



2007-08

**Advance
Payments
Program
(after harvest)**

**2007-08 Production Period
(September 1, 2007 to September 30, 2008)**

**Country
Elevator
Guide**



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About the Advance Payments Program (after harvest)

The Advance Payments Program (APP) (after harvest) is a federal government program which authorizes cash advances for farmers who have wheat, durum and barley stored on farm. The Canadian Wheat Board (CWB) administers the program for wheat, durum and barley grown in Western Canada.

Important information

In November 2006 changes were made to the Agricultural Marketing Programs Act (AMPA) legislation which affect the 2007-08 APP.

The Production Period (replacing crop year) is now 18 months and runs from April 1 of one calendar year to September 30 of the following calendar year. The after-harvest program runs from September 1 to September 30 of the following calendar year. The deadline for issuing after-harvest cash advances will be March 31, 2008.

Continuing Priority Agreements can now be pre-approved by the lender. This will allow producers to receive cash advances for up to the pre-approved amount without revisiting the lender. (If a Continuing Priority Agreement has been pre-approved the name of the lender and the pre-approved amount is available on CWB e-Services.)

Important

Joint producers are considered partnerships under the advance payment programs and require Declaration and Guarantee forms.

See pages 33 to 72 for step-by-step instructions on completing an advance.

2007-08 advance payment rates (per tonne)

Wheat	\$90
Durum	\$110
Barley	\$60
Designated Barley	\$80

2007-08 Pre-Delivery Top Up

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 a maximum amount of \$400,000 on all agricultural products (not just wheat, durum and barley) regardless of the number of farming operations in which the applicant has a financial interest. The first \$100,000 is interest-free until the advance is repaid or until September 30, 2008, providing the advance is not placed in default. The maximum amount that can be outstanding during the overlap in production periods (from September 1 to September 30) is \$400,000 which includes the principal balance of any outstanding 2006-07 crop year cash advances for all eligible crops.

Applicants with outstanding 2006-07 advances

Applicants with outstanding non-defaulted 2006-07 cash advances can apply for a 2007-08 after-harvest advance. The balance outstanding at the time of application and the money issued on the 2007-08 advance (includes any monies issued under the pre-harvest program) cannot exceed the program maximum of \$400,000. Once the 2006-07 cash advance is repaid, the applicant is eligible to apply for additional money on the 2007-08 after-harvest advance, up to the program maximum of \$400,000.

For individual applicants the outstanding balance on the 2006-07 cash advance must be shown in Part 2(d) for wheat, durum and barley advances and Part 2(e) for all advances through all other organizations.

For company applicants, each participant with an outstanding 2006-07 cash advance must include the outstanding balance on the Participants Calculation Worksheet. Do not include outstanding balances from 2006-07 crop year when determining the 'Interest-free Benefit'

Interest-free benefit

Applicants with an outstanding balance on the 2006-07 cash advance are eligible for the interest-free benefit on the first \$100,000 received under the 2007-08 after-harvest advance program. The amount outstanding on the previous crop year advance does not affect this benefit.

Repayment

Refunds must be deducted from all settlements for deliveries of wheat, durum and barley made to the CWB and the off-Board feed grain market.

Refunds are also required from grain delivered to feed mills, grain dealers and ethanol plants.

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 and make the appropriate grain delivery entry into the permit book.

The repayment rate is the greater of the pre-harvest or after-harvest rates.

Submitting and correcting forms

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

Documents that need amending before the applicant can receive payment should be faxed by elevator staff to the CWB. The producer and elevator manager must sign where changes have been made. The CWB will approve the advance based on the fax copy returned. The original fax copy must be held on file at the elevator for seven years and be available upon request. Send us the original fax copy if you are unable to store them. Our fax number is (204) 983-8031.

In addition, the CWB will accept faxed copies of Priority Agreement or Continuing Priority Agreement forms if the original, signed copy is forwarded to us at a later date or held on file at the elevator. All advance forms are available through Fax on demand at 1-800-275-4292 and at www.cwb.ca, under Farmers/Farmer payments/ Cash advance program. Elevator staff must call the CWB for an advance application number in order to report the advance.

Fees

Grain companies charge \$75.00 (plus GST if advised by your head office) per application to cover their administrative costs.

If one or more cash advances are applied for and total over \$100,000 (including monies issued under the 2007 pre-harvest program), a \$125 fee (plus GST) will be assessed by the CWB to cover the additional expense of validation and approval.

Default date

Applicants will be placed in default if they have not met all of the obligations of their advance application on or before **September 30, 2008**. Applicants whose defaulted 2007-08 advances are repaid after September 30, 2008 are not eligible for a 2008-09 cash advance (see page 13).

Priority Agreement

A Priority Agreement must be completed by every financial institution with which the applicant deals. As well, a Priority Agreement must be completed by any financial institution or secured party having a security interest in or lien on the grain for which the advance is being made, or where an assignment has been taken on the applicant's crop insurance payments.

Elevator staff should ensure the applicant is aware of this requirement when assisting the producer in completing the advance payment application form.

Accessing account information

E-services

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

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.

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.

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;
- the per diem interest (if applicable);
- a reference number; and
- the last five refunds applied to the account.

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.

IVR system access

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

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 since 1997-98. This information can be obtained from a CWB representative.
- the account is in legal or bankruptcy status. The call will be transferred directly to a CWB Cash Advance Collections representative.
- the account has been transferred to Agriculture and Agri-Food Canada (AAFC). The caller will be 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.

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

**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**

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;
- grain to be:
 - used for seed,
 - fed on farm,
 - delivered to offset the cost of seed purchases;
- tonnes of wheat, durum, barley and selected barley delivered, sold or used on farm for 2007-08 by anyone named in the permit book;
- all of the applicant's permit appearances;
- number of seeded acres under irrigation (if applicable);
- applicant's total previous 2007-08 wheat, durum and barley advances (including pre-harvest) applied for or received (including those of any related producers);
- applicant's total previous 2007-08 advances (including pre-harvest) applied for or received from all other organizations on all other agricultural products (including those of any related producers);
- unpaid principal balance of applicant's 2006-07 wheat, durum and barley advances (including those of any related producers); and
- unpaid principal balance of applicant's 2006-07 advances received from all other organizations under all farming operations on all other crops.

Outstanding cash advances

Outstanding cash advances must be entered in the applicant's 2007-08 Delivery Permit Book to ensure that the proper deductions are taken.

Instructions:

- Transfer all outstanding cash advances taken under the Enhanced Spring Credit Advance Program (ESCAP), APP (includes pre-harvest), Prairie Grain Advance Payment Act (PGAPA) or Spring Cash Advance Program (SCAP) to the endorsement pages of the 2007-08 Delivery Permit Book for both actual producers and interested parties.
- List separately each producer named in the delivery permit book who has an outstanding balance transferred from the 2006-07 Delivery Permit Book.
- Show the production period of the advance and the type of advance (pre-harvest or after harvest) 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 APP pre-harvest cash advance balance

If the applicant received a cash advance under the 2007-08 APP pre-harvest program, the outstanding amount must be entered into the 2007-08 Delivery Permit Book.

Endorsing delivery permit books for 2007-08 APP 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 22.
- 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. The Delivery Permit Book must be endorsed for the outstanding principal and interest. 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 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 or e-Services 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 providing the applicant has not, since 1997-98, defaulted in three separate crop years/production periods.

Examples of permit book endorsement after default

Example 1

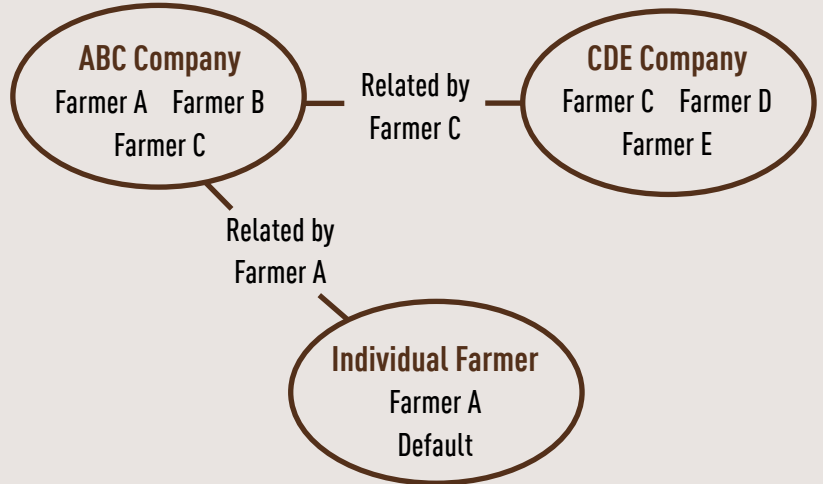
Farmer A has an advance under an individual ID.

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.



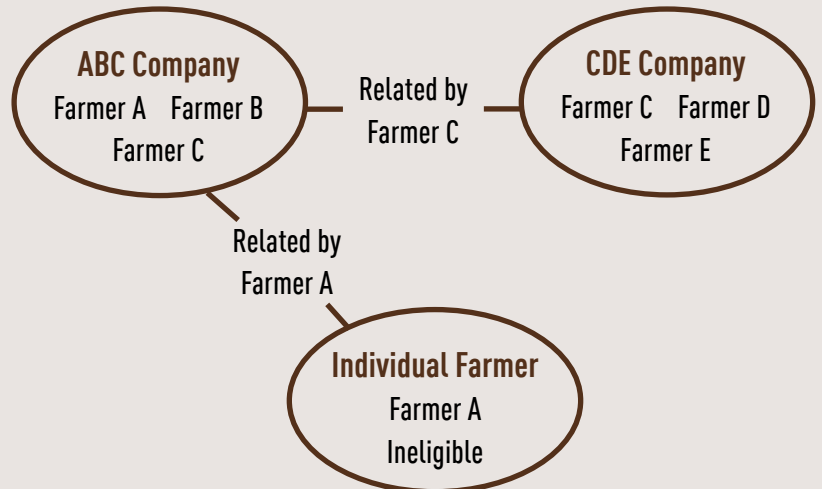
Example 2

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, CDE 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.



