



**2006-07**

# **AMPA advance payments**

**for wheat, durum and barley**

**Country  
Elevator  
Guide**



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# About the cash advance program

The *Agricultural Marketing Programs Act (AMPA)* authorizes the cash advance program for farmers who have wheat, durum and barley stored on farm. The CWB administers this program for wheat, durum and barley grown in Western Canada.

## Important information

The 2006-07 *AMPA* program runs from September 1, 2006 to August 31, 2007. Application deadline is May 31, 2007 or sooner. The CWB will notify your company if an earlier deadline will be in effect.

**Note:** AMPA cash advance payments on feed barley may not be available after the close of the first pool period, January 31, 2007. The CWB will consider offering advances after the closing date if the market value for feed barley warrants.

## 2006-07 Pre-Delivery Top Up

This program will be available for the 2006-07 crop year. Farmers can top-up their cash advance on wheat and durum with an additional amount per tonne from the CWB. It is called a Pre-Delivery Top Up because farmers can get these extra dollars before their wheat and durum is delivered. Farmers must have an approved cash advance based on their harvested grain to cover the tonnage they are applying for.

## Total eligible amount

Applicants can receive up to \$250,000 per crop year for all crops (not just wheat, durum and barley) regardless of the number of farming operations in which the applicant has a financial interest. The first \$50,000 is interest-free until the advance is repaid or August 31, 2007, providing the advance is not placed in default.

Any monies outstanding from the 2005-06 *AMPA* program where default has been stayed and from advances issued through other producer organizations for other crops reduces the applicant's total eligible amount.

See pages 27 to 65 for step-by-step instructions on completing an advance.

### 2006- 07 advance payment rates (per tonne)

|                      |      |
|----------------------|------|
| Wheat                | \$80 |
| Durum                | \$75 |
| Barley               | \$35 |
| Designated<br>Barley | \$60 |

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## Repayment

Applicants must repay their advance by delivering wheat, durum and barley. Deductions on 2006-07 AMPA advances are taken at the same rate the advance was issued (see rates on the table on page 20). The rates per tonne shown on the table have been established by the federal government. Applicants can repay, in cash, up to \$500 or 10 per cent of the issued value of the advance (whichever is greater).

The CWB introduced a telephone/Internet/ATM bill payment service enabling farmers to repay their outstanding CWB cash advances. Any cash payments over the limit are subject to cash refund interest (fall program). Read more about the automated bill payment service on page 22.

In order to deduct and report advance refunds to the CWB, feed mills, grain dealers and fuel ethanol plants must apply in writing to the CWB for an Advance Payment Deduction Agreement. Where an agreement with the CWB is held, the required deductions will be made from grain deliveries and remitted to the CWB. Where an agreement with the CWB is not held, it is the applicant's responsibility to submit the necessary advance refund to the CWB, with receipts, and make the appropriate grain delivery entry into the permit book.

## Default date

Applicants will be placed in default if they have not met all of the obligations of their advance application on or before **August 17, 2007**. Applicants whose defaulted AMPA advances are repaid after August 31, 2007 are not eligible for a 2007-08 cash advance (see page 10).

## Fees

Your grain company charges \$75.00 (plus GST if advised by your head office) per application to cover their administrative costs.

## Related producers – all applicants must complete

All applicants must answer either "Yes" or "No" to the questions in the section regarding related producers. Failure to complete this section may result in delay or rejection of the advance application and/or advance payments from being processed or issued.

If the applicant answers **YES** to either of the following questions shown in this section on the advance application then the applicant must complete the *Related Producers' Declaration* form:

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership or other business enterprise?
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act* (Canada)?

## Submitting and correcting forms

To assist in processing and to provide faster service to farmers, please staple supporting documents to the back of the advance application and fold the advance application with the calculations to the outside.

If a document needs to be amended before the applicant can receive payment this can be done by fax. The CWB will fax its copy to the elevator so that it can be amended. The fax number is (204) 983-8031. The farmer and elevator manager must initial all the changes. The CWB will approve the advance based on the fax copy returned. The original corrected fax copy is kept at the elevator and must be held on file for six years and be available upon request. If for some reason, the original amended fax copy cannot be kept at the elevator, they may be mailed to the CWB for storage.

In addition, the CWB will accept faxed copies of *Priority Agreement* forms if the original, signed copy is either forwarded to us or held on file at the elevator.

## Priority Agreement

Where a lien exists, the advance cash ticket can be issued jointly or to the applicant, as directed by the Lender on the *Priority Agreement* form.



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# Accessing account information

## E-services

CWB agents can access farmers' cash advance account information through E-services on the CWB Web site.

E-advances will enable farmers and CWB agents to:

- view cash advance account balances and transaction details on-line;
- project interest amounts owing and create cash payment scenarios; and
- recalculate the account balance with a payment the CWB has not yet received (in-transit payment).

If your company has not yet signed up for e-services, please call your head office to ask when you will receive access.

## Interactive Voice Response (IVR)

Advance account balances are also available through the CWB's Business Centre. Using a touchtone phone, you can access account balances through the IVR system 24 hours a day by calling **1-800-275-4292**. Callers with rotary dial phones are referred to a CWB representative.

The IVR service offers the following information to both grain company representatives and individual farmers:

- the current cash advance balance (separate balances are provided for accounts under ESCAP and AMPA);
- the per diem interest (if applicable);
- a reference number; and
- the last five refunds applied to the account.

## IVR system access

Callers to 1-800-275-4292 will be offered a menu of options which will include the option to press 3 for Self Service. From this point, callers will be prompted to press 2 for IVR.

- You can access the information by providing a nine-digit delivery point code and the farmer's 10-digit identification (ID) number.
- Information may be requested for an unlimited number of accounts during one phone call by pressing the number two (2) key to enter each new ID number. To speak to a Business Centre Representative, press the zero (0) key at any time during the call.

**Note:** if you enter a wrong delivery point code or ID number, you are asked to re-enter the information. If after two attempts the correct information has not been entered, the call is transferred to a CWB representative.

- Farmers need to provide their 10-digit permit ID number and their PIN.

When checking the account balance of an interested party, use the interested party ID number (full 10 digits) and not the permit book number.

An advance account transferred due to a change in the farming operation remains in our system under the original ID number. Both ID numbers should be checked to ensure all advances have been repaid.

If the applicant's farming operation has changed, contact the CWB at 1-800-275-4292. Hours of operation: 7 a.m. to 6 p.m. Central time.

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AAFC Ottawa Corporate  
Management Branch  
Account Receivable Unit  
1st floor  
885 Meadowlands Dr.  
Ottawa ON K1A 0C5  
1-800-282-6249  
Hours of operation:  
7 a.m. to 5 p.m. E.S.T.

For your convenience,  
leave a message  
and your call will  
be returned.

## What the IVR system does not provide

The IVR cannot provide advance account information if:

- one is inquiring about a farmer's eligibility to apply for an advance. For example, even though a farmer's advance has been repaid, the farmer may still be ineligible due to related producer appearances, late payment of a defaulted advance or three defaults under AMPA, SCAP or ESCAP. This information can be obtained from the CWB or E-services.
- the account is in legal, judgement or bankruptcy status. The call is transferred directly to a CWB Cash Advance Services representative.
- the account has been transferred to Agriculture and Agri-Food Canada (AAFC). The caller is given the AAFC toll-free number (1-800-282-6249). Transferred balances apply to accounts in default where farmers do not have a repayment agreement in good standing with the CWB. To avoid delays and the inconvenience of calling the wrong number to obtain an account balance, please ask the farmer if their account has been transferred. If the farmer has a current delivery permit book, the default sticker attached to the endorsement page of the permit book will identify if the advance has been transferred to AAFC.

**Note:** the CWB receives weekly account updates from AAFC on transferred accounts. The CWB can provide these updated account balances (which include assessed interest) but not the details on individual account transactions.



## Questions? Call the CWB Business Centre

Call the CWB at 1-800-275-4292 if you need assistance completing the cash advance application. Please have the following information available:

- tonnes of wheat, durum, barley and selected barley in storage;
- accepted *Selected Barley Storage and Delivery Contract* numbers, if applicable;
- tonnes to be delivered on an accepted *Selected Barley Storage and Delivery Contract*;
- amount of money received under other *AMPA* programs;
- grain to be:
  - used for seed,
  - fed on farm,
  - delivered to offset the cost of seed purchases;
- total advance payments applied for or received in the 2006-07 crop year by anyone named in the permit book, including any amounts transferred or being transferred from 2005-06 *AMPA* program where default has been stayed;
- tonnes of wheat, durum, barley and selected barley delivered, sold or used on farm for 2006-07 by anyone named in the permit book;
- unpaid balance of any previous 2006-07 advance payments applied for or received by the applicant under the permit book for wheat, durum, barley and selected barley, including any amounts outstanding under the *ESCAP*, *SCAP* and the 2005-06 *AMPA* program where default has been stayed;
- all of the applicant's permit appearances and advances (including those of any related producers);
- if applicable, number of seeded acres under irrigation

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# Outstanding cash advances

Outstanding cash advances must be entered in the applicant's *2006-07 Delivery Permit Book* to ensure that the proper deductions are taken.

## Instructions:

- Transfer all outstanding cash advances taken under *ESCAP*, *AMPA*, *Prairie Grain Advance Payment Act (PGAPA)* or *SCAP* to pages 4-8 of the *2006-07 Delivery Permit Book* for both actual producers and interested parties.
- List separately on pages 4-8 each producer named in the delivery permit book who has an outstanding balance transferred from the *2005-06 Delivery Permit Book*.
- If default has been stayed on the applicant's 2005-06 *AMPA* cash advance balance, show the transferred balance as a 2006-07 cash advance.
- Show the crop year of the advance and the type of advance (*AMPA*, *ESCAP* or *SCAP*) together with your company name, date and outstanding balance in the appropriate columns for each farmer and initial the entry.
- Take and record deductions for all farmers listed until the advance plus any accrued interest, legal costs and other collection costs are paid in full.

## Transferring an *ESCAP* or *SCAP* cash advance balance

If the applicant received a cash advance under *SCAP* or *ESCAP pre harvest*, the outstanding amount must be entered into the *2006-07 Delivery Permit Book*.

## Endorsing delivery permit books for 2006-07 *AMPA* advances

### Issuance

- On the day the advance application is completed, endorse the applicant's delivery permit book for the total amount of the advance. If the advance has been issued, include your elevator company's \$75.00 administration fee (plus GST if advised by your head office) and if applicable, the CWB's fee of \$125.00 (plus GST). Refer to page 18.
- Each applicant is responsible for the repayment of his or her advance.

### Default

- When an applicant is placed in default, E-services will be amended to show the change in status. Endorse any delivery permit books issued in substitution and notify the CWB of any additional permit books that have been endorsed.

## Transfer of accounts to AAFC

When an account has been transferred to AAFC, you should continue to endorse delivery permit books for transferred amounts. Refer to the CWB Web site E-services link at [www.cwb.ca](http://www.cwb.ca) to confirm that the account has been transferred to AAFC. Contact AAFC directly at 1-800-282-6249 for refund details and current balances. The CWB's Business Centre can provide balances, which are updated weekly by AAFC.

## Related producers

- Related producers are not eligible for a new advance until the defaulted account is repaid. Deductions are not required.
- Once the account is paid in full, related producers are eligible for a cash advance.

## Examples of permit book endorsement after default

### Example 1

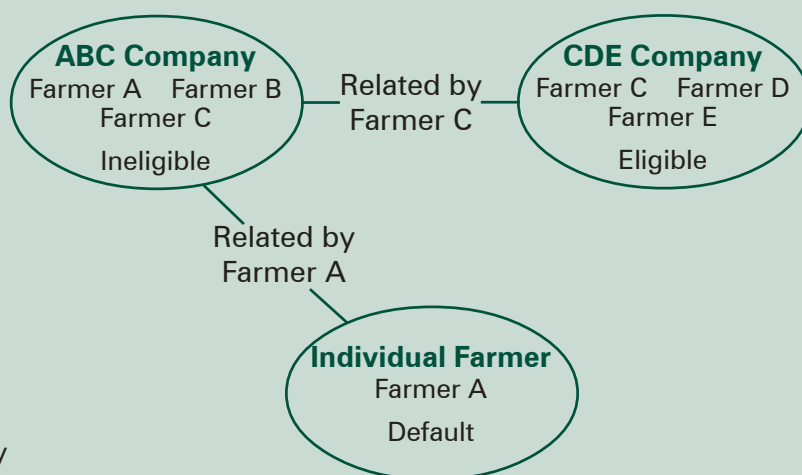
Farmer A has an advance under an individual ID.

Farmer A goes into default.

Because farmer A is also a part of ABC Company, ABC Company cannot receive an additional advance.

Farmer A's book is endorsed for Farmer A's outstanding defaulted advance. Deductions are required from Farmer A's deliveries only.

CDE Company's book is NOT endorsed, nor is CDE Company affected in any way by Farmer A's default.



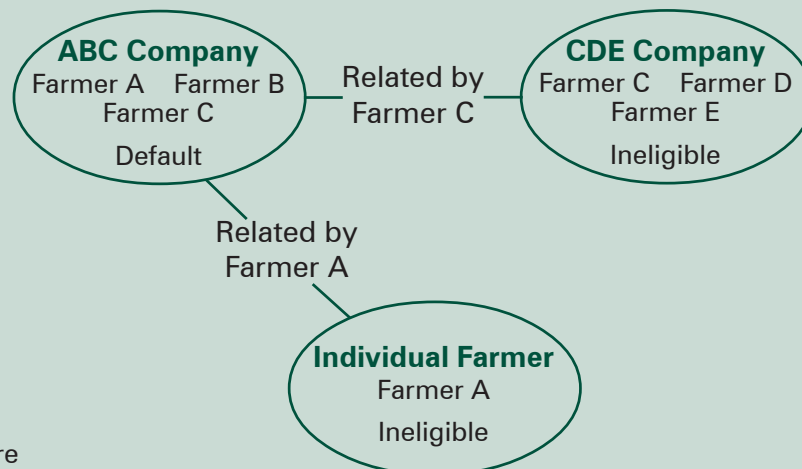
### Example 2

ABC Company has an advance and goes into default.

Because Farmer A is also a part of ABC Company, Farmer A cannot receive an additional advance.

Because CDE Company is related to ABC Company through Farmer C, CED Company cannot receive an additional advance.

ABC Company's book is endorsed for ABC Company's advance. Deductions are required from ABC Company's deliveries only.





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# Applicant's eligibility

## An applicant is eligible for a cash advance if the following apply:

- the applicant must be the actual producer of the grain or be entitled to a share of the grain as a landlord, vendor or mortgagee (interested party).
- the applicant must not have outstanding cash advances from previous program years under *AMPA*, *PGAPA* or the *Advance Payments for Crops Act (APCA)*.
- if default has been stayed on the applicant's 2005-06 *AMPA* cash advance, the applicant is eligible.
- if the applicant's *AMPA* cash advance was defaulted, it must have been repaid on or before August 31, 2006. Applicants who have defaulted under *AMPA* and/or *SCAP/ESCAP* in three separate program years are not eligible for a cash advance in the program year following the crop year the defaulted advance was repaid.
- the applicant and any related producers must not have any outstanding defaulted accounts.
- the applicant must have reached the age of majority, which is 18 in Manitoba, Saskatchewan and Alberta and 19 in British Columbia.
- if the applicant is a corporation, partnership (includes joint producers), cooperative, colony or other business enterprise, at least one of the shareholders, partners, or members must have reached the age of majority and must be principally occupied in the farming operation.
- if the applicant is an individual, he or she must be a Canadian citizen or permanent resident of Canada.
- the applicant must not be a Member of the House of Commons or a former public office holder who is prohibited under any applicable federal conflict of interest or ethical principals, rules and obligations from deriving any benefit under the advance payment program.

An applicant who provides false or misleading information or fails to provide relevant information for the purposes of the application is guilty of an offense under the **AMPA**. Penalties including a fine of up to \$500,000 and imprisonment may be imposed.

## Non-residents

Corporations, partnerships (includes joint producers), cooperatives or other associations having participants who are non-residents can apply for an advance if:

|  |  |
|--|--|
| <b>Corporation</b>   | A majority of the voting shares are held by Canadian citizens or permanent residents.  |
| <b>Partnership (includes joint producers )/Other business enterprise</b> | At least 50 per cent of the profits belong to Canadian citizens or permanent residents |
| <b>Cooperative</b>   | A majority of members must be Canadian citizens or permanent residents of Canada.      |

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## Repayment of outstanding or defaulted accounts

### An applicant's eligibility for a 2006-07 cash advance is affected by previous advances:

For eligible applicants, if the outstanding advance was paid by a non-certified cheque, contact the CWB to confirm that the cheque has cleared the bank before issuing the advance.

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**Applicants with outstanding, non-defaulted 2006-07 ESCAP/SCAP advances and no previous defaulted unpaid AMPA advances.**

The applicant is eligible.

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**1997-1998 through 2005-06 defaulted accounts that are repaid on or before August 31, 2006.**

The applicant is eligible.

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**1997-1998 through 2005-06 defaulted accounts that are not repaid on or before August 31, 2006.**

The applicant is not eligible for a new cash advance for the 2006-07 crop year. Related producers become eligible once the defaulted account is repaid in full.

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**Applicants who have outstanding 2005-06 non-defaulted advances due to outstanding selected barley contracts.**

The applicant is eligible for a cash advance once the grain has been delivered and settled for and the 2005-06 non-defaulted cash advance has been repaid in full.

**Note:** If the applicant is applying for another advance and is repaying a previous advance by cheque, the cheque must be certified.

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**Applicants with outstanding 2005-06 cash advance balances where default has been stayed.**

The applicant is eligible. The balance transferred into the 2006-07 AMPA program affects the applicant's interest free and total eligible amount.

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**Outstanding defaulted advances issued prior to the 1997-98 program year.**

The applicant and any related producers become eligible once the defaulted account is repaid in full.

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Applicants who default under *AMPA*, *SCAP* or *ESCAP* in three separate program years, beginning with the 1997-98 program year, are not eligible to participate in the advance program for the balance of the program year the defaulted advance was repaid, plus one additional program year. This applies to all farming operations in which the applicant has an interest.

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# Related producers

The *Related Producers' Provision* requires applicants who have a financial interest in other farming operations to identify all of those farming operations when applying for a cash advance by completing a *Related Producers' Declaration* form.

## Who is a related producer?

- **applicants who appear in more than one delivery permit book**, either as individuals, or as shareholders, partners or members of corporations, partnerships, cooperatives or other business enterprises. Applicants who appear in other delivery permit books must list all of their actual producer or interested party ID numbers on a *Related Producers' Declaration*.
- **applicants who, for income tax purposes, share with anyone else the reporting of income or losses from their or any other farming operation.**

**Applicants have a legal obligation to disclose all *delivery permit book* appearances and all farming operations in which they have a financial interest.**

### Examples:

- A** Spouses Joe and Mary Farmer farm separately and have individual delivery permit books. They file separate income tax returns and do not claim income or losses from each other's farming operations. Joe and Mary do share some farm machinery, however the grain produced on the lands described in their individual delivery permit books is delivered in their own names. Joe and Mary Farmer **are not** affected by the Related Producers' Provision.
- B** Spouses Bob and Beth Canada farm separately and have individual delivery permit books. Bob and Beth also farm another parcel of land together as Canada Farms Ltd. Bob and Beth Canada and Canada Farms Ltd. **are all affected** by the Related Producers' Provision because:
- Bob and Beth appear in more than one delivery permit book as individuals or company members;
  - Bob and Beth report income or losses from more than one farming operation for income tax purposes.
- C** Brothers Gord and James West farm together under a joint delivery permit book. Neither Gord nor James appear in any other delivery permit book nor have a financial interest in any other farming operation. Gord and James report their shares of the farm income separately for income tax purposes. Gord and James **do not** have to complete a *Related Producers' Declaration*. However, all *AMPA* cash advance applications for Gord and James must be completed under their joint permit book number. The maximum advance available for Gord and James under *AMPA* for wheat or barley and all other crops is \$250,000, with the first \$50,000 interest-free.

### Landlords

A Landlord/Tenant lease agreement **does not** make the landlord and tenant related producers.

Company participants who are **not involved** in any other farming operation do not need to complete a *Related Producers' Declaration*. However, you must attach a note confirming this when submitting the advance application.

