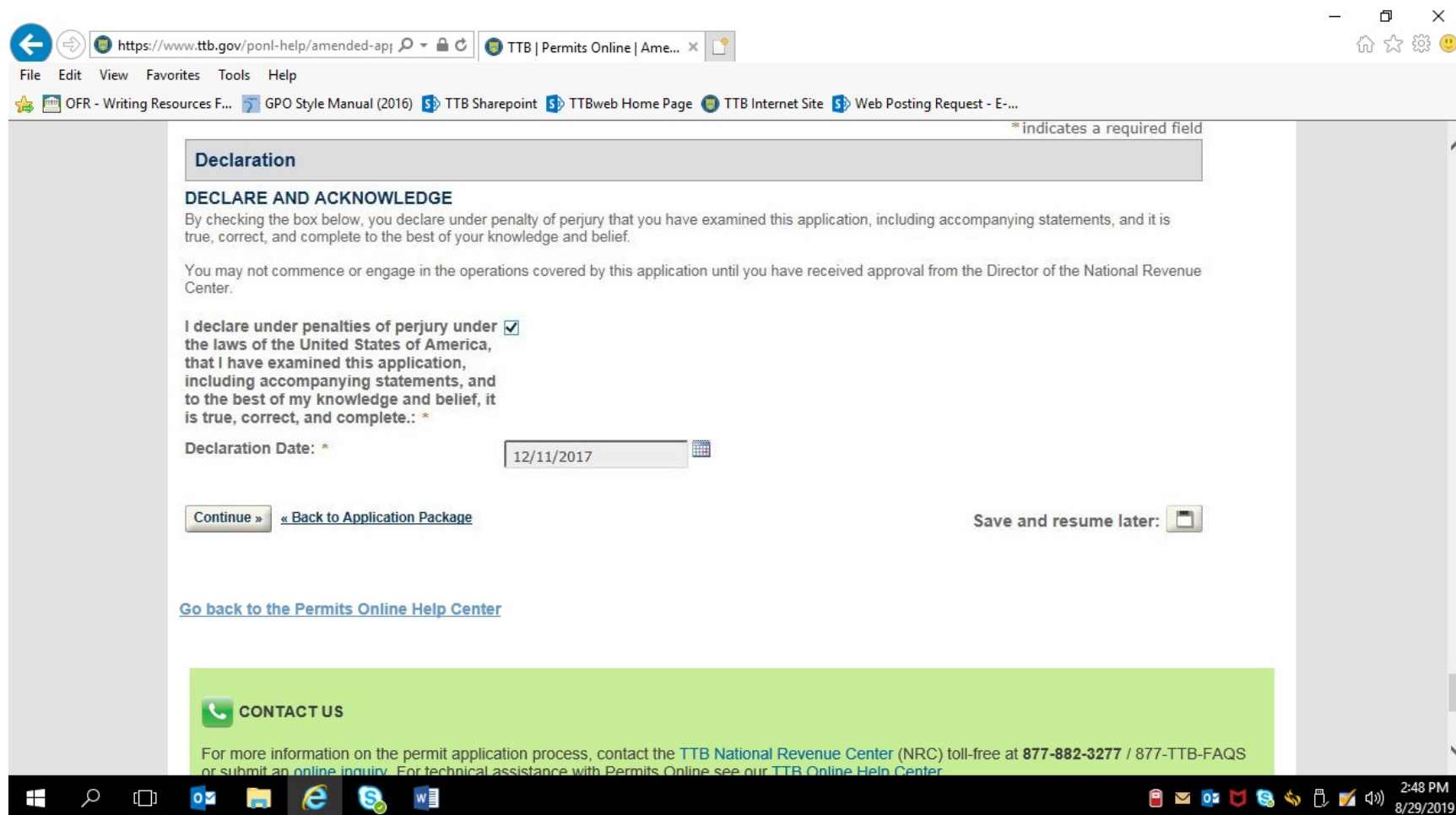
Below the note, it says: "If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application."

The bottom of the page shows a table header with the following columns: "Document Type", "Comments", "Method of Submission", and "Permit, Registry or Tracking Number if on file with TTB". The table content is currently empty, showing "Showing 0-0 of 0".

The Windows taskbar at the bottom of the screen shows the time as 2:18 PM on 8/29/2019, along with various application icons.