Applicant's eligibility

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

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 APP. Penalties including a fine of up to \$500,000 and imprisonment may be imposed.

- 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 and any related producers must not have any outstanding defaulted accounts.
- applicants who have defaulted in three separate crop years/production periods (starting with the 1997-98 crop year), under SCAP, ESCAP or APP, are ineligible for an advance in the production period following the production period the defaulted advance was repaid. This applies to all farming operations in which the applicant has an interest.
- 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 and other business enterprises), co-operative or colony, 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, public servant, a current 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.

Non-residents

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

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

Repayment of outstanding or defaulted accounts

An applicant's eligibility for a 2007-08 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.

Applicants with outstanding, non-defaulted 2006-07 ESCAP/SCAP advances.

The applicant is eligible. Total outstanding (including 2006-07 advance balance) cannot exceed 400,000 during overlap from September 1 to September 30.

Outstanding defaulted advances that are repaid before October 1, 2007 (not affected by three strike rule).

The applicant and any related producers are eligible for an after harvest advance on October 1, 2007.

Outstanding defaulted accounts that are repaid after September 30, 2007.

The applicant is not eligible for a 2007-08 after harvest advance. Related producers become eligible once the defaulted account is repaid in full.

Applicants who have defaulted in three separate crop years/production periods (starting with the 1997-98 crop year), under SCAP, ESCAP or APP, are ineligible for an advance in the production period following the production period in which the defaulted advance was repaid. This applies to all farming operations in which the applicant has an interest.

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. Forms sent out for the 2007-08 APP (pre-harvest) can be used for the 2007-08 after-harvest program.

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 (includes joint-producers), co-operatives 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 but must complete a Declaration and Guarantee form. However, all cash advance applications for Gord and James must be completed under their joint CWB permit book number. The maximum advance available for Gord and James for wheat or barley and all other agricultural products is \$400,000, with the first \$100,000 interest-free.
- D Company Green Acres has two guarantors, Bob Greene and Jim Greene. Bob Greene also has a permit book in his own name. Jim Greene is not affected by the Related Producers' Provision however, Bob is affected. A Related Producers' Declaration form is required for Bob Greene. The elevator manager should attach a note stating that Jim Greene is not involved in any other farming operations. It is not necessary for Jim Greene to complete a Related Producers' Declaration.

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 producer, the maximum any producer can be attributed is \$100,000 interest-free, and \$400,000 overall, for advances on all agricultural products. These limits apply regardless of the number of farming operations the producer has a financial interest in as an individual or as a member of a corporation, partnership (includes joint producers and other business enterprises), or a co-operative.

Determining attribution

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

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

Example:

Three producers are partners and the partnership applies for a \$100,000 after-harvest 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 \$100,000 cash advance. Each producer is attributed \$33,333.

Producer A has his own permit ID number and wants to receive the total \$400,000 he is eligible for, so he applies for the balance ($\$400,000 - \$33,333 = \$366,667$) through his own permit ID number. In total, Producer A is attributed or is eligible to receive:

	Maximum	Interest-free
Through partnership	\$33,333	\$33,333
As an individual	<u>\$366,667</u>	<u>\$66,667</u>
TOTAL	\$400,000	\$100,000

Amount of eligible advance

CWB administers advances by applicant, not by delivery permit book. The maximum advance available under APP for wheat, durum, barley and all other agricultural products is \$400,000 with the first \$100,000 interest-free, regardless of the number of farming operations in which the applicant has a financial interest. During the six month overlap between production periods (April 1 to September 30) the maximum amount that can be outstanding is \$400,000. This maximum includes any outstanding 2006-07 crop year advance payments for all crops.

Applicants can receive up to \$400,000, with the first \$100,000 advanced interest-free.

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.
- Producers with barley that has been or may be selected can apply for a cash advance at the selected barley advance rate. Refunds at the selected barley rate should be deducted when this grain is delivered, whether or not the barley was accepted.

If a cash advance is issued on barley that is later accepted as Selected Barley, the applicant can apply for the balance of the eligible amount. The applicant must complete a second application, and indicate the “accepted” tonnes.

- 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 APP 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.

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:

\$80 x seeded acres of 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 the unpaid balance of all previous 2007-08 crop year wheat, durum and barley advances
received through the permit book by anyone named in the permit book

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

\$240 x seeded acres of wheat and durum

\$160 x seeded acres of barley

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

less the unpaid balance of all 2007-08 crop year wheat, durum and barley advances received through
the permit book by anyone named in the permit book

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 \$100,000). 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, a landlord who later applies for an advance will have to wait for CWB approval before receiving payment.

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 \$100,000, or an amount up to the Elevator Issuance Limitation can be issued for the first payment. This amount includes the unpaid balance of all previous 2007-08 advances issued to the applicant through the permit book. If the applicant is applying for more than \$100,000, you can issue up to \$100,000 immediately (subject to the seeded acre limitation). Send the application to the CWB for approval of the balance. Once CWB approval is received by fax, issue the second payment.

Corporations, partnerships (including joint producers), co-operatives 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 48 and 65 for further details.

Company applicants who have previously completed continuing Declaration and Guarantee forms, starting with the 1999-2000 advance program, DO NOT have to complete a new Declaration and Guarantee for the advance 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 \$112,000 cash advance and requests the entire amount, you are limited to issuing a first payment of \$100,000. 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 \$80,000. You can only issue \$70,000. 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 300 irrigated wheat acres and 400 dry land acres of wheat, the seeded acres limitation is \$104,000, 3.a. on the advance application form – transferred from calculations made on the Application for Irrigation Rate form)

$$(300 \times \$240 = \$72,000)$$

$$(400 \times \$80 = \$32,000)$$

\$104,000

Your issuance limitation is \$100,000.

You can issue \$100,000 as a first payment.

The application must be sent to the CWB for approval before the balance of \$4,000 is issued.

Signature requirements

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

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.

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.

Jane Alice producer	
<u>B.A. Somebody POA</u>	
Signature(s) of Applicant(s)	
_____	<u>Sept. 20, 2007</u>
Actual Producer's signature if not the applicant	Date

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	
<u>John Smith EXECUTOR</u>	
Signature(s) of Applicant(s)	
_____	<u>Sept. 20, 2007</u>
Actual Producer's signature if not the applicant	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.).

<u>George Producer</u>	
<u>Jane Producer</u>	
Signature(s) of Applicant(s)	
_____	<u>Sept. 20, 2007</u>
Actual Producer's signature if not the applicant	Date

Corporations, partnerships, co-operatives 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.

ABC Corporation	
<u><i>F.A. Somebody, President</i></u>	
Signature(s) of Applicant(s)	
_____	<u><i>Sept. 20, 2007</i></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.)

Hutt Breth Church of a colony	
<u><i>WB Pearson, secretary, treasurer</i></u>	
Signature(s) of Applicant(s)	
_____	<u><i>Sept. 20, 2007</i></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><i>John Paul Landlord</i></u>	
Signature(s) of Applicant(s)	
_____	<u><i>Sept. 20, 2007</i></u>
Actual Producer's signature if not the applicant	Date

Read the Notice to Elevator Manager on the application form.

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

Issuing cash tickets

Advance cash tickets must be issued by March 31, 2008. Cash tickets issued after March 31, 2008 will not be accepted.

Example:

\$190,000	advance applied for (gross amount endorsed in permit book)
\$100,000	first payment (first cash ticket cannot exceed \$100,000 limitation)
- 79.50	grain company fee (includes GST)
\$99,920.50	paid to applicant
\$90,000	second cash ticket (after CWB approval)
- 132.50	CWB fee (includes GST)
\$89,867.50	paid to applicant

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 and other business enterprises), or co-operative, 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".
- The company that completed the advance application should issue the cash ticket(s).

Grain company administration fee

Grain companies charge a \$75.00 fee (plus GST if advised by head office) to cover the administration costs of issuing cash advances. This fee is deducted from the cash ticket. Grain companies should consult with their 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 \$100,000 (includes 2007-08 pre-harvest advances), 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 \$100,000 (including previous advances) where CWB validation has not occurred. The validation will be conducted and the CWB fee assessed once per production period.
- requests that exceed the elevator issuance limitation. Note: Elevator issuance limitation cannot exceed \$100,000.
- corporations, companies, partnerships (including joint producers and other business enterprises), co-operatives, or 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.

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.

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 2000-01
crop year.

Advance repayment rates (dollars per tonne)				
Production period	Wheat	Durum	Barley	Sel Bly
2007-08 (APP AH)	\$90.00	\$110.00	\$60.00	\$80.00
2007-08 (APP PH)	\$80.00	\$86.00	\$50.00	\$80.00
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

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 subsequent 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.

Repayment rate 2007-08 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.

After harvest advances issued for the 2007-08 production period are repaid at the same rate at which they were issued. For example, if an advance was issued for wheat at \$80 per tonne, a deduction of \$80 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

When a 1997-98 or later advance is outstanding in a later production period, 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 per tonne for wheat is outstanding in the next production period, and the new rate for wheat is \$70 per tonne, deductions are taken at \$80 per tonne. If the rate for wheat in the next production period is \$85 per tonne, deductions are taken at \$85 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 2007-08 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.

Example 1: Advance issued Sept. 20/2007 for \$20,000.

Maximum amount that can be paid in cash without interest being assessed is either \$1,000 or 10 per cent of \$20,000 (\$2,000), whichever is greater.

Maximum amount is \$2,000

Example 2: Advanced issued Sept. 20/2007 for \$4,000

Maximum amount that can be paid in cash without interest being assessed is either \$1,000 or 10 per cent of \$4,000 (\$400), whichever is greater.

Maximum amount is \$1,000.

