

The delivery permit

Pre-printed applications are sent to producers who conducted business with the CWB in the previous crop year. New producers can complete a blank application at the elevator in June. The application must identify all parties who are entitled to a share of the grain produced on the land described in the application.

It is important for the CWB to have accurate and complete information about actual producers and interested parties. This information assists in developing sales plans and will be used to establish voter lists for future CWB board of directors elections.

Who can apply

1. Actual producers who grow wheat, durum, barley, oats, rye, flaxseed, canola or rapeseed during the crop year; or
2. Actual producers whose land is in summerfallow or is seeded to miscellaneous crops or perennial forage during the current crop year AND the producer, landlord, vendor or mortgagee has carried-over grain from a previous crop year.
3. Applicants must be at least 18 years of age. Consideration will be given to those 16 and 17 years of age. In these cases, the following documents are required as proof of the applicant's farming status:
 - certificate of title or tax notice for the land shown on the application in the name of the applicant;
 - lease agreement for the land shown as cash rent or crop share;
 - receipts for the farming operation in the name of the applicant.

Applicants must be at least 18 years of age.

No delivery permit will be issued to individuals under the age of 16.

Who can appear on the delivery permit

Actual producer – those who are financially responsible for the grain production and are engaged in the production of grain or who direct these operations on a custom basis. Includes an individual, partnerships, corporations, co-operatives and Hutterite colonies.

Interested party – is a landlord, vendor or mortgagee who is not actually engaged in the production of the crop but who shares in the proceeds of grain sales.

- **Landlord** – someone who rents land to an actual producer under a crop-share agreement.
- **Vendor** – someone who sells land to an actual producer and who, under the terms of the sale, receives a share of the crop grown on that land.
- **Mortgagee** – someone who lends money to a landowner and acquires a charge (mortgage) on the land as security for the loan with a share of the crop as part of the repayment terms.

Landowners who receive cash for the rental of their land and custom operators are not entitled to appear on the delivery permit.

Home quarter

A home quarter description is required to ensure the farming operation is included in the correct district for CWB board of director elections.

If the producer does not reside on the land, please indicate a parcel of land that will enable us to place the producer in the correct district.

Identification numbers

To participate in the Producer Payment Options or Spring Cash Advance Programs, new producers can call 1-800-275-4292 to be assigned an identification number before the start of the new crop year. They must provide their name, address, date of birth, SIN and home quarter. The identification number will not be activated until the producer's delivery permit application is validated.

When the delivery permit applications become available for the new crop year, the actual producer completes a blank application, using the identification number that has been assigned.

A 10-digit producer identification number is assigned to each producer who appears in a delivery permit book. Producers will retain this number indefinitely unless their farming operation changes. The last eight numbers identify the producer; the first two digits, or prefix, are special indicators, described below.

Actual producer – The first two digits of the producer identification number are 00.

Interested parties – can appear in more than one permit book. Interested parties are identified with prefixes 01, 02, and so on.

If the relationship between the interested party and the producer changes, (for example, if the interested party's crop share agreement expires) the producer identification number of the interested party is not valid for delivery after July 31.

If an interested party becomes associated with a different actual producer, a new prefix is assigned by the CWB but is not valid until August 1, 2006.

Completing the delivery permit application

A pre-printed delivery permit application, delivery permit book and worksheet are mailed to producers who held a delivery permit in the previous crop year.

However, actual producers who have not conducted CWB business within the past two years will not receive a pre-printed delivery permit application this year. If these producers plan to conduct CWB business this crop year (for example deliver CWB grain, participate in Producer Payment Options or in cash advances on CWB grains), they can call 1-800-275-4292 to have a pre-printed application mailed to them, or complete a blank application at the elevator using their previous producer identification number.

Actual producers who did not activate their delivery permit last year

These actual producers will not receive a pre-printed delivery permit application this year. If these producers plan to conduct CWB business this crop year (for example deliver CWB grain, participate in Producer Payment Options or in cash advances on CWB grains), they can call 1-800-275-4292 to have a pre-printed application mailed to them, or complete a blank application at the elevator using their previous producer identification number.

See example on page 12.

Instructions for completing a pre-printed delivery permit application

The land on the permit application must comprise an independent and separate farming unit.

1. Indicate the home quarter land description.
2. Print the producer's full last, first and middle name, date of birth, Social Insurance Number, e-mail address and phone number in the spaces provided. See example for *Jones Ralph Jacob*.
3. Check all addresses, phone and fax numbers. Stroke out any incorrect information and print the correct details in the boxes provided. Add e-mail addresses if applicable.