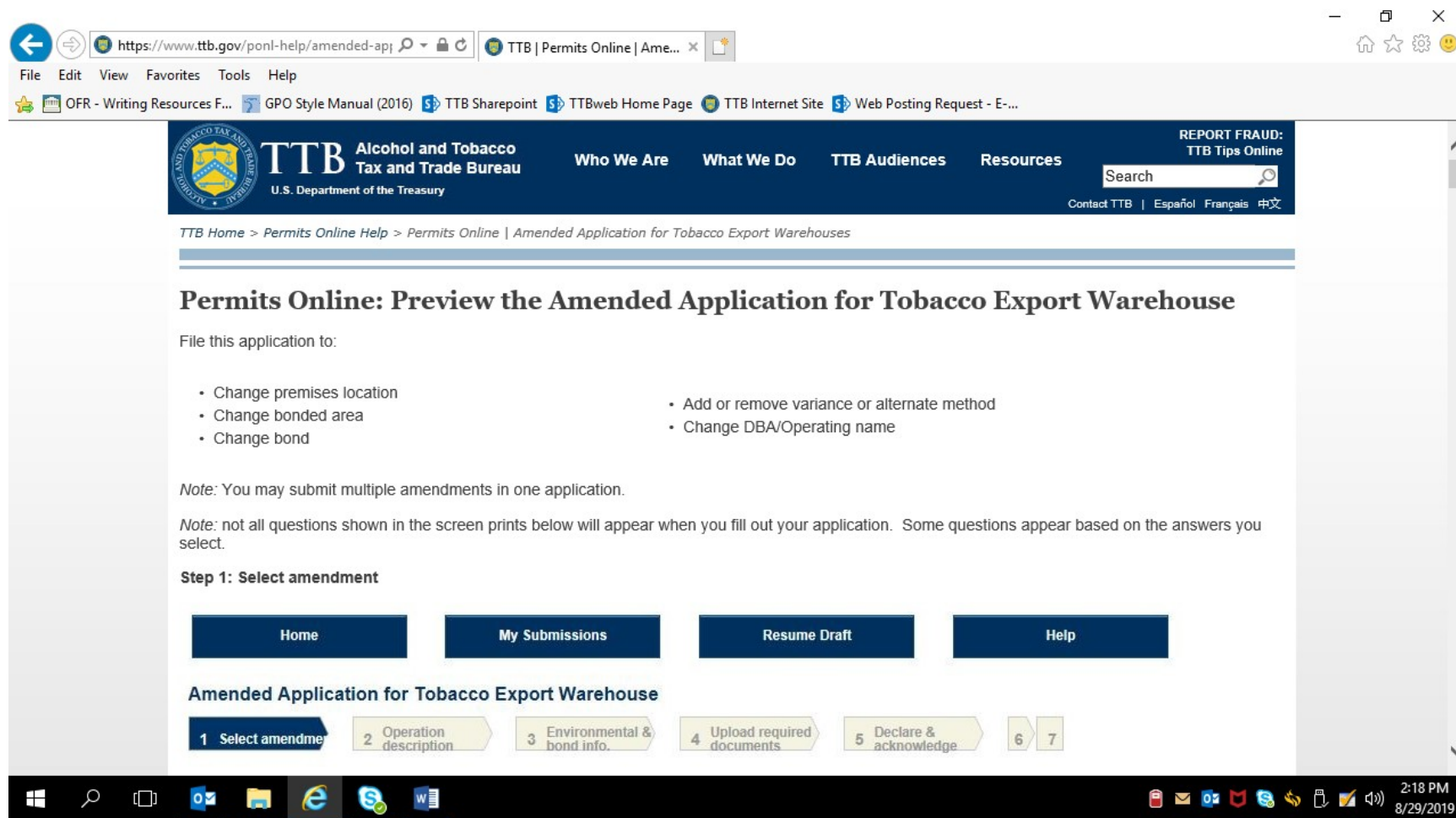


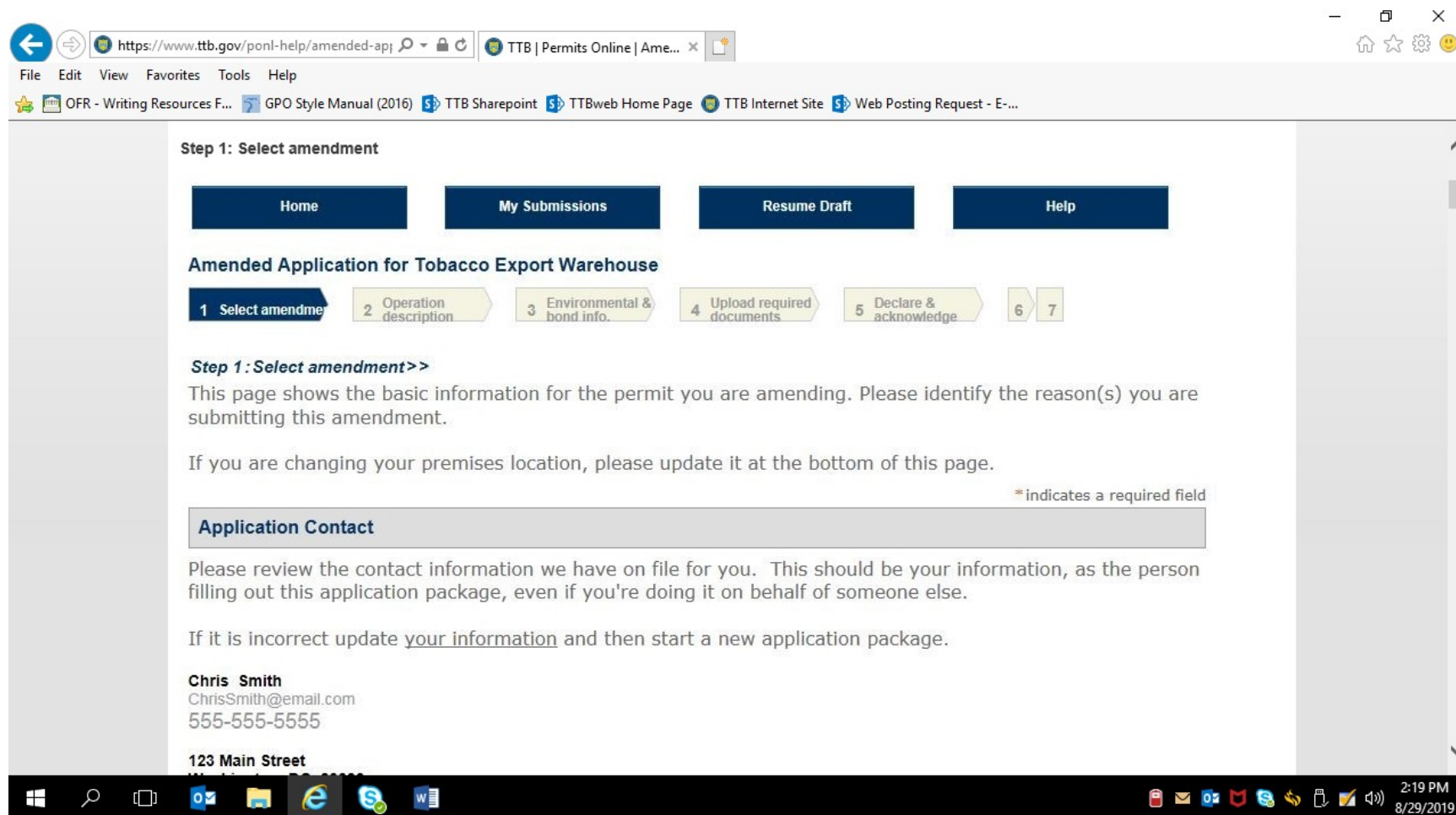
PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