Cash refund interest

Cash refunds are payments made against an advance from sources other than deliveries of wheat, durum or barley. Cash refunds that exceed \$1,000 or 10 per cent of the issued value of the advance (whichever is greater) will be subject to interest (see examples 1 and 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

A telephone/internet/ATM bill payment service enables 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. While the CWB does not charge any fee for automated payments, 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 their 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, 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 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. Failure to do so may result in default.

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

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.

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

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

Finalizing interest-bearing accounts

You can get the updated balance by accessing CWB e-Services. 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 the endorsement pages of the 2007-08 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.

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 25). Record the deductions on the endorsement pages of the 2007-08 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.

Defaults

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

The default interest rate for after harvest advances is prime plus three per cent.

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

- has not met all of the obligations of this application on or before September 30, 2008.
- 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 October 15th of the next crop year, where default has been stayed.

Consequences of default

- Applicants with defaulted advances are not eligible for a new advance in the production period in which the advance is repaid. For example, if a defaulted advance is repaid in full after September 30, 2008, the applicant will not be eligible for another advance until 2008-09. If a defaulted advance is repaid by September 30, the applicant is eligible for an after harvest advance on October 1.
- 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 crop years/production periods, beginning with the 1997-98 crop year, are not eligible to participate in the advance program for the balance of the production period in which the defaulted advance was repaid, plus one additional production period. 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. The federal government may deny the applicant access to other federal agriculture support programs or alternatively, off-set from that support a sum equal to the outstanding amounts and related interest and recovery costs.
- 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.

Stay of default

If delivery opportunities have been limited during the production period, the CWB will request that the Minister of Agriculture and Agri-Food Canada stay default into the next production period 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 (includes joint producers) or members of a corporation, partnership, co-operative or other business enterprise are individually and collectively responsible for the outstanding amount in the event of default.

Interest

Interest-free portion

The first \$100,000 issued under a 2007-08 advance (includes monies issued under pre-harvest advances) is interest-free to September 30, 2008, or until the account is defaulted. The interest is paid by the federal government. The \$100,000 interest-free limit includes amounts issued to related producers and through other program administrators on all agricultural products. The interest-free portion is repaid first.

Interest on amounts over \$100,000

Interest is charged on the amount over \$100,000 from the day the advance 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 1997-98 to 2007-08

- 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.

Production Period	Default interest rate
2007-08	Prime plus three per cent
Crop year	
2000-01 to 2006-07 (AMPA, SCAP and ESCAP)	Prime plus three per cent
1999-2000, 1998-99	Prime plus five per cent
1997-98, 1996-97	Prime plus three per cent
1995-96 to 1989-90	Prime plus one and one-half per cent

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 27) 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.

Forms

Instructions

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

- individual;
- corporation, partnership (includes joint producers and business enterprises), co-operative; or
- colony;

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

Applicant	Forms Required
Individual who is not affected by the Related Producers' Provision - see Pages 35-40	<ul style="list-style-type: none">• Advance Application• Priority Agreement
Individual who is affected by the Related Producers' Provision - see Pages 41-47	<ul style="list-style-type: none">• Advance Application• Priority Agreement• Related Producers' Declaration
Corporations, partnerships (includes joint producers and other business enterprises) or co-operatives that are not affected by the Related Producers' Provision - see Pages 48-54 Example with outstanding SCAP advance	<ul style="list-style-type: none">• Advance Application• Priority Agreement• Declaration and Guarantee *
Corporations, partnerships (includes joint producers and other business enterprises) or co-operatives that are affected by the Related Producers' Provision - see Pages 55-64	<ul style="list-style-type: none">• Advance Application• Priority Agreement• Declaration and Guarantee *• Related Producers' Declaration• Participants' Calculation Worksheet
Colonies that are not affected by the Related Producers' Provision - see Pages 65-71	<ul style="list-style-type: none">• Advance Application• Priority Agreement• Guarantee for Colonies *
Colonies that are affected by the Related Producers' Provision - see Page 72	<ul style="list-style-type: none">• Advance Application• Priority Agreement• Guarantee for Colonies *• Related Producers' Declaration• Participants' Calculation Worksheet

* 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 \$240.00 per seeded acre and for barley produced under irrigation is \$160.00 per seeded acre.

An example and step-by-step instructions for completing the form are shown on page 34.

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.

How to complete an *Application for Irrigation Rate* form

The elevator issuance limitation rate for wheat and durum grown under irrigation is three times the dry land rate per seeded acre; for barley grown under irrigation, the rate is twice the dry land rate per seeded acre.

To be eligible for the irrigation rate:

- the applicant must have a water services agreement in effect for the acres identified as under irrigation.
 - all the wheat, durum and barley grown under irrigation must be identified by class on the form.
 - documentation confirming water services agreements and crop insurance records must be provided if requested by the CWB.
- Record the applicant's personal information as it appears on the 2007-08 *Advance Application* form. Include the applicant's 10-digit ID number as well as the 6-digit Advance Application number, imprinted in the box on the top-centre of page two on the *Advance Application* form.
 - Have the applicant answer the question on crop insurance. Record the contract number (if a contract exists) in the box provided.
 - Have the applicant indicate the type of water services agreement they have. Record the full name and phone number of the organization with whom the agreement exists. Note: If the agreement is with a water services district, indicate the full name of the district.
 - Enter the applicant's crop information. Under the headings, Wheat and Durum Acres and Barley Acres, indicate the class of grain under irrigation. Enter the land description (as shown in the applicant's 2007-08 *Delivery Permit Book*) that corresponds to the class of grain indicated, the acres under irrigation in that parcel, and the yield (in tonnes) per acre.
 - Enter the total wheat and durum acres under irrigation in Box (A). Enter the total barley acres under irrigation in Box (B).
 - Multiply the amount in Box (A) by \$240.00 and enter the result in Box (C).
 - Multiply the amount in Box (B) by \$160.00 and enter the result in Box (D).
 - Multiply the applicant's total wheat, durum and barley acres not under irrigation (total wheat, durum and barley acres in the applicant's 2007-08 *Delivery Permit* minus Box (A) & (B) above) by \$80.00 and enter the result in Box (E).
 - Total the amounts in Boxes (C), (D) and (E). Transfer this amount to the box on line 3(a) of the applicant's *Advance Application*.
 - Have the applicant sign and date the form.

APPLICATION FOR IRRIGATION RATE								
To be eligible for the irrigation rate, the applicant must have a water services agreement in effect for the acres identified as under irrigation. All information contained on this form is subject to verification. Documentation confirming water services agreements must be provided if requested by the CWB.								
Applicant's Name 1 <u>Producer Don</u>			Advance Application Number <u>456789</u>					
Applicant's CWB I.D. No. <u>10101019181717</u>			Do you have crop insurance confirming the acreage of wheat, durum and barley grown under irrigation? 2 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please indicate crop insurance contract number <u>900000</u>			My water services agreement is <input type="checkbox"/> Private or is with:					
3 <u>A. District</u>			Phone No. <u>403 555-5151</u>					
Name of service provider, including district, if applicable								
Land Under Irrigation	Land Description					Seeded Acres Under Irrigation	Yield Tonne/Acre	
	PART	SEC	TP	R	M			
4 *Wheat and Durum Acres <u>CW SWS</u>	<u>SE</u>	<u>18</u>	<u>12</u>	<u>7</u>	<u>6</u>	<u>160</u>	<u>2.7</u>	
Total wheat and durum acres under irrigation						<u>160</u>	(A)	
4 Barley Acres <u>SE</u>	<u>18</u>	<u>12</u>	<u>7</u>	<u>6</u>	<u>300</u>	<u>2.6</u>		
Total barley acres under irrigation						<u>300</u>	(B) 5	
*Indicate crop grown by using (CWRS, CPSR, CPSW, CWES, CWSWS, CWRW, CWHWS and CWAD).								
Total acres of wheat and durum under irrigation (Box A above)		<u>160</u>	x	<u>\$ 240.00</u>	=	<u>\$ 38,400</u>	6 Elevator issuance limitation (C) for wheat and durum grown under irrigation.	
Total acres of barley under irrigation (Box B above)		<u>300</u>	x	<u>\$ 160.00</u>	=	<u>\$ 48,000</u>	7 Elevator issuance limitation for barley grown under irrigation.	
Total acres of wheat, durum and barley not under irrigation ("Total Wheat and Total Barley Acres" from delivery permit subtract Box A & B above)		<u>100</u>	x	<u>\$ 80.00</u>	=	<u>\$ 8,000</u>	8 Elevator issuance limitation for land not under irrigation.	
Total (C+D+E).....					=	<u>\$ 94,400</u>	9 Transfer amount to 3.a) on Advance Application.	
I declare that the information provided is true and complete. I understand that knowingly providing false or misleading information is an offence under the <i>Agricultural Marketing Programs Act (AMPA)</i> .								
Signature of Applicant <u>Producer D</u>			10 Date <u>Sept. 20/07</u>					

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 34).

Instructions for completing the Advance Application

Applicants must read the terms and conditions outlined on the advance application. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

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

- Name, address, date of birth, phone and fax number.
- Your station fax number to receive faxes of documents for correction and authorization where approval is required.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			123456
<p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative 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.</p>			
Applicant Information <i>This form must be completed in ink</i>			
Applicant's Last Name Producer	First Name Arnold	Middle Name Lawrence	Applicant's CWB Identification Number 0 0 0 0 3 4 5 6 7 8
Applicant's Address Box 1	Date of birth (DD/MM/YY) 07/11/1980		Day Month Year 1 4 0 9 0 7
Someplace, SK		Reference Number	Company/Delivery Point Code 0 9 9 7 9 9 9 9 0 1
Sok 020	Declaration and Guarantee/Guarantee No.		Station Name Any station
Applicant's Telephone No. (306) 654-3271	Applicant's Fax No. ()		Station Telephone No. (306) 555-3832
			Station Fax No. (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.

