

Instructions

- To register a business as a Specialty Vape Store under the *Smoke-Free Ontario Act, 2017* in the province of Ontario, or renew an existing registration, the following forms must be completed and submitted to the board of health of the public health unit in which the business is located:
 - Application for Registration as a Specialty Vape Store
 - Statement of Professional Accountant
- The **Application for Registration as a Specialty Vape Store** form must be completed by the business owner(s).
- The **Statement of Professional Accountant** form must be completed by a Chartered Professional Accountant (CPA) or a CPA firm authorized to practice in the place where the business or business' head office is located.
- Applications will not be accepted if the **Statement of Professional Accountant** is not completed by a CPA or CPA firm.
To verify if an accountant is a CPA, please visit CPA Ontario's website and select the Member Directory:
<https://myportal.cpaontario.ca/s/searchdirectory?id=a2O0A0000003XmW>
- Contact information for public health units can be found at:
http://www.health.gov.on.ca/en/common/system/services/phu/location_areas.aspx
- **Note:** Failure to provide all required information may result in a delay in processing the application, or the rejection of the application.
- For help completing this form, please refer to the **Guidelines for Registration as a Specialty Vape Store** available at: <https://www.ontario.ca/page/guidelines-registration-specialty-vape-store>