



Licensing Requirements by Class of Licence

May 2005

	Licence class				
	Grain Dealer	Primary Elevator	Transfer Elevator	Terminal Elevator	Process Elevator
LICENCE APPLICATION REQUIREMENTS					
Annual licence fee (can be prorated)	\$1200	\$60 / elevator	\$1200 / elevator	\$1200 / elevator	\$1200 / elevator
Application form	X	X	X	X	X
Mode of operations document	X	X	X	X	X
Specimen signatures	X	X	X	X	X
Articles of Incorporation or letters of patent	X	X	X	X	X
Security (letter of credit/guarantee or bond)	X	X	X	X	X
Line of credit / banking facilities	X	X	X	X	X
Credit references	X	X	X	X	X
Audited year-end financial statements or opening balance sheet and income statement	X	X	X	X	X
Certified copy of insurance policy		X	X	X	
Draft grain receipt	X				X
Draft cash purchase ticket	X	X			X
Draft elevator receipt		X			
Weigh scale certification from Measurement Canada		X	X	X	X
Approved equipment for grain sampling, inspection, weighing, drying and cleaning ¹			X	X	
Subscribe to Grain Inventory Accounting System (GIAS)				X	
Subscribe to Montreal Registration System (MRS)			X		
OPERATIONAL AND REPORTING REQUIREMENTS					
Post licence in a conspicuous place	X	X	X	X	X
Post security as set by CGC	X	X	X	X	X
Issue accurate grain receipts for grain upon receipt	X				X
Issue accurate cash purchase tickets for grain upon purchase	X	X			X
Issue accurate elevator receipts for grain upon receipt		X	X	X	
Sampling upon receipt		X	X	X	
¹ Subject to inspector's grade and dockage ² dispute settlement for producer deliveries		X	X	X ²	

¹ Requirements vary in accordance with operations and utilization of CGC services

² Available for producer car deliveries to terminal elevators

	Licence class				
	Grain Dealer	Primary Elevator	Transfer Elevator	Terminal Elevator	Process Elevator
Daily handling report			X	X	
Monthly liability report	X	X			X
Weekly grain handling reporting		X			X
Monthly grain handling reporting ³	X		X	X	
Annual reporting of net handling		X			
Tariff reporting – annually and upon changes		X	X	X	X
Weigh-over requirements		X	X	X	
Monthly value of stocks-in-store reports			X	X	
Labeling railcars (I-90 tag)		X			
Adhere to CGC maximum shrinkage allowances		X		X	
Moisture shrinkage formula by CGC order		X			
CGC Official inward weighing and inspection			X ⁴	X	
CGC Official outward weighing and inspection		X ⁵	X	X	
Obtain CGC permission to receive foreign grain		X	X	X	X
LICENCE RENEWAL REQUIREMENTS					
Annual licence fee (can be prorated)	\$1200	\$60 / elevator	\$1200 / elevator	\$1200 / elevator	\$1200 / elevator
Application form	X	X	X	X	X
Post security as set by CGC	X	X	X	X	X
Audited year-end financial statements ⁶	X	X	X	X	X
Insurance renewal certificates		X	X	X	
Copies of grain receipts authorized by CGC	X				X
Copies of elevator receipts authorized by CGC		X			
Copies of cash purchase tickets authorized by CGC	X	X			X

³ Generated automatically from GIAS or MRS for terminal and transfer elevators respectively

⁴ Not required for eastern grain nor western grain that has previously been officially weighed or inspected

⁵ Not a requirement – but available upon request when operationally feasible

⁶ Provision for unaudited year-end statement with two audited liability reports during the licence year for grain dealers, primary elevators, and process elevators.