Important:

Complete this section accurately - failure to do so will delay application approval.

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 production in column i.
 - Only include the applicant's stocks of grain.
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).
6. Record the amount of the applicant's unpaid balance of previous 2007-08 wheat, durum and barley advances (include pre-harvest) and any 2006-07 balances through this permit book in 1(f).
7. Subtract 1(f) from 1(e) and enter the result in 1(g) Total Eligible Amount.

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

I. 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 1 5		3 1 5	\$90	\$ 2 8 3 5 0
b) Durum	2 0 0		2 0 0	\$110	\$ 2 2 0 0 0
c) Barley				\$60	
d) Sel Bly	4 2 5		4 2 5	\$80	\$ 3 4 0 0 0
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					84,350
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					
g) From (e) subtract (f) and enter the total in Box A					84,350 A

Maximum advance

To calculate an applicant's maximum cash advance, subtract all previous 2007-08 advances and any outstanding balances remaining on 2006-07 advances through the CWB and all other organizations from the Maximum advance payment of \$400,000.

8. In 2(b), record the applicant's previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations
9. In 2(c), record the total amount of the applicant's previous 2007-08 advances applied for or received from all other organizations under all farming operations on all agricultural products
10. In 2(d), record any unpaid balances on 2006-07 cash advances received from the CWB under all farming operations.
11. In 2(e), record any unpaid balances on 2006-07 cash advances received from all other organizations under all farming operations on all other crops.
12. Subtract 2(b), 2(c), 2(d) and 2(e) from 2(a) to determine the applicant's Maximum Cash Advance, Box B.

2. Maximum Advance	
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).	
a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	<input type="text"/>
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	<input type="text"/>
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	<input type="text"/>
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	<input type="text"/>
f) From a), subtract b) + c) + d) + e) and enter the total in Box B	400,000 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. Have the applicant answer the irrigation form question and if required, complete an *Application For Irrigation Rate* form.

13. For applicants without irrigated acres, record all wheat and barley seeded acres in the space provided in 3(a).
14. Multiply the total seeded acres by the seeded acre rate (\$80.00) 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.
15. 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 production period. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
16. In 3(g), list the total previous 2007-08 wheat and barley advances outstanding on this permit book by anyone named in this delivery permit book. (Include pre-harvest advances)
17. Subtract 3(f) and 3(g) from 3(a) to determine the **Elevator Issuance Limitation in Box C.**

3. Elevator Issuance Limitation - Cannot exceed \$100,000	
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Seeded Acres (from "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit) = <input type="text" value="52,000"/>	
a) Wheat + Durum + Barley = <u>650</u> acres x \$80	
Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book	
b) Wheat	<u>15</u> tonnes x \$90 = \$ <u>1,350</u>
c) Durum	_____ tonnes x \$110 = \$ _____
d) Barley	_____ tonnes x \$60 = \$ _____
e) Sel. Bly.	<u>7</u> tonnes x \$80 = \$ <u>560</u>
f) Add b, c, d and e	TOTAL <input type="text" value="1,910"/>
g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book	<input type="text"/>
h) From (a), subtract (f) + (g) and enter total in Box C	50,090 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.

Deduct for grain delivered, sold or used on farm in the 2007-08 crop year.

The advance payment

18. Record the amount the applicant is requesting in Box (D). This amount cannot exceed the amount in Box (A) or Box (B).
19. Determine the amount you can issue as a first payment. That amount cannot exceed the elevator issuance limitation Box (C) or \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).
20. To determine the second payment (Box F), subtract the first payment Box (E) from the Total Advance requested Box (D). For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).

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, indicate NIL in Box F.

4. The Advance Payment			
a) Total advance applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)		84,350	D
b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed Box C, Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E		50,090	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		34,260	F
<small>If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances). NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.</small>			

Amounts exceeding \$100,000

If the total applied for Box (D) on the advance application exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E) (cannot exceed Elevator Issuance Limitation in 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 cash ticket.

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 secured party may be any person or business organization with a lien on the applicant's grain. 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; and
- every financial institution or secured party that has a security interest or lien on the grain described in the advance.

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) unless a Continuing Priority Agreement has been pre-approved. There are separate *Priority Agreement* forms with your supplies if more than one is required.

Continuing Priority Agreement

Each applicant now has the opportunity to have the lender complete a pre-approved *Priority Agreement* yearly. The pre-approved *Priority Agreement* would be applicable to any cash advance received for a production period and it can be amended by the lender at any time during the production period. If the lender does not wish to enter into a pre-approved Priority Agreement, the current procedure would be followed.

The *Priority Agreement* identifies the maximum amount that can be issued to an applicant through the CWB during the production period without revisiting the lender. If the applicant is applying for more than the pre-approved amount, the applicant must revisit the lender for a new *Continuing Priority Agreement* for the amount being requested. If any information on the form needs to be amended, a new form must be completed, which will replace the previous form.

When issuing a cash advance to an applicant who deals with more than one lender with different pre-approved maximum amounts, only the minimum pre-approved amount can be issued without revisiting that lender for additional approval.

CWB agents can access information relative to pre-approved *Priority Agreements* through E-services on the CWB Web site. E-services enables agents to see if a *Continuing Priority Agreement* has been pre-approved by the lender, the maximum amount that can be issued without revisiting the lender, and whether or not the cash ticket is to be issued jointly or to the applicant only.

The form number will be assigned by the CWB when the form is received in our office, and will be available on E-services.

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. The applicant should ensure that every financial institution and secured party completes a separate *Priority Agreement* if a pre-approved *Priority Agreement* has not been signed by a lender. Failure to disclose all financial institutions and secured parties is an offence under *AMPA* and the *Criminal Code*.
3. Attach all additional completed *Priority Agreement(s)* to the completed advance application.

If the applicant refuses to have the *Priority Agreement* completed, contact the CWB for assistance.

Incorrectly completed priority agreements

Incorrectly completed *Priority Agreements* will be faxed for correction if the advance requires CWB approval before issuance. Incorrect forms will delay CWB approval and increase administration.

Declaration

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

Under *Notice to Applicant*, have the applicant list all organizations through which previous advances have been issued (include unpaid advances from 2006-07 crop year).

Please read "Signature Requirements" on page 20-21.

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:

- CWB copy – white;
- Manager's copy – yellow;
- Applicant's copy - green.

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 \$100,000 or elevator issuance limits).

If applicable, issue the cash ticket. Please read "Issuing cash tickets" on page 22.

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 34)*

Instructions for completing the advance application

Applicants must read page the terms and conditions outlined on the *Advance Application*. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

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

- Name, address, date of birth, phone and fax number.
- Your station fax number to receive faxes of documents for corrections and authorization where approval is required.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			754320
<p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative 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.</p>			
Applicant Information		<i>This form must be completed in ink</i>	
Applicant's Last Name <i>Producer</i>	First Name <i>Charles</i>	Middle Name <i>Freeman</i>	Applicant's CWB Identification Number 0 0 0 0 0 3 4 5 6 7
Applicant's Address <i>Box 1 Someplace, SK</i>			Day Month Year <i>10 10 07</i>
Sok 020		Date of birth (DD/MM/YY) <i>07/11/1980</i>	Permit Number 0 0 0 0 0 3 4 5 6 7
Applicant's Telephone No. <i>(306) 123-4579</i>		Declaration and Guarantee/Guarantee No.	Company/Delivery Point Code 0 9 9 7 9 9 9 9 0 1
		Applicant's Fax No. ()	Station Name <i>Any station</i>
			Station Telephone No. <i>(306) 555-2361</i>
			Station Fax No. <i>(306) 555-4260</i>

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?
- 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 production in column i.
 - Only include the applicant's stocks of grain.
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).
6. Record the amount of the applicant's unpaid balance of previous 2007-08 wheat, durum and barley advances (include pre-harvest advances) and any 2006-07 balances through this permit book in 1(f).
7. Subtract 1(f) from 1(e) and enter the result in 1(g), Total Eligible Amount.

I. 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 0 0		3 0 0	\$90	\$ 2 7 0 0 0
b) Durum	4 2		4 2	\$110	\$ 4 6 2 0
c) Barley				\$60	\$
d) Sel Bly	3 8		3 8	\$80	\$ 3 0 4 0
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					34,660
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					
g) From (e) subtract (f) and enter the total in Box A					Total Eligible Amount 34,660 A

Related Producers' Declaration

Complete the *Related Producers' Declaration* up to "Current Advance attributed or applied for in this application" (instructions on page 45).

- 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 2007-08, please refer to the previous *Related Producers' Declaration* to assist you in completing information regarding previous advances.

Complete the advance application to paragraph 4, The Advance Payment.

Maximum advance

- In 2(b), record the applicant's previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations
- In 2(c), record the total amount of the applicant's previous 2007-08 advances applied for or received from all other organizations under all farming operations on all agricultural products
- In 2(d), record any unpaid balances on 2006-07 cash advances received from the CWB under all farming operations.
- In 2(e), record any unpaid balances on 2006-07 cash advances received from all other organizations under all farming operations on all other crops.
- Subtract 2(b), 2(c), 2(d) and 2(e) from 2(a) to determine the applicant's Maximum Cash Advance, Box B.

2. Maximum Advance	
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).	
a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	<input type="text"/>
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	100,000
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	<input type="text"/>
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	<input type="text"/>
f) From a), subtract b) + c) + d) + e) and enter the total in Box B	300,000 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. Have the applicant answer the irrigation form question and if required, complete an *Application for Irrigation Rate* form (see page 34).

- For applicants without irrigated acres, record all wheat and barley seeded acres in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$80.00) 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 production period. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
- In 3(g), list the total previous 2007-08 wheat, durum and barley advances outstanding on this permit book by anyone named in this permit book. (Include pre-harvest advances)

Deduct for grain delivered, sold or used on farm in the 2007-08 crop year.