### Attribution

The amount issued to related producers can affect an applicant's eligibility and the amount that can be issued to that applicant. Since advance limits are determined by applicant and not by delivery permit book, the maximum any applicant may receive for advances on all crops is \$250,000, with the first \$50,000 interest free. These maximums apply regardless of the number of farming operations in which the applicant has a financial interest as an individual or as a member of a corporation, partnership, cooperative or other business enterprise.

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## Determining attribution

Advances to related producers are attributable to the applicant as follows:

| <b>If the related producer is a(n):</b>                           | <b>Amount attributable to the applicant is:</b>                        |
|---|--|
| <b>Individual</b>   | 100 per cent.  |
| <b>Corporation</b>  | based on the applicant's percentage of voting shares.                  |
| <b>Partnership (includes joint producers)/Business enterprise</b> | based on the percentage of profits to which the applicant is entitled. |

### Example:

Three farmers are partners and the partnership applies for a \$250,000 advance. None of the partners have a previous advance. Each is entitled to one-third of the profits, so each is attributed one-third of the \$250,000 maximum and one-third of the \$50,000 interest-free benefit. Each farmer is attributed \$83,333.33, with the first \$16,667 interest-free.

Farmer A has his own permit book and wants to receive the total \$250,000 for which he is eligible, so he applies for the balance ( $\$250,000 - \$83,333 = \$166,667$ ) through his own delivery permit book. In total, Farmer A is attributed or is eligible to receive:

|                     | <b>Maximum</b>    | <b>Interest-free</b> |
|---------------------|-------------------|----------------------|
| Through partnership | \$ 83,333         | \$16,667             |
| As an individual    | <u>\$ 166,667</u> | <u>\$33,333</u>      |
| <b>TOTAL</b>        | <b>\$250,000</b>  | <b>\$50,000</b>      |

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# Amount of eligible advance

Advances are administered by applicant, not by delivery permit book. The maximum advance available under *AMPA* for wheat, durum, barley and all other crops is \$250,000 with the first \$50,000, interest-free, regardless of how many farming operations in which the applicant has a financial interest. Any monies outstanding under 2005-06 *AMPA* program where default has been stayed and transferred, or being transferred into the 2006-07 *AMPA* program, reduces the applicant's maximum eligible amount and interest-free portion.

The maximum advance that an applicant can receive is based on:

- the amount of wheat, durum, barley and selected barley in storage on farm. This grain must:
  - be eligible for delivery to an elevator. The grain cannot be out of condition.
  - not be intended for use as seed, fed on farm or delivered for seed purchases. Grain to be used for seed, fed on farm or delivered for seed purchases must be identified on the application.
- for selected barley, the applicant must:
  - have an accepted *Selected Barley Storage and Delivery Contract*, with sufficient outstanding tonnes to cover the stocks declared on the advance application.
  - have received a letter from the CWB confirming acceptance.

No applicant can receive more than \$250,000, with the first \$50,000 advanced interest-free.

If a cash advance is issued on barley that is later accepted on a *Selected Barley Storage and Delivery Contract*, the applicant can apply for the balance of the eligible amount. The applicant must complete a second application, and indicate the "accepted" tonnes and the *Selected Barley Storage and Delivery Contract* number.

- the amount of the cash advance attributed to the applicant for advances applied for or received by related producers.

## Joint producers

**Joint producers are considered a partnership under the advance payment programs and must complete the Declaration and Guarantee forms.** Joint producers are not affected by the *Related Producers' Provision* unless one or more producers has a financial interest in other farming operations. If affected, a *Related Producers' Declaration* must be completed by each partner of the joint farming operation to ensure the maximum entitlement is not exceeded.

Applicants who are joint producers must take out the cash advance jointly, as each joint producer is responsible for the entire amount advanced.

**Do not issue the advance cash ticket under the individual numbers assigned for delivery purposes. If one is issued, it will be returned to your company for correction.**

A refund must be deducted from any deliveries made under either the joint permit book number or under their individual numbers.



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# Elevator issuance limitation

## Seeded acreage limits

The seeded acres on the cash advance application must match the seeded acres listed in the delivery permit book.

The maximum advance that can be issued without prior approval by the CWB for dry land production is:

**\$60.00** x seeded acres to wheat, durum and barley

**less** wheat, durum, barley and selected barley previously delivered, sold or used on the farm by anyone named in the permit book;

**less** all previous 2006-07 crop year wheat, durum and barley advances received through the permit book by anyone named in the permit book (including amounts outstanding under *AMPA, SCAP or ESCAP*).

The maximum advance that can be issued without prior approval by the CWB for irrigated production is:

**\$180.00** x seeded acres to wheat and durum

**\$120.00** x seeded acres to barley

**less** wheat, durum, barley and selected barley previously delivered, sold or used on the farm by anyone named in the permit book;

**less** all outstanding 2006-07 crop year wheat, durum and barley advances received through the permit book by anyone named in the permit book (including amounts outstanding under *AMPA, SCAP or ESCAP*).

If the advance requested exceeds the seeded acreage limitation, you can issue an amount up to the seeded acreage limitation immediately (subject to the advance payment limitation of \$50,000). The remainder of the advance requested requires CWB approval before issuance.

## Interested parties

If more than one party (for example, the permit book holder and a landlord) is applying for an advance through the same permit book, the issuance limitation is on a first come, first served basis. Since the issuance limitation is based on the total seeded acreage shown in the permit book, once the issuance limitation has been used, all additional advances must be sent to the CWB for verification.

**Example:** Based on the seeded acre calculation, if the elevator issuance limitation is \$40,000 and the permit book holder receives \$40,000, if a landlord later applies for an advance, the application must be sent to the CWB for approval.

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## CWB verification of stocks

When applications are sent to the CWB for approval, the following factors are considered when determining if stocks claimed on the application are reasonable:

- average yields in the applicant's area;
- current seeded acres in the permit book;
- delivery records;
- advances issued to other producers under the same permit book; and
- number of acres claimed on *Application For Irrigation Rate* form.

## Advance payment limitation

A maximum of \$50,000 or up to the Elevator Issuance Limitation can be issued for the first payment. This amount includes all previous 2006-07 advances issued to the applicant through the permit book (includes amounts transferred from the 2005-06 *AMPA* program where default has been stayed). If the applicant is applying for more than \$50,000, you can issue up to \$50,000 immediately (subject to the seeded acre limitation). Corporations, partnerships (including joint producers), cooperatives or other business enterprises require an approved *Declaration and Guarantee* form. Colonies require an approved *Guarantee* form. Both these forms may be pre-approved. See pages 41 and 58 for further details. Send the application to the CWB for approval of the balance. Once CWB approval is received by fax, issue the second payment.

Company applicants who have previously completed continuing *Declaration and Guarantee* forms, starting with the 1999-2000 *AMPA* program, DO NOT have to complete a new *Declaration and Guarantee* for the fall program, provided there have been no changes to the company structure or to the shareholders, members, partners or owners. This also applies to Colonies that have previously completed *Guarantee* forms.

**Example 1:** If an applicant has sufficient stocks and seeded acres to qualify for a \$62,000 cash advance and requests the entire amount, you are limited to issuing a first payment of \$50,000. The application must be sent to the CWB for approval before the \$12,000 balance can be issued as a second payment.

**Example 2:** An applicant received \$30,000 on his first advance and is now applying for an additional \$30,000. You can only issue \$20,000. The application must be sent to the CWB for approval and the balance (\$10,000) issued as a second payment, once approved.

**Example 3:** If an applicant has 487 irrigated wheat acres and 320 dry land acres of wheat, the seeded acres limitation is \$106,860 3.a. on the advance application form – transferred from calculations made on the *Application for Irrigation Rate* form)

$$\begin{array}{r} (487 \times \$180 = \$87,660) \\ (320 \times \$60 = \$19,200) \\ \hline \$106,860 \end{array}$$

Your issuance limitation is \$50,000.

You can issue \$50,000 as a first payment.

The application must be sent to the CWB for approval before the balance of \$56,860 is issued.

# Signature requirements

**Individual producer** – If the applicant is the actual producer, ensure the producer makes the Declaration and signs the application.

When the Declaration is made on behalf of the producer, **documentary evidence of the Power of Attorney or Estate Authority must be provided to the CWB when a person is signing for a money debt.**

**Power of Attorney** – If a person with Power of Attorney signs on behalf of the producer:

1. the farmer's name must be printed;
2. the person with Power of Attorney must sign;
3. the Power of Attorney must be indicated;

|  |               |
|--|---------------|
| Jane Alice producer                              |               |
| R.A. Somebody P/A                                |               |
| Signature(s) of Applicant(s)                     |               |
| Actual Producer's signature if not the applicant | Sept. 20 2006 |
|  | Date          |

If the applicant is an interested party, the actual producer also has to sign.

**Estates** – Authority to sign must be shown as follows:

1. the estate name must be printed;
2. the persons with signing authority must sign;
3. the authority to sign must be indicated (i.e. Executor, Administrator);

|  |               |
|--|---------------|
| Ann Mary Estate                                  |               |
| John Smith Executor                              |               |
| Signature(s) of Applicant(s)                     |               |
| Actual Producer's signature if not the applicant | Sept. 20 2006 |
|  | Date          |

**Joint producers** – All joint producers must sign the application. If another person signs on behalf of one of the joint producers, the authority to sign must be indicate as follows:

1. the name of the farmer who has not signed must be printed;
2. the persons with signing authority must sign;
3. the authority to sign must be indicated (Power of Attorney, Executor, etc.);

|  |               |
|--|---------------|
| George Ronald producer<br>Jane Alice producer    |               |
| A.B. Somebody P/A                                |               |
| Signature(s) of Applicant(s)                     |               |
| Actual Producer's signature if not the applicant | Sept. 20 2006 |
|  | Date          |

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**Corporations, partnerships, cooperatives or business enterprises** – the application must be signed as follows:

1. the official name of the organization must be printed;
2. the person with signing authority must sign; and
3. the signing officer must indicate authority to sign.  
(President, Vice-President, Farm Manager, etc.)

When the party signing on behalf of the company is not an official member of the company (e.g. Farm Manager), documentation must be provided verifying that the signing party is authorized to sign a money debt.

|  |                      |
|--|----------------------|
| <u>ABC CORPORATION</u>                           |                      |
| Signature(s) of Applicant(s)                     |                      |
| <u>F.A. Somebody PRESIDENT</u>                   | <u>Sept. 20 2006</u> |
| Actual Producer's signature if not the applicant | Date                 |

**Colonies** – the application must be signed as follows:

1. the company name must be printed;
2. the person(s) with signing authority must sign; and
3. the signing officer(s) must indicate positions held. (Secretary, Treasurer, etc.)

|  |                      |
|--|----------------------|
| <u>Hitt Beth Church of a Colony</u>              |                      |
| Signature(s) of Applicant(s)                     |                      |
| <u>W.B Pearson, secretary treasurer</u>          | <u>Sept. 20 2006</u> |
| Actual Producer's signature if not the applicant | Date                 |

**Signature of interested parties** (landlords, vendors and mortgagees):

If the applicant is an interested party, ensure the interested party makes the declaration and signs the application. Advances issued to interested parties must be signed in the same manner as advances issued to the actual producer. The actual producer must sign in the space provided.

|  |                      |
|--|----------------------|
| <u>John Paul Landlord</u>                        |                      |
| Signature(s) of Applicant(s)                     |                      |
| <u>Jane Alice producer</u>                       | <u>Sept. 20 2006</u> |
| Actual Producer's signature if not the applicant | Date                 |

Read the *Note to Elevator Manager* on the application form.

**Ensure all provisions have been met before sending the application to the CWB.**

# Issuing cash tickets

The advance payment cash ticket must be made payable to the applicant as listed on the application form. If the applicant is a corporation, partnership (includes joint producers), cooperative or other business enterprise, the cash ticket must be made out in the name of the business.

- If there is a lien or other security on the applicant's grain, issue all cash tickets in the manner requested by the Lender as set out in the *Priority Agreement* (i.e. jointly or to the applicant).
- Ensure the cash ticket includes the date, company number, station code, delivery point name, six-digit advance application number, applicant's name, and the applicant's ID number.
- Report the cash ticket using the pool code "AV".

## Grain company administration fee

Your grain companies charges a \$75.00 fee (plus GST if advised by your head office) to cover the administration costs of issuing cash advances. This fee is deducted from the cash ticket. Consult with your head office for further details. The applicant is responsible for repayment of the entire amount of the cash ticket.

## CWB fees

If the applicant applies for and receives one or more cash advances that total over \$50,000 (including amounts being transferred from the 2005-06 *AMPA* whose default has been stayed), a \$125.00 (plus GST) fee will be assessed to cover the additional expense of validation and approval. Other CWB administrative costs will be covered by the pool accounts.

### Instructions:

- deduct the CWB fee (plus GST);
- deduct your grain company administration fee if not previously deducted for the advance (plus GST if applicable);
- report the gross value to the CWB;
- endorse the delivery permit book for the gross value (total amount paid to the applicant plus the CWB fee and your grain company fee).

If you have questions, call the CWB at 1-800-275-4292.

## Applications requiring CWB approval

The CWB must verify the following applications before a cash ticket can be issued:

- requests over \$50,000 (including previous advances).
- requests that exceed the elevator issuance limitation.
- corporations, companies, partnerships (including joint producers), cooperatives, other business enterprises (including Colonies) that have not been pre-approved.

Once CWB approval is received by faxed letter:

- issue the advance cash ticket within 30 days of CWB approval.
- submit the CWB copy of the advance cash ticket to your head office.

### Example 1:

Company A with pre-approved Declaration and Guarantee

\$80,000.00 advance applied for [gross amount endorsed in permit book]

- 79.50 grain co. fee (includes GST)

-132.50 CWB fee (includes GST)

\$79,788.00 paid to applicant

\$49,920.50 1<sup>st</sup> cash ticket

\$29,867.50 2<sup>nd</sup> cash ticket (after CWB approval)

### Example 2:

Applicant A applies for 2 advances that total more than \$50,000

\$25,000.00 1<sup>st</sup> advance applied for [gross amount endorsed in delivery permit book]

- 79.50 grain co. fee (includes GST)

\$24,920.50 paid to applicant

\$32,000.00 2<sup>nd</sup> advance applied for [gross amount endorsed in delivery permit book]

- 79.50 grain co. fee (includes GST)

- 132.50 CWB fee (includes GST)

\$31,788.00 paid to applicant

Total Endorsement \$57,000.00 (\$25,000 + \$32,000)



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# Bin inspections

Bin inspections were introduced by the federal government to assist in ensuring program integrity. The grain pledged on the advance application is the security on which the cash advance is based. The CWB has a responsibility to ensure the grain exists. By signing the cash advance application form, applicants agree to bin inspections.

Bin inspections are conducted by agents appointed by the CWB. The inspectors contact the applicant to make arrangements to measure the bins and determine the amount of grain each bin contains. The report the inspector submits to the CWB is compared to the advance application to determine if the applicant has sufficient grain to repay the advance at the advance issuance rate.

There are two types of bin inspections:

## 1. Pre-issuance

Bin inspections are required before an advance can be issued, when stocks claimed on the advance application exceed the area average yield (accounting for applicants who have irrigated acres and completed the *Application for Irrigation Rate* form). The applicant must have enough grain to cover the amount of the advance requested at the advance payment rate.

Applicants who refuse the inspections are not eligible for an advance. If the applicant reduces the amount of advance requested to the area average yield, an inspection will not be required.

## 2. Post-issuance

Bin inspections can be done at any time during the year after an advance has been issued. Post-issuance inspections are either done at random or for selected applicants who are considered high risk based on their advance payment history.

## Failed bin inspections

Applicants' accounts will be placed in default if:

- they fail or refuse a bin inspection;
- the shortfall upon inspection is more than 10 per cent of the issued amount calculated at the advance rate.

An applicant can contact the CWB to appeal a failed bin inspection. If an applicant disagrees with the inspection report or thinks the inspector did not inspect all relevant bins, a re-inspection may be granted after CWB review. Appeals should be requested immediately after the failed bin inspection was conducted.

## Questions about bin inspections

If you or the applicant have questions about a bin inspection, call the CWB at 1-800-275-4292.

# Repayments

By signing the cash advance application, the applicant agrees to deliver grain when delivery opportunities allow until the advance is repaid in full. **The interest-free portion is repaid first.**

Only the applicant is responsible for repayment of the advance. Deductions are not taken from related producers or other parties appearing in the permit book.

A permit book is required to obtain a cash advance.

The CWB has a continuing security interest in the grain pledged against the advance, and future crops until the advance is repaid.

Deductions for cash advances must be made:

- before any other deductions (does not include deductions for freight and handling or any other charges or levies prescribed by law);
- on all deliveries of wheat, durum, barley and selected barley made by the applicant to the CWB, off-Board market, an authorized feed mill or a railway car;
- until the advance and any interest, plus legal and collection costs if applicable, is repaid in full;
- whether or not the grain being delivered was pledged in the advance.
- advance refunds deducted from grain deliveries will be applied to advances in order of issuance, with the oldest advance being retired first

By signing the advance application, the applicant authorizes you to take these deductions.

Call 1-800-275-4292  
for advance  
repayment rates  
before the 1993-94  
crop year.

## Deductions for oats

Take deductions from  
deliveries of oats for  
producers who have  
outstanding advances  
from the 1988-89  
crop year or earlier.

## Advance repayment rates

(dollars per tonne)

| Crop year               | Wheat   | Durum   | Barley  | Sel Bly |
|-------------------------|---------|---------|---------|---------|
| 2006-07 (AMPA/ESCAP AH) | \$80.00 | \$75.00 | \$35.00 | \$60.00 |
| 2006-07 (SCAP/ESCAP PH) | \$70.00 | \$70.00 | \$35.00 | \$60.00 |
| 2005-06 (AMPA)          | \$70.00 | \$75.00 | \$35.00 | \$60.00 |
| 2005-06 (SCAP)          | \$65.00 | \$70.00 | \$35.00 | \$60.00 |
| 2004-05 (AMPA)          | \$80.00 | \$75.00 | \$40.00 | \$63.00 |
| 2004-05 (SCAP)          | \$70.00 | \$70.00 | \$40.00 | \$63.00 |
| 2003-04 (AMPA)          | \$70.00 | \$75.00 | \$40.00 | \$70.00 |
| 2003-04 (SCAP)          | \$80.00 | \$90.00 | \$45.00 | \$70.00 |
| 2002-03 (AMPA)          | \$85.00 | \$95.00 | \$60.00 | \$75.00 |
| 2002-03 (SCAP)          | \$80.00 | \$95.00 | \$55.00 | \$75.00 |
| 2001-02 (AMPA)          | \$80.00 | \$90.00 | \$50.00 | \$75.00 |
| 2001-02 (SCAP)          | \$80.00 | \$75.00 | \$45.00 | \$75.00 |
| 2000-01 (AMPA)          | \$65.00 | \$70.00 | \$40.00 | \$65.00 |
| 2000-01 (SCAP)          | \$65.00 | \$70.00 | \$40.00 | \$65.00 |
| 1999-2000               | \$60.00 | \$65.00 | \$35.00 | \$60.00 |
| 1998-99                 | \$60.00 | \$65.00 | \$35.00 | \$60.00 |
| 1997-98                 | \$70.00 | \$80.00 | \$43.00 | \$70.00 |

## Repayment rates 1996-97 to 1993-94

| Crop year | Wheat    | Barley   | Oats |
|-----------|----------|----------|------|
| 1996-97   | \$ 80.00 | \$ 65.00 | N/A  |
| 1995-96   | \$ 70.00 | \$ 50.00 | N/A  |
| 1994-95   | \$ 55.00 | \$ 43.00 | N/A  |
| 1993-94   | \$ 55.00 | \$ 43.00 | N/A  |

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## Repayment rate 2006-07 advances

Payment should not exceed the net returns for the grain at the elevator, factoring in:

- grade of the grain;
- tough and damp discounts;
- provincial commission fees where applicable; and
- handling and transportation costs.

Fall advances issued for the 2006-07 crop year are repaid at the same rate at which they were issued. For example, if an advance was issued for wheat at \$80.00 per tonne, a deduction of \$80.00 is made for every tonne of wheat delivered.

***Farmers may repay the advance at a higher rate if they request to do so. This decision must be made at the time of settlement.***

## 1997-98 and later crop year AMPA advances

When a 1997-98 or later crop year advance is outstanding in a later crop year, the repayment rate is the greater of:

- the rate at which the advance was issued; or,
- the current advance rate.

**Example:** If the applicant's advance issued at \$80.00 per tonne for wheat is outstanding in the next program year, and the new rate for wheat is \$70.00 per tonne, deductions are taken at \$80.00 per tonne. If the rate for wheat in the next program year is \$85.00 per tonne, deductions are taken at \$85.00 per tonne.