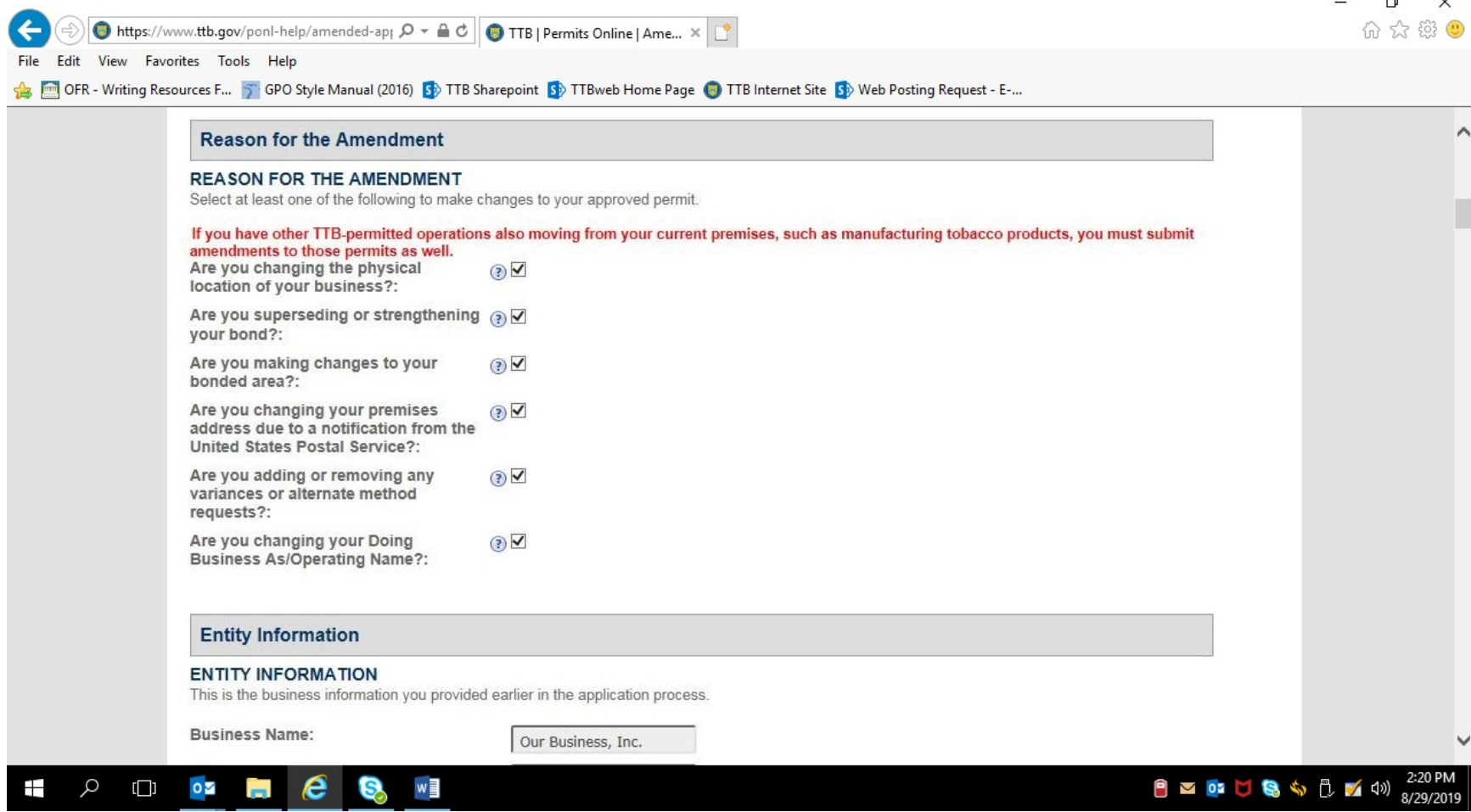


PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

### APPLICATION FOR AMENDED TOBACCO EXPORT WAREHOUSE PERMIT:







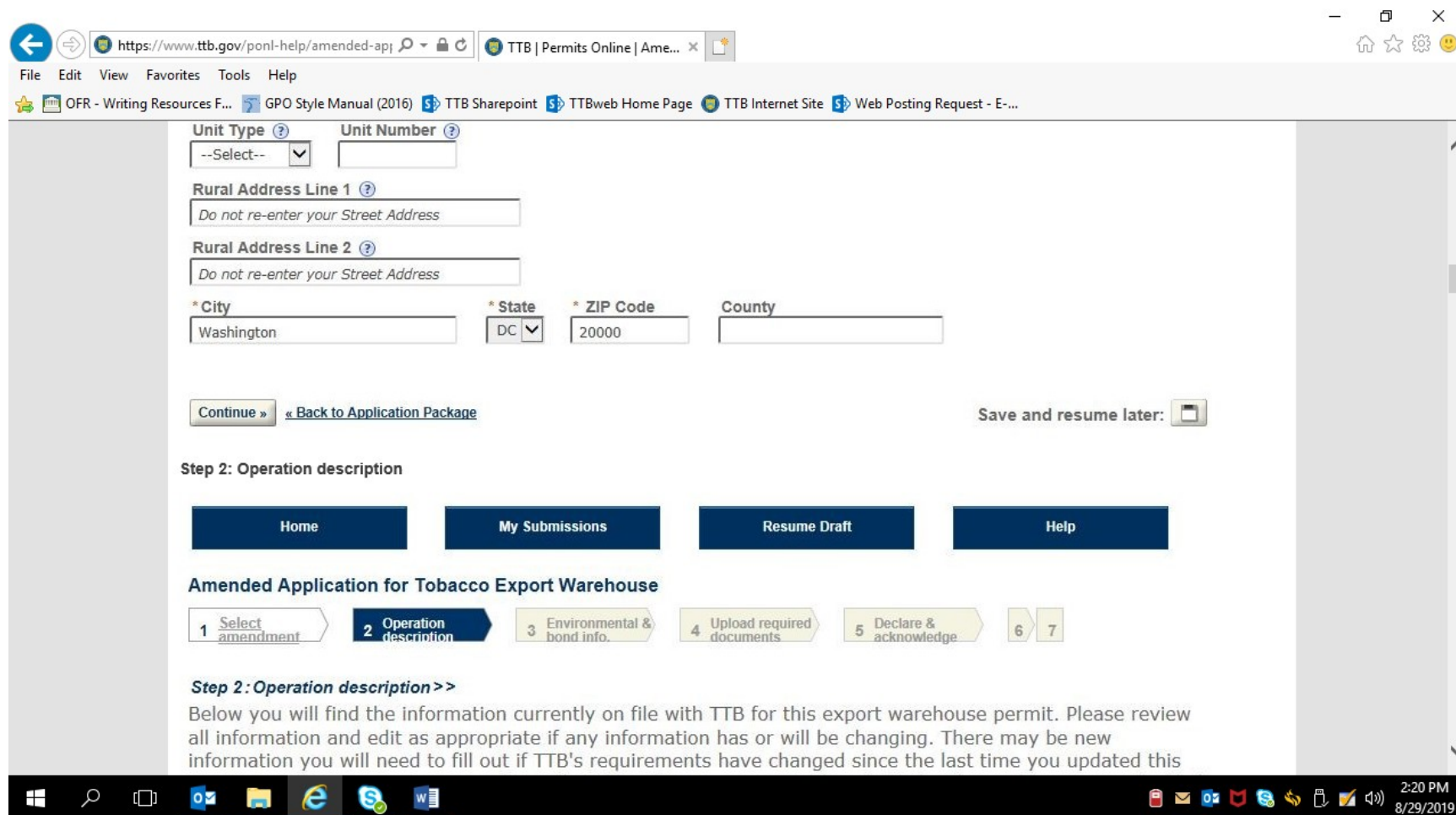
PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

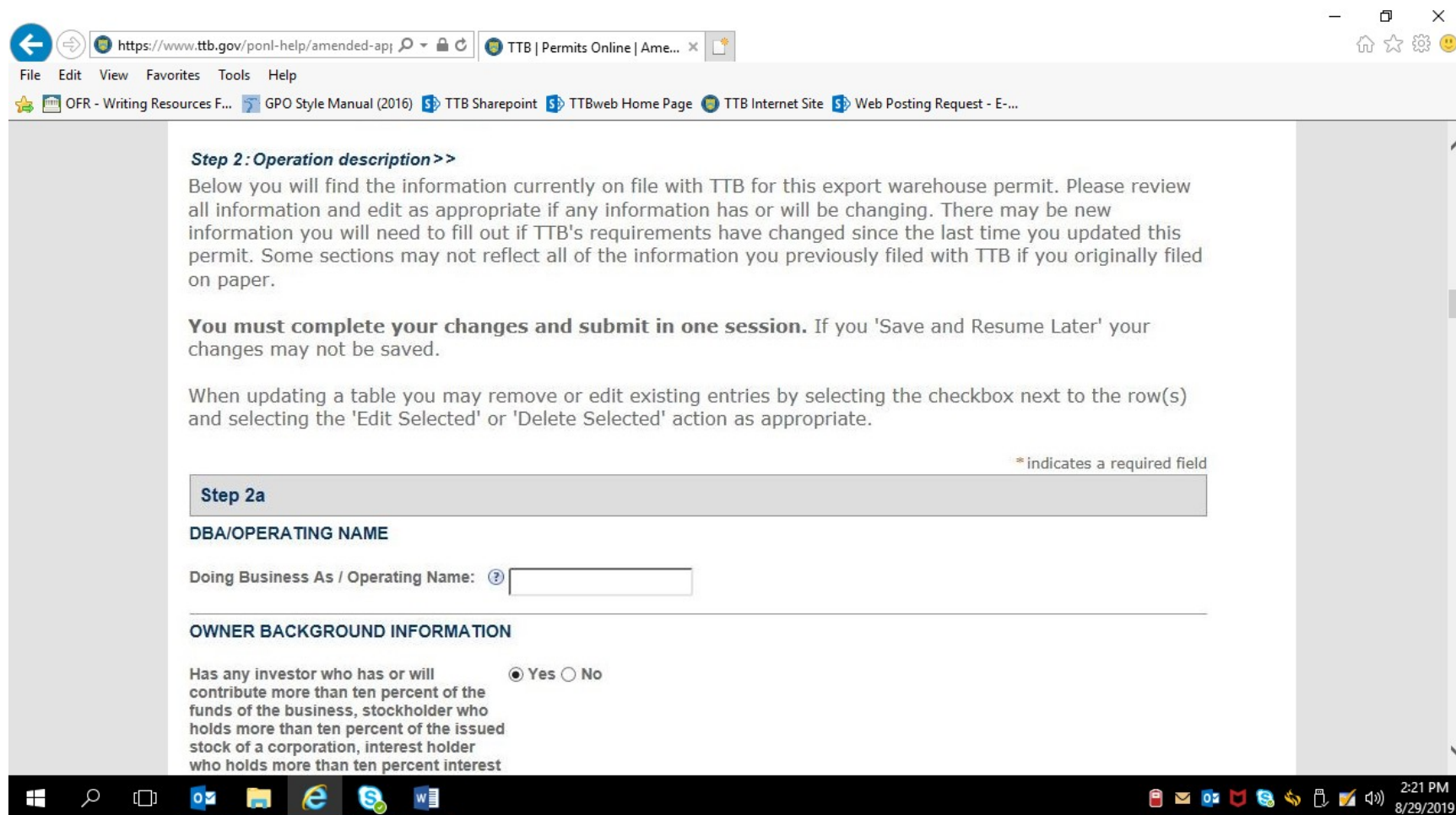
The screenshot shows a web browser window with the URL <https://www.ttb.gov/ponl-help/amended-api>. The browser's address bar and menu bar are visible. The page content is organized into three main sections:

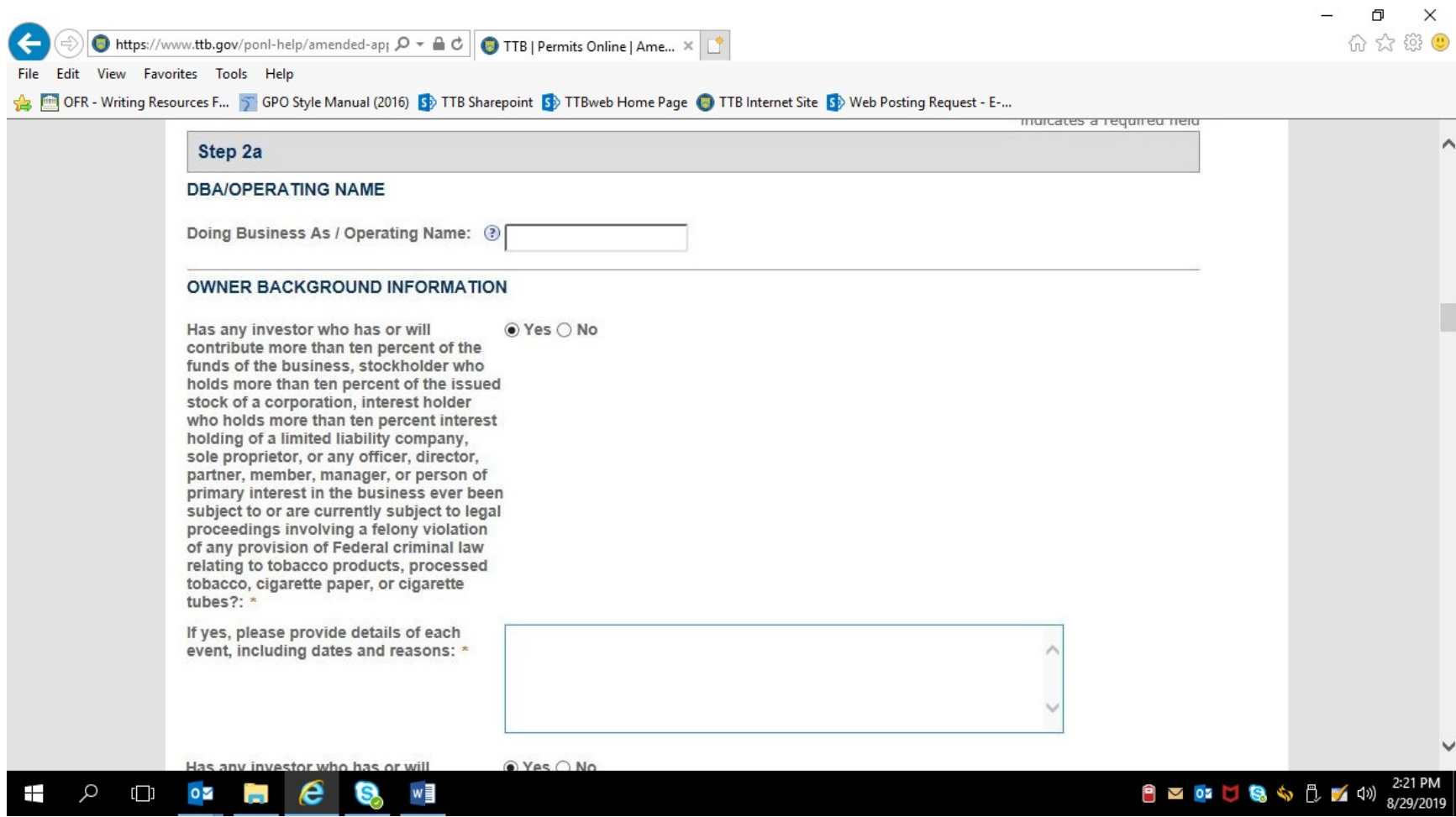
- Entity Information**: This section contains the following fields:
  - Business Name:** Our Business, Inc.
  - EIN:** 12-3456789
- Permit Information**: This section contains the following field:
  - Permit Number:** EW-DC-20003
- Premises Address**: This section contains the following fields:
  - Street #:** 123
  - Fraction:** (empty)
  - Direction:** --Select--
  - \* Street Name:** Main
  - Street Type:** ST
  - Street Suffix:** --Select--
  - Unit Type:** --Select--
  - Unit Number:** (empty)