17. Subtract 3(f) and 3(g) from 3(a) to determine the Elevator Issuance Limitation in Box (C).

3. Elevator Issuance Limitation - Cannot exceed \$100,000			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Seeded Acres (from "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit)			
a) Wheat + Durum + Barley =	415 acres x \$80	=	33,200
Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book			
b) Wheat	_____ tonnes x \$90	= \$_____	
c) Durum	_____ tonnes x \$110	= \$_____	
d) Barley	_____ tonnes x \$60	= \$_____	
e) Sel. Bly.	_____ tonnes x \$80	= \$_____	
f) Add b, c, d and e	TOTAL		
g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book			
h) From (a), subtract (f) + (g) and enter total in Box C	Elevator Issuance Limitation		33,200 C

The advance payment

- Record the amount the applicant is requesting in Box (D). This amount cannot exceed the amount in Box (A) or Box (B).
- Determine the amount you can issue as a first payment. That amount cannot exceed the elevator issuance limitation Box (C) or \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).
- To determine the second payment (Box F), subtract the first payment Box (E) from the Total Advance requested Box (D). For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).

4. The Advance Payment			
a) Total advance applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)		34,660	D
b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed Box C, Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E		33,200	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		1,460	F
If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances).			
NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.			

Amounts exceeding \$100,000

If the total applied for Box (D) on the advance application exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E) (cannot exceed Elevator Issuance Limitation in 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 cash ticket.

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

How to complete the *Related Producers' Declaration*

For the purposes of this form, shareholders, partners (including joint producers) and members of corporations 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 2007-08 production period. Include all advances applied for or received where the individual applicant or participant has a financial interest, including those of all related producers.

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

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 CWB ID number. For company participants, including joint producers, enter the last eight digits of their producer ID number (if available). If the participant does not have a CWB ID number, we will issue one when the application is received.
3. Enter the six-digit *Advance Application* number, imprinted in the box on the top-centre of the advance application form.
4. If the advance is for a company or partnership (includes joint producers and other business enterprises), indicate the name and the ID number.
5. List all 2007-08 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 or partnerships (business enterprises), use the company CWB ID number, not the shareholder's number (this number has been assigned for identification purposes only).
7. Indicate the percentage interest that the applicant has in each farming operation.

Individuals	-100 per cent
Corporations	-percentage of voting shares
Partnerships	(includes joint producers and business enterprises) -percentage of profits each is entitled to
8. Record the date(s), type (pre-harvest or after harvest) and amount(s) of all wheat, durum and barley advances previously applied for or received for the 2007-08 production period through all farming operations (include pre-harvest and after harvest). Enter the total amount(s) on line (1) and the interest-free portion attributed on line (2). Note: For individual applicants, transfer the amount from line (1) to Paragraph 2.b. of the after harvest advance application form. Paragraph 5.b. refers to the pre-harvest application (from April 1 to July 31).
9. Record the date(s), type (pre-harvest or after harvest) and amount(s) of all advances for all other agricultural products previously applied for or received for the 2007-08 production period through all farming operations. Enter the total amount on line (3) and the interest-free portion attributed on line (4). Note: For individual applicants, transfer the amount from line (3) to paragraph 2.c. of the after harvest advance application form. Paragraph 5.c refers to the pre-harvest application (from April 1 to July 31)
10. Enter the total of line (1) plus line (3) on line (5). This represents the total amount of all 2007-08 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-Participants' attribution of the Participants' Calculation Worksheet.
13. If the applicant is an individual: On line (8), enter the total interest-free amount currently applied for.

If the applicant is a company: From Part III -Participants' attribution interest-free benefit of the Participants' Calculation Worksheet, transfer the interest-free amount attributed for each participant to line (8).
14. Enter the total of line (5) plus line (7) on line (9). This represents the total advances to date (including pre-harvest).
15. Enter the total of line (6) and (8) on line (10). This represents total interest-free advances to date.
16. The producer must sign and date the form. Give the producer the Applicant's copy (yellow) for their records.

Example of a *Related Producers' Declaration*

Advance Payments Program - Related Producers' Declaration

A If you are involved in only one farming operation, you do not need to complete this form to apply for a cash 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 of a corporation, a partner of a partnership (includes joint producers and business enterprises), or a member of a cooperative. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this production period by you or any related producer.

Refer to the *Advance Payments Program country elevator guide* for assistance in completing this document.

Name of individual applicant or participant: (do not indicate company name) **1** Produce Charles

Individual's/Participant's CWB Identification Number (if available) **2** 0101010131451617

Advance Application No. **3** 71514131210

Advance applicant's name (if different than above)

CWB Identification Number (if different than above) **4**

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 2007-08 ADVANCES APPLIED FOR OR RECEIVED. Include the outstanding balance (at the time of transfer) of any 2006-07 AMPA advances that have been/are being transferred where default has been stayed.

Name 5	10-digit Producer ID number 6	% Interest 7	Application date of previous advance 8	Wheat, Durum and Barley		Other agricultural products (crops & livestock)				
				Type	Total amount attributed	Interest-free amount attributed	Application date of previous advance 9	Type	Total amount attributed	Interest-free amount attributed
BC Corporation	01010101123415	50%	APRIL 13/07	44	\$ 100,000	\$ 100,000				
Produce Charles	010100034567	100%			\$	\$				
Produce Charles	01010101314567	100%			\$	\$				
					\$	\$				
					\$	\$				
					\$	\$				
					\$	\$				
Total CWB Advances					\$ 100,000*(1)	\$ 100,000 (2)	Total Other Advances	\$	** (3)	\$ (4)

* For applications by individuals, transfer this amount to line 2(b) or 5(b) of the application form.
** For applications by individuals, transfer this amount to line 2(c) or 5 (c) of the application form.

C

Previous Advances	Total amount \$ 100,000 (5) 10 (1 + 3 above)	Interest-free amount \$ 100,000 (6) 11 (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 \$ 34,660 (7) 12	Interest-free amount \$ 0 (8) 13
--	--------------------------------------	---

E

Total Advances to date	Total Advances \$ 134,660 (9) 14 (line 5 + 7) (cannot exceed \$400,000)	Total Interest-free \$ 100,000 (10) 15 (line 6 + 8) (cannot exceed \$100,000)
-------------------------------	--	--

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

F

CWB COPY

Charles Producer **16**
Signature of Applicant or Participant

Oct 10/07
Date

Producer Charles has a 50 per cent share of BC Corporation.

BC Corporation has an advance for \$200,000 issued before this application. Producer Charles's share of this advance is \$100,000.

Producer Charles is also a landlord leasing land to another producer.

As an individual, Producer Charles is 100 per cent attributable.

Producer Charles is now applying for a cash advance as an actual producer under his own individual ID number for \$34,660.

The total advance amount attributed to Producer Charles is \$134,660.

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. The applicant should ensure that every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved Priority Agreement has not been signed by a lender.

Read about Priority Agreements on pages 38-39.

The declaration section must be fully completed.

Declaration

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

Please read "Signature Requirements" on pages 20-21.

Under Notice to Applicant, have the applicant identify all organizations through which previous advances have been issued (include unpaid advances from 2006-07 crop year).

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:

- CWB copy – white;
- Manager's copy – yellow;
- Applicant's copy - green.

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 \$100,000 or elevator issuance limits).

If applicable, issue the cash ticket.

Please read "Issuing cash tickets" on page 22.

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).

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

Forms required

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

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

Pre-approval

Corporations, partnerships (including joint producers), cooperatives or other business enterprises can apply for pre-approval of their 2007-08 Continuing D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment (Box E) 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 and other business enterprises), or cooperatives for all advances applied for in the 2007-08 production period and future production periods, 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 and other business enterprises), or cooperatives 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 2007-08 *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 49-50 for instructions on completing this form).

Important

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

How to complete a *Continuing Declaration and Guarantee* form

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

Only one D & G form is required for each corporation, partnership (includes joint producers and other business enterprises), or cooperative for all advances applied for in the 2007-08 production period under all farming operations and continuing into future production periods. If the structure of the company or the shareholders, members, partners 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 2007-08 advance 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, members or owners of the corporation, partnership, or cooperative.
- For each shareholder, partner, member or owner, list:
 - full name
 - complete mailing address and phone number;
 - CWB ID number* for each individual (if available);
 - position held in company;
 - per cent interest in the company.

Note: Upon receipt of the application, the CWB will issue an ID number for those individuals who currently do not have one.

- Have the applicant read and complete the rest of Part 1 - Declaration.

Production Period 2007-08 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 both the *Agricultural Marketing Programs Act (AMPA)* and the *Criminal Code*.

Name of corporation, partnership (business enterprise) or cooperative (applicant): Fg Corporation CWB Identification Number 0109916151616 Delivery Point Phone Number (123) 456-7890
 Delivery Point Code 99799901 Delivery Point Fax Number (123) 567-8901

All applicants must indicate whether they are a:
 Corporation Partnership Cooperative

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 (business enterprise) or cooperative.

Name Last	First	Middle	Complete Address	Individual's CWB Identification Number	Position in Company	Per cent Interest in Company
Farmer	John	Doz	RRI Someplace, AB TOK OKO 403 555-1211	01010101615149	President	50
Producer	George	David	RRI Someplace, AB TOK OKO 403 555-1122	011010101341516	Treasurer	50

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

Name of Producer on Outstanding Advance	I.D. No(s).	Production Period(s)/Crop Year(s) in which Advance Payment(s) was/were Issued
Farmer John Doz	00 00006549	2006-07

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 (business enterprise) or cooperative are listed above;
 c) if applicable, each of us will/has 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)

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 AMPA, 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:
 i) grant extensions of time, renewals and indulgences to the applicant;
 ii) take securities from and give up the same to the applicant;
 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 undersigned or any one of us as the CWB sees fit;

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 or cooperative, as listed on the form, sign their full names, record their date of birth and date signed. The D&G form will not be approved if birthdates for all individuals are not provided. 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.