This information must be as complete as possible, for the actual producer and for interested parties appearing on this application. It could be used to issue ballots for CWB board of directors elections.

4. To delete an interested party, stroke out the information and print the word **Delete**, as shown in the example for *Williams Ltd*. Make any necessary changes to the land associated with this party.
5. If an individual has died, please indicate **Estate** after the name and provide the name and address of the executor or administrator in the space provided. See example for *Johnson Doug Estate*.
6. To add a new interested party, follow the example given for *Doe Winnifred*. Remember to provide complete information (e.g. personal information, land description and land reference). If the permit application has no available spaces, add the new name and information on a blank permit application or a piece of paper and attach it.

Check and update land descriptions

Changes can be made directly on the form as shown in the example.

7. If the actual producer is cash renting land, use the letter **X** in the land reference column. Landowners who receive cash for the rental of their land are not entitled to appear on the delivery permit.
8. To correct land parcels, draw a line through the old description and write in the correct description.
9. To delete land parcels, stroke out the land description.
10. An asterisk (*) appearing beside a land description indicates the land also appears on another producer's delivery permit. Please compare this land description to the producer's tax notice. If it is incorrect, please make the necessary changes. If it is correct, call the CWB.
11. To add new land parcels, write the description on the next available line. **Ensure the land reference letter is marked with the correct party** (actual producer or interested party).

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12. If the number of acres farmed has changed, enter the new total in the **Amended Total Farm Acres** box.

Complete the seeded acres section of the form.

13. If the actual producer is a registered seed grower, indicate the seed grower number in the box provided.
14. Record the number of acres seeded to each grain.
- Flaxseed includes linola.
 - Miscellaneous crops include corn, canary seed, sweet clover, soybeans, mustard, sunflowers, lentils and peas.
 - Perennial forage includes sainfoil, trefoil, alfalfa, perennial grasses and clover.
15. Add boxes A to M (total in box N), O to U (total in box V) and W. Place the **Total Farm Acres**, in Box Z.
16. Indicate Yes or No to the question on organic wheat or barley.
17. Indicate Yes or No if the producer has stocks of or has seeded non-registered wheat varieties. Record the number of seeded acres in Box I.

This information ensures that grain handlers are aware of the presence of non-registered varieties on the farm. Non-registered varieties are purchased as CW Feed.

Signature requirements

18. Print the name of the actual producer, as it appears in the Actual Producer box, on the line provided.
19. The actual producer must read and sign the declaration.

Each joint producer must sign the form.

Estates, corporations, partnerships (includes joint producers), cooperatives and other business entities have special signing requirements. See page 7 for information on *Signing CWB documents*.

20. Indicate the position in the company (if applicable).

On the reverse of the application:

- Have the producer complete the questions in **Section A**.
- All producers must answer the questions in **Section B** by checking off YES or NO in the space provided.

Attach the second copy, which is the producer's official delivery permit, to the first page of the delivery permit book.

Send the CWB copy to us for processing.

Change of farming operation

If the farming operation has changed (for example from an individual to a corporation) since the last delivery permit was issued, the producer can amend the pre-printed application or complete a blank delivery permit application. The CWB will issue a new producer identification number.

New producers

New producers who are applying for the first time must complete a blank application.

Instructions to complete a blank delivery permit application

Complete one delivery permit application for each separate, independent farming unit. The application must identify all interested parties entitled to a share of the grain produced on the land described on the application.

1. Complete the front of the delivery permit application with the producer.

Record the following information:

- Last, first and middle name in full or complete name of business entity for the actual producer and interested parties;
- Home quarter for the actual producer;
- Land descriptions;
- Seeded acres;
- Social Insurance Number, address and date of birth for individual producers;
- Telephone, fax number and e-mail address; and
- Seed grower number (if applicable).

Use a second blank permit application if you require more space for interested parties or land.

For non-residents of Canada, record the name and non-resident address on the delivery permit application. On separate paper, write the Canadian address of any individual or agent acting on behalf of an actual producer or interested party who lives outside of Canada. Attach it to the delivery permit application.

2. On the reverse of the application:
 - Have the producer complete the questions in **Section A**.
 - All producers must answer the question in **Section B** by checking off YES or NO in the space provided.
3. Have the producer read and sign the declaration on the front of the application. Examples of signature requirements can be found on page 7 of this guide.
4. Send the top copy to the CWB, Farmer Operations.
5. Attach the second copy, which is the producer's official delivery permit, to the first page of the delivery permit book.
6. We will send you a listing of new producer identification numbers and instructions. Write the new identification numbers in the delivery permit book.