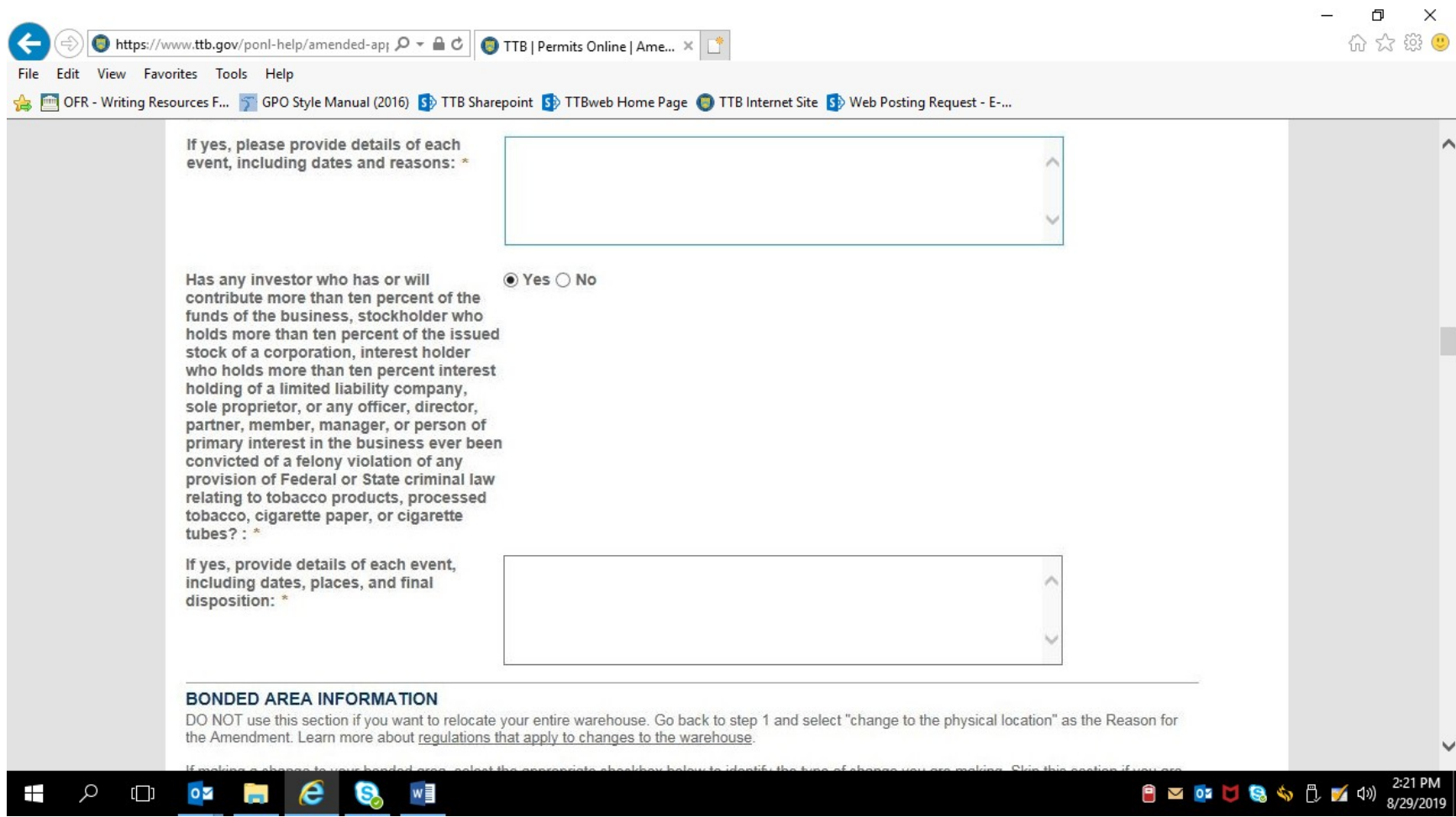
The Windows taskbar at the bottom of the screen shows the time as 2:20 PM on 8/29/2019.

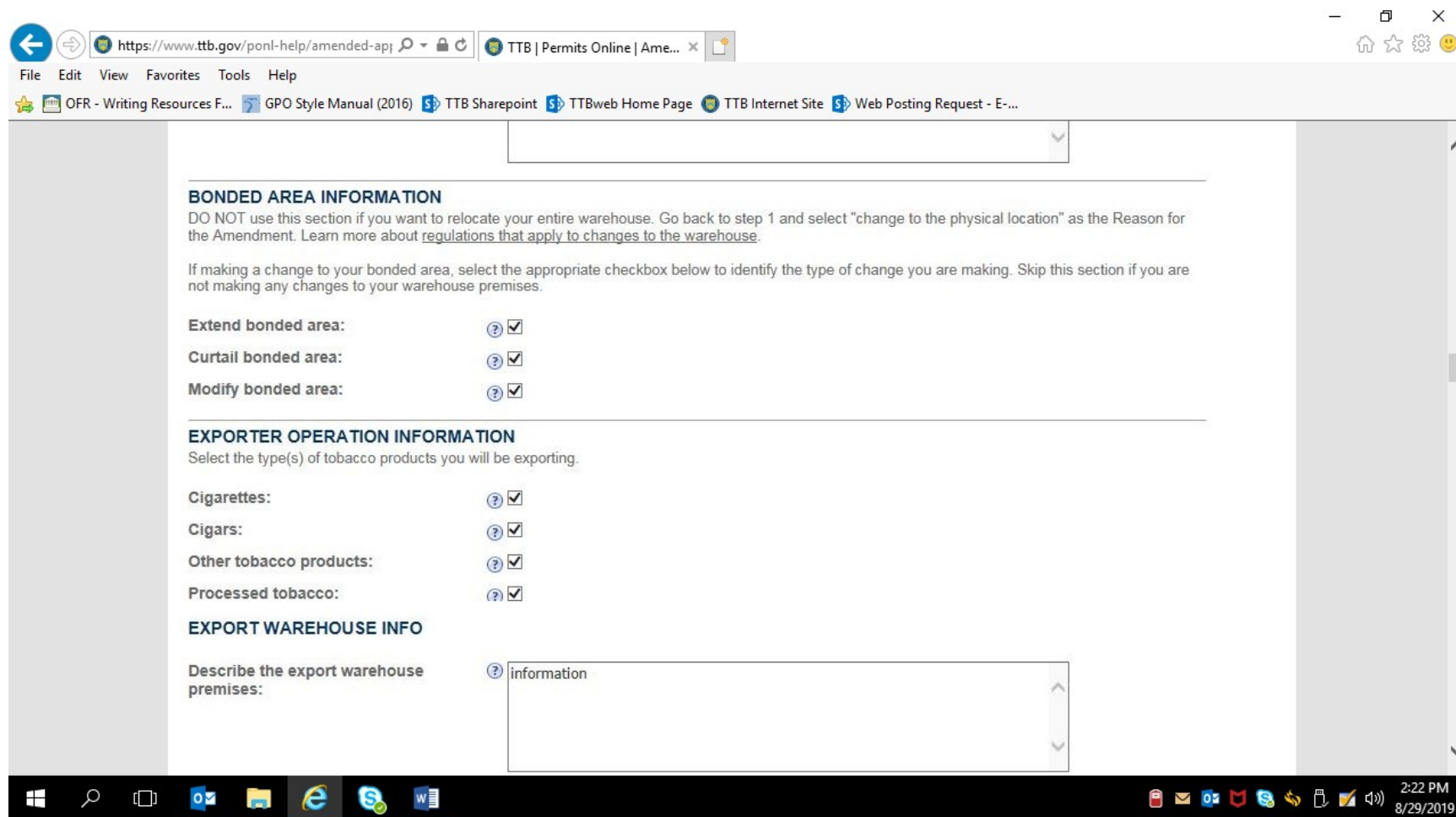
PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019











PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019

https://www.ttb.gov/ponl-help/amended-api

TTB | Permits Online | Ame...

