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

Forms required

- Winter Wheat Pre-harvest Advance Application form
- Additional Winter Wheat Priority Agreement form(s) - if required
- Continuing Declaration and Guarantee form

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

Pre-approval

Note: D & G forms completed for previous crop years/production periods can be used for the 2010-11 Winter wheat pre-harvest cash advance program, provided the structure or members of the company have not changed. Forms completed previously apply to all farming operations.

Corporations, partnerships, joint producers, other business enterprises, or cooperatives can apply for pre-approval of their Continuing D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the cash advance payment (Box Dof Part 1) when the winter wheat pre-harvest Advance Application and Priority Agreement(s) have been completed.

Only one D & G form is required for each corporation, partnership, joint producer, other business enterprise, or cooperative for **all** advances applied for in the 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, joint producer, other business enterprises, or cooperative after the first payment is issued, a new D & G form must be completed and approved before any additional payments are issued. Producers whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new D & G form when applying for their next advance. Contact the CWB before issuing an advance if you are unsure whether the D & G form is valid.

Pre-approval process

1. Enter the CWB ID number. If the applicant does not have a CWB ID number, one will be assigned when the forms are processed by the CWB or you can call 1-800-275-4292 to have a number assigned.
2. Send the white copy to the CWB, give the green copy to the applicant, and keep the yellow copy for your records. You will need it when you complete the Advance Application form.
3. The CWB will send a letter to you and the applicant confirming the D & G has been pre-approved. Keep this letter, to complete the pre-harvest Advance Application.
4. After the advance application is completed, the initial payment can be issued immediately.

When pre-approval has not been applied for

If the applicant completes the D & G form when applying for an advance, submit all CWB copies of the documents for approval before issuing a cash ticket. (See pages 39-40 for instructions on completing this form).

Important

Under the advance payments program, 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, joint producers, 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, or cooperative for all advances applied for in the 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 1999-2000 and subsequent crop years/production periods can be used for the 2010-11 winter wheat pre-harvest cash advance program, provided the structure or members of the company have not changed..

Production Period 2009-10 **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): 1 Sunny Set Acres		CWB Identification Number: 2 0098765432	Delivery Point Phone Number: 3 (306) 456-7890
All applicants must indicate whether they are a: (check only one) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative 5		Delivery Point Code: 0979999991	Delivery Point Fax Number: (306) 567-8901

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 Doe			RR 1 Someplace AB TOK OKO 403 555-1211	0000006549	President	50%
Producer Jill Darcy			RR 1 Someplace AB TOK OKO 403 555-1122	000011215456	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 advance which is still outstanding. I and each of us acknowledge that any outstanding amount will