## Deliveries to feed mills, grain dealers, and ethanol plants

Feed mills, grain dealers and ethanol plants must have an "Advance Payment Deduction Agreement" in order to deduct and report any refunds from feed grain deliveries to their facilities. If such an agreement is signed, and the grain is delivered under a delivery permit book that has an endorsement, the required advance deduction is made and immediately remitted to the CWB on a Form GDFMEP91 (available from the CWB). The refund and delivery details must be entered in the farmer's 2006-07 delivery permit book.

Deliveries of feed grain by farmers to these facilities are not subject to delivery calls.

Where a feed grain delivery is made to a feed mill, grain dealer or fuel ethanol plant who do not have an Advance Payment Deduction Agreement with the CWB, it is the farmer's responsibility to submit the necessary advance refund with receipt to the CWB within seven days of settlement and to make the appropriate grain delivery entry into the permit book.

Report cash payments representing wheat or barley farm to farm sales, feed lot deliveries or missed refunds to the CWB as pool code O/C - (Other Cash).

**Documents may be requested later by the CWB to validate the information.**

**For all advances (1997 and later), the repayment rate is the rate at which the advance was issued or any later crop year rate (whichever is greater).**

Inform the CWB and your head office if an applicant's status changes. This includes breaching any of the terms and conditions, death, land transactions, address changes and any other information that may assist in recovering the advance.

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## Cash refunds interest

Cash refunds are payments made other than from deliveries of wheat, durum or barley. Cash refunds that, within the crop year, exceed \$500 or 10 per cent of the issued value of the advance (whichever is greater) will be subject to interest (see examples 1 & 2).

Every producer certificate reported to the CWB is checked to determine whether the proper deduction has been taken. **Ensure that the proper repayments are made. If repayments are missed or are insufficient, your company will be held liable.**

### Automated bill payment service

The CWB introduced a telephone/internet/ATM bill payment service enabling farmers to repay their outstanding CWB cash advances. To use this service, farmers must contact their own financial institution to arrange for them to set up this automated bill payment system.

Any automated payments exceeding the above cash refund interest-free limits will be subject to cash refund interest for the fall advance program. The CWB does not charge any fee for automated payments; however, the farmer's financial institution may charge a transaction fee for this service.

To make automated bill payments, farmers will be asked to provide their CWB account number which is the 10-digit producer ID number. The Pool Code for these payments is BT (Bank Transfer). Call 1-800-275-4292 for more information.

## When feed barley is selected

If an advance is taken at the feed barley rate and the barley is later accepted under a *Selected Barley Storage and Delivery Contract*, the repayments must be deducted at the selected barley rate. Applicants whose feed barley is selected may apply for an additional advance payment.

## When selected barley is rejected

If an advance was taken on selected barley that was accepted by the selector and the grain is later rejected and offered as feed barley, deductions must still be taken at the selected barley rate to ensure the advance is repaid in full.

## Out-of-condition grain

If grain pledged against an advance goes out of condition before it can be delivered, the applicant must make a cash repayment to the CWB immediately for the amount of grain out of condition at the advance rate. The applicant must also pay interest at the prime rate on that portion of the advance. Failure to do so may result in default.

## Deliveries to facilities where deductions cannot be made

If grain is delivered to a facility where a deduction cannot be made by an authorized agent, the applicant must submit a copy of the receipt with the appropriate deduction (tonnes x rate) to the CWB within seven days of settlement with copy of receipt. Failure to do so may result in default.

### Example 1: Advance issued Sept. 20/2006 for \$20,000.00.

Maximum amount that can be paid in cash without interest being assessed is either \$500.00 or 10 per cent of \$20,000.00 (\$2,000.00), whichever is greater.

**Maximum amount is \$2,000.00**

### Example 2: Advanced issued Sept. 20/2006 for \$4,000.00.

Maximum amount that can be paid in cash without interest being assessed is either \$500.00 or 10 per cent of \$4,000.00 (\$400.00), whichever is greater.

**Maximum amount is \$500.00.**

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**Note:** Cash payments made as a result of deliveries to a facility where no deduction could be taken will not be assessed cash refund interest, provided a receipt is issued by the facility or individual who is purchasing the grain, and is submitted with the payment. Elevator managers should report cash refunds representing farm to farm sales, feed lot deliveries or missed refunds to the CWB as pool code O/C (Other Cash).

## Exemptions for deliveries to purchase seed

Deductions are not required on grain delivered under CWB authorization to purchase seed. Refer to page 26 of the *2006-07 Delivery Permit Book* for more details.

**Important:** Applicants should indicate grain set aside for this purpose on the Advance Application under Section 1.ii.

## Finalizing interest-bearing accounts

You can get the updated balance by accessing CWB E-services providing your company has signed up for this service. Also, when finalizing repayment of an advance on which interest was assessed, you can call the CWB's IVR number (1-800-275-4292) to receive the updated account balance.

## Reporting repayments on the cash ticket

On the cash ticket, report the deduction as a CWB refund.

## Recording repayments in the delivery permit book

Record repayments for wheat, durum and barley advances on pages 4-8 of the *2006-07 Delivery Permit Book*.

## Statements to farmers

On advances with accrued interest, a statement outlining principal, interest, repayments and the balance outstanding is sent to farmers each month.

When cash payments are sent to the CWB, statements are also sent to applicants. The statement serves as a receipt for the cash payment. A statement is sent to the farmer when the advance is repaid. Account statements will be sent to all farmers with cash advances, on a quarterly basis in October, January, April and July.

## Outstanding PGAPA advances

For outstanding PGAPA advances issued in the 1996-97 crop year or earlier, make deductions at the rate at which the advance was issued (see page 20). Record the deductions on pages 4-8 of the *2006-07 Delivery Permit Book*.

## Applicants who have participated in more than one cash advance

Each separate 10-digit ID number must be checked to determine each outstanding balance.

When checking the account balance of an interested party, use their interested party ID number (full 10 digits) and not the permit book holder's number.

Deliveries of wheat, durum and barley to the CWB and the off-Board market must be recorded in the delivery permit book.

The receipt must indicate the name and signature of the purchaser, applicant's name as seller, tonnage, type of grain, the value of the sale and date of delivery. Scale tickets and receipts issued by the seller cannot be accepted.



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# Defaults

**An account is placed in default and any interest-free benefits are forfeited when the applicant:**

Applicants who have defaulted in three separate crop years on their cash advances are ineligible to receive a cash advance in the program year following the program year the defaulted advance was repaid. This applies to advances issued in or after the 1997-98 crop year, under *AMPA*, *SCAP* and *ESCAP*.

- has not met all of the obligations of this application on or before August 17, 2007.
- has not taken advantage of delivery opportunities. The CWB will send a letter requiring repayment within 20 days;
- provides false or misleading information or evades repayment;
- does not comply with the Terms and Conditions of the repayment agreement;
- fails or refuses a bin inspection after the advance has been issued (shortfall is more than 10 per cent over the issued amount, calculated at the advance payment rate);
- files for bankruptcy or a receiving order is made against the applicant;
- has not applied for a delivery permit book by September 15th of the next crop year, where default has been stayed.

## Consequences of default

- Applicants with defaulted advances issued after the 1996-97 program year are not eligible for a new advance in the advance program year in which the advance is repaid. For example, if a defaulted 1997-98 through 2005-06 advance issued through *AMPA* is repaid in full after August 31, 2006, the applicant will not be eligible for another advance until 2007-08.
- When an applicant is defaulted, all related producers are ineligible to receive an advance until the defaulted account is repaid in full.
- After a defaulted account is repaid, the next application the applicant or related producer makes may require approval by the CWB before issuance. A bin inspection may also be required.
- Applicants who default under *AMPA*, *SCAP* or *ESCAP* in three separate program years, beginning with the 1997-98 program year, are not eligible to participate in the advance program for the balance of the program year the defaulted advance was repaid plus one additional program year. This applies to all farming operations in which the applicant has an interest.
- Deductions can be taken from any future CWB payments.
- Deductions can be taken from any payments the applicant receives from other Agriculture and Agri-Food Canada (AAFC) programs.
- Applicants with defaulted accounts where no repayment agreement is reached with the CWB will be notified when their accounts are forwarded to AAFC for collection.

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## Stay of default

If delivery opportunities have been limited during the crop year, the CWB will request that the Minister of Agriculture and Agri-Food Canada stay default into the next advance crop year until applicants have had sufficient delivery opportunities to repay their advances.

## Repayment

Upon default, the applicant must repay:

- outstanding principal;
- outstanding interest;
- default interest charges compounded from the date of the advance cash ticket; and
- any legal and collection costs.

All shareholders, partners or members of a corporation, partnership, cooperative or other business enterprise are individually and collectively responsible for the outstanding amount in the event of default.

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# Interest

## Interest-free portion

The first \$50,000 issued under a 2006-07 advance is interest-free to August 31, 2007 or until the account is defaulted. The interest is paid by the federal government. The \$50,000 interest-free limit includes amounts issued to related producers. Refer to pages 11 and 12. The interest free portion is repaid first.

## Interest on amounts over \$50,000

Interest is charged on the amount over \$50,000 from the day the cash ticket is issued. The interest rate is the prime lending rate set at the beginning of each month. Interest is calculated daily and compounded monthly.

## Default interest

### Crop years 2006-07 to 1997-98 (including *SCAP* and *ESCAP*)

- Interest is assessed from the date the advance cash ticket was issued on the principal outstanding at the time of default until the advance is repaid.
- Interest is assessed at the applicable rate identified in the table below, set at the beginning of each month, calculated daily and compounded monthly.

### Crop years 1996-97 to 1989-90

- Interest is assessed from the date of default on the principal and any interest outstanding until the advance is repaid.
- Interest is assessed at the applicable rate identified in the table below, set at the beginning of each month, calculated daily and compounded monthly.

| Crop year   | Default interest rate                       |
|---|---|
| 2000-01 through 2006-07<br>( <i>AMPA</i> , <i>SCAP</i> and <i>ESCAP</i> ) | Prime plus three per cent                   |
| 1999-2000, 1998-99  | Prime plus five per cent                    |
| 1997-98, 1996-97  | Prime plus three per cent                   |
| <b>1995-96 - 1989-90</b>  | <b>Prime plus one and one-half per cent</b> |

For rates before 1989-90, call 1-800-275-4292.

## Cash refund interest

- Interest is assessed from the date the advance was issued on the amount exceeding the maximum interest-free limit (See page 22) to the date of the cash repayment.
- Interest is assessed at the prime lending rate set at the beginning of each month, plus three per cent, calculated daily and compounded monthly.

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# Forms

## Instructions

To use this guide effectively, you must first determine what type of applicant you are assisting:

- individual;
- corporation, partnership (includes joint producers), cooperative, business enterprise; or
- colony;

and whether or not they are affected by the Related Producers' Provision.

### Applicant

### Forms Required

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Individual who **is not** affected by the Related Producers' Provision - see Pages 29-33

- **Advance Application**
- **Priority Agreement**

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Individual who is affected by the Related Producers' Provision - see Pages 34-40

- **Advance Application**
- **Priority Agreement**
- **Related Producers' Declaration**

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Corporations, Partnerships, includes joint producers, Cooperatives or other business enterprises that **are not** affected by the Related Producers' Provision - see Pages 41-47  
Example with outstanding SCAP advance

- **Advance Application**
- **Priority Agreement**
- **Declaration and Guarantee \***

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Corporations, Partnerships, includes joint producers, Cooperatives or other business enterprises that **are** affected by the Related Producers' Provision - see Pages 48-57

- **Advance Application**
- **Priority Agreement**
- **Declaration and Guarantee \***
- **Related Producers' Declaration**
- **Participants' Calculation Worksheet**

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Colonies that **are not** affected by the Related Producers' Provision - see Pages 58-64

- **Advance Application**
- **Priority Agreement**
- **Guarantee for Colonies \***

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Colonies that **are** affected by the Related Producers' Provision - see Page 65

- **Advance Application**
- **Priority Agreement**
- **Guarantee for Colonies \***
- **Related Producers' Declaration**
- **Participants' Calculation Worksheet**

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\* Company applicants and colonies who have been pre-approved DO NOT have to complete a new *Declaration and Guarantee* or *Guarantee* for colonies form.

**The Application For Irrigation Rate is required** when the applicant has grain produced under irrigation and wants to receive the benefit of the higher elevator issuance limitation. The elevator issuance limitation rate for wheat and durum produced under irrigation is \$180.00 per seeded acre and for barley produced under irrigation is \$120.00 per seeded acre.

An example and step-by-step instructions for completing the form are shown on page 28.

**Note:** A First Nations band applying for an advance requires a band council resolution. Please contact the CWB at 1-800-275-4292 for further information.





# Issuing an advance

## Individual (not affected by the Related Producers' Provision)

### Forms required

- Application form.
- Additional *Priority Agreement* form(s) - if required.
- Application For Irrigation Rate form - if applicable (see page 28).

The maximum an individual can receive is \$250,000 with the first \$50,000 interest-free. (This includes any amount transferred from 2005-06 AMPA program where default has been stayed.)

### Instructions for completing the *Advance Application*

Have applicants read page one of the advance application. Advise applicants that by signing the application, they are agreeing to the terms and conditions outlined in these documents.

Complete the applicant and delivery point information section of the form.

- Enter your station fax number to receive faxes of documents for correction and authorization where a second payment is requested.

| 2006-07 Crop Year Application For Advance Payment For Threshed Grain In Storage   |                                       |                                       |  |                                   |  |
|---|---------------------------------------|---------------------------------------|--|-----------------------------------|--|
| (Program runs from September 1/06 to August 31/07. Application deadline is May 31, 2007 or sooner.)   |                                       |                                       |  |                                   | 123456                                     |
| TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2006-07 AMPA advance payments for wheat, durum and barley country elevator guide.   |                                       |                                       |  |                                   |  |
| Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers), cooperative or individual(s) conducting business under a business name, or a colony, until the application has been verified or you have received pre-approval of the Declaration and Guarantee or Guarantee for Colonies from the CWB. |                                       |                                       |  |                                   |  |
| <b>Applicant Information</b> <i>This form must be completed in ink</i>  |                                       |                                       |  |                                   |  |
| Applicant's Last Name<br>PRODUCER   | First Name<br>ARNOLD                  | Middle Name<br>LAWRENCE               | Applicant's CWB Identification Number<br>00100345678 | Day<br>20                         | Month<br>09                                |
| Applicant's Address<br>Box 1<br>Someplace, SK S0K 0Z0   |                                       |                                       | Permit Number<br>00100345678                         | Year<br>06                        | Company/Delivery Point Code<br>09917999901 |
| Applicant's Telephone No.<br>(306) 123-4567   | Date of birth (DD/MM/YY)<br>15 02 155 | Applicant's Fax No.<br>(306) 123-4568 | Reference Number                                     | Station Name<br>Any Station       |  |
| Declaration and Guarantee/Guarantee No.   |                                       |                                       | Station Telephone No.<br>(306) 555-3832              | Station Fax No.<br>(306) 555-3833 |  |

For the section regarding related producers, the applicant is not affected by the Related Producers' Provision and should check the box "NO". The applicant does not require a *Related Producers' Declaration* form.

**ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"**

Complete the following questions by answering "yes" or "no". Answer "yes" if either statement (or both) is true. If you answer "yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise? Yes  No
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act* (Canada)?

**Important:**  
Complete this section accurately – failure to do so will delay application approval.

### Eligible amount

- Enter the applicant's total tonnage in storage on the farm including carryover stocks and current crop year production in column i.
  - Only include the applicant's stocks of grain.
  - For selected barley, include only outstanding tonnage under a *Selected Barley Storage and Delivery Contract that has been accepted* by a selector. Include the contract number(s) in the box(es) provided. A CWB letter confirming acceptance must have been received.
- Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.
- Calculate the tonnage eligible for delivery to the CWB, column iii, by subtracting column ii from column i.
- Multiply column iii by the rate per tonne, column iv, to complete the eligible amount, column v.
- Add the eligible amounts for each grain together and record the total under 1(e).

If transferring an advance from an inactive permit book, attach a note identifying the inactive ID number.

Record the amount of the applicant's unpaid balance of previous 2006-07 wheat, durum and barley advances received under ESCAP or SCAP through this permit book in 1(f).

- Record the amount of the applicant's previous unpaid advances for wheat, durum and barley applied for or received under this delivery permit book through the 2006-07 AMPA in 1(g). Include amounts being transferred from the 2005-06 AMPA program where default has been stayed.
- Enter the result in Box (A) **Total Eligible Amount**.

**1. Eligible Amount (indicate amounts in whole dollars and whole tonnes)**

| Grain   | i Applicant's Total Farm Stored Grain (under this permit book) | ii Grain Not Eligible For An Advance Payment Grain To Be Used For Seed, Fed on Farm, or Delivered for Seed Purchases | iii Tonnage Eligible for Delivery to CWB (Column i subtract Column ii)  | Maximum Advance Payment Based On Inventory |  |
|---|--|--|---|--|--|
|   |  |  |   | iv Rate Per Tonne                          | v Eligible Amount (Column iii multiplied by Column iv) |
| a) Wheat  | 5 2 8  | 1 0 0  | 4 2 8   | \$ 80.00                                   | \$ 3 4 2 4 0   |
| b) Durum  |  |  |   | \$ 75.00                                   | \$   |
| c) Barley   | 2 9  |  | 2 9   | \$ 35.00                                   | \$ 1 0 1 5   |
| d) Sel Bly  | 1 0 3  | Accepted selected barley contract numbers must be indicated below.   | 1 0 3   | \$ 60.00                                   | \$ 6 1 8 0   |
| List accepted selected barley contract numbers.   |  | 456780   | CWB letter confirming acceptance must have been received. Only selected barley that has been accepted by a selector under contract is eligible. |  |  |
| e) Maximum advance payment based on inventory (add a, b, c and d of column v) .....   |  |  |   |  | 4,435  |
| f) Applicant's unpaid balance of previous 2006-07 wheat and barley advances received under this permit book through E SCAP or SCAP .....  |  |  |   |  | 0  |
| g) Applicant's unpaid balance (including interest) of previous 2006-07 wheat and barley advances applied for or received under this permit book through AMPA (include unpaid balance of amounts previously transferred from the 2005-06 AMPA program where default has been stayed) ..... |  |  |   |  | 4,150  |
| h) Subtract (f)+(g) from (e) and enter the total in box A .....   |  |  |   |  | <b>37,285 A</b>  |

## Maximum advance

- Calculate the maximum cash advance by subtracting the total of 2(b) and 2(c) from 2(a).
- **Enter the amount in Box (B) Maximum Cash Advance.**
- In 2(b), include the amount transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed.

|  |                         |
|--|-------------------------|
| <b>2. Maximum Advance</b> <small>If you are an individual affected by the Related Producers' Provision, please complete a Related Producers' Declaration before completing the rest of this form. Companies must complete paragraph 2 before filling out the Related Producers' Declaration.</small>                   |                         |
| a) Maximum 2006-07 advance under AMPA .....  | <b>\$250,000</b>        |
| b) Applicant's total previous 2006-07 wheat and barley advances through AMPA and amount previously transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed (include amounts applied for, issued or transferred under this and all other permit books) ..... | 4,150                   |
| c) Applicant's total previous advances applied for or received under AMPA through all appearances from all other organizations on all other crops .....  | 0                       |
| d) Subtract (b) + (c) from (a) and enter the total in box B .....  | <b>245,850</b> <b>B</b> |

## Elevator issuance limitation

For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form. However, have the applicant answer the irrigation form question. If the applicant has irrigated wheat, durum and/or barley check the "yes" box and complete an *Application For Irrigation Rate* form (see page 28).

Deduct for grain delivered, sold or used on farm in the 2006-07 crop year.