20501

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) Part Sec TP R M				Date	
		Part Sec	TP	R	M		
Farmer John Doe 11	21/10/81	102	20	13	22	3	Sept. 1, 07
George D. Producer	18/10/81	102	18	13	22	3	Sept. 1, 07

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 12
(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 _____, 2007 13
(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) 14
Farmer John Doe
George D. Producer

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 _____, 2007
under my hand and seal of office. (Affix Seal) 15
John Notary Public
Signature of Notary Public in and for the Province of Alberta.
My Commission expires: Sept. 28/07

Instructions for completing the Advance Application

Applicant must read the terms and conditions outlined on the advance application. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

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

1. Name, address, phone and fax number.
2. The Declaration and Guarantee form number.
3. Your station fax number to receive faxes of documents for corrections and authorization where approval is required.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			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 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative 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.</p>			
Applicant Information This form must be completed in ink			
Applicant's Last Name 1 A COMPANY	First Name Middle Name	Applicant's CWB Identification Number 0,0,0,0,1,2,3,4,9,9	3 Day Month Year 15 10 07
Applicant's Address RR 1 Someplace, SK	Date of birth (DD/MM/YY) 15/02/1955	Permit Number 0,0,0,0,1,2,3,4,9,9	Company/Delivery Point Code 0,9,9,7,9,9,9,9,0,1
Applicant's Telephone No. (306) 234-5678	Declaration and Guarantee/Guarantee No. 2 00-12345	Reference Number	Station Name Any station
	Applicant's Fax No. (306) 234-5677		Station Telephone No. (306) 555-3834
			Station Fax No. (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?
- 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 production in column i.
 - Only include the applicant's stocks of grain.
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 2007-08 wheat, durum and barley advances received (include pre-harvest advances) and any 2006-07 balances through the permit book in 1(f).
6. Subtract 1(f) from 1(e) and enter the result in 1(g), Total Eligible Amount.

I. 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	1 650	2 0	3 650	\$90	4 58500
b) Durum	295	0	295	\$110	\$ 32450
c) Barley				\$60	\$
d) Sel Bly				\$80	\$
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					5 90,950
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					30,000
g) From (e) subtract (f) and enter the total in Box A..... Total Eligible Amount					6 60,950 A

An applicant can receive up to \$400,000 under the cash advance program. Any unpaid balance on the 2006-07 cash advance will reduce this amount. Once the 2006-07 advance is repaid, the applicant can apply for additional money.

Maximum advance

Important: The amounts of previous advances in 2(b) and 2(c) must be previous advances issued to the company. Unpaid balance of 2006-07 cash advances must be for the company. Do not include advances issued or attributed to company participants under other permit books.

7. Calculate the maximum cash advance by subtracting the total of 2(b), 2(c), 2(d) and 2(e) from 2(a).
8. Enter the amount in Box (B) Maximum Cash Advance.

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
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).

a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	20,000
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	7 10,000
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	
f) From a), subtract b) + c) + d) + e) and enter the total in Box B..... Maximum Cash Advance	8 370,000 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. Have the applicant answer the irrigation form question and if required, complete an *Application for Irrigation Rate* form (see page 34).

9. For applicants without irrigated acres, record all wheat and barley seeded acres in the space provided in 3(a).
10. Multiply the total seeded acres by the seeded acre rate (\$80.00) 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.
11. 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 production period. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
12. In 3(g), list the total 2007-08 wheat and barley advances outstanding through this permit book by anyone named in this permit book (include pre-harvest advances).
13. Subtract 3(f) and 3(g) from 3(a) to determine the Elevator Issuance Limitation in Box (C).

3. Elevator Issuance Limitation - Cannot exceed \$100,000
 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 "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit)
 a) Wheat + Durum + Barley = 950 ⁹ acres x \$80 = 76,000 ¹⁰

Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book

b) Wheat 10 tonnes x \$90 = \$ 900
 c) Durum tonnes x \$110 = \$
 d) Barley ¹¹ 5 tonnes x \$60 = \$ 300
 e) Sel. Bly. tonnes x \$80 = \$
 f) Add b, c, d and e 1200 **TOTAL** 1,200

g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book 20,000 ¹²

h) From (a), subtract (f) + (g) and enter total in Box C **Elevator Issuance Limitation** 54,800 ¹³ **C**

The advance payment

14. Record the amount the applicant is requesting in Box (D). This amount cannot exceed the amounts in Box (A) or Box (B).
15. 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 \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).
16. To determine the second payment, subtract the amount issued in the first payment Box (E) from the Total Advance requested Box (D). For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (D).

4. The Advance Payment

a) **Total advance** applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet) 60,950 ¹⁴ **D**

b) **FIRST PAYMENT** paid by elevator manager at date of application (cannot exceed Box C, Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E 54,800 ¹⁵ **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 6,150 ¹⁶ **F**

If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances).
 NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.

Amounts exceeding \$100,000

If the total applied for, Box (D) on the *Advance Application*, exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E) (cannot exceed Elevator Issuance Limitation in 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 cash ticket.

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. The applicant should ensure that every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved *Priority Agreement* has not been signed by a lender.

Read about *Priority Agreements* on pages 38-39.

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 20-21.

Under *Notice to Applicant*, have the applicant identify all organizations through which previous advances have been issued (include unpaid advances from 2006-07 crop year).

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:

- CWB copy – white;
- Manager's copy – yellow;
- Applicant's copy - green.

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 \$100,000 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 22.

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)

The declaration section must be fully completed.

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

Forms required

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

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

Pre-approval

Corporations, partnerships (includes joint producers and other business enterprises), or cooperatives can apply for pre-approval of their 2007-08 D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment (Box E) 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 and other business enterprises), or cooperative for all advances applied for in the 2007-08 production period and future production periods, 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 (includes joint producers and other business enterprises), or cooperative 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 2007-08 *Delivery Permit Book*.
2. Complete the D & G in full using the instructions on page 49-50.
 - 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 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 49-50 for instructions on completing this form).

Instructions for completing the Advance Application

The applicant must read the terms and conditions outlined on the advance application. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

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

- Name, address, phone and fax number.
- The *Declaration and Guarantee* form number.
- Your station fax number to receive faxes of documents for corrections and authorization where a second payment is requested.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			567890
<p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative 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.</p>			
Applicant Information This form must be completed in ink			
Applicant's Last Name BE CORPORATION	First Name Middle Name	Applicant's CWB Identification Number 0,0,0,0,0,1,2,3,4,9	Day Month Year 15, 10, 07
Applicant's Address RR 1 Someplace, SK		Permit Number 0,0,0,0,0,1,2,3,4,9	Company/Delivery Point Code 0,9,9,7,9,9,9,9,0,1
		Reference Number	Station Name Any station
Sok 020	Date of birth (DD/MM/YY)	Declaration and Guarantee/Guarantee No.	Station Telephone No. (306) 555-3832
Applicant's Telephone No. (306) 345-7689		Applicant's Fax No. ()	Station Fax No. (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 production in column i.
 - Only include the applicant's stocks of grain.

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).
6. Record the amount of the applicant's unpaid balance of previous 2007-08 wheat, durum and barley advances received (include pre-harvest advances) through this permit book in 1(f).
7. Subtract 1(f) from 1(e) and enter the result in 1(g), Total Eligible Amount.

I. 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	7,000		7,000	\$90	\$ 630,000
b) Durum				\$110	\$
c) Barley	8,500		8,500	\$60	\$ 510,000
d) Sel Bly				\$80	\$
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					114,000
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					
g) From (e) subtract (f) and enter the total in Box A					Total Eligible Amount 114,000 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.

8. Calculate the maximum cash advance by subtracting the total of 2(b), 2(c), 2(d) and 2(e) from 2(a).
9. Enter the amount in Box (B) Maximum Cash Advance.

2. Maximum Advance
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).

a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	
f) From a), subtract b) + c) + d) + e) and enter the total in Box B	Maximum Cash Advance 400,000 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 45-46 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 2007-08, 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 59-60.

Elevator issuance limitation

Do not complete this section if the application requires CWB approval before a cash ticket can be issued. Have the applicant answer the irrigation form question and if required, complete an *Application For Irrigation Rate* form (see page 34).

- For applicants without irrigated acres, record all wheat and barley seeded acres that appear in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$80.00) 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 2007-08 wheat and barley advances outstanding through this permit book by anyone named in this permit book (include pre-harvest advances).
- Subtract 3(f) and 3(g) from 3(a) to determine the **Elevator Issuance Limitation** in Box (C).

Deduct for grain delivered, sold or used on farm in the 2007-08 crop year.

3. Elevator Issuance Limitation - Cannot exceed \$100,000			
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Seeded Acres (from "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit)			
a) Wheat + Durum + Barley =	1017	acres x \$80	= 81,360
Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book			
b) Wheat	_____	tonnes x \$90 =	\$ _____
c) Durum	_____	tonnes x \$110 =	\$ _____
d) Barley	_____	tonnes x \$60 =	\$ _____
e) Sel. Bly.	_____	tonnes x \$80 =	\$ _____
f) Add b, c, d and e	TOTAL		0
g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book			0
h) From (a), subtract (f) + (g) and enter total in Box C	Elevator Issuance Limitation		81,360 C

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

Outstanding 2006-07 cash advance

Any outstanding 2006-07 cash advance balance must be indicated in the area designated for outstanding 2006-07 cash advances.

No previous advances

If no previous advances have been applied for by or attributed to any company participants (including any advances outstanding from the 2006-07 program), you may proceed to Part II - Applicant Maximum, and enter \$400,000 in Box 4 and \$100,000 in Boxes 8 and 10.

Part I - Participant maximum

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

Maximum advance

4. Enter the total amount of advances previously applied for by or attributed to the participant (include pre-harvest advances) from line 5 of the *Related Producers' Declaration*.
5. Enter any outstanding 2006-07 advance balance for the participant.
6. Subtract previous advances (including 2006-07 balances) from the participant's maximum of \$400,000 and enter the balance on line C.
7. Enter the per cent interest the participant has in the company.
8. Multiply \$400,000 by the participant's per cent interest in the company and enter the result on line D.
9. Enter the lesser of line C or line D in Box 1.
10. Divide Box 1 by the participant's per cent interest in the company. Enter the total in Box E.