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### EXPORT WAREHOUSE INFO

Describe the export warehouse premises:

information

Continue » « Back to Application Package Save and resume later:

#### Step 3: Environmental & bond info.

Home My Submissions Resume Draft Help

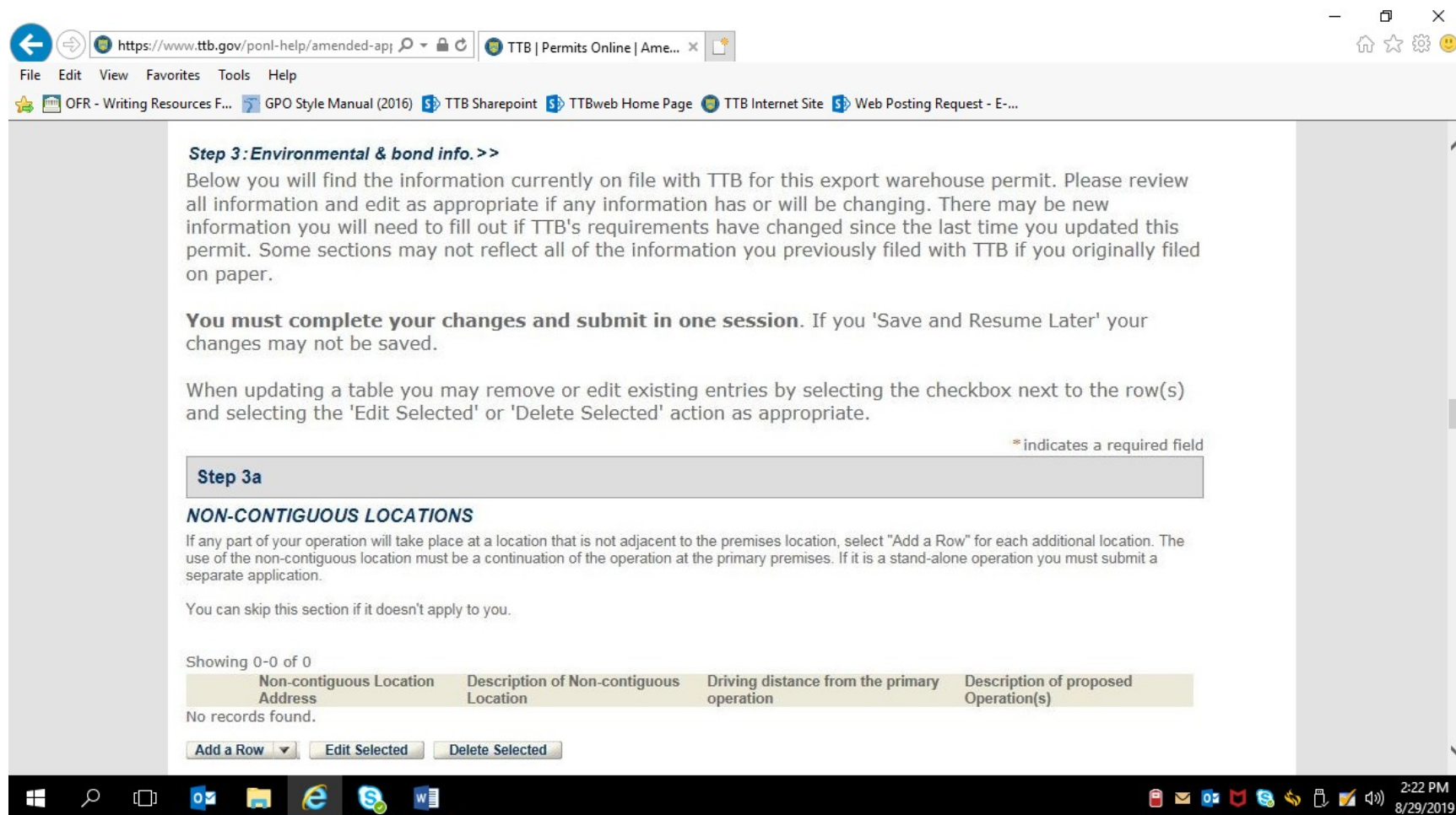
#### Amended Application for Tobacco Export Warehouse

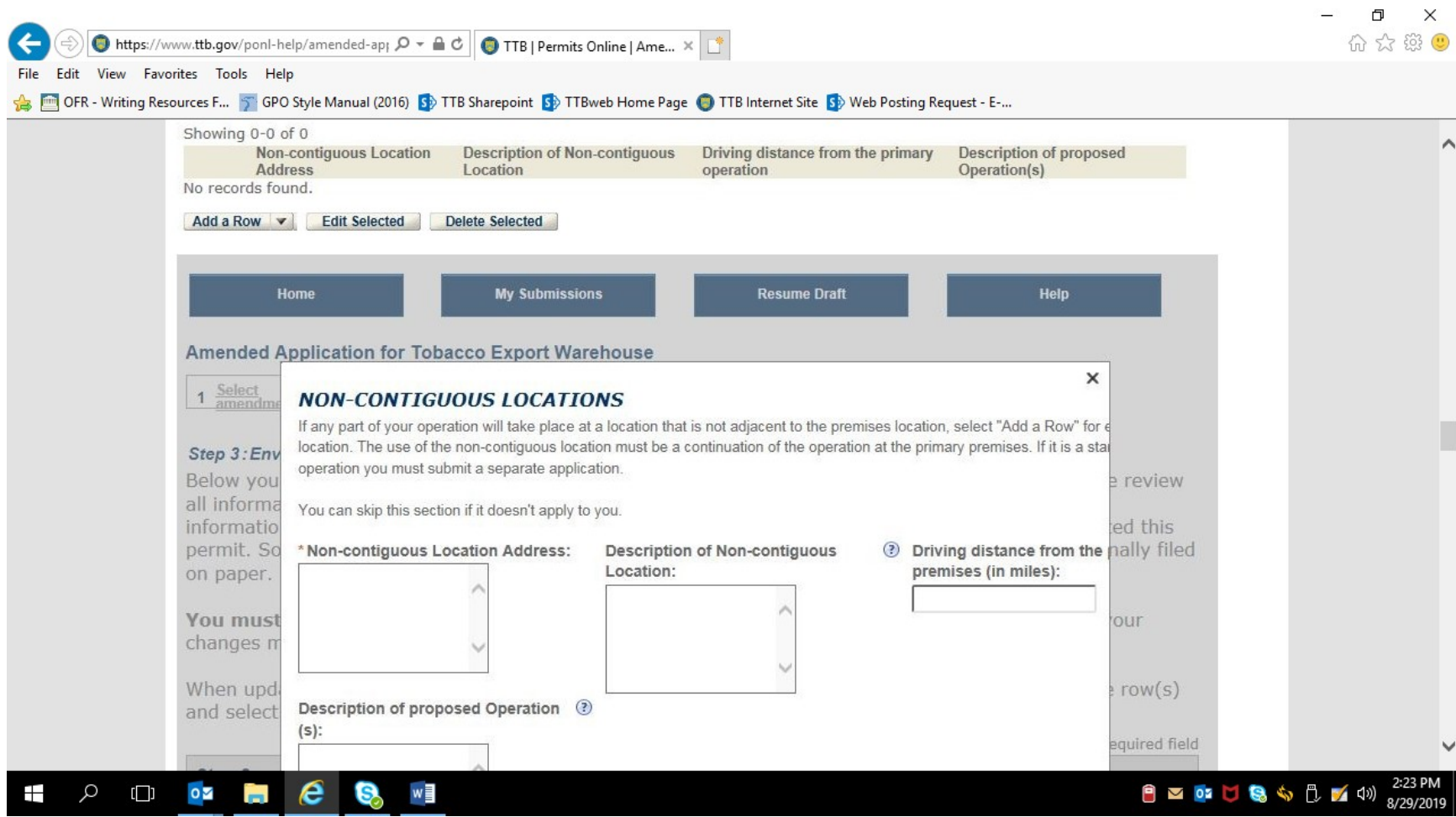
1 Select amendment 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 7