- For applicants without irrigated acres, record **all** seeded acres that appear in Box (N) of the applicant's 2006-07 *Delivery Permit Book* in the space provided in 3(a).
  - Multiply the total seeded acres by the seeded acre rate (\$60.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application For Irrigation Rate* form (Total (C+D+E)) to Box 3(a) on the application form.
  - List the tonnes of wheat, durum, barley and selected barley that have been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
  - In 3(g), list the total previous 2006-07 wheat and barley advances outstanding on this permit book through AMPA, ESCAP or SCAP by anyone named in this delivery permit book. (Including outstanding amounts under AMPA, SCAP or ESCAP.)
  - Subtract 3(f) and 3(g) from 3(a) and enter the result in Box (C)
- Elevator Issuance Limitation.**

**Important:**  
Complete this section accurately. Failure to do so may result in the advance being rejected to your company if yield information indicates the applicant is overpaid.

|  |            |
|--|------------|
| <b>3. Elevator Issuance Limitation - Cannot exceed \$50,000</b>  |            |
| <small>For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.</small>                           |            |
| I have completed the <i>Application For Irrigation Rate</i> form for grain produced under irrigation Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>       |            |
| <b>Seeded Acres</b> (from box N of applicant's 2006-07 <i>Delivery Permit</i> )  |            |
| a) Wheat + Durum + Barley = 570 acres x \$ 60 .....  | 34,200     |
| Record grain delivered, sold or used on the farm in 2006-07 by anyone named in the permit book   |            |
| b) Wheat 10 tonnes x \$ 80.00 = \$ 800   |            |
| c) Durum 5 tonnes x \$ 75.00 = \$ 375  |            |
| d) Barley 5 tonnes x \$ 35.00 = \$ 175   |            |
| e) Sel. Bly. _____ tonnes x \$ 60.00 = \$ _____  |            |
| f) Add b, c, d and e .....   | <b>925</b> |
| g) Total previous 2006-07 wheat and barley advances (include amounts outstanding under AMPA or ESCAP or SCAP) under this permit book by anyone named in this permit book ..... |            |
| h) Subtract (f) + (g) from (a) and enter total in box C .....  |            |
| <b>Elevator Issuance Limitation</b> <b>29,125</b> <b>C</b>   |            |



## The advance payment

- Record the amount the applicant is requesting in Box (D). Ensure that the applicant's request does not exceed the amounts in Boxes (A) or (B).
- Determine the amount you can issue as a first payment. That amount cannot exceed the elevator issuance limitation Box (C) or \$50,000. The \$50,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including amounts being transferred from the 2005-06 AMPA program where default has been stayed. Enter the amount in Box (E).
- Subtract the amount issued in the first payment Box (E) from the amount requested Box (D) and enter the remainder in Box (F). For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).
- When verification is received from the CWB, issue the second payment for the approved amount Box (F).

### Important:

Box D must equal the total of the first (Box E) and second (Box F) payment. Ensure the first (Box E) and the second (Box F) payment amounts are completed. If there is no second payment requiring verification by the CWB before issuance, indicate NIL in Box F.

| 4. The Advance Payment  |                 |
|---|-----------------|
| a) Total advance applied for, must equal first and second payment (cannot exceed box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet) .....                                | 37,285 <b>D</b> |
| b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed box C or \$50,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E ..... | 29,125 <b>E</b> |
| c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (box D subtract box E) If no second payment, INDICATE NIL in Box F .....  | 8,160 <b>F</b>  |

If total cash advance requested (box D) exceeds box C or \$50,000, CWB approval is required prior to issuing the second payment cash ticket (box F). The \$50,000 limitation includes any previous AMPA advance payment(s) (including amounts transferred from 2005-06 AMPA) issued to the applicant through this permit book.

## Amounts exceeding \$50,000

If the total applied for Box (D) on the advance application exceeds \$50,000:

- issue a cash ticket for the first payment of \$50,000 Box (E) (cannot exceed Box (C));
- send the application and first payment cash ticket to the CWB through your head office; and
- when verification is received from the CWB, issue the second payment for the approved amount Box (F).

## Priority Agreement

A *Priority Agreement* is an agreement between the CWB and financial institutions and secured parties that gives the CWB's lien against an applicant's grain priority over any other security. Financial institutions include: banks, credit unions, Caisse Populaires or cooperative credit societies, trust companies and the Province of Alberta Treasury Branch. A *Priority Agreement* must be completed by:

- every financial institution with which the applicant deals, whether or not there is a lien on the grain;
- every financial institution or secured party that has a security interest or lien on the grain described in the advance.

A secured party may be any person or business organization with a lien on the applicant's grain.

The advance application includes a *Priority Agreement*. The advance application must be completed to the end of paragraph 4 "The Advance Payment", before the applicant takes the agreement to the financial institution(s) or secured party(ies). There are separate *Priority Agreement* forms with your supplies if more than one is required.

The Priority Agreement(s) completed for the 2005-06 AMPA program (where default has been stayed) continue to be in effect if the amounts are transferred by the CWB to 2006-07 AMPA.

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These separate forms are identical to the forms on the application except that the financial institution or secured party must indicate the date of the application.

An advance cannot be issued until the applicant's financial institution(s) and all secured parties listed on the advance application have completed a *Priority Agreement*.

***Failure to complete the necessary Priority Agreement(s) could result in default.***

## Instructions:

1. Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement*.
3. Advise the applicant that failure to disclose all financial institutions and secured parties is an offense under *AMPA* and the *Criminal Code*.
4. If the applicant refuses to have the *Priority Agreement* completed, contact the CWB using the toll-free number.
5. Attach all additional completed *Priority Agreement(s)* to the completed application.

The declaration section must be fully completed.

## Incorrectly completed priority agreements

Incorrectly completed priority agreements will be faxed for correction if the advance requires CWB approval before issuance. Forms not correctly completed delay CWB approval and increase administration.

## Declaration

Have the applicant read and sign the *Declaration* section of the application form.

Please read "Signature Requirements" on page 16-17.

Read the *Note to Elevator Manager* on the application form. **Ensure all provisions have been met before sending the application to the CWB.**

The advance application form consists of three copies:

- Send the white copy to the CWB as indicated below.
- Keep the yellow copy for your records.
- Give the green copy to the applicant.

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$50,000 or elevator issuance limits).

If applicable, issue the cash ticket. **Please read "Issuing cash tickets" on page 18.**

The package you are preparing for your head office should include the CWB's copies of:

- the completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Application For Irrigation Rate* form (if applicable); and
- cash ticket (if the advance was issued).

# Individual (affected by the Related Producers' Provision)

## Forms required

- Advance Application* form
- Additional Priority Agreement* form(s) - if required
- Related Producers' Declaration* form(s)
- Application for Irrigation Rate* form - if applicable (see page 28)

The maximum an individual can receive is \$250,000 with the first \$50,000 interest-free. (This includes any amount transferred from the 2005-06 AMPA program where default has been stayed.)

## Instructions for completing the advance application

Have applicants read page one of the *Advance Application*. Advise applicants that by signing the application, they are agreeing to the terms and conditions outlined in these documents.

Complete the applicant and delivery point information section of the form.

- Enter your station fax number to receive faxes of documents for corrections and authorization where a second payment is requested.

| 2006-07 Crop Year Application For Advance Payment For Threshed Grain In Storage   |                          |   |                                       |                             |            |
|---|--------------------------|---|---------------------------------------|-----------------------------|------------|
| (Program runs from September 1/06 to August 31/07. Application deadline is May 31, 2007 or sooner.)   |                          |   |                                       |                             | 234567     |
| TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2006-07 AMPA advance payments for wheat, durum and barley country elevator guide.   |                          |   |                                       |                             |            |
| Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers), cooperative or individual(s) conducting business under a business name, or a colony, until the application has been verified or you have received pre-approval of the Declaration and Guarantee or Guarantee for Colonies from the CWB. |                          |   |                                       |                             |            |
| <b>Applicant Information</b> This form must be completed in ink   |                          |   |                                       |                             |            |
| Applicant's Last Name   | First Name               | Middle Name                             | Applicant's CWB Identification Number | Day                         | Month Year |
| PRODUCER CHARLES  | FREEMAN                  |   | 00,00034567                           | 20                          | 09 06      |
| Applicant's Address   | Box 1                    |   | Permit Number                         | Company/Delivery Point Code |            |
| SOMEPLACE, SK S0K 0Z0   | Date of birth (DD/MM/YY) |   | 00,00034567                           | 0997999901                  |            |
| Applicant's Telephone No.   | Applicant's Fax No.      | Declaration and Guarantee/Guarantee No. | Station Name                          |                             |            |
| (306 123-4567)  | (306 123-4568)           |   | Any station                           |                             |            |
|   |                          |   | Station Telephone No.                 | Station Fax No.             |            |
|   |                          |   | (306555-3832)                         | (306555-3833)               |            |



For the section regarding related producers, the applicant is affected by the Related Producers' Provision and should check the box "YES". The applicant requires a *Related Producers' Declaration* form.

**ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"**

Complete the following questions by answering "yes" or "no". Answer "yes" if either statement (or both) is true. If you answer "yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise? Yes  No
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act* (Canada)?

### Eligible amount

- Enter the applicant's total tonnage in storage on the farm including carryover stocks and current crop year production in column i.
  - Only include the applicant's stocks of grain.
  - For selected barley, include only outstanding tonnage under a *Selected Barley Storage and Delivery Contract* that has been accepted by a selector. Include the contract numbers in the boxes provided. A CWB letter confirming acceptance must have been received.
- Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.
- Calculate the tonnage eligible for delivery to the CWB (column iii) by subtracting column ii from column i.
- Multiply column iii by the rate per tonne, column iv, to complete the eligible amount, column v.
- Add the eligible amounts for each grain together and record the total under 1(e).  
Record the amount of the applicant's unpaid balance of previous 2006-07 wheat, durum and barley advances received under ESCAP or SCAP through this permit book in 1(f).
- Record the amount of the applicant's previous unpaid advances for wheat, durum and barley applied for or received under this delivery permit book through 2006-07 AMPA in 1(g). Include amounts being transferred from the 2005-06 AMPA program where default has been stayed.
- Enter the result in Box A **Total Eligible Amount**.

| Grain  | i Applicant's Total Farm Stored Grain (under this permit book) | ii Grain Not Eligible For An Advance Payment Grain To Be Used For Seed, Fed on Farm, or Delivered for Seed Purchases | iii Tonnage Eligible for Delivery to CWB (Column i subtract Column ii)  | Maximum Advance Payment Based On Inventory |  |
|--|--|--|---|--|--|
|  |  |  |   | iv Rate Per Tonne                          | v Eligible Amount (Column iii multiplied by Column iv) |
| a) Wheat   | 214  |  | 214   | \$ 80.00                                   | \$ 17 120  |
| b) Durum   |  |  |   | \$ 75.00                                   |  |
| c) Barley  | 29   |  | 29  | \$ 35.00                                   | \$ 1 015   |
| d) Sel Bly   | 103  |  | 103   | \$ 60.00                                   | \$ 6 180   |
| List accepted selected barley contract numbers.  |  | 456780   | CWB letter confirming acceptance must have been received. Only selected barley that has been accepted by a selector under contract is eligible. |  |  |
| e) Maximum advance payment based on inventory (add a, b, c and d of column v) .....  |  |  |   |  | 24,315   |
| f) Applicant's unpaid balance of previous 2006-07 wheat and barley advances received under this permit book through ESCAP or SCAP .....  |  |  |   |  | 0  |
| g) Applicant's unpaid balance (including interest) of previous 2006-07 wheat and barley advances applied for or received under this permit book through AMPA (include unpaid balance of amounts previously transferred from the 2005-06 AMPA program where default has been stayed). ..... |  |  |   |  | 0  |
| h) Subtract (f)+(g) from (e) and enter the total in box A <b>Total Eligible Amount</b> .....   |  |  |   |  | 24,315 <b>A</b>  |

## Related Producers' Declaration

Complete the *Related Producers' Declaration* up to "Current Advance attributed or applied for in this application" (instructions on page 38).

- List all permit book appearances and previous *AMPA* advances for the applicant and all related producers.
- If the applicant had a previous cash advance in 2006-07, please refer to the previous *Related Producers' Declaration* to assist you in completing information regarding previous advances.

## Maximum advance

- Enter the total from line 1 of the Related Producer's Declaration of any previous 2006-07 wheat, durum and barley advances through *AMPA* (including advances previously transferred or being transferred with this application from the 2005-06 *AMPA* program where default has been stayed) through previous applications on line 2(b) of the application.

|  |                  |
|--|------------------|
| <b>2. Maximum Advance</b> <small>If you are an individual affected by the Related Producers' Provision, please complete a Related Producers' Declaration before completing the rest of this form. Companies must complete paragraph 2 before filling out the Related Producers' Declaration.</small>                                 |                  |
| a) Maximum 2006-07 advance under <i>AMPA</i> .....   | \$250,000        |
| b) Applicant's total previous 2006-07 wheat and barley advances through <i>AMPA</i> and amount previously transferred or being transferred with this application from the 2005-06 <i>AMPA</i> program where default has been stayed (include amounts applied for, issued or transferred under this and all other permit books) ..... | 0                |
| c) Applicant's total previous advances applied for or received under <i>AMPA</i> through all appearances from all other organizations on all other crops .....   | 0                |
| d) Subtract (b) + (c) from (a) and enter the total in box B ..... <b>Maximum Cash Advance</b>  | 250,000 <b>B</b> |

- Enter the total from line (3) of the *Related Producers' Declaration* on line 2(c) of the application form.
- Calculate the maximum cash advance by subtracting the total of 2(b) and 2(c) from 2(a). Enter the amount in Box (B) **Maximum Cash Advance**.

## Elevator issuance limitation

For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form. However, have the applicant answer the irrigation form question. If the applicant has irrigated wheat, durum and/or barley check the "yes" box and complete an *Application for Irrigation Rate* form (see page 28).

- For applicants without irrigated acres, record **all** seeded acres that appear in Box (N) of the applicant's *2006-07 Delivery Permit Book* in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$60.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application For Irrigation Rate* form (Total (C+D+E)) to Box 3(a) on the application form.
- List the tonnes of wheat, durum, barley and selected barley that has been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
- In 3(g), list the total previous 2006-07 wheat and barley advances outstanding through this permit book through *AMPA*, *SCAP* or *ESCAP* by anyone named in this delivery permit book. (Includes outstanding amounts under *AMPA*, *SCAP* or *ESCAP*)

Deduct for grain delivered, sold or used on farm in the 2006-07 crop year.

- Subtract 3(f) and 3(g) from 3(a) and enter the result in Box (C)  
**Elevator Issuance Limitation.**

**3. Elevator Issuance Limitation - Cannot exceed \$50,000**  
 For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.  
 I have completed the *Application For Irrigation Rate* form for grain produced under irrigation Yes  No

**Seeded Acres** (from box N of applicant's 2006-07 Delivery Permit)  
 a) Wheat + Durum + Barley = 320 acres x \$<sup>60</sup> ..... =

Record grain delivered, sold or used on the farm in 2006-07 by anyone named in the permit book

b) Wheat \_\_\_\_\_ tonnes x \$80.00 = \$ \_\_\_\_\_  
 c) Durum \_\_\_\_\_ tonnes x \$75.00 = \$ \_\_\_\_\_  
 d) Barley \_\_\_\_\_ tonnes x \$35.00 = \$ \_\_\_\_\_  
 e) Sel. Bly. \_\_\_\_\_ tonnes x \$60.00 = \$ \_\_\_\_\_

f) Add b, c, d and e ..... **TOTAL**

g) Total previous 2006-07 wheat and barley advances (include amounts outstanding under AMPA or E SCAP or SCAP) under this permit book by anyone named in this permit book .....

h) Subtract (f) + (g) from (a) and enter total in box C ..... **Elevator Issuance Limitation**  **C**

### The advance payment

- Record the amount the applicant is requesting in Box (D). Ensure that the applicant's request does not exceed the amounts in boxes (A) or (B).
- Determine the amount you can issue as a first payment. That amount cannot exceed the elevator issuance limitation Box (C) or \$50,000. The \$50,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including amounts transferred from the 2005-06 AMPA program where default has been stayed. Enter the amount in Box (E).
- Subtract the amount issued in the first payment Box (E) from the amount requested Box (D) and enter the remainder in Box (F). For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).
- When verification is received from the CWB, issue the second payment for the approved amount Box (F).

**4. The Advance Payment**

a) Total advance applied for, must equal first and second payment (cannot exceed box A or B or, if applicable, Box 9 of the *Participants' Calculation Worksheet*) .....  **D**

b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed box C or \$50,000)  
 For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E .....  **E**

c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (box D subtract box E)  
 If no second payment, INDICATE NIL in Box F .....  **F**

If total cash advance requested (box D) exceeds box C or \$50,000, CWB approval is required prior to issuing the second payment cash ticket (box F). The \$50,000 limitation includes any previous AMPA advance payment(s) (including amounts transferred from 2005-06 AMPA) issued to the applicant through this permit book.

### Amounts exceeding \$50,000

If the total applied for Box (D) on the advance application exceeds \$50,000:

- issue a cash ticket for the first payment of \$50,000 Box (E) (cannot exceed Box (C));
- send the application and first payment cash ticket to the CWB through your head office;
- when verification is received from the CWB, issue the second payment for the approved amount Box (F).

Complete the remainder of the *Related Producers' Declaration* form(s).



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## How to complete the *Related Producers' Declaration*

For the purposes of this form, shareholders, partners (including joint producers) and members of corporations and other business enterprises are referred to as "participants". The individual applicant or participant must identify all farming operations the individual applicant or participant is involved with for the 2006-07 program year. Include all 2006-07 AMPA advances applied for or issued where the individual applicant or participant has a financial interest, including those of all related producers.

### Instructions:

1. Enter the complete name of the individual applicant or company participant. Do not enter the company name.
2. If the applicant is applying as an individual, record the 10-digit ID number. For company participants, enter the last 8 digits of their producer ID number (if available). If the participant does not have an ID number, we will issue one when the application is received.
3. Enter the 6-digit *Fall Advance Application number*, imprinted in the box on the top-centre of page 2 on the Fall Advance application form.
4. If the advance is for a company, partnership or other business enterprise, indicate the name and the ID number.
5. List all 2006-07 farming operations for the individual applicant or participant and all related producers.
6. Enter the 10-digit producer CWB ID number for each farming operation. For joint producers, use the joint ID number, not the individual joint producer ID number (this number is assigned for delivery purposes only). For corporations, partnerships or other business enterprises, use the company CWB ID number, not the shareholders number (this number has been assigned for identification purposes only).
7. Indicate the percentage interest that the participant has in each farming operation.  
*Individuals – 100 per cent*  
*Corporations – percentage of voting shares*  
*Partnerships/Business Enterprises – percentage of profits to which each is entitled to*
8. Record the dates and amounts of all wheat, durum and barley advances previously applied for or received in this crop year through all delivery permit book appearances. For 2005-06 AMPA advances transferred where default has been stayed, show the amount outstanding at the time of transfer to AMPA. Enter the total amount(s) on line (1).
9. Record the date(s) and amount(s) of all advances for all other crops previously applied for or received under AMPA in this crop year. For 2005-06 AMPA advances where default has been stayed, show the amount outstanding at the time of transfer to AMPA. Enter the total amount on line (2).
10. Enter the total of line (1) plus line (3) on line (5). This represents the total amount of spring advances attributed to date for all crops.
11. Enter the total of line (2) plus line (4) on line (6). This represents the total amount of interest-free benefit attributed to date.
12. **If the applicant is an individual:**  
On line (7), enter the total amount currently applied for from paragraph 4(a) of the *Advance Application* form.  
**If the applicant is a company:**  
On line (7), enter the total amount attributed for each participant from Part III of the *Participants' Calculation Worksheet*.
13. **If the applicant is an individual:**  
Take the lesser of line (7) or [\$50,000 subtract line (6)]. Enter this amount on line (8).  
**If the applicant is a company:**  
From Part III of the *Participants' Calculation Worksheet*, transfer the interest-free amount attributed for each participant to line (8). Participants who are not involved in any other farming operation do not need to complete this form. **You must attach a note confirming this when submitting the advance application.**
14. Enter the total of line (5) plus line (7) on line (9), which represents total advances to date.
15. Enter the total of line (6) plus line (8) on line (10), which represents total interest-free advances to date.
16. Have the producer sign and date the form and give them their copy of the form for their records. Retain the Manager's copy for future reference.

### AMPA RELATED PRODUCERS' DECLARATION

**A** If you are involved in only one farming operation, you do not need to complete this form to apply for an Agricultural Marketing Programs Act advance. EACH INDIVIDUAL APPLICANT OR PARTICIPANT THAT HAS AN INTEREST IN MORE THAN ONE FARMING OPERATION MUST COMPLETE A SEPARATE RELATED PRODUCERS' DECLARATION. A participant is a shareholder, partner (includes joint producers) or member of a corporation or other business enterprise. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this crop year by you or any related producer.

Refer to the AMPA country elevator guide for assistance in completing this document.