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

Advance Payments Program Participants' Calculation worksheet 2007-08 Production Period		1 Applicant's CWB I.D. No. 0101010112131419	2 Advance Application No. 567890
<ul style="list-style-type: none"> • Complete if the applicant is a corporation, partnership (includes joint producers and other business enterprises) or cooperative. • Shareholders, partners or members are referred to as "Participants". • Complete PART I if any of the participants have received, or been attributed through their related producer appearances, a previous 2007-08 cash advance and/or have an outstanding balance from the 2006-07 crop year. Otherwise, go to PART II and enter \$400,000 in Box 4 and \$100,000 in Box 8. • If there are more than three participants, refer to the Advance Payments Program guide. 			
PART I - Participant Maximum		Interest-free benefit per participant - \$100,000	
Maximum Advance per participant - \$400,000		Maximum Amount \$100,000	
Participant 1 <i>Producer B</i> Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ 0 A Outstanding 2006-07 cash advance \$ 10,000 B Remaining amount [\$400,000 - (A + B)] \$ 390,000 C \$400,000 X 50 (% interest in company) \$ 200,000 D		Subtract previous advances (line 6 from Related Producers' Declaration) \$ 0 11 Balance Remaining \$ 100,000 A \$100,000 X 50 (% interest in company) \$ 50,000 B	
Box 1 Lesser of C or D 390,000 9 ÷ % interest in company 50 = 400,000 E		Box 5 Lesser of A or B 50,000 14 ÷ % interest in company 50 = 100,000 H	
Participant 2 <i>Producer C</i> Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ 0 A Outstanding 2006-07 cash advance \$ 0 B Remaining amount [\$400,000 - (A + B)] \$ 400,000 C \$400,000 X 50 (% interest in company) \$ 200,000 D		Maximum Amount \$100,000 Subtract previous advances (line 6 from Related Producers' Declaration) \$ 0 Balance Remaining \$ 100,000 A \$100,000 X 50 (% interest in company) \$ 50,000 B	
Box 2 Lesser of C or D 400,000 ÷ % interest in company 50 = 400,000 F		Box 6 Lesser of A or B 50,000 ÷ % interest in company 50 = 100,000 I	
Participant 3 Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ A Outstanding 2006-07 cash advance \$ B Remaining amount [\$400,000 - (A + B)] \$ C \$400,000 X _____ (% interest in company) \$ D		Maximum Amount \$100,000 Subtract previous advances (line 6 from Related Producers' Declaration) \$ A Balance Remaining \$ A \$100,000 X _____ (% interest in company) \$ B	
Box 3 Lesser of C or D ÷ % interest in company = G		Box 7 Lesser of A or B ÷ % interest in company = J	
PART II - Applicant Maximum		PART III - Participants' Attribution	
Lesser of Box E, F or G 400,000 Box 4		Lesser of Box H, I or J 100,000 Box 8	
Amount Applied for (cannot exceed A or B from Adv. App. or Box 4 above) \$114,000 Box 9		Per cent (%) Interest in Company (must equal 100%) 50%	
Total Attributed Amount \$57,000 1		Total Attributed Amount \$57,000 2	
Participant 1 x 50% = \$57,000		Participant 2 x 50% = \$57,000	
Participant 2		Participant 3	
Transfer the total attributable amount for each Participant to line 7 of their Related Producers' Declaration.			
PART III - Participants' Attribution; interest-free benefit		PART III - Participants' Attribution; interest-free benefit	
Maximum Interest-Free \$100,000 - Company's total interest-free benefits previously applied for or received on all crops 0 = Amount Remaining 100,000 Box 10		Interest-free benefit (lesser of Box 8 or Box 9 or Box 10 above) \$100,000 21	
Participant 1 x 50% = \$50,000 1		Participant 2 x 50% = \$50,000 2	
Participant 2		Participant 3	
Transfer the interest-free attributable amount for each Participant to line 8 of their Related Producers' Declaration.			

Interest-free benefit

11. Enter the total amount of interest-free benefits previously applied for or attributed to the participant from line 6 of the *Related Producers' Declaration*.
12. Subtract previous interest-free advances from the participant's maximum of \$100,000 and enter the total on line A.
13. Multiply \$100,000 by the participant's percentage interest in the company and enter the result in line B.
14. Enter the lesser of line A or line B in Box 5.
15. Divide Box 5 by the participant's per cent interest in the company. Enter the total in Box H. This represents the maximum interest-free benefit for which the participant is eligible.

Repeat steps 3 through 15 for each participant. Use extra forms where necessary.

Part II - Applicant maximums

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

16. Enter the lesser of Box E, F or G in Box 4.
17. Enter the lesser of Box H, I or J in Box 8.

Part III - Participants' attribution

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

18. 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).
19. Multiply the amount applied for by each participant's interest in the company. Enter the result under "total attributed amount" (lines 1, 2, and 3).
20. Subtract the total interest-free benefit(s) the company has previously applied for or received on all crops from \$100,000. Enter the amount remaining in Box 10.
21. 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 result under "Total Interest-free Attributed Amount" lines 1, 2, 3.

Transfer each participant's total attributed amount to line 7 of their *Related Producers' Declaration*. Transfer each participant's interest-free attributed 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 61-62 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 labelled E, F or G on all forms.
- For Part II, Box 8, choose the lesser of all boxes labelled H, I or J on all forms.
- For Part III, complete the remainder of each form as outlined above.

Example – BC Corporation is applying for a \$100,000.00 cash advance

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

Advance Payments Program - Related Producers' Declaration																																																																																																			
<p>A If you are involved in only one farming operation, you do not need to complete this form to apply for a cash 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 of a corporation, a partner of a partnership (includes joint producers and business enterprises), or a member of a cooperative. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this production period by you or any related producer.</p> <p style="text-align: center;">Refer to the <i>Advance Payments Program</i> country elevator guide for assistance in completing this document.</p>																																																																																																			
Name of individual applicant or participant: (do not indicate company name)			Individual's/Participant's CWB Identification Number (if available)				Advance Application No.																																																																																												
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Wheat, Durum and Barley</th> <th colspan="5" style="text-align: center;">Other agricultural products (crops & livestock)</th> </tr> <tr> <th>Name</th> <th>10-digit Producer ID number</th> <th>% Interest</th> <th>Application date of previous advance</th> <th>Total amount attributed</th> <th>Interest-free amount attributed</th> <th>Application date of previous advance</th> <th>Total amount attributed</th> <th>Interest-free amount attributed</th> <th></th> </tr> </thead> <tbody> <tr> <td>Producer B</td> <td>0101010178911</td> <td>100%</td> <td></td> <td>\$ 0</td> <td>\$ 0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BC Corporation</td> <td>010101011213149</td> <td>50%</td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total CWB Advances</td> <td>\$ 0</td> <td>*(1) \$ 0</td> <td>(2)</td> <td colspan="2" style="text-align: right;">Total Other Advances</td> <td>** (3) \$ (4)</td> </tr> </tbody> </table>										Wheat, Durum and Barley					Other agricultural products (crops & livestock)					Name	10-digit Producer ID number	% Interest	Application date of previous advance	Total amount attributed	Interest-free amount attributed	Application date of previous advance	Total amount attributed	Interest-free amount attributed		Producer B	0101010178911	100%		\$ 0	\$ 0					BC Corporation	010101011213149	50%		\$	\$									\$	\$									\$	\$									\$	\$									\$	\$					Total CWB Advances				\$ 0	*(1) \$ 0	(2)	Total Other Advances		** (3) \$ (4)
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<p>* For applications by individuals, transfer this amount to line 2(b) or 5(b) of the application form. ** For applications by individuals, transfer this amount to line 2(c) or 5 (c) of the application form.</p>																																																																																																			
<p>C</p> <table style="width: 100%;"> <tr> <td style="width: 30%;"><i>Previous Advances</i></td> <td style="width: 35%;">Total amount \$ 0 (5) (1 + 3 above)</td> <td style="width: 35%;">Interest-free amount \$ 0 (6) (2 + 4 above)</td> </tr> </table> <p>Note: If the applicant is a company, complete the <i>Participants' Calculation</i> worksheet now. All applicants must complete the advance application before completing the remaining portion of this form.</p>										<i>Previous Advances</i>	Total amount \$ 0 (5) (1 + 3 above)	Interest-free amount \$ 0 (6) (2 + 4 above)																																																																																							
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<p>D</p> <table style="width: 100%;"> <tr> <td style="width: 30%;"><i>Current Advance attributed or applied for in this Application</i></td> <td style="width: 35%;">Total amount \$ 57,000 (7)</td> <td style="width: 35%;">Interest-free amount \$ 50,000 (8)</td> </tr> </table>										<i>Current Advance attributed or applied for in this Application</i>	Total amount \$ 57,000 (7)	Interest-free amount \$ 50,000 (8)																																																																																							
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<p>E</p> <table style="width: 100%;"> <tr> <td style="width: 30%;"><i>Total Advances to date</i></td> <td style="width: 35%;">Total Advances \$ 57,000 (9) (line 5 + 7) (cannot exceed \$400,000)</td> <td style="width: 35%;">Total Interest-free \$ 50,000 (10) (line 6 + 8) (cannot exceed \$100,000)</td> </tr> </table>										<i>Total Advances to date</i>	Total Advances \$ 57,000 (9) (line 5 + 7) (cannot exceed \$400,000)	Total Interest-free \$ 50,000 (10) (line 6 + 8) (cannot exceed \$100,000)																																																																																							
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<p>The applicant's copy must be presented when applying for future advances.</p>																																																																																																			
F			Signature of Applicant or Participant <i>B Producer</i>				Date Oct 15/07																																																																																												
CWB COPY																																																																																																			

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.