#### Step 3: Environmental & bond info. >>

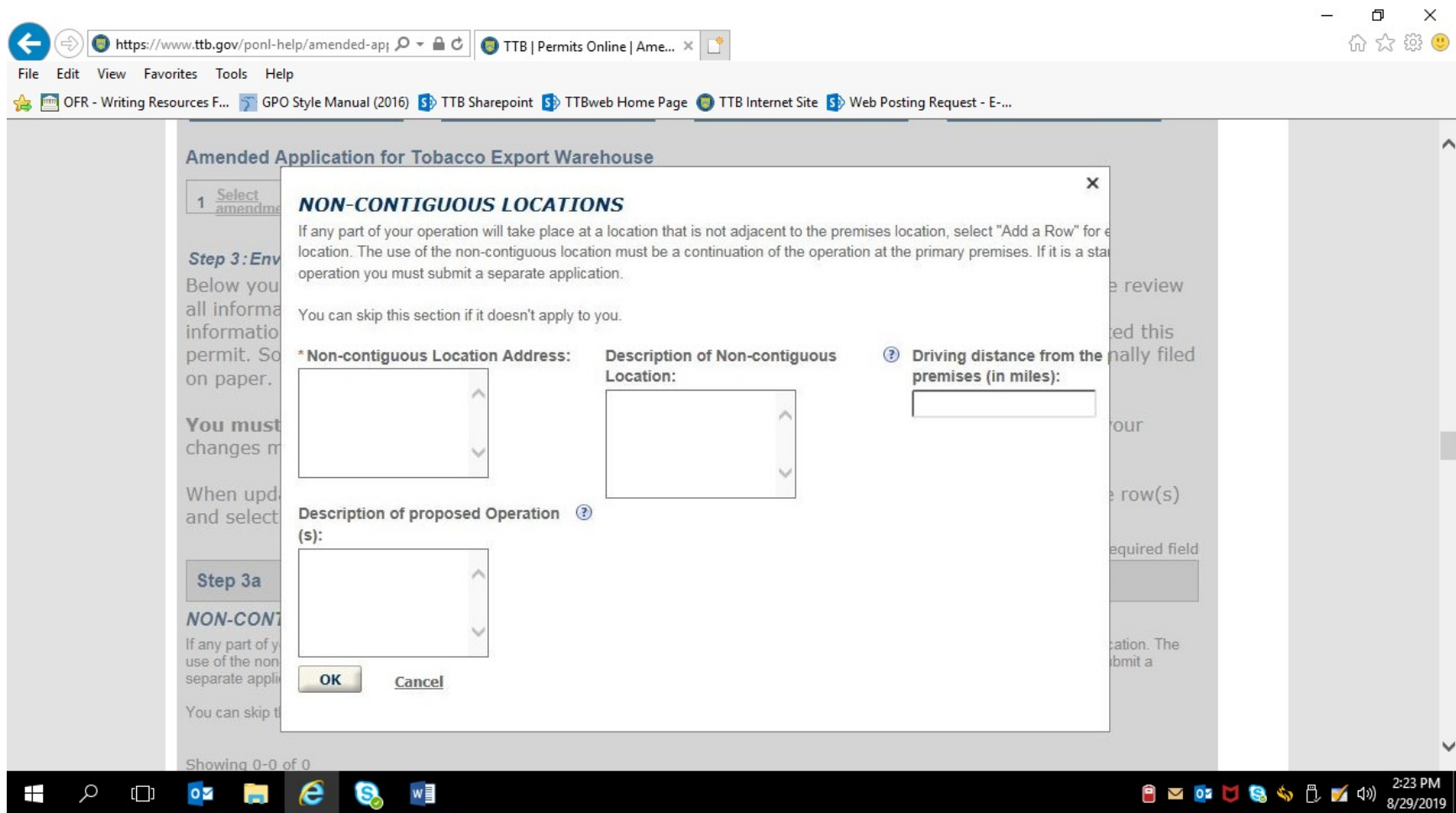
Below you will find the information currently on file with TTB for this export warehouse permit. Please review all information and edit as appropriate if any information has or will be changing. There may be new information you will need to fill out if TTB's requirements have changed since the last time you updated this permit. Some sections may not reflect all of the information you previously filed with TTB if you originally filed on paper.

2:22 PM 8/29/2019





PONL 5.0 – Amended Manufacturer of Processed Tobacco or Tobacco Products, or New Tobacco Export Warehouse, Permit Applications. Screen Shots – August 2019



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### TOBACCO BOND

A bond is required with this application. Select "Add a Row" to provide your bond information. Learn more about [how much bond coverage you need](#).

You will be required to upload a corresponding [TTB F 5200.29 Tobacco Bond](#) on the next page.

Showing 0-0 of 0

Select Bond Kind	Select Type of Bond	Effective Date of Bond (must be on or before date of TTB approval)	Amount of Bond	Select Bond Category	Enter Surety Name	Enter Surety Bond Number	Enter T-Note/Bond - CUSIP Number	Enter T-Note/Bond - Interest Rate	Enter T-Note/Bond - Maturity Date	Enter T-Note/Bond - Par Value	Enter T-Note/Bond - Issue Date	Enter Execution Date
No records found.												

Add a Row Edit Selected Delete Selected

### CONSENT OF SURETY

If you are required to provide a bond and you will also use that bond to cover additional operations, select "Add a Row" for each reason you need to extend the terms of your bond. See a list of [examples](#) that will require a Change in Bond (Consent of Surety). NOTE: A TTB Form 5000.18, [Change in Bond](#) (Consent of Surety), must be completed and uploaded later in this application.

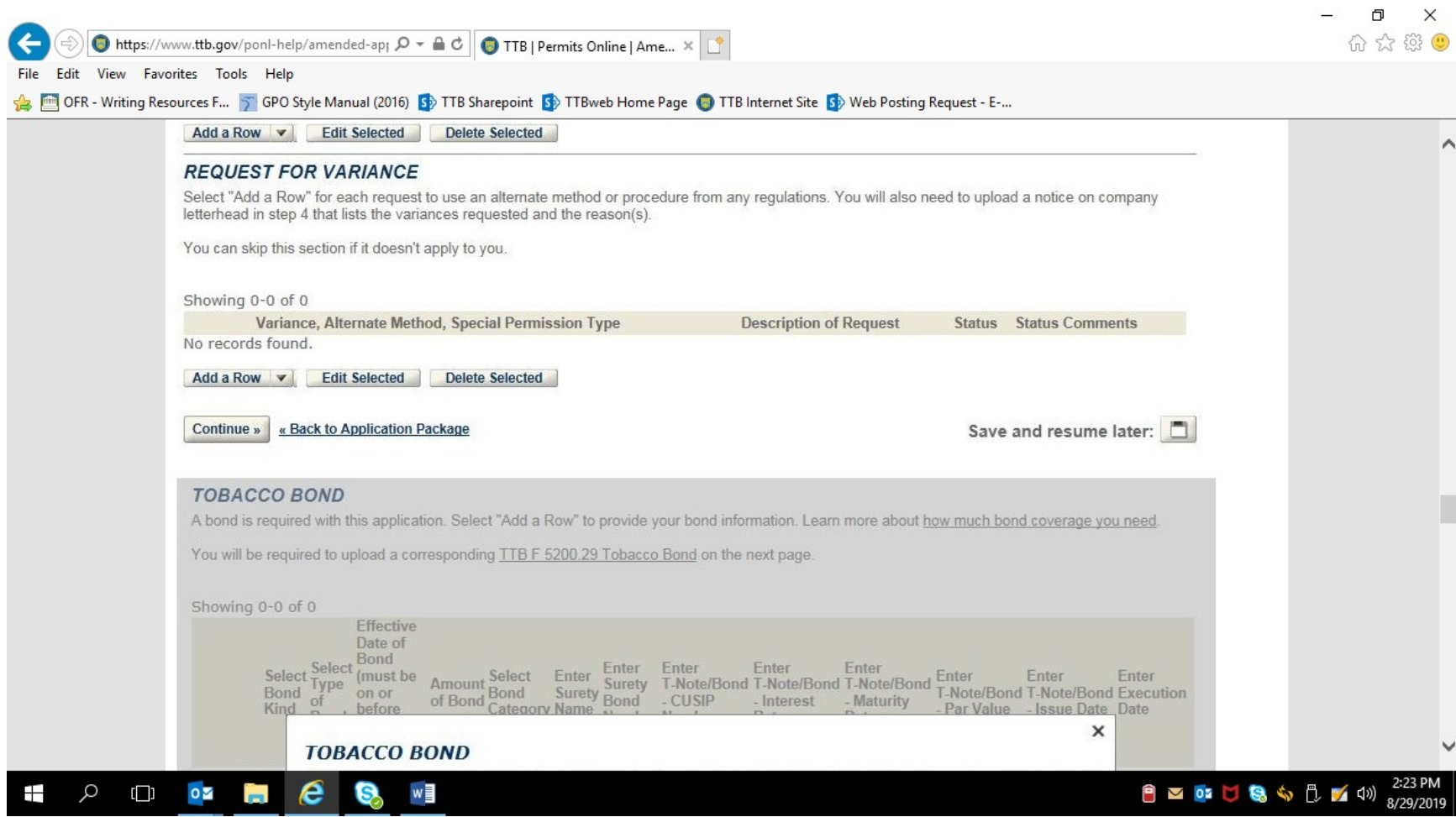
You can skip this section if it doesn't apply to you.