Name of individual applicant or participant: (do not indicate company name) **1** \_\_\_\_\_  
 Individual's/Participant's CWB Identification Number (if available) **2** 00100234567 \_\_\_\_\_  
 Advance Application No. **3** 234567 \_\_\_\_\_

Advance applicant's name (if different than above) **4** Producer C

**B** Indicate ALL permit book appearances and financial interests of the individual applicant/participant. (Participants should not list each other unless related by other permit book appearances.)

| Name           | 10-digit Producer ID number | % Interest | Wheat, Durum and Barley              |             |                         |                                 | Other crops                          |             |                         |                                 |          |
|----------------|-----------------------------|------------|--------------------------------------|-------------|-------------------------|---------------------------------|--------------------------------------|-------------|-------------------------|---------------------------------|----------|
|                |                             |            | Application date of previous advance | Type (AMPA) | Total amount attributed | Interest-free amount attributed | Application date of previous advance | Type (AMPA) | Total amount attributed | Interest-free amount attributed |          |
| BC Corporation | 00100012349                 | 50%        |                                      |             | \$ 25,000               | \$ 25,000                       |                                      |             |                         |                                 |          |
| Producer C     | 0200034567                  | 100%       |                                      |             |                         |                                 |                                      |             |                         |                                 |          |
| Producer C     | 00100034567                 | 100%       |                                      |             |                         |                                 |                                      |             |                         |                                 |          |
|                |                             |            | <b>5</b>                             | <b>6</b>    | <b>7</b>                | <b>8</b>                        | <b>8</b>                             | <b>8</b>    | <b>9</b>                | <b>9</b>                        | <b>9</b> |
|                |                             |            | Total CWB Advances                   |             | \$ 25,000 (1)           | \$ 25,000 (2)                   | Total Other Crops                    |             | ** (3)                  | \$ (4)                          |          |

\* For applications by individuals, transfer this amount to line 2(b) of the application form.  
 \*\* For applications by individuals, transfer this amount to line 2(c) of the application form.

**C** Previous Advances Total amount \$ 25,000 (5) **10** Interest-free amount \$ 25,000 (6) **11**  
 (1 + 3 above) (2 + 4 above)

Note: If the applicant is a company, complete the Participants' Calculation worksheet now. All applicants must complete the advance application before completing the remaining portion of this form.

**D** Current Advance attributed or applied for in this Application Total amount \$ 14,980 (7) **12** Interest-free amount \$ 14,980 (8) **13**

**E** Total Advances to date Total Advances \$ 39,980 (9) **14** Total Interest-free \$ 39,980 (11) **15**  
 (line 5 + 7) (line 6 + 8)  
 (cannot exceed \$250,000) (cannot exceed \$50,000)

The applicant's copy must be presented when applying for future advances.

**F** CWB COPY Signature of Applicant or Participant CProducer **16** Date Sept. 20/06

### Example:

Producer C has a 50% share of BC Corporation.

BC Corporation has an advance for \$50,000 issued prior to this application under AMPA. Producer C's share of this advance is \$25,000. This amount is shown under Advance Type as an AMPA advance. This amount will be transferred to 2(b) of the advance application form.

If Producer C has a 2005-06 AMPA advance affected by the stay of default, the outstanding amount would be shown under Total Amount Attributed and Interest-Free Amount Attributed.

Producer C appears as a landlord on another farmer's permit book. As an individual Producer C is 100 per cent attributable.

Producer C is now applying for a cash advance as an actual producer under his own individual ID number for \$14,980.

The total advance amount attributed to Producer C is \$39,980. Because this amount does not exceed \$50,000 the advance is interest-free until August 31, 2007 or until the advance is defaulted.

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## Priority Agreement

1. Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement*.

Read about *Priority Agreements* on pages 32-33.

## Declaration

Have the applicant read and sign the *Declaration* section of the application form.

Please read "Signature Requirements" on pages 16-17.

Read the *Notice to Elevator Manager* on the application form. **Ensure all provisions have been met before sending the application to the CWB.**

The advance application form consists of three copies:

- Send the white copy to the CWB as indicated below.
- Keep the yellow copy for your records.
- Give the green copy to the applicant.

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$50,000 or elevator issuance limits).

If applicable, issue the cash ticket.

**Please read "Issuing cash tickets" on page 18.**

The package you are preparing for your head office should include the CWB's copies of:

- the completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Related Producers' Declaration(s)*;
- completed and signed *Application For Irrigation Rate* form (if applicable);
- and
- cash ticket (if the advance was issued).

The declaration section must be fully completed.



## Corporations, partnerships (includes joint producers), cooperatives or other business enterprises (not affected by the Related Producers' Provision)

**Important**  
Under the advance payment programs, joint producers are considered a partnership and as a result, must complete *Declaration and Guarantee* forms.

### Forms required

*Fall Advance Application* form  
Additional *Priority Agreement* form(s) – if required  
*Continuing Declaration and Guarantee* form

Corporations, partnerships, cooperatives or business enterprises must have their application and *Declaration and Guarantee* (D & G) form approved by the CWB before receiving a cash advance.

The maximum a corporation, partnership (including joint producers), cooperative or other business enterprise can receive is \$250,000, with the first \$50,000 interest free. This includes any amount transferred from the 2005-06 *AMPA* program where default has been stayed.

### Pre-approval

Corporations, partnerships (including joint producers), cooperatives or other business enterprises can apply for pre-approval of their 2006-07 *ESCAP* D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment (Box D) when the *Advance Application* and *Priority Agreement(s)* have been completed.

Only one D & G form is required for each corporation, partnership (including joint producers), cooperative or business enterprise for all advances applied for in the 2006-07 crop year and future crop years, under the farming operation, **provided the structure of the company and shareholders, partners, members or owners does not change.**

**Note:** If changes are made to the corporation, partnership (including joint producers), cooperative or business enterprise after the first payment is issued, a new D & G form must be completed and approved before issuance of any additional payments. Farmers whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new D & G form when they apply for their next advance. Contact the CWB prior to issuing an advance if unsure whether the D & G form is still valid.

### Pre-approval process

1. Ensure that the applicant has a valid *2006-07 Delivery Permit Book*.
2. Complete the D & G in full using the instructions that follow.
  - Send the white copy to the CWB.
  - Give the green copy to the applicant.
  - Keep the yellow copy for your records. You will need it when you complete the advance application form.
3. The CWB reviews the D & G and sends a letter to you and to the applicant confirming that the D & G has been pre-approved. Keep this letter, as you will need it to complete the advance application.
4. When the applicant completes the application form, you can issue the first payment immediately.

### When pre-approval has not been applied for

If the applicant completes the D & G form when applying for an advance, submit only the CWB copies of all documents to the CWB for approval before issuing a cash ticket (see pages 42-43 for instructions on completing this form).

## How to complete a *Continuing Declaration and Guarantee* form

Each corporation, partnership (includes joint producers), cooperative or other business enterprise must complete a *Continuing Declaration and Guarantee* (D & G) form.

Only one D & G form is required for each corporation, partnership (includes joint producers), cooperative or business enterprise for all advances applied for in the 2006-07 crop year under all farming operations and continuing into future crop years. If the structure of the company or the shareholders, members, partners (includes joint producers) or owners changes, a new D & G form must be completed.

**Note:** Continuing D & G forms completed for the 2000-01 and subsequent crop years can be used for the 2006-07 AMPA program, provided the structure or members of the company have not changed. Forms completed for the 2001-02 fall AMPA and subsequent crop year programs apply to all farming operations.

### Instructions:

- Record the applicant's full name.
- Enter the applicant's ID number. If no ID number exists, one will be issued by the CWB when the documents are processed. (Please allow at last 2 weeks for processing of D & G forms.)
- Enter the 9-digit delivery point code of your elevator.
- Enter your elevator and your station telephone and fax number.
- Indicate if applicant is a corporation, partnership (includes joint producers) or cooperative.

### Part 1 – Declaration

- List ALL shareholders, partners (includes joint producers), members or owners of the corporation, partnership, cooperative or business enterprise.
- For each shareholder, partner, member or owner, list:
  - full name
  - complete mailing address and phone number;
  - CWB ID number\* for each individual (if available);

Crop Year 20\_06-07 Instructions and Important Information are on the REVERSE

**Continuing Declaration and Guarantee Form** (This form must be completed in ink)

TO KNOWINGLY MAKE ANY MISREPRESENTATION OR WILLFULLY FURNISH ANY FALSE OR MISLEADING INFORMATION WITH RESPECT TO THIS DOCUMENT IS AN OFFENCE UNDER THE CRIMINAL CODE AND FOR FALL ADVANCES UNDER THE AGRICULTURAL MARKETING PROGRAMS ACT (AMPA).

|  |  |  |
|--|--|--|
| Name of company, partnership, cooperative, business enterprise (applicant):<br><b>Fg Corporation</b> ① | CWB Identification Number:<br>00199665666<br>Delivery Point Code:<br>997999901 | Delivery Point Phone Number:<br>(123) 456-7890<br>Delivery Point Fax Number:<br>(123) 567-8901 |
|--|--|--|

All applicants must indicate whether they are a:  
(check only one)  Corporation  Partnership  Cooperative ⑤

Note: Non-residents are eligible for an advance if: for a corporation, a majority of the shareholders are Canadian citizens or permanent residents; for a partnership or other association, at least fifty per cent of the profits belong to Canadian citizens or permanent residents; for a cooperative, the majority of members are Canadian citizens or permanent residents.

**PART 1 - DECLARATION**

List all shareholders, partners, members or owners of the corporation, partnership, cooperative or business enterprise:

| Name Last | First  | Middle | Complete Address  | Individual's CWB Identification Number | Position in Company | Per cent interest in Company |
|-----------|--------|--------|---|--|---------------------|------------------------------|
| FARMER    | JOHN   | DOE    | P. O. BOX NO. OR NUMBER AND STREET<br>RR1<br>Someplace, SK<br>TOWN OR CITY<br>POSTAL CODE TELEPHONE NO. | 0010006549                             | PRESIDENT           | 50                           |
| PRODUCER  | GEORGE | DARID  | P. O. BOX NO. OR NUMBER AND STREET<br>RR1<br>Someplace, SK<br>TOWN OR CITY<br>POSTAL CODE TELEPHONE NO. | 0100003456                             | TREASURER           | 50                           |
| PRODUCER  | GEORGE | DARID  | P. O. BOX NO. OR NUMBER AND STREET<br>TOWN OR CITY<br>POSTAL CODE TELEPHONE NO.                         |  |                     |                              |
|           |        |        | P. O. BOX NO. OR NUMBER AND STREET<br>TOWN OR CITY<br>POSTAL CODE TELEPHONE NO.                         |  |                     |                              |

I and each of us as an individual or as a shareholder, partner, member or owner of any corporation, partnership, cooperative or business enterprise  have  have not participated in a previous crop year advance which is still outstanding. If any of those listed have received or participated in a previous crop year advance which is still outstanding, complete this section:

| Name of Producer on Outstanding Advance | I.D. No(s). | Crop Year(s) in which Advance Payment(s) was/were Issued |
|---|-------------|--|
| FARMER JOHN DOE                         | 00 00006549 | 2005-06  |

I/We, the undersigned declare that:  
a) at least one of the shareholders, partners, members or owners has attained the age of majority in the province where the farming operation is located and, where the applicant is the actual producer, is principally involved in that operation;  
b) all shareholders, partners, members or owners of the corporation, partnership, cooperative or business enterprise are listed above;  
c) if applicable, each of us will complete (d) a Related Producers' Declaration, identifying all permit appearances and advances, including those of all related producers, knowing that no advance shall be issued until all declarations are completed.

**PART 2 - GUARANTEE** (This Guarantee will constitute a continuing guarantee for all advances issued to the applicant under all permit books in which the applicant appears now and in the future) ⑨

In consideration of advance payments being made to **Fg Corporation** (applicant), I/we, the undersigned, jointly and severally guarantee that if the applicant is in default of any advance payments now or hereafter issued under the Spring Credit Advance Program (SCAP), AMPA or the Enhanced Spring Credit Program (ESCAP), I/we and each of us, will pay to the Canadian Wheat Board (CWB) the outstanding amount of the advance payment(s) on the date of default and interest accruing from the date the advance payment(s) was/were issued at the rate specified on the advance application(s), plus collection costs, until the balance is paid in full.

Without requiring any further consent or any notice (same being expressly waived) I/we assent and agree, and without discharging or in any way affecting our joint and several liability, that the CWB may:

- grant extensions of time, renewals and indulgences to the applicant;
- take securities from and give up the same to the applicant;
- abstain from taking securities from, or perfecting securities of the applicant, and accept composition from or otherwise deal with the applicant and all other persons including the undersigned or any one of us as the CWB sees fit;

- position held in company;
  - per cent interest in the company.
8. Have the applicant read and complete the rest of Part 1 - *Declaration*.

## Part 2 – Guarantee

9. Enter the applicant's full name.
10. Have the applicant read Part 2 - *Guarantee*.

## Part 3 – Signatures

11. Ensure all members of the corporation, partnership (includes joint producers), cooperative or business enterprise, as listed on the form, sign their full names, record their date of birth and date signed. Ensure those at a rural address list the section, township, range and meridian of their home quarter.
- Initials are not accepted.
  - Do not indicate company name.

- **Do not include the person's position in the company or affix the company seal.**

## Part 4 - Certificate of Notary Public (Alberta residents only)

12. List the complete names of all individuals named in Part 1 that reside in Alberta. List the town or city where they live.
13. List the complete names of all individuals named in Part 1 that reside in Alberta.
14. The individuals who sign this portion must be the same individuals who signed the *Signatures* section (Part 3) for those who reside in Alberta.
- Initials are not accepted.
  - Do not indicate company name.
  - **Do not include the person's position in the company or affix the company seal.**
15. Ensure that a **Notary Public**, not a Commissioner for Oaths, completes this section.

**Seal of office must be provided.**

There are three copies of this form:

- send the first copy to the CWB;
- give the second copy (green) to the applicant;
- keep the third copy (yellow) for your records.

iv) deem that all other dividends, compensations and monies received by the CWB from the applicant or from other persons or estates capable of being applied by the CWB in reduction of the debt or liability hereby guaranteed shall be considered payment in gross, and the CWB shall be entitled to prove against the estate of the applicant upon insolvency or winding up in respect of the whole of the said debt and liability and I/we shall have no right to be subrogated to the CWB in respect of any such proof until the CWB has received from such estate payment in full of the CWB's claim.

The CWB shall not be bound to exhaust its recourse against the applicant or other parties or the securities it may hold or to exercise its right under any lien, statutory or otherwise, before being entitled to payment from me/us under this guarantee.

The Minister of Agriculture and Agri-Food Canada or any authorized agent shall proceed with collection action until the account is paid in full.

This guarantee shall continue to be binding upon me/us and my/our heirs, executors, administrators and assigns.

### PART 3 - SIGNATURES

I/WE, THE UNDERSIGNED DECLARANT(S) AND GUARANTOR(S), SOLEMNLY DECLARE THAT I/WE HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY ALL TERMS OF THIS DECLARATION AND GUARANTEE AND THAT ALL INFORMATION SET FORTH IN THIS FORM IS TRUE, CORRECT AND COMPLETE.

And I/we make this solemn declaration/guarantee conscientiously knowing that it is of the same force and effect as if made under oath. The Declaration and Guarantee must be personally signed by the Guarantor(s) named in the Declaration (Part 1) and not by the Company. The Company name or seal must not be affixed to this signature.

| Signature of each Guarantor Declarant<br>(Do not include company name or position held) | Home Quarter (Residence)    |          |            | Date       |
|---|-----------------------------|----------|------------|------------|
|   | Date of birth<br>(DD MM YY) | Part Sec | TP R M     |            |
| Farmer John Doe   | 21   08   60                | 12       | 20 13 22 3 | SEPT. 1/06 |
| George D. Producer  | 18   08   40                | 12       | 18 13 22 3 | SEPT. 1/06 |
|   |                             |          |            |            |
|   |                             |          |            |            |

Note: A new Declaration and Guarantee form must be completed if changes are made to the company structure or to the shareholders, members, partners or owners.

### PART 4 - CERTIFICATE OF NOTARY PUBLIC - ALBERTA RESIDENTS ONLY

THE CERTIFICATE OF NOTARY PUBLIC MUST BE COMPLETED IF ANY GUARANTOR(S) OF THE COMPANY APPLYING FOR THE ADVANCE PAYMENT RESIDE IN ALBERTA.

I HEREBY CERTIFY THAT FARMER JOHN DOE & GEORGE D. PRODUCER (List all individuals named in Part 1 who reside in Alberta)

of SOME PLACE in the Province of Alberta, guarantor(s) whose signature appears in Part 3, made between SEPT 1 2006

FARMER JOHN DOE & GEORGE D. PRODUCER (List all individuals named in Part 1 who reside in Alberta)

and the CWB, appeared in person before me and acknowledged to have executed the Guarantee:

STATEMENT OF GUARANTOR(S) I/We am/are the person(s) named in this certificate. I satisfied myself by examining the Guarantor(s) that he/she/they has/have read the contents of the Guarantee in Part 2 and understand(s) it.

Signature(s) of each Guarantor Declarant (Do not indicate company name or position held) FARMER JOHN DOE GEORGE D. PRODUCER

GIVEN at NAME OF PLACE this FIRST day of SEPTEMBER 2006 under my hand and seal of office. (Affix Seal)

John Notary Public  
Signature of Notary Public in and for the Province of Alberta.  
My Commission expires: SEPT. 28, 06



# Instructions for completing the *Advance Application*

Have applicants read page one of the advance application. Advise applicants that by signing the application, they are agreeing to the terms and conditions outlined in these documents.

Complete the applicant and delivery point information section of the form.

- Enter the *Declaration and Guarantee* form number.
- Enter your station fax number to receive faxes of documents for corrections and authorization where a second payment is requested.

| 2006-07 Crop Year Application For Advance Payment For Threshed Grain In Storage   |                          |   |                                       |                             |            |
|---|--------------------------|---|---------------------------------------|-----------------------------|------------|
| (Program runs from September 1/06 to August 31/07. Application deadline is May 31, 2007 or sooner.)   |                          |   |                                       |                             | 345678     |
| <p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2006-07 AMPA advance payments for wheat, durum and barley country elevator guide.</p> <p>Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers), cooperative or individual(s) conducting business under a business name, or a colony, until the application has been verified or you have received pre-approval of the <i>Declaration and Guarantee</i> or <i>Guarantee for Colonies</i> from the CWB.</p> |                          |   |                                       |                             |            |
| Applicant Information <i>This form must be completed in ink</i>   |                          |   |                                       |                             |            |
| Applicant's Last Name   | First Name               | Middle Name                             | Applicant's CWB Identification Number | Day                         | Month Year |
|   | A COMPANY                |   | 0000123499                            | 15                          | 10 06      |
| Applicant's Address   | RR 1                     |   | Permit Number                         | Company/Delivery Point Code |            |
|   |                          |   | 0000345678                            | 0997999901                  |            |
| Someplace, SK S0K 0Z0   | Date of birth (DD/MM/YY) |   | Reference Number                      | Station Name                |            |
|   | 15 02 55                 |   |                                       | any station                 |            |
| Applicant's Telephone No.   | Applicant's Fax No.      | Declaration and Guarantee/Guarantee No. | Station Telephone No.                 | Station Fax No.             |            |
| (306) 234-5678  | (306) 234-8765           | 00-12345                                | (306) 555-3834                        | (306) 555-3835              |            |

For the section regarding related producers, the applicant is not affected by the Related Producers' Provision and should check the box "NO". The applicant does not require a *Related Producers' Declaration* form.

**ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"**

Complete the following questions by answering "yes" or "no". Answer "yes" if either statement (or both) is true. If you answer "yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise? Yes  No
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act (Canada)*?

## Eligible amount

1. Enter the applicant's total tonnage in storage on the farm including carryover stocks and current crop year production in column i.
  - Only include the applicant's stocks of grain.
  - For selected barley, include only outstanding tonnage under a *Selected Barley Storage and Delivery Contract* that has been accepted by a selector. Include the contract numbers in the boxes provided. A CWB letter confirming acceptance must have been received.
2. Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.
3. Calculate the tonnage eligible for delivery to the CWB, column iii, by subtracting column ii from column i.
4. Multiply column iii by the rate per tonne, column iv, to complete the eligible amount column v.