Advance Payments Program - Related Producers' Declaration

A If you are involved in only one farming operation, you do not need to complete this form to apply for a cash 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 of a corporation, a partner of a partnership (includes joint producers and business enterprises), or a member of a cooperative. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this production period by you or any related producer.

Refer to the Advance Payments Program country elevator guide for assistance in completing this document.

Name of individual applicant or participant: (do not indicate company name) <u>Producer C</u>	Individual's/Participant's CWB Identification Number (if available) 010101010134516	Advance Application No. 5161781910
Advance applicant's name (if different than above)	CWB Identification Number (if different than above) 0101010112131419	

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 2007-08 ADVANCES APPLIED FOR OR RECEIVED. Include the outstanding balance (at the time of transfer) of any 2006-07 AMPA advances that have been/are being transferred where default has been stayed.

Name	10-digit Producer ID number	% Interest	Wheat, Durum and Barley			Other agricultural products (crops & livestock)					
			Application date of previous advance	Type	Total amount attributed	Interest-free amount attributed	Application date of previous advance	Type	Total amount attributed	Interest-free amount attributed	
Producer C	010101010134516	100%			\$ 0	\$ 0			\$	\$	
Producer C	010101010134516	100%			\$	\$			\$	\$	
BC Corporation	0101010112131419	50%			\$	\$			\$	\$	
					\$	\$			\$	\$	
					\$	\$			\$	\$	
					\$	\$			\$	\$	
Total CWB Advances					\$ 0	*(1) \$ 0	(2)	Total Other Advances		** (3) \$	(4)

* For applications by individuals, transfer this amount to line 2(b) or 5(b) of the application form.
 ** For applications by individuals, transfer this amount to line 2(c) or 5 (c) of the application form.

C	Previous Advances Total amount \$ 0 (5) (1 + 3 above)	Interest-free amount \$ 0 (6) (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 \$ 57,000 (7)	Interest-free amount \$ 50,000 (8)
E	Total Advances to date Total Advances \$ 57,000 (9) (line 5 + 7) (cannot exceed \$400,000)	Total Interest-free \$ 50,000 (10) (line 6 + 8) (cannot exceed \$100,000)

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

F CWB COPY C Producer
Signature of Applicant or Participant Oct 15/07
Date

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

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).

The Advance Payment

15. Record the amount the applicant is requesting in box (D). This amount cannot exceed the amounts in boxes (A) or (B) or Box 9, Part III of the *Participants' Calculation Worksheet*.
16. 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 \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).
17. To determine the second payment, subtract the amount issued in the first payment Box (E) from the Total Advance requested Box (D) and enter the remainder in Box (F).
18. For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).

4. The Advance Payment

a) Total advance applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)	114,000	D
b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed Box C, Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E	81,360	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	32,640	F

If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances).
NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.

Amounts exceeding \$100,000

If the total applied for Box (D) on the advance application exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E) (cannot exceed Elevator Issuance Limitation in 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 cash ticket.

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

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. The applicant must have every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved *Priority Agreement* has not been signed by a lender.

Read about *Priority Agreement(s)* on pages 38-39.

Declaration

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

Please read “Signature Requirements” on pages 20-21.

Under Notice to Applicant, have the applicant identify all organizations through which previous advances have been issued (include unpaid advances from 2006-07 crop year).

The declaration section must be fully completed.

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:

- CWB copy – white;
- Manager’s copy – yellow;
- Applicant’s copy - green.

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 \$100,000 or elevator issuance limits).
- Advances for corporations, partnerships (includes joint producers and other business enterprises), or cooperatives (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 22.

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)

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 34)

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

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 *Continuing 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 Guarantee forms you received with your permit supplies.

Pre-approval process

1. Ensure that the Colony has a valid 2007-08 *Delivery Permit Book*.
2. Complete the *Continuing 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 *Continuing 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 010 101011 21 3419 19	Company/Delivery Point Code 01919 171919 19 1011	Station Name Abystation	Form Number 07-098
		Station Phone Number (306) 456-7890	Station Fax Number (306) 456-7891
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 <i>Agricultural Marketing Programs Act (AMPA)</i> , 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.			
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:			
i) grant extensions of time, renewals and indulgences to the applicant; ii) take securities from and give up the same to the applicant; 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; 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.			
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.			
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 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.			
DATED at <u>Somplace</u> in the Province of <u>Saskatchewan</u> this <u>15</u> day of <u>October</u> , year <u>07</u> .			
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.			
Guarantor			
* <u>ABC Holding Company</u> Company name - Registered Land Owner		** <u>A. Participant, Manager</u> Signature and position held in company	
* <u>Somplace, SK</u> Address		** <u>B. Participant, Secretary</u> Signature and position held in company	
* 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.			
** Individuals signing on behalf of the guarantor company must indicate their position in the company.			
PHOTOCOPY THE FORMS TO KEEP A COPY FOR YOUR RECORDS.			

Instructions for completing the *Advance Application*

The applicant must read the terms and conditions on the *Advance Application*. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

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

- Name, address, phone and fax number.
- The Guarantee form number.
- Your station fax number to receive faxes of documents for corrections and authorizations where approval is required.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			567890
<p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative 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.</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
	ABC Colony		0 0 0 0 1 2 3 4 9 9
Applicant's Address	RR 1		Permit Number
			0 0 0 0 1 2 3 4 9 9
	Someplace, SK		Reference Number
			Station Name
			Any station
	Sok ozo	Date of birth (DD/MM/YY)	Declaration and Guarantee/Guarantee No.
			07-098
Applicant's Telephone No.			Applicant's Fax No.
(306) 456-7890			(306) 456-7891
			Station Telephone No.
			(306) 555-3836
			Station Fax No.
			(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?
- 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 production in column i.
 - Only include the applicant's stocks of grain.
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).
6. Record the amount of the applicant's unpaid balance of previous 2007-08 wheat, durum and barley advances received (include pre-harvest advances) and any 2006-07 balances through this permit book in 1(f).
7. Subtract 1(f) from 1(e) and enter the result in 1(g), Total Eligible Amount.

I. 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 0 0 0		3 0 0 0	\$90	\$ 2 7 0 0 0 0
b) Durum	8 5 0		8 5 0	\$110	\$ 9 3 5 0 0
c) Barley				\$60	\$
d) Sel Bly				\$80	\$
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					363,500
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					
g) From (e) subtract (f) and enter the total in Box A..... Total Eligible Amount					363,500 A

Maximum advance

8. Calculate the maximum cash advance by subtracting the total of 2(b), 2(c), 2(d) and 2(e) from 2(a).
9. Enter the amount in Box (B) **Maximum Cash Advance**.

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

2. Maximum Advance
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).

a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	
f) From a), subtract b) + c) + d) + e) and enter the total in Box B..... Maximum Cash Advance	400,000 B

Deduct for grain delivered, sold or used on farm in the 2007-08

Elevator issuance limitation

10. Do not complete this section if the application requires pre-approval before a cash ticket can be issued. Have the applicant answer the irrigation form question and if required, complete an Application for Irrigation Rate form (see page 34).
11. For applicants without irrigated acres, record all wheat and barley seeded acres in the space provided in 3(a).
12. Multiply the total seeded acres by the seeded acre rate (\$80.00) 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.
13. 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 production period. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
14. In 3(g), list the total previous 2007-08 wheat, durum and barley advances outstanding through this permit book by anyone named in this delivery permit book (include pre-harvest advances).
15. Subtract 3(f) and 3(g) from 3(a) to determine the Elevator Issuance Limitation in Box (C).

3. Elevator Issuance Limitation - Cannot exceed \$100,000		
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
Seeded Acres (from "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit)		
a) Wheat + Durum + Barley =	<u>6850</u> acres x \$80	= <u>548,000</u>
Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book		
b) Wheat	_____ tonnes x \$90 =	\$ _____
c) Durum	_____ tonnes x \$110 =	\$ _____
d) Barley	_____ tonnes x \$60 =	\$ _____
e) Sel. Bly.	_____ tonnes x \$80 =	\$ _____
f) Add b, c, d and e	TOTAL	<u> </u>
g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book		<u> </u>
h) From (a), subtract (f) + (g) and enter total in Box C	Elevator Issuance Limitation	<u>548,000</u> C

The advance payment

16. Record the amount the applicant is requesting in Box (D). This amount cannot exceed the amounts in Box (A) or Box (B).
17. Determine the amount you can issue as a first payment. If the *Guarantee* has been pre-approved, that amount cannot exceed the elevator issuance limitation Box (C) or \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).

18. 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).
19. Subtract the first payment Box (E) from the Total Advance requested Box (D) and enter the remainder in Box (F).
20. For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).

Amounts exceeding \$100,000

If the total applied for Box (D) on the advance application exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E), cannot exceed Elevator Issuance Limitation in 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 cash tickets.

4. The Advance Payment	
a) Total advance applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)	363,500 D
b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed Box C , Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E	100,000 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	263,500 F

If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances).
NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.

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. The applicant must have every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved Priority Agreement has not been signed by a lender.

Read about *Priority Agreements* on pages 38-39.

Declaration

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

Please read "Signature Requirements" on pages 20-21.

Under *Notice to Applicant*, have the applicant identify all organizations through which previous advances have been issued (include all unpaid advances from 2006-07 crop year).

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:

- CWB copy – white;
- Manager's copy – yellow;
- Applicant's copy - green.

If the *Continuing 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).

The declaration section must be fully completed.

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 \$100,000 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 22.**

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).

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 and other business enterprises), or cooperatives (affected by the Related Producers' Provision)", beginning on page 55.

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 65.

See How to complete a *Guarantee for Colonies* form on page 66.

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).

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).

APP – Advance Payments Program.

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 (includes joint producers), or cooperative.

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. Joint producers are considered a partnership under the advance payment programs.

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.

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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