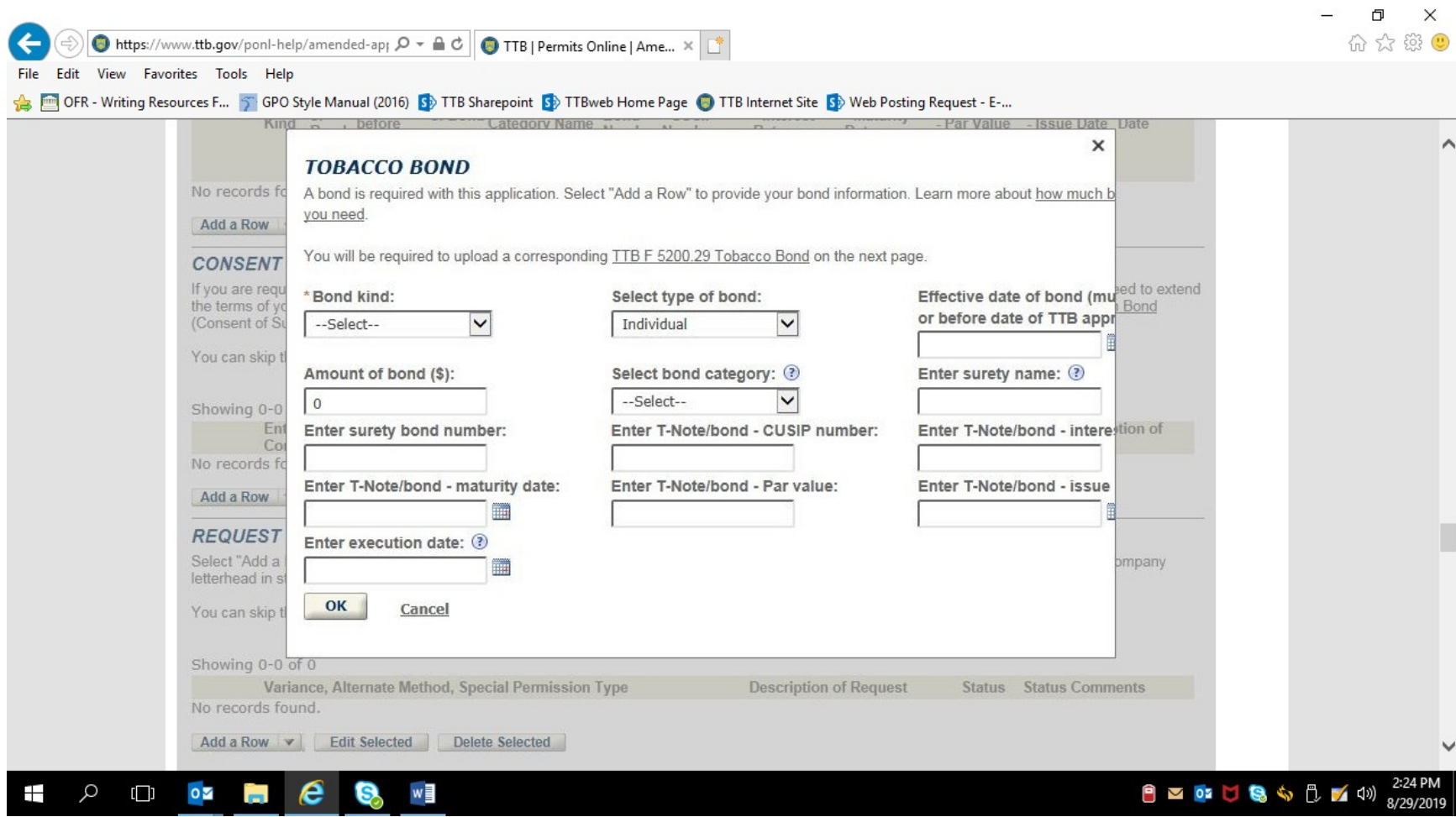
Showing 0-0 of 0

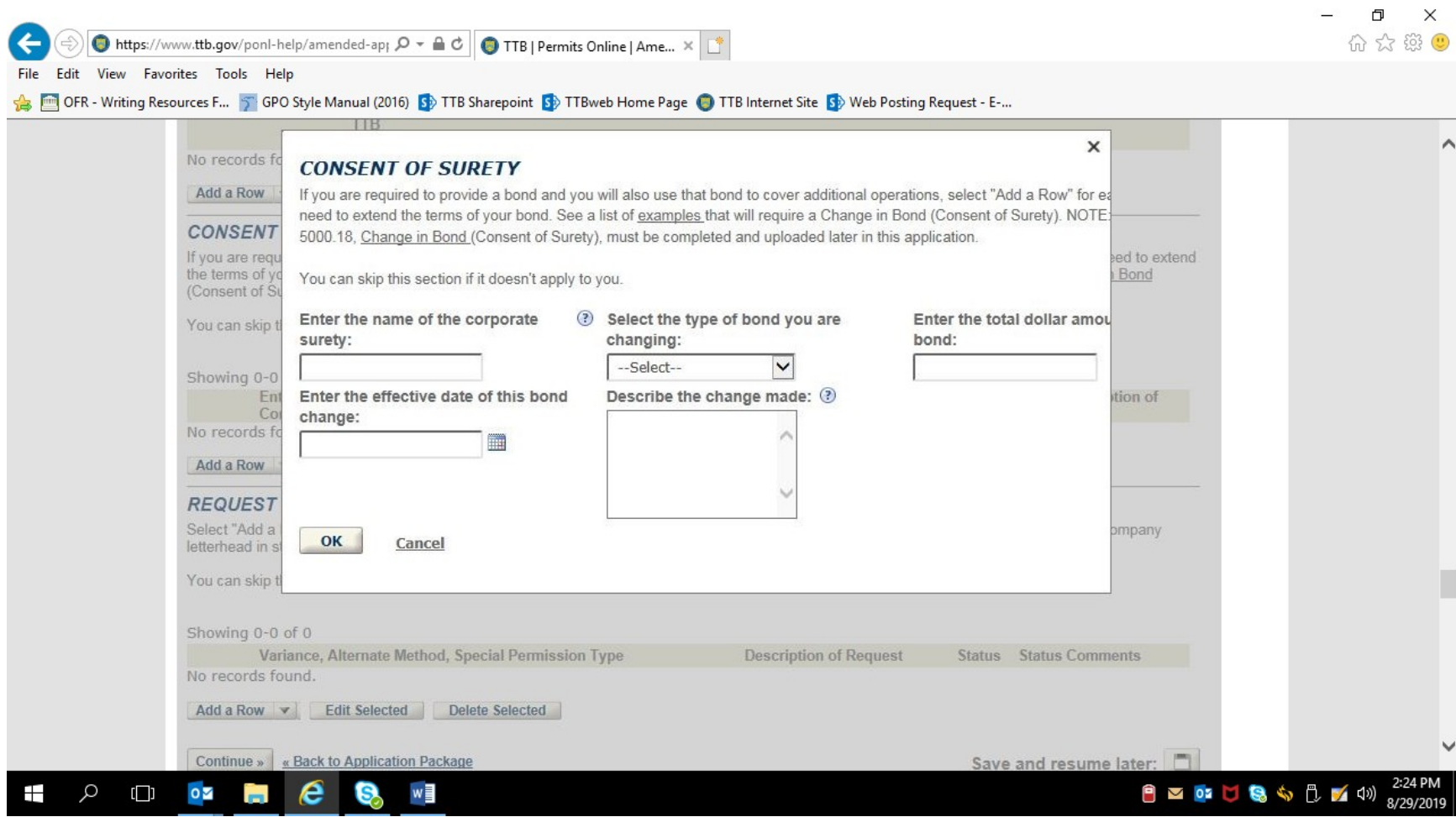
Enter the name of the Corporate Surety	Select the form number of the bond that you are changing	Enter the Total Penal Sum	Enter the Effective Date of this Change of Bond	Description of change
No records found.				