5. Add the eligible amounts for each grain together and record the total under 1(e).  
Record the amount of the applicant's unpaid balance of previous 2006-07 wheat, durum and barley advances received under ESCAP or SCAP through this permit book in 1(f).
6. Record the amount of the applicant's previous unpaid advances for wheat, durum and barley applied for or received under this delivery permit book through 2006-07 AMPA in 1(g). Include amounts being transferred from the 2005-06 AMPA program where default has been stayed under this permit book.
7. Enter the result in Box (A) **Total Eligible Amount**.

**1. Eligible Amount (indicate amounts in whole dollars and whole tonnes)**

| Grain      | i Applicant's Total Farm Stored Grain (under this permit book) | ii Grain Not Eligible For An Advance Payment Grain To Be Used For Seed, Fed on Farm, or Delivered for Seed Purchases | iii Tonnage Eligible for Delivery to CWB (Column i subtract Column ii) | Maximum Advance Payment Based On Inventory |  |
|------------|--|--|--|--|--|
|            |  |  |  | iv Rate Per Tonne                          | v Eligible Amount (Column iii multiplied by Column iv) |
| a) Wheat   | 6 5 0  |  | 6 5 0  | \$ 80.00                                   | \$ 5 2 0 0 0   |
| b) Durum   | 2 9 5  |  | 2 9 5  | \$ 75.00                                   | \$ 2 2 1 2 5   |
| c) Barley  |  |  |  | \$ 35.00                                   | \$   |
| d) Sel Bly |  | Accepted selected barley contract numbers must be indicated below.   |  | \$ 60.00                                   | \$   |

List accepted selected barley contract numbers. CWB letter confirming acceptance must have been received. Only selected barley that has been accepted by a selector under contract is eligible.

e) Maximum advance payment based on inventory (add a, b, c and d of column v) .....

f) Applicant's unpaid balance of previous 2006-07 wheat and barley advances received under this permit book through E SCAP or SCAP .....

g) Applicant's unpaid balance (including interest) of previous 2006-07 wheat and barley advances applied for or received under this permit book through AMPA (include unpaid balance of amounts previously transferred from the 2005-06 AMPA program where default has been stayed). .....

h) Subtract (f)+(g) from (e) and enter the total in box A ..... **Total Eligible Amount**  **A**

## Maximum advance

**Important:** The amounts of previous advances in 2(b) and 2(c) must be previous advances issued to the company. Do not include advances issued or attributed to company participants under other permit books.

- Calculate the maximum cash advance by subtracting the total of 2(b) and 2(c) from 2(a).
- Enter the amount in Box (B) **Maximum Cash Advance**.
- In 2(b), include the amount transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed.

Complete paragraph 2 and skip to paragraph 4, *The Advance Payment* if the applicant does not have a pre-approved *Declaration and Guarantee*.

**2. Maximum Advance** If you are an individual affected by the Related Producers' Provision, please complete a Related Producers' Declaration before completing the rest of this form. Companies must complete paragraph 2 before filling out the Related Producers' Declaration.

a) Maximum 2006-07 advance under AMPA .....

b) Applicant's total previous 2006-07 wheat and barley advances through AMPA and amount previously transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed (include amounts applied for, issued or transferred under this and all other permit books) .....

c) Applicant's total previous advances applied for or received under AMPA through all appearances from all other organizations on all other crops .....

d) Subtract (b) + (c) from (a) and enter the total in box B ..... **Maximum Cash Advance**  **B**

## Elevator issuance limitation

For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the form. However, have the applicant answer the irrigation form question. If the applicant has irrigated wheat, durum and/or barley, check the "yes" box and complete an *Application for Irrigation Rate* form (see page 28).

- For applicants without irrigated acres, record **all** seeded acres that appear in Box (N) of the applicant's *2006-07 Delivery Permit Book* in the space provided in 3(a).
  - Multiply the total seeded acres by the seeded acre rate (\$60.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application for Irrigation Rate* form [Total (C+D+E)] to Box 3(a) on the application form.
  - List the tonnes of wheat, durum, barley and selected barley that have been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
  - In 3(g), list the total 2006-07 wheat and barley advances outstanding through this permit book through *AMPA, ESCAP or SCAP* by anyone named in this delivery permit book (include outstanding amount, under *AMPA, SCAP* and *ESCAP*).
  - Subtract 3(f) and 3(g) from 3(a) and enter the result in Box (C)
- Elevator Issuance Limitation.**

**3. Elevator Issuance Limitation - Cannot exceed \$50,000**  
For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.  
 I have completed the *Application For Irrigation Rate* form for grain produced under irrigation Yes  No

**Seeded Acres** (from box N of applicant's 2006-07 Delivery Permit)  
 a) Wheat + Durum + Barley = 950 acres x \$ 60..... = 57,000

Record grain delivered, sold or used on the farm in 2006-07 by anyone named in the permit book

|              |                |            |          |
|--------------|----------------|------------|----------|
| b) Wheat     | _____ tonnes x | \$ 80.00 = | \$ _____ |
| c) Durum     | _____ tonnes x | \$ 75.00 = | \$ _____ |
| d) Barley    | _____ tonnes x | \$ 35.00 = | \$ _____ |
| e) Sel. Bly. | _____ tonnes x | \$ 60.00 = | \$ _____ |

f) Add b, c, d and e ..... **TOTAL** ➔ 0

g) Total previous 2006-07 wheat and barley advances (include amounts outstanding under *AMPA* or *ESCAP* or *SCAP*) under this permit book by anyone named in this permit book ..... 20,000

h) Subtract (f) + (g) from (a) and enter total in box C ..... Elevator Issuance Limitation 37,000 **C**

### The advance payment

- Record the amount the applicant is requesting in Box (D). Ensure that the applicant's request does not exceed the amounts in Boxes (A) or (B).
- Determine the amount you can issue as a first payment. **If the Declaration and Guarantee has been pre-approved**, that amount cannot exceed the **Elevator Issuance Limitation** Box (C) or \$50,000. The \$50,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including amounts transferred from the 2005-06 *AMPA* program where default has been stayed. Enter the amount in Box (E).
- Subtract the amount issued in the first payment Box (E) from the amount requested Box (D) and enter the remainder in Box (F).
- When verification is received from the CWB, issue the second payment for the approved amount Box (F).

**4. The Advance Payment**

|   |        |          |
|---|--------|----------|
| a) Total advance applied for, must equal first and second payment (cannot exceed box A or B or, if applicable, Box 9 of the <i>Participants' Calculation Worksheet</i> ) .....  | 54,125 | <b>D</b> |
| b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed box C or \$50,000)<br><small>For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E .....</small> | 37,000 | <b>E</b> |
| c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (box D subtract box E)<br><small>If no second payment, INDICATE NIL in Box F .....</small>  | 17,125 | <b>F</b> |

If total cash advance requested (box D) exceeds box C or \$50,000, CWB approval is required prior to issuing the second payment cash ticket (box F). The \$50,000 limitation includes any previous *AMPA* advance payment(s) (including amounts transferred from 2005-06 *AMPA*) issued to the applicant through this permit book.



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## Amounts exceeding \$50,000

If the total applied for, Box (D) on the *Advance Application*, exceeds \$50,000:

- issue a cash ticket for the first payment of \$50,000 Box (E) (cannot exceed Box (C));
- send the application with the first payment cash ticket to the CWB through your head office; and
- when verification is received from the CWB, issue the second payment for the approved amount Box (F).

## Priority Agreement

1. Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement*.

Read about *Priority Agreements* on pages 32-33.

The declaration section must be fully completed.

## Declaration

Have the applicant read and sign the *Declaration* section of the application form, **whether or not you are issuing the advance payment cash ticket.**

Please read "Signature Requirements" on pages 16-17.

Read the *Notice to Elevator Manager* on the application form. **Ensure all provisions have been met before sending the application to the CWB.**

The advance application form consists of three copies:

- Send the white copy to the CWB as indicated below.
- Keep the yellow copy for your records.
- Give the green copy to the applicant.

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$50,000 or elevator issuance limits).
- Advances for corporations, partnerships (includes joint producers), cooperatives or other business enterprises (unless they have a pre-approved *Declaration and Guarantee*).

If the applicant does not have a pre-approved *Declaration and Guarantee* form, the cash ticket cannot be issued until you receive approval from the CWB.

**You must still endorse the permit book now.**

The CWB will fax you a copy of the approval letter when it becomes available. The applicant will also receive a copy of this letter in the mail.

If applicable, issue the cash ticket. Please read "**Issuing cash tickets**" on page 18.

The package you are preparing for your head office should include the CWB's copies of:

- completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Application For Irrigation Rate* form (if applicable);
- completed and signed *Declaration and Guarantee* form (if not pre-approved);
- cash ticket (if the advance was issued); and
- the CWB approval letter if this is the applicant's first advance and pre-approval was received.

# Corporations, partnerships (includes joint producers), cooperatives or other business enterprises (affected by the Related Producers' Provision)

## Forms required

*Fall Application* form  
Additional *Priority Agreement* form(s) – if required  
*Declaration and Guarantee* form  
*Related Producers' Declaration* form(s)  
*Participants' Calculation Worksheet* form

Corporations, partnerships, cooperatives or other business enterprises must have their application and *Declaration and Guarantee* (D & G) form approved by the CWB before receiving a cash advance.

The maximum a corporation, partnership (include joint producers), cooperative or other business enterprise can receive is \$250,000 with the first \$50,000 interest free. This includes any amount transferred from the 2005-06 *AMPA* program where default has been stayed.

## Pre-approval

Corporations, partnerships (includes joint producers), cooperatives or other business enterprises can apply for pre-approval of their 2006-07 D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment (Box D) when the *Advance Application* and other required forms have been completed.

Only one Continuing D & G form is required for each corporation, partnership (includes joint producers), cooperative or business enterprise for all advances applied for in the 2006-07 crop year and future crop years, under the farming operation, **provided the structure of the company and share holders, partners, members or owners does not change.**

**Note:** If changes are made to the corporation, partnership (includes joint producers), cooperative or other business enterprise after the first payment is issued, a new D & G form must be completed and approved before issuance of any additional payment. Farmers whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new D & G form when they apply for their next advance. Contact the CWB prior to issuing an advance if unsure whether the D & G form is still valid.

## Pre-approval process

1. Ensure that the applicant has a valid *2006-07 Delivery Permit Book*.
2. Complete the D & G in full using the instructions on page 42-43.
  - Send the white copy to the CWB.
  - Give the green copy to the applicant.
  - Keep the yellow copy for your records. You will need it when you complete the advance application form.
3. The CWB reviews the D & G and sends a letter to you and to the applicant confirming that the D & G has been pre-approved. Keep this letter, as you will need it to complete the advance application.
4. When the applicant completes the application form, you can issue the first payment immediately.

## When pre-approval has not been applied for

If the applicant completes the D & G form when applying for an advance, **submit only the CWB copies of all documents** to the CWB for approval before issuing a cash ticket (See pages 42-43 for instructions on completing this form).

## Instructions for completing the Advance Application

Have applicants read page one of the advance application. Advise applicants that by signing the application, they are agreeing to the terms and conditions outlined in these documents.

Complete the applicant and delivery point information section of the form.

- Enter the *Declaration and Guarantee* form number.
- Enter your station fax number to receive faxes of documents for corrections and authorization where a second payment is requested.
- If a company participant does not appear in any other permit book and does not have a producer ID number, we will issue one. When completing the D & G form, leave the space for the participant's producer ID number blank. This number will be provided in the advance approval letter.

| 2006-07 Crop Year Application For Advance Payment For Threshed Grain In Storage   |  |  |   |  |                             |        |
|---|--|--|---|--|-----------------------------|--------|
| (Program runs from September 1/06 to August 31/07. Application deadline is May 31, 2007 or sooner.)   |  |  |   |  |                             | 567890 |
| <p><b>TO THE ELEVATOR MANAGER:</b> before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2006-07 AMPA advance payments for wheat, durum and barley country elevator guide.</p> <p>Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers), cooperative or individual(s) conducting business under a business name, or a colony, until the application has been verified or you have received pre-approval of the <i>Declaration and Guarantee or Guarantee for Colonies</i> from the CWB.</p> |  |  |   |  |                             |        |
| <b>Applicant Information This form must be completed in ink</b>   |  |  |   |  |                             |        |
| Applicant's Last Name   |  |  | Applicant's CWB Identification Number   |  | Day                         | Month  |
| BC CORPORATION  |  |  | 00,000 1 23 49                          |  | 15                          | 10     |
| Applicant's Address   |  |  | Permit Number                           |  | Year                        |        |
| RRI   |  |  | 00,0001 23 49                           |  | 06                          |        |
| Date of birth (DD/MM/YY)  |  |  | Reference Number                        |  | Company/Delivery Point Code |        |
| 15 02 55  |  |  | 0 0 0 0 0 1 2 3 4 9                     |  | 0 9 9 7 9 9 9 9 0 1         |        |
| Applicant's Telephone No.   |  |  | Declaration and Guarantee/Guarantee No. |  | Station Name                |        |
| 306 345-6789  |  |  |   |  | any station                 |        |
| Applicant's Fax No.   |  |  | Station Telephone No.                   |  | Station Fax No.             |        |
| 306 345-6788  |  |  | 306555-3832                             |  | 306 555-3833                |        |

For the section regarding related producers, the applicant is affected by the Related Producers' Provision and should check the "YES" box. The applicant requires a *Related Producers' Declaration* form.

### ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"

Complete the following questions by answering "yes" or "no". Answer "yes" if either statement (or both) is true. If you answer "yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise?
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act* (Canada)?

Yes  No

### Eligible amount

1. Enter the applicant's total tonnage in storage on the farm including carryover stocks and current crop year production in column i.

- Only include the applicant's stocks of grain.
- For selected barley, include only outstanding tonnage under a *Selected Barley Storage and Delivery Contract* that has been accepted by a selector. Include the contract numbers in the boxes provided. A CWB letter confirming acceptance must have been received.

2. Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.
3. Calculate the tonnage eligible for delivery to the CWB, column iii, by subtracting column ii from column i.
4. Multiply column iii by the rate per tonne, column iv, to complete the eligible amount column v.
5. Add the eligible amounts for each grain together and record the total under 1(e).  
Record the amount of the applicant's unpaid balance of previous 2006-07 wheat, durum and barley advances received under ESCAP or SCAP through this permit book in 1(f).
6. Record the amount of the applicant's previous unpaid advances for wheat, durum and barley applied for or received under this delivery permit book through 2006-07 AMPA in 1(g). Include the amounts being transferred with this application from the 2005-06 AMPA program where default has been stayed.
7. Enter the result in Box (A) **Total Eligible Amount**.

**1. Eligible Amount (indicate amounts in whole dollars and whole tonnes)**

| Grain      | i Applicant's Total Farm Stored Grain (under this permit book) | ii Grain Not Eligible For An Advance Payment Grain To Be Used For Seed, Fed on Farm, or Delivered for Seed Purchases | iii Tonnage Eligible for Delivery to CWB (Column i subtract Column ii) | Maximum Advance Payment Based On Inventory |  |
|------------|--|--|--|--|--|
|            |  |  |  | iv Rate Per Tonne                          | v Eligible Amount (Column iii multiplied by Column iv) |
| a) Wheat   | 3 2 0  |  | 3 2 0  | \$ 80.00                                   | \$ 2 5 6 0 0   |
| b) Durum   |  |  |  | \$ 75.00                                   | \$   |
| c) Barley  | 8 5 0  |  | 8 5 0  | \$ 35.00                                   | \$ 2 9 7 5 0   |
| d) Set Bly |  | Accepted selected barley contract numbers must be indicated below.   |  | \$ 60.00                                   | \$   |

List accepted selected barley contract numbers. CWB letter confirming acceptance must have been received. Only selected barley that has been accepted by a selector under contract is eligible.

e) Maximum advance payment based on inventory (add a, b, c and d of column v) .....

f) Applicant's unpaid balance of previous 2006-07 wheat and barley advances received under this permit book through ESCAP or SCAP .....

g) Applicant's unpaid balance (including interest) of previous 2006-07 wheat and barley advances applied for or received under this permit book through AMPA (include unpaid balance of amounts previously transferred from the 2005-06 AMPA program where default has been stayed). .....

h) Subtract (f)+(g) from (e) and enter the total in box A ..... **Total Eligible Amount**  **A**

### Maximum advance

**Important:** The amounts of previous advances in 2(b) and 2(c) must be previous advances issued to the company. Do not include advances issued or attributed to company participants under other permit books.

- Calculate the maximum cash advance by subtracting the total of 2(b) and 2(c) from 2(a).
- Enter the amount in Box (B) **Maximum Cash Advance**.
- In 2 (b), include the amount transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed.

**2. Maximum Advance** If you are an individual affected by the Related Producers' Provision, please complete a Related Producers' Declaration before completing the rest of this form. Companies must complete paragraph 2 before filling out the Related Producers' Declaration.

a) Maximum 2006-07 advance under AMPA .....

b) Applicant's total previous 2006-07 wheat and barley advances through AMPA and amount previously transferred or being transferred with this application from the 2005-06 AMPA program where default has been stayed (include amounts applied for, issued or transferred under this and all other permit books) .....

c) Applicant's total previous advances applied for or received under AMPA through all appearances from all other organizations on all other crops .....

d) Subtract (b) + (c) from (a) and enter the total in box B ..... **Maximum Cash Advance**  **B**



Complete paragraph 2 and skip to paragraph 4, *Advance Payment* if the applicant does not have a pre-approved *Declaration and Guarantee*.

Complete the *Related Producers' Declaration* up to "Current Advance attributed or applied for in this application". See pages 38-39 for instructions on how to complete a *Related Producers' Declaration*.

- Each company participant must complete a separate *Related Producers' Declaration* form listing all permit book appearances and previous advances and those of all related producers.
- If applicants had a previous cash advance in 2006-07, they should produce the previous *Related Producers' Declaration* to assist you in completing information regarding previous advances.

Complete the *Participants' Calculation Worksheet* to assist you in determining the amount of the cash advance payment. See instructions on how to complete this form on pages 52-53.

### Elevator issuance limitation

Do not complete this section if the application requires CWB approval before a cash ticket can be issued. However, have the applicant answer the irrigation form question. If the applicant has irrigated wheat, durum and/or barley, check the "YES" box and complete an *Application For Irrigation Rate* form (see page 28).

Deduct for grain delivered, sold or used on farm in the 2006-07 crop year.

- For applicants without irrigated acres, record all seeded acres that appear in Box (N) of the applicant's *2006-07 Delivery Permit Book* in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$60.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application For Irrigation Rate* form (Total (C+D+E)) to Box 3(a) on the application form.
- List the tonnes of wheat, durum, barley and selected barley that have been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
- In 3(g), list the total 2006-07 wheat and barley advances outstanding through this permit book through *AMPA, ESCAP, or SCAP* by anyone named in this delivery permit book (include outstanding amounts under *AMPA, SCAP or ESCAP*).
- Subtract 3(f) and 3(g) from 3(a) and enter the result in Box (C)

#### Elevator Issuance Limitation.

| 3. Elevator Issuance Limitation - Cannot exceed \$50,000   |   |                              |   |
|--|---|------------------------------|---|
| <i>For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.</i> |   |                              |   |
| I have completed the <i>Application For Irrigation Rate</i> form for grain produced under irrigation   |   |                              | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>Seeded Acres</b> (from box N of applicant's 2006-07 Delivery Permit)  |   |                              |   |
| a)   | Wheat + Durum + Barley =  | 1017 acres x \$ 60           | = 61,020  |
| Record grain delivered, sold or used on the farm in 2006-07 by anyone named in the permit book   |   |                              |   |
| b)   | Wheat   | tonnes x \$ 80.00 =          | \$  |
| c)   | Durum   | tonnes x \$ 75.00 =          | \$  |
| d)   | Barley  | tonnes x \$ 35.00 =          | \$  |
| e)   | Sel. Bly.   | tonnes x \$ 60.00 =          | \$  |
| f)   | Add b, c, d and e   | TOTAL                        | 0   |
| g)   | Total previous 2006-07 wheat and barley advances (include amounts outstanding under <i>AMPA</i> or <i>ESCAP</i> or <i>SCAP</i> ) under this permit book by anyone named in this permit book |                              | 0   |
| h)   | Subtract (f) + (g) from (a) and enter total in box C  | Elevator Issuance Limitation | 61,020 <b>C</b>   |

# How to complete a *Participants' Calculation Worksheet*

For the purposes of this form, each shareholder, partner or member is referred to as a "participant". This form determines the amount the company can receive, based on previous advances applied for or attributed to company participants and the financial interest each participant has in the company.

