

# Continuing Declaration and Guarantee Instructions

All corporations, partnerships (includes joint producers), cooperatives and other business enterprises must complete this form, with the exception of colonies. **Under the advance payment programs, joint producers are considered partnerships, and therefore must complete Declaration and Guarantee forms.** Colonies complete a separate *Guarantee* that is available upon request from the CWB.

**Continuing Declaration and Guarantee form for future crop years.** The *Declaration and Guarantee* form has been revised to enable company applicants to complete one form that applies to all farming operations. This new form will be applicable to all farming operations for this crop year and continue into future crop years, as long as the structure of the company, its shareholders, partners, members or owners do not change.

**Note: Continuing D&G forms completed for SCAP and AMPA cannot be used for the Enhanced Spring Credit Advance Program (ESCAP).**

## Pre-Approval

Applicants should submit their Declaration and Guarantee (D&G) forms as soon as possible to ensure that pre-approval is received. Once the D&G has been pre-approved, the applicant can receive the applicable payment, up to the elevator issuance limitation, when the advance application is completed.

## INSTRUCTIONS

1. Enter the crop year of the advance. Enter the applicants' name and CWB identification (ID) number. If the applicant does not have a CWB ID number, call 1-800-275-4292 to obtain a number.
2. Enter your delivery point code, phone and fax number.
3. Indicate if the applicant is a corporation, partnership (includes joint producers) or business enterprise.

## PART 1 - DECLARATION

4. For each shareholder, partner, member or owner, list:
  - full name
  - complete mailing address and telephone number
  - ID number(s) (if available) **ID numbers will be issued by the CWB for those participants who do not have one when the application is received.**
  - position held in the company
  - percentage interest in the company

Note: when we receive the application, we will issue CWB ID numbers for those individuals who appear on the form but do not currently have an assigned CWB ID number.

5. Ask each shareholder, partner, member or owner to read *Part 1 - Declaration* carefully.
  - Ensure the applicant indicates whether any company participants have an outstanding advance from a previous crop year. If they do, list the name, CWB ID number and the year under which the previous advance was taken.

## PART 2 - GUARANTEE

6. Enter the applicant's name. Ask each shareholder, partner or member to read *Part 2 - Guarantee* carefully.

## PART 3 - SIGNATURES

7. Ensure all members of the corporation, partnership, cooperative or business enterprise as listed in Part 1 **sign their full names, indicate their date of birth, home quarter and date the document.** The date of birth will assist in identifying the applicant when validating the application. For those who live at a rural address, record the section, township, range and meridian of their home quarter.
  - Initials are not accepted.
  - **Do not affix the company seal.**
  - **Do not include the person's position in the company when signing.**

**Note: This section must be completed as required or the form will be returned for correction.**

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

If any Guarantor(s) reside in Alberta, ensure that a Notary Public, not a Commissioner for Oaths, completes this section. Seal of office must be affixed.

8. List the complete names of all individuals who reside in Alberta, and the town or city in which the individuals reside.
9. All individuals who reside in Alberta must sign.

**Photocopy the forms to keep a copy 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 and 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 (Do not include company name or position held)	Date of birth (DD MM YY)	Home Quarter (Residence)					Date
		Part	Sec	TP	R	M	

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:

(List all individuals named in Part 1 who reside in Alberta)

\_\_\_\_\_, of \_\_\_\_\_, in the Province of

Alberta, guarantor(s) whose signature appears in Part 3, made between \_\_\_\_\_  
 (List all individuals named in Part 1 who reside in Alberta)

(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.

Signature(s) of each Guarantor Declarant  
**(Do not indicate company name or position held)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

GIVEN at \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_,

under my hand and seal of office. (Affix Seal) (year)

\_\_\_\_\_  
 Signature of Notary Public in and for the Province of Alberta.

My Commission expires: \_\_\_\_\_