7. Producers are required to indicate on their delivery permit application if they have grown non-registered varieties on their farms. Attach a non-registered variety identification sticker to the front cover of the delivery permit book if the applicant has stocks of or has seeded non-registered varieties of grain.

Lost or damaged delivery permit applications – call 1-800-275-4292.

Lost or damaged applications

If the pre-printed application is lost or damaged, call our toll-free number (1-800-275-4292) and a new one will be sent to the producer. Producers can also complete a blank delivery permit application and use existing producer identification numbers to make deliveries.

Listing of producer identification numbers and instructions to elevator managers

As delivery permit applications are processed from your delivery point, you will be mailed a listing of new identification numbers and instructions. You may also receive delivery permits with signature errors. These permits must be correctly signed (see *Signing CWB documents* on page 7) and returned to the CWB.

How to change the delivery permit after it has been issued

Address changes

Please provide the CWB with the following information:

- name,
- identification number,
- old address,
- new address,
- new phone number,
- signature(s) of the producer.

Estates, corporations, partnerships, cooperatives and other business entities have special signing requirements.

For partnerships, all parties must sign to avoid processing delays.

Adding and deleting interested parties

The 2006-07 delivery permit application must identify all interested parties entitled to a share of the grain produced for the 2006-07 crop year. If errors were made when completing the delivery permit application, interested parties may be added or deleted after the delivery permit book has been issued.

Instructions:

1. To add an interested party – send the details in a letter or fax signed by the actual producer to the CWB, Farmer Operations. Be sure to include the interested party's full name, address, date of birth, Social Insurance Number, telephone and fax number, e-mail address, land description, and any previous identification numbers. The producer may be asked at a later date to provide additional information, such as a crop share lease agreement.

2. To delete an interested party – Send the details in a letter or a fax signed by the actual producer to the CWB, Farmer Operations. Please include the interested party's name, address, land descriptions and identification number.
3. If adding or deleting an interested party changes the actual producer's total farm acres on the delivery permit application, complete an *Amendment to Land/Seeded Acreage* form.

Changing land or seeded acres

Instructions:

1. Complete an *Amendment To Land/Seeded Acreage* form with the producer. Instructions are on the form.
2. Have the producer answer the questions and complete the declaration on the CWB copy.
3. Send the top copy to the CWB, Farmer Operations.
4. Attach the producer's copy in the delivery permit book, on top of the delivery permit.

Actual producer changing to a new business entity

Producers can cancel their existing delivery permit book and operate under a company name. Call us for the form and the detailed instruction sheet for this procedure, and we will fax them to you.

The producer will need to complete a new delivery permit application in the company name. Delivery contracts will be changed by the CWB. An *Assignment* form also needs to be completed if there is an unfilled PPO contract. A GDC transfer form needs to be completed if there is an unfilled GDC contract.

If the actual producer has an outstanding advance payment under the existing identification number, the new delivery permit book must be endorsed. The producer needs to complete the following in the new company name:

- a *Declaration and Guarantee* form
- a *Related Producers' Declaration* form (if applicable)
- a *Participants' Calculation* form (if applicable)

Important: Make this change to the *Declaration and Guarantee* form:

PART 2 – GUARANTEE

In consideration of the advance payment being made to/ **previously made to** _____

add these words and include the names of **both the previous actual producer and the new company name in the space provided**

Lost or destroyed delivery permit book?

To receive a replacement book, call 1-800-275-4292.

Estates

When completing the delivery permit application, write ESTATE after the name and provide the name and address of the executor or administrator in the space provided on the application.

To assist the CWB in the administration of the estate, please send us the following documents (all original documents will be returned):

- A notarized, sealed copy of the Letters of Administration or a notarized, sealed copy of the Grant of Probate.

OR

- A notarized, sealed copy of the will and a copy of the death certificate if it was not necessary to probate the will.

If anyone has renounced the right to be an executor, please send a copy of this document.

When a producer has died after the delivery permit has been issued, please send us the name and address of the executor or administrator along with the documents shown above.

Deliveries can continue to be made on the delivery permit.

Contact us if the estate should be deleted from the delivery permit and replaced with a beneficiary.

Producers who are no longer farming but have grain to deliver

Producer holds a current delivery permit book

Producers who have left farming but still have grain to deliver should call the CWB at 1-800-275-4292.

Producer or interested party does not appear on a current delivery permit book

Producers who have grain carried over from a previous crop year can complete a delivery permit application without land descriptions and seeded acres. Send the top copy to the CWB with a note stating the delivery permit is for carried-over grain. Insert the producer's copy in a delivery permit book. To deliver grain, the producer must complete delivery contracts and deliver as calls are announced.