1. Enter the applicant's CWB ID number.
2. Enter the 6-digit *AMPA Advance Application number*, imprinted in the box on the top-centre of the fall advance application form.
3. Enter the full name of each participant in the spaces provided.

## No previous advances

If no previous advances have been applied for by or attributed to any company participants (including any advances transferred from the 2005-06 *AMPA* program where default has been stayed), you may proceed to Part II - Applicant Maximum, and enter \$250,000 in Box 4 and \$50,000 in Boxes 8 and 10.

## Part I - Participant Maximums

This section determines each participant's maximum, based on previous advances applied for or attributed, and their financial interest in the company.

## Maximum advance

4. Enter the total amount of *AMPA* advances previously applied for by or attributed to the participant from line 5 of the *Related Producers' Declaration*.
5. Subtract previous advances from the participant's maximum of \$250,000 and enter the balance on line A.
6. Enter the per cent interest the participant has in the company.
7. Multiply \$250,000 by the participant's per cent interest in the company and enter the result on line B.
8. Enter the lesser of line A or line B in Box 1.
9. Divide Box 1 by the participant's per cent interest in the company. Enter the total in Box C.

This represents the maximum allowable advance for which the participant is eligible.

| AMPA PARTICIPANTS' CALCULATION WORKSHEET  |   | Applicant's CWB I.D. No. <b>1</b>   | Advance Application <b>2</b>  |
|---|---|---|---|
|   |   | 010100   0112349  | 567890  |
| To be completed if the applicant is a corporation, partnership (includes joint producers), cooperative or other business enterprise. Shareholders, partners or members are referred to as "Participants". If no previous advances (including those transferred or being transferred from 2005-06 <i>AMPA</i> where default has been stayed) have been applied for or attributed to any "Participants", enter \$250,000 in Box 4 and \$50,000 in Boxes 8 and 10. Refer to the <i>AMPA</i> advance payments country elevator guide if there are more than three participants. |   |   |   |
| <b>PART I - Participant Maximum</b>   |   |   |   |
| <b>Participant 1</b> <u>Producer B</u> <b>3</b>   |   | <b>Interest-Free Benefit</b>  |   |
| Maximum Eligible Amount   | \$250,000   | Maximum Eligible Amount   | \$50,000  |
| Subtract previous advances (#5 from <i>Related Producers' Declaration</i> )   | \$ 0 <b>4</b>   | Subtract previous advances (#6 from <i>Related Producers' Declaration</i> ) | \$ 0 <b>10</b>  |
| Balance Remaining   | \$250,000 <b>A</b> <b>5</b>   | Balance Remaining   | \$50,000 <b>11</b>  |
| \$250,000 X <u>50</u> <b>6</b> (% interest in company)  | \$125,000 <b>B</b> <b>7</b>   | \$50,000 X <u>50</u> <b>6</b> (% interest in company)                       | \$25,000 <b>12</b>  |
| Box 1   | Lesser of A or B <u>125,000</u> <b>8</b> + % interest in company <u>50</u> <b>9</b> = <u>250,000</u> <b>C</b> | Box 5   | Lesser of A or B <u>25,000</u> <b>13</b> + % interest in company <u>50</u> <b>6</b> = <u>50,000</u> <b>14</b> |
| <b>Participant 2</b> <u>Producer C</u>  |   |   |   |
| Maximum Eligible Amount   | \$250,000   | Maximum Eligible Amount   | \$50,000  |
| Subtract previous advances (#5 from <i>Related Producers' Declaration</i> )   | \$  | Subtract previous advances (#6 from <i>Related Producers' Declaration</i> ) | \$  |
| Balance Remaining   | \$250,000 <b>A</b>  | Balance Remaining   | \$50,000 <b>A</b>   |
| \$250,000 X <u>50</u> <b>6</b> (% interest in company)  | \$125,000 <b>B</b>  | \$50,000 X <u>50</u> <b>6</b> (% interest in company)                       | \$25,000 <b>B</b>   |
| Box 2   | Lesser of A or B <u>125,000</u> <b>8</b> + % interest in company <u>50</u> <b>9</b> = <u>250,000</u> <b>D</b> | Box 6   | Lesser of A or B <u>25,000</u> <b>13</b> + % interest in company <u>50</u> <b>6</b> = <u>50,000</u> <b>G</b>  |
| <b>Participant 3</b>  |   |   |   |
| Maximum Eligible Amount   | \$250,000   | Maximum Eligible Amount   | \$50,000  |
| Subtract previous advances (#5 from <i>Related Producers' Declaration</i> )   | \$  | Subtract previous advances (#6 from <i>Related Producers' Declaration</i> ) | \$  |
| Balance Remaining   | \$  | Balance Remaining   | \$  |
| \$250,000 X <u>50</u> <b>6</b> (% interest in company)  | \$  | \$50,000 X <u>50</u> <b>6</b> (% interest in company)                       | \$  |
| Box 3   | Lesser of A or B <u>0</u> <b>8</b> + % interest in company <u>50</u> <b>9</b> = <u>0</u> <b>E</b>             | Box 7   | Lesser of A or B <u>0</u> <b>13</b> + % interest in company <u>50</u> <b>6</b> = <u>0</u> <b>H</b>            |
| <b>PART II - Applicant Maximum</b>  |   |   |   |
| Lesser of Box C, D or E <u>250,000</u> <b>15</b> <b>Box 4</b>   |   | Lesser of Box F, G or H <u>50,000</u> <b>16</b> <b>Box 8</b>                |   |
| <b>PART III - Participants' Attribution</b>   |   |   |   |
|   | Amount Applied for (cannot exceed A or B from Adv. App. or Box 4 above)                                       | Per cent (%) Interest in Company (must equal 100%)                          | Total Attributed Amount   |
| <b>Participant 1</b>  | <u>250,000</u> <b>17</b> <b>Box 9</b>   | X <u>50</u> <b>6</b> % = \$   | <u>125,000</u> <b>18</b>  |
| <b>Participant 2</b>  | <u>50,000</u>   | X <u>50</u> <b>6</b> % = \$   | <u>25,000</u> <b>18</b>   |
| <b>Participant 3</b>  | (transfer to 4.a) of Advance Application) <u>0</u>  | X <u>50</u> <b>6</b> % = \$   | <u>0</u> <b>18</b>  |
| Transfer the total attributable amount for each Participant to line 7 of their <i>Related Producers' Declaration</i> .  |   |   |   |
| Maximum Interest-Free   | Company's total interest-free benefits previously applied for or received on all crops                        | Amount Remaining  |   |
| \$50,000  | <u>0</u> <b>19</b>  | <u>50,000</u> <b>Box 10</b>   |   |
|   | Interest-free benefit (lesser of Box 8 or Box 9 or Box 10 above) <u>50,000</u> <b>20</b>                      | Per cent (%) Interest in Company (must equal 100%)                          | Total Interest-free Attributed Amount   |
| <b>Participant 1</b>  | X <u>50</u> <b>6</b> % = \$   | <u>25,000</u> <b>1</b>  | } must equal <b>Box 11</b>  |
| <b>Participant 2</b>  | X <u>50</u> <b>6</b> % = \$   | <u>12,500</u> <b>2</b>  |   |
| <b>Participant 3</b>  | X <u>0</u> <b>6</b> % = \$  | <u>0</u> <b>3</b>   |   |
| Transfer the interest-free attributable amount for each Participant to line 8 of their <i>Related Producers' Declaration</i> .  |   |   |   |



---

## Interest-free benefit

10. Enter the total amount of interest-free benefits previously applied for or attributed to the participant from line 6 of the *Related Producers' Declaration*.
11. Subtract previous interest-free advances from the participant's maximum of \$50,000 and enter the total on line A.
12. Multiply \$50,000 by the participant's percentage interest in the company and enter the result in line B.
13. Enter the lesser of line A or line B in Box 5.
14. Divide Box 5 by the participant's percentage interest in the company. Enter the total in Box F. This represents the maximum interest-free benefit for which the participant is eligible.

**Repeat steps 3 through 14 for each participant.** Use extra forms where necessary.

## Part II - Applicant maximums

This section calculates the maximum amount the company is eligible to receive.

15. Enter the lesser of Box C, D or E in Box 4.
16. Enter the lesser of Box F, G or H in Box 8.

## Part III - Participants' attribution

This section calculates each participant's share of the total advance and the interest-free portion.

17. In Box 9 enter the amount the company is applying for or Box 4, whichever is less. (Cannot exceed Box A or B on the advance application form).
18. Multiply the amount applied for by each participant's interest in the company. Enter the result under "total attributed amount" (lines 1, 2, 3).
19. Subtract the total interest-free benefit(s) the company has previously applied for or received on all crops from \$50,000. Enter the amount remaining in Box 10.
20. In Box 11, enter the company's interest-free benefit, which is the lesser of Box 8, Box 9 or Box 10. Multiply the interest-free benefit by each participant's interest in the company. Enter the result under "Total Interest-free Attributed Amount" lines 1, 2, 3.

Transfer each participant's total attributable amount to line 7 of their *Related Producers' Declaration*. Transfer each participant's interest-free attributable amount to line 8 of their *Related Producers' Declaration*.

Complete lines 9 and 10 of each *Related Producers' Declaration*. Also see the examples on pages 54-55 of the two completed *Related Producers' Declaration* forms showing the individual's total advance and total interest-free amount attributed to date.

## Five or more participants

- For more than three participants, use additional Participants' Calculation Worksheet forms.
- Follow the instructions for Part I as outlined above for each form required.
- For Part II, Box 5, choose the lesser of all boxes labeled C, D or E on all forms.
- For Part II, Box 8, choose the lesser of all boxes labeled F, G or H on all forms.
- For Part III, complete the remainder of each form as outlined above.

## Example – BC Corporation is applying for a \$50,000.00 cash advance

Producer B and Producer C must each complete *Related Producers' Declaration* forms.

**AMPA RELATED PRODUCERS' DECLARATION**

**A** If you are involved in only one farming operation, you do not need to complete this form to apply for an Agricultural Marketing Program Act advance. EACH INDIVIDUAL APPLICANT OR PARTICIPANT THAT HAS AN INTEREST IN MORE THAN ONE FARMING OPERATION MUST COMPLETE A SEPARATE RELATED PRODUCERS' DECLARATION. A participant is a shareholder, partner (includes joint producers) or member of a corporation or other business enterprise. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this crop year by you or any related producer.

Refer to the AMPA country elevator guide for assistance in completing this document.

Name of individual applicant or participant: (do not indicate company name) Producer B      Individual/Participant's CWB Identification Number (if available) 1 010037891      Advance Application No. 567890

Advance applicant's name (if different than above)      CWB Identification Number (if different than above) 01010112349

**B** Indicate ALL permit book appearances and financial interests of the individual applicant/participant. (Participants should not list each other unless related by other permit book appearances.)

PREVIOUS 2005-07 AMPA ADVANCES APPLIED FOR, RECEIVED OR TRANSFERRED FROM 2005-06 AMPA include the outstanding balance (at the time of transfer) of any 2005-06 AMPA advances that have been/were being transferred where default has been stayed.

| Name                      | 10-digit Producer ID number | % interest  | Wheat, Durum and Barley              |             |   |                                 | Other crops                          |             |                             |                                 |
|---------------------------|-----------------------------|-------------|--------------------------------------|-------------|---|---------------------------------|--------------------------------------|-------------|-----------------------------|---------------------------------|
|                           |                             |             | Application date of previous advance | Type (AMPA) | Total amount attributed   | Interest-free amount attributed | Application date of previous advance | Type (AMPA) | Total amount attributed     | Interest-free amount attributed |
| <u>Producer B</u>         | <u>000007891</u>            | <u>100%</u> |                                      |             | \$ <u>0</u>   | \$ <u>0</u>                     |                                      |             | \$                          | \$                              |
| <u>BC Corporation</u>     | <u>000012349</u>            | <u>50%</u>  |                                      |             | Do not include current advance applied for in this application. |                                 |                                      |             | \$                          | \$                              |
|                           |                             |             |                                      |             | \$  | \$                              |                                      |             | \$                          | \$                              |
|                           |                             |             |                                      |             | \$  | \$                              |                                      |             | \$                          | \$                              |
|                           |                             |             |                                      |             | \$  | \$                              |                                      |             | \$                          | \$                              |
| <b>Total CWB Advances</b> |                             |             |                                      |             | \$ <u>0</u> <sup>*(1)</sup>                                     | \$ <u>0</u> <sup>(2)</sup>      | <b>Total Other Crops</b>             |             | \$ <u>**</u> <sup>(3)</sup> | \$ <u>(4)</u>                   |

\* For applications by individuals, transfer this amount to line 2(b) of the application form.  
\*\* For applications by individuals, transfer this amount to line 2(c) of the application form.

**C**

|                          |  |  |
|--------------------------|--|--|
| <b>Previous Advances</b> | Total amount \$ <u>0</u> <sup>(5)</sup><br>(1 + 3 above) | Interest-free amount \$ <u>0</u> <sup>(6)</sup><br>(2 + 4 above) |
|--------------------------|--|--|

Note: If the applicant is a company, complete the Participants' Calculation worksheet now. All applicants must complete the advance application before completing the remaining portion of this form.

**D**

|  |   |   |
|--|---|---|
| <b>Current Advance attributed or applied for in this Application</b> | Total amount \$ <u>25000</u> <sup>(7)</sup> | Interest-free amount \$ <u>25000</u> <sup>(8)</sup> |
|--|---|---|

**E**

|                               |  |   |
|-------------------------------|--|---|
| <b>Total Advances to date</b> | Total Advances \$ <u>25000</u> <sup>(9)</sup><br>(line 5 + 7)<br>(cannot exceed \$250,000) | Total Interest-free \$ <u>25000</u> <sup>(10)</sup><br>(line 6 + 8)<br>(cannot exceed \$50,000) |
|-------------------------------|--|---|

The applicant's copy must be presented when applying for future advances.

**F**

B Producer      Oct. 15/06

CWB COPY      Signature of Applicant or Participant      Date

In part B:

- each Producer lists their own permit book appearances and advances, including those of any related producers.
- Producer B and Producer C do NOT list each other unless related by other permit book appearances.
- Producer B and Producer C both list BC Corporation up to the "% interest" column but DO NOT fill in the amount of the current advance applied for in this application.

### AMPA RELATED PRODUCERS' DECLARATION

**A** If you are involved in only one farming operation, you do not need to complete this form to apply for an Agricultural Marketing Programs Act advance. EACH INDIVIDUAL APPLICANT OR PARTICIPANT THAT HAS AN INTEREST IN MORE THAN ONE FARMING OPERATION MUST COMPLETE A SEPARATE RELATED PRODUCERS' DECLARATION. A participant is a shareholder, partner (includes joint producers) or member of a corporation or other business enterprise. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this crop year by you or any related producer. Refer to the AMPA country elevator guide for assistance in completing this document.

Name of individual applicant or participant: Producer C      Individual's/Participant's CWB Identification Number: 01010103456      Advance Application No.: 567890  
 (do not indicate company name) (if available)

Advance applicant's name: Producer C      CWB Identification Number: 010101012349  
 (if different than above) (if different than above)

**B** Indicate ALL permit book appearances and financial interests of the individual applicant/participant. (Participants should not list each other unless related by other permit book appearances.)

| Name                      | 10-digit Producer ID number | % Interest  | Wheat, Durum and Barley              |             |                             |                                 | Other crops                          |             |                                  |                                 |
|---------------------------|-----------------------------|-------------|--------------------------------------|-------------|-----------------------------|---------------------------------|--------------------------------------|-------------|----------------------------------|---------------------------------|
|                           |                             |             | Application date of previous advance | Type (AMPA) | Total amount attributed     | Interest-free amount attributed | Application date of previous advance | Type (AMPA) | Total amount attributed          | Interest-free amount attributed |
| <u>Producer C</u>         | <u>0010003456</u>           | <u>100%</u> |                                      |             | \$ <u>0</u>                 | \$ <u>0</u>                     |                                      |             | \$                               | \$                              |
| <u>Producer C</u>         | <u>0100003456</u>           | <u>100%</u> |                                      |             |                             |                                 |                                      |             | \$                               | \$                              |
| <u>BC Corporation</u>     | <u>00100012349</u>          | <u>50%</u>  |                                      |             |                             |                                 |                                      |             | \$                               | \$                              |
|                           |                             |             |                                      |             | \$                          | \$                              |                                      |             | \$                               | \$                              |
|                           |                             |             |                                      |             | \$                          | \$                              |                                      |             | \$                               | \$                              |
|                           |                             |             |                                      |             | \$                          | \$                              |                                      |             | \$                               | \$                              |
| <b>Total CWB Advances</b> |                             |             |                                      |             | \$ <u>0</u> <sup>*(1)</sup> | \$ <u>0</u> <sup>(2)</sup>      | <b>Total Other Crops</b>             |             | \$ <u>    </u> <sup>** (3)</sup> | \$ <u>    </u> <sup>(4)</sup>   |

\* For applications by individuals, transfer this amount to line 2(b) of the application form.  
 \*\* For applications by individuals, transfer this amount to line 2(c) of the application form.

**C** Previous Advances      Total amount \$ 0 <sup>(5)</sup>      Interest-free amount \$ 0 <sup>(6)</sup>  
 (1 + 3 above)      (2 + 4 above)

Note: If the applicant is a company, complete the Participants' Calculation worksheet now. All applicants must complete the advance application before completing the remaining portion of this form.

**D** Current Advance attributed or applied for in this Application      Total amount \$ 25,000 <sup>(7)</sup>      Interest-free amount \$ 25,000 <sup>(8)</sup>

**E** Total Advances to date      Total Advances \$ 25,000 <sup>(9)</sup>      Total Interest-free \$ 25,000 <sup>(10)</sup>  
 (line 5 + 7)      (cannot exceed \$250,000)      (line 6 + 8)      (cannot exceed \$50,000)

The applicant's copy must be presented when applying for future advances.

**F** CProducer      Oct. 15/06  
 CWB COPY      Signature of Applicant or Participant      Date

The Related Producers' Declaration form has a manager's copy. Elevator managers should retain this copy for future reference.

## The advance payment

If the *Declaration and Guarantee* form has not been pre-approved, indicate "NIL" as the first payment in Box (E) and show amount applied for Box (D) as the second payment Box (F).

- Record the amount the applicant is requesting in box (D). Ensure that the applicant's request does not exceed the amounts in boxes (A) or (B) or Box 9, Part III of the *Participants' Calculation Worksheet*.
- Determine the amount you can issue as a first payment. If the **Declaration and Guarantee** has been pre-approved and you have received an authorization letter from the CWB, that amount cannot exceed the elevator issuance limitation Box (C) or \$50,000. The \$50,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including amounts transferred from the 2005-06 *AMPA* program where default has been stayed. Enter the amount in Box (E).
- Subtract the amount issued in the first payment Box (E) from the amount requested Box (D) and enter the remainder in Box (F).
- When verification is received from the CWB, issue the second payment for the approved amount Box (F).

|   |                 |
|---|-----------------|
| <b>4. The Advance Payment</b>   |                 |
| a) Total advance applied for, must equal first and second payment (cannot exceed box A or B or, if applicable, Box 9 of the <i>Participants' Calculation Worksheet</i> ) .....  | 50,000 <b>D</b> |
| b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed box C or \$50,000)<br>For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E .....  | 50,000 <b>E</b> |
| c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (box D subtract box E)<br>If no second payment, INDICATE NIL in Box F .....   | 0 <b>F</b>      |
| <small>If total cash advance requested (box D) exceeds box C or \$50,000, CWB approval is required prior to issuing the second payment cash ticket (box F). The \$50,000 limitation includes any previous <i>AMPA</i> advance payment(s) (including amounts transferred from 2005-06 <i>AMPA</i>) issued to the applicant through this permit book.</small> |                 |

## Amounts exceeding \$50,000

If the total applied for Box (D) on the advance application exceeds \$50,000:

- issue a cash ticket for the first payment of \$50,000 Box (E) (cannot exceed Box (C));
- send the application with the first payment cash ticket to the CWB through your head office;
- when verification is received from the CWB, issue the second payment for the approved amount Box (F).

Complete the remainder of the *Related Producers' Declaration* form(s).

## Priority Agreement

- Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
- Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement*.

Read about *Priority Agreement(s)* on pages 32-33.

## Declaration

Have the applicant read and sign the *Declaration* section of the application form.

Please read "Signature Requirements" on pages 16-17.

The declaration section must be fully completed.

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Read the *Notice to Elevator Manager* on the application form. **Ensure all provisions have been met before sending the application to the CWB.**

The advance application form consists of three copies:

- Send the white copy to the CWB as indicated below.
- Keep the yellow copy for your records.
- Give the green copy to the applicant.