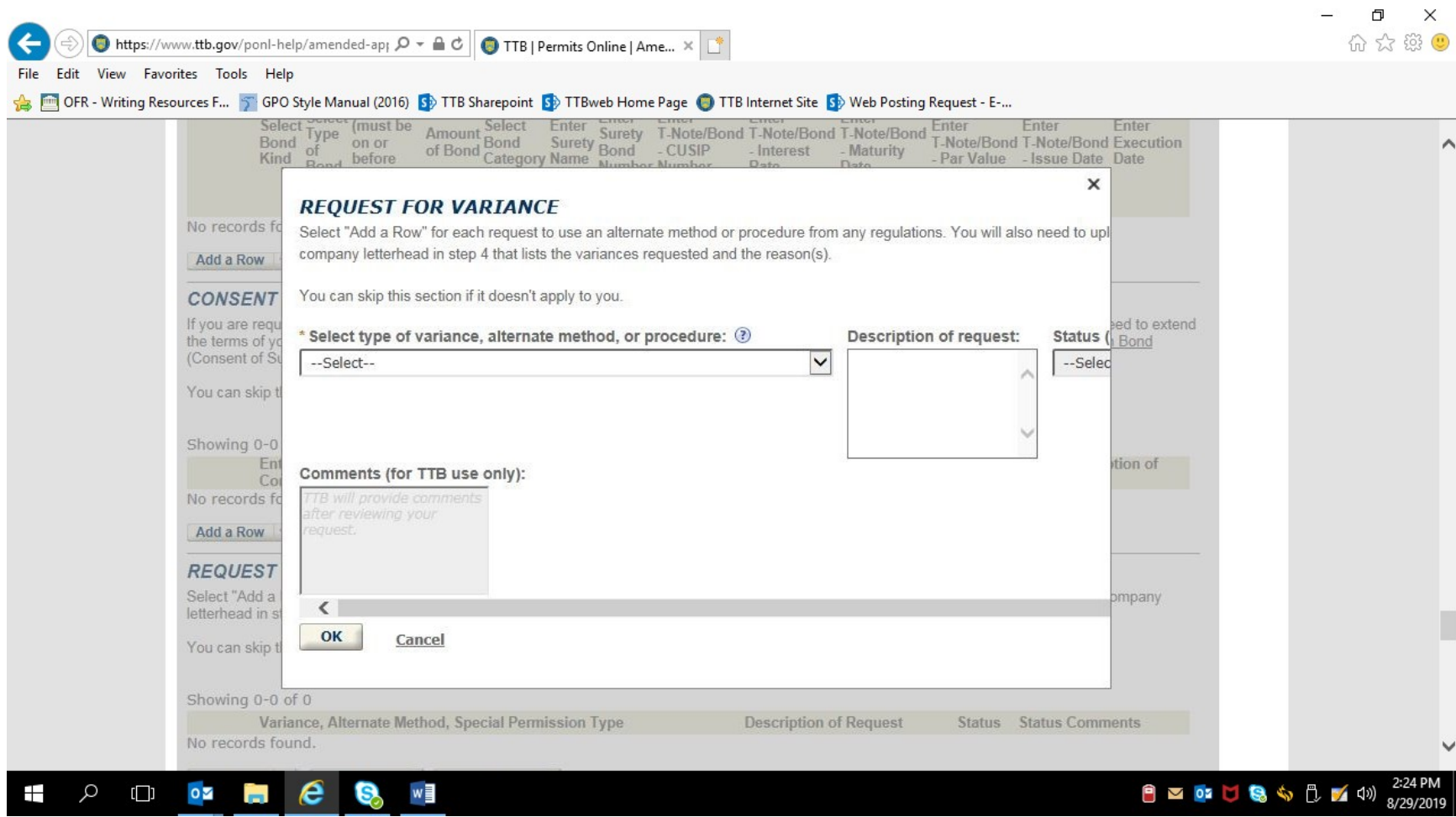
Add a Row Edit Selected Delete Selected

### REQUEST FOR VARIANCE









Step 4: Upload required documents

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Amended Application for Tobacco Export Warehouse

1 2 Operation description 3 Environmental & bond info. 4 Upload required documents 5 Declare & acknowledge 6 Review 7

Step 4: Upload required documents >> \* indicates a required field

**Step 4a**

**REQUIRED DOCUMENT CHECKLIST**

Based on the information you have given us, the following documents need to accompany your application. Please edit the Method of Submission to tell us how you'll provide these documents:

- **Documents you plan to upload:** Mark as "Uploaded." [Learn more about the type of information that should be included in each document.](#)
- **Documents already on file with TTB:** Mark as "On File and Previously Approved by TTB."

**Important:** Please make any changes to the Method of Submission on your FINAL PASS through this application, since previous edits will be overwritten upon revisiting this page.

If no documents are listed in the table below, you are not required to upload any supporting documents and can continue your application.

Showing 1-2 of 2

Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB

Showing 1-2 of 2

<input type="checkbox"/> Document Type	Comments	Method of Submission	Permit, Registry or Tracking Number if on file with TTB	
<input type="checkbox"/> Diagram		Uploaded		<a href="#">Actions</a> ▾
<input type="checkbox"/> Lease Agreement or Proof of Property Ownership		Uploaded		<a href="#">Actions</a> ▾

[Edit Selected](#)

**Step 4b: Upload Required Documents**

Upload attachments here. **Be sure to save all uploads before leaving this page using the 'Save Attachments' button.**

View, download, or print attachments by selecting the document name.

**Attachment List**

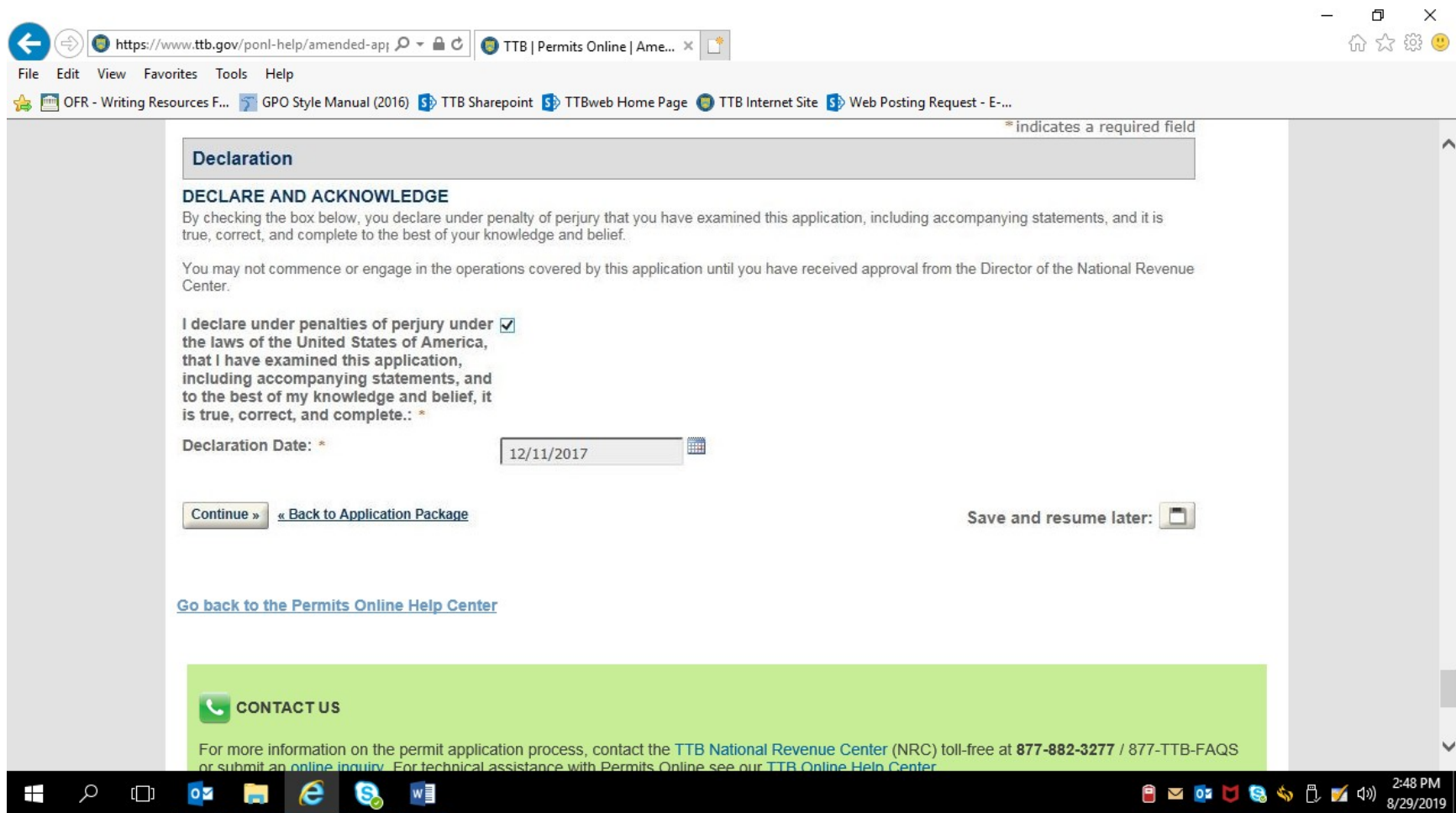
Files can be up to 16 MB in size. Larger documents should be separated and uploaded as multiple files if necessary. PDF file type is preferred.

Name	Document Type	Size	Date	Action
No records found.				

[Add](#)

[Continue »](#) [« Back to Application Package](#)

Save and resume later:



[END]