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$50,000 or elevator issuance limits).
- Advances for corporations, partnerships (includes joint producers), cooperatives, or other business enterprises (unless they have a pre-approved *Declaration and Guarantee*).

If the applicant does not have a pre-approved *Declaration and Guarantee* form, the cash ticket cannot be issued until you receive approval from the CWB.

**You must still endorse the permit book now.**

We will fax you a copy of the approval letter when it becomes available. The applicant will also receive a copy of this letter in the mail.

If applicable, issue the cash ticket. Please read **"Issuing cash tickets" on page 18.**

The package you are preparing for your head office should include the CWB's copies of:

- completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Related Producers' Declaration(s)*;
- completed and signed *Application for Irrigation Rate* form (if applicable);
- completed and signed *Declaration and Guarantee* form (if not pre-approved);
- cash ticket (if the advance has been issued); and
- the CWB approval letter if this is the applicant's first advance and pre-approval was received.



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## Colonies (not affected by the Related Producers' Provision)

### Forms required

*Application* form  
Additional *Priority Agreement* form(s) – if required  
*Guarantee* for Colonies form – **if not pre-approved**  
Contact the CWB and a form will be faxed to you.  
*Application For Irrigation Rate* form – if applicable (see page 28)

Colonies must have their application and *Guarantee* form approved by the CWB before receiving a cash advance.

The maximum a colony can receive is \$250,000, with the first \$50,000 interest-free. This includes any amount transferred from the 2005-06 *AMPA* program where default has been stayed.

### Pre-approval

Colonies can apply for pre-approval of their *Guarantee* for Colonies form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment up to the elevator issuance limitation when the *Advance Application* and *Priority Agreement*(s) forms have been completed.

Colony applicants who have previously completed continuing *Guarantee* forms DO NOT have to complete a new *Guarantee*, **provided no changes are made to guarantor company and the shareholders, partners, members or owners do not change.**

**Note:** If changes are made to the Colony representatives or structure after the first payment is issued, a new *Guarantee* form must be completed and approved before issuance of any additional payments. Colonies whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new *Guarantee* for Colonies form when they apply for their next advance. Contact the CWB prior to issuing an advance if unsure whether the *Guarantee* form is still valid.

The *Guarantee* for Colonies form is only available from the CWB and is different from the *Declaration and Guarantees* forms you received with your permit supplies.

### Pre-approval process

1. Ensure that the Colony has a valid *2006-07 Delivery Permit Book*.
2. Complete the *Guarantee* for Colonies form in full.
3. The CWB reviews the *Guarantee* and sends a letter to you and the applicant confirming that the *Guarantee* has been pre-approved. Keep this letter, as you will need it to complete the advance application.
4. When the applicant completes the application form, you can issue the first payment immediately.

## When pre-approval has not been applied for

If the applicant completes the *Guarantee* form when applying for an advance, **submit only the CWB copies of all documents** to the CWB for approval before issuing a cash ticket. The following are instructions on completing this form.

## How to complete a *Guarantee* for Colonies form

1. Enter the applicant's ID number.
2. Enter your delivery point code. **Important:** we need this information as we will send the pre-approval letter back to your elevator.
3. Enter your station name.
4. Insert the applicant's name as it appears on the application form.
5. Enter the name and address of the registered landowner. If there is a company seal, affix it to the form. **Note:** If the Guarantor(s) name does not correspond with the name registered with the Land Titles Office, the application will be returned for correction.
6. Have two individuals of the company (guarantor) sign on behalf of the Colony and indicate their position in the company.

| CONTINUING GUARANTEE   |   |   |   |
|--|---|---|---|
| Applicant's CWB Identification Number<br><u>0 0,00 1 234 9 9</u>   | Company/Delivery Point Code<br><u>0 9 9 7 9 9 9 0 1</u> | Station Name<br><u>Amystation</u>   | Form Number<br><u>06-098</u>                |
|  |   | Station Phone Number<br><u>(306) 456-7890</u>                                     | Station Fax Number<br><u>(306) 456-7891</u> |
| <p>In consideration of advance payment(s) being made to <u>ABC Colony</u> (applicant), the undersigned company (guarantor company) hereby guarantees that if the applicant is in default of any advance payments now or hereafter issued under the Spring Credit Advance Program (SCAP), the Agricultural Marketing Programs Act (AMPA), or the Enhanced Spring Credit Advance Program (ESCAP), it will pay to the CWB the outstanding amount of the advance payment(s) on the date of default and interest accruing from the date the advance payment(s) was/were issued at the rate specified on the advance application(s), plus collection costs, until the balance is paid in full.</p> <p>Without requiring any further consent or any notice (same being expressly waived) the guarantor company assents and agrees, and without discharging or in any way affecting its liability, that the CWB may:</p> <ul style="list-style-type: none"> <li>i) grant extensions of time, renewals and indulgences to the applicant;</li> <li>ii) take securities from and give up the same to the applicant;</li> <li>iii) abstain from taking securities from, or perfecting securities of the applicant, and accept composition from or otherwise deal with the applicant and all other persons including the guarantor company and any other guarantor as the CWB sees fit;</li> <li>iv) deem that all other dividends, compensations and monies received by the CWB from the applicant or from other persons or estates capable of being applied by the CWB in reduction of the debt or liability hereby guaranteed shall be considered payment in gross, and the CWB shall be entitled to prove against the estate of the applicant upon insolvency or winding up in respect of the whole of the said debt and liability and the guarantor company shall have no right to be subrogated to the CWB in respect of any such proof until the CWB has received from such estate payment in full of the CWB's claim.</li> </ul> <p>The CWB shall not be bound to exhaust its recourse against the applicant or other parties or the securities it may hold or to exercise its right under any lien, statutory or otherwise, before being entitled to payment from the guarantor company under this guarantee.</p> <p>The Minister of Agriculture and Agri-Food Canada or any authorized agent shall proceed with collection action until the account is paid in full.</p> <p>This Guarantee will constitute a continuing guarantee for all advances issued to the applicant under all permit books in which the applicant appears now and in the future if the structure of the guarantor company and the shareholders, partners, members or owners do not change.</p> |   |   |   |
| <p>DATED at <u>SOMEPLACE</u> in the Province of <u>Saskatchewan</u> this <u>15</u> day of <u>October</u>, year <u>06</u>.</p>  |   |   |   |
| <p>IN WITNESS WHEREOF, the said Company has hereunto affixed its seal, attested to by the hands of its proper officers in that behalf, on this day aforesaid.</p>  |   |   |   |
| <p>Guarantor</p> <p><u>ABC Holding Company</u><br/>Company name - Registered Land Owner</p>  |   | <p><u>A Participant, Manager</u><br/>Signature and position held in company</p>   |   |
| <p><u>SOMEPLACE, SK</u><br/>Address</p>  |   | <p><u>B Participant, Secretary</u><br/>Signature and position held in company</p> |   |
| <p>* The name to be inserted as guarantor is the company which is the Registered Land Owner. The complete name must be indicated and the company seal (if applicable), must be affixed.</p> <p>** Individuals signing on behalf of the guarantor company must indicate their position in the company.</p>  |   |   |   |

# Instructions for completing the *Advance Application*

Have applicants read page one of the *Advance Application*. Advise applicants that by signing the application, they are agreeing to the terms and conditions outlined in these documents.

Complete the applicant and delivery point information section of the form.

- Enter the *Guarantee* form number.
- Enter your station fax number to receive faxes of documents for corrections and authorizations where a second payment is requested.

| 2006-07 Crop Year Application For Advance Payment For Threshed Grain In Storage   |                           |                     |   |                             |                 |
|---|---------------------------|---------------------|---|-----------------------------|-----------------|
| (Program runs from September 1/06 to August 31/07. Application deadline is May 31, 2007 or sooner.)   |                           |                     |   |                             | 567890          |
| TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2006-07 AMPA advance payments for wheat, durum and barley country elevator guide.   |                           |                     |   |                             |                 |
| Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers), cooperative or individual(s) conducting business under a business name, or a colony, until the application has been verified or you have received pre-approval of the Declaration and Guarantee or Guarantee for Colonies from the CWB. |                           |                     |   |                             |                 |
| Applicant Information <i>This form must be completed in ink</i>   |                           |                     |   |                             |                 |
| Applicant's Last Name   | First Name                | Middle Name         | Applicant's CWB Identification Number   | Day                         | Month           |
| ABC COLONY  |                           |                     | 0000123499                              | 15                          | 10              |
| Applicant's Address   | Date of birth (DD/MM/YY)  |                     | Permit Number                           | Company/Delivery Point Code |                 |
| RR1   | 15 02 55                  |                     | 0000123499                              | 0997999901                  |                 |
| Someplace, SK, S0K 0Z0  | Applicant's Telephone No. | Applicant's Fax No. | Reference Number                        | Station Name                |                 |
|   | (306) 456-7890            | (306) 456-7891      |   | Any Station                 |                 |
|   |                           |                     | Declaration and Guarantee/Guarantee No. | Station Telephone No.       | Station Fax No. |
|   |                           |                     | 06-098                                  | (306) 555-3836              | (306) 555-3837  |

For the section regarding related producers, the applicant is not affected by the Related Producers' Provision and should check the box "NO".

The applicant does not require a *Related Producers' Declaration* form.

**ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"**

Complete the following questions by answering "yes" or "no". Answer "yes" if either statement (or both) is true. If you answer "yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise? Yes  No
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the *Income Tax Act* (Canada)?

## Eligible amount

1. Enter the applicant's total tonnage in storage on the farm including carryover stocks and current crop year production in column i.

- Only include the applicant's stocks of grain.
- For selected barley, include only outstanding tonnage under a *Selected Barley Storage and Delivery Contract* that has been accepted by a selector. Include the contract numbers in the boxes provided. A CWB letter confirming acceptance must have been received.

2. Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.

3. Calculate the tonnage eligible for delivery to the CWB, column iii, by subtracting column ii from column i.





## Elevator issuance limitation

- Do not complete this section if the application requires pre-approval before a cash ticket can be issued. However, have the applicant answer the irrigation form question. If the applicant has irrigated wheat, durum and/or barley, check the "yes" box and complete an *Application for Irrigation Rate* form (see page 28).
- For applicants without irrigated acres, record **all** seeded acres that appear in Box (N) of the applicant's *2006-07 Delivery Permit Book* in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$60.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application for Irrigation Rate* form [Total (C+D+E)] to Box 3(a) on the application form.
- List the tonnes of wheat, durum, barley and selected barley that has been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
- In 3(g), list the total previous 2006-07 wheat and barley advances outstanding through this permit book through *AMPA* by anyone named in this delivery permit book (include outstanding amounts under *AMPA*, *ESCAP* or *SCAP*).
- Subtract 3(f) and 3(g) from 3(a) and enter the result in Box (C), **Elevator Issuance Limitation**.

Deduct for grain delivered, sold or used on farm in the 2006-07 crop year.

| 3. Elevator Issuance Limitation - Cannot exceed \$50,000   |  |                          |   |
|--|--|--------------------------|---|
| <small>For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.</small> |  |                          |   |
| I have completed the <i>Application For Irrigation Rate</i> form for grain produced under irrigation   |  |                          | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>Seeded Acres</b> (from box N of applicant's 2006-07 Delivery Permit)  |  |                          |   |
| a)   | Wheat + Durum + Barley =   | 6850 acres x \$60        | 411,000   |
| Record grain delivered, sold or used on the farm in 2006-07 by anyone named in the permit book   |  |                          |   |
| b)   | Wheat  | _____ tonnes x \$:80.00= | \$ _____  |
| c)   | Durum  | _____ tonnes x \$:75.00= | \$ _____  |
| d)   | Barley   | _____ tonnes x \$:35.00= | \$ _____  |
| e)   | Sel. Bly.  | _____ tonnes x \$:60.00= | \$ _____  |
| f)   | Add b, c, d and e  | TOTAL                    | 0   |
| g)   | Total previous 2006-07 wheat and barley advances (include amounts outstanding under <i>AMPA</i> or <i>E SCAP</i> or <i>SCAP</i> ) under this permit book by anyone named in this permit book |                          | 0   |
| h)   | Subtract (f) + (g) from (a) and enter total in box C   |                          | 411,000 <b>C</b>  |

## The advance payment

- Record the amount the applicant is requesting in Box (D). Ensure that the applicant's request does not exceed the amounts in Boxes (A) or (B).
- Determine the amount you can issue as a first payment. **If the Guarantee has been pre-approved and you have received an authorization letter from the CWB**, that amount cannot exceed the elevator issuance limitation Box (C) or \$50,000. The \$50,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, amounts transferred or being transferred from the 2005-06 *AMPA* program where default has been stayed. Enter the amount in Box (E).



- If the *Guarantee* form has not been pre-approved indicate "NIL" as the first payment in Box (E) and show the amount applied for Box (D) as the second payment Box (F).
- Subtract the amount issued in the first payment Box (E) from the amount requested Box (D) and enter the remainder in Box (F).
- When verification is received from the CWB, issue the second payment for the approved amount Box (F).

## Amounts exceeding \$50,000

If the total applied for Box (D) on the advance application exceeds \$50,000:

- issue a cash ticket for the first payment of \$50,000 Box (E), cannot exceed Box (C);
- send the application and first payment cash ticket to the CWB through your head office;
- when verification is received from the CWB, issue the second payment for the approved amount Box (F).

|   |                  |
|---|------------------|
| <b>4. The Advance Payment</b>   |                  |
| a) Total advance applied for, must equal first and second payment (cannot exceed box A or B or, if applicable, Box 9 of the <i>Participants' Calculation Worksheet</i> ) .....  | 250,000 <b>D</b> |
| b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed box C or \$50,000)<br>For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E .....  | 50,000 <b>E</b>  |
| c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (box D subtract box E)<br>If no second payment, INDICATE NIL in Box F .....   | 200,000 <b>F</b> |
| <small>If total cash advance requested (box D) exceeds box C or \$50,000, CWB approval is required prior to issuing the second payment cash ticket (box F). The \$50,000 limitation includes any previous AMPA advance payment(s) (including amounts transferred from 2005-06 AMPA) issued to the applicant through this permit book.</small> |                  |

## Priority Agreement

1. Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement*.

The declaration section must be fully completed.

Read about *Priority Agreements* on pages 32-33.

## Declaration

Have the applicant read and sign the *Declaration* section of the application form. Please read "Signature Requirements" on pages 16-17.

Read the *Notice to Elevator Manager* on the application form. **Ensure all provisions have been met before sending the application to the CWB.**

The advance application form consists of three copies:

- Send the white copy to the CWB as indicated below.
- Keep the yellow copy for your records.
- Give the green copy to the applicant.

---

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$50,000 or elevator issuance limits).
- Advances for colonies where a *Guarantee* form has not been previously approved.

If the applicant does not have a pre-approved *Guarantee* for Colonies form, the cash ticket cannot be issued until you receive approval from the CWB.

**You must still endorse the permit book now.**

We will fax you a copy of the approval letter when it becomes available. The applicant will also receive a copy of this letter in the mail.

If applicable, issue the cash ticket. **Please read “Issuing cash tickets” on page 18.**

The package you are preparing for your head office should include the CWB's copies of:

- completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Guarantee* for Colonies form (if not pre-approved);
- completed and signed *Application For Irrigation Rate* form (if applicable);
- cash ticket (if the *Guarantee* for Colonies form was pre-approved);
- the CWB approval letter if this is the applicant's first advance and pre-approval was received.

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## Colonies (affected by the Related Producers' Provision)

### Forms required

*Advance Application* form  
Additional *Priority Agreement* form(s) - if required  
*Guarantee* form - **if not pre-approved**  
*Related Producers' Declaration* form  
*Participants' Calculation Worksheet* form (if applicable)  
*Application For Irrigation Rate* form - if applicable (see page 28)

## Instructions for completing the *Advance Application*

For Colonies affected by the Related Producers' Provision, follow the Section titled "Corporations, partnerships (includes joint producers), cooperatives or other business enterprises (affected by the Related Producers' Provision)", beginning on page 48.

If a holding company owns land for more than one colony, a *Related Producers' Declaration* and a *Participants' Calculation Worksheet* (if applicable) must be completed. To determine attribution, the holding company is considered the "participant".

\* Substitute the *Guarantee* for Colonies form where the *Declaration and Guarantee* form is referred to.

Instructions on pre-approval of *Guarantee* forms are on page 58.  
See How to complete a *Guarantee* for Colonies form on page 59.

The package you are preparing for your head office should include the CWB's copies of:

- completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement*(s);
- completed and signed *Application for Irrigation Rate* form (if applicable);
- completed and signed *Guarantee* for Colonies form (if not pre-approved);
- completed and signed *Related Producers' Declaration* form;
- cash ticket (if the *Guarantee* for Colonies form was pre-approved); and
- if this is the applicant's first advance and pre-approval was received, the CWB copy of the approval letter.

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# Glossary of terms

**Actual producer** – person(s) actually engaged in the production of grain or who directs these operations on a custom basis. Includes joint producers or a business enterprise involved in a single farming operations.

**AAFC** – an abbreviation for Agriculture and Agri-Food Canada.

**AMPA** – an abbreviation for the federal legislation that enables the cash advance program (Agricultural Marketing Programs Act).

**Attribution** – an amount assigned to an applicant in accordance with cash advances issued to related producers.

**Bin inspections** – an inspection of a producer's farm stored grain to ensure compliance with the AMPA program (can be conducted before or after the advance is issued).

**Business enterprise** – one or more individuals carrying on business as a corporation, partnership, cooperative or under a trade name.

**Cash refund** – Cash refunds are payments made other than from the delivery of wheat, durum or barley.

**Default** – failure to comply with the terms and conditions of the advance as set out in the terms and conditions contained in the advance application.

**Enhanced Spring Credit Advance Program (ESCAP)** – a federal government initiative to provide increased credit availability to assist producers in making production and/or marketing decisions.

**Individual applicant** – a person who makes an application for an advance on their own behalf and not, for example, on behalf of a business enterprise in which they are involved.

**Interested party** – landlords, vendors or mortgagees who are not actually engaged in the production of the crop but who share in the proceeds of grain sales.

**Joint producers** – two or more people who are jointly engaged in the production of grain or who are jointly responsible for the farming operation. Joint actual producers can request individual numbers so that deliveries can be made in their separate names.

**Landlord** – someone who rents land to an actual producer under a crop-share agreement. People with cash rental agreements are not entitled to a share of the grain grown on the land and their name(s) should not appear on the delivery permit as a landlord.

**Lease** – agreement between the owner of the land and a producer that allows the producer to farm the land for a specified length of time in return for payment.

**Lien/security** – a right granted to a creditor over the debtor's property to protect the debt owing to the creditor.

**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.

**Partnership** – business enterprise where the partners agree to share profits.

**Related producer** – producers who are deemed not to deal with one another at arm's length. If the applicant is required, for income tax purposes, to report income or losses from another farming operation or shares the reporting of income or losses from the farming operation named in the application with others, the applicant is affected by the related producers' provision. Related producers can include: actual producers, shareholders, partners, members of cooperatives or other business enterprises, spouses, or relatives.

**Shareholders** – owners of voting shares in the company.

**Spring Credit Advance Program (SCAP)** – a federal government initiative to provide an interest-free cash advance in the spring to assist farmers with seeding costs.

**Stay of default** – If delivery opportunities have been limited during the crop year, or marketing conditions warrant, default may be stayed by the federal government into the next advance program year.

**Vendors** – 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 as part of the payment.

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## Interest rates

| Effective date    | 2006-07<br>& 2005-06<br>Non-Default<br>rate | 2000-01<br>through<br>2006-07<br>Default rate |
|-------------------|---|---|
| August 1, 2006    | 6 %   | 9 %   |
| September 1, 2006 | _____ %                                     | _____ %                                       |
| October 1, 2006   | _____ %                                     | _____ %                                       |
| November 1, 2006  | _____ %                                     | _____ %                                       |
| December 1, 2006  | _____ %                                     | _____ %                                       |
| January 1, 2007   | _____ %                                     | _____ %                                       |
| February 1, 2007  | _____ %                                     | _____ %                                       |
| March 1, 2007     | _____ %                                     | _____ %                                       |
| April 1, 2007     | _____ %                                     | _____ %                                       |
| May 1, 2007       | _____ %                                     | _____ %                                       |
| June 1, 2007      | _____ %                                     | _____ %                                       |
| July 1, 2007      | _____ %                                     | _____ %                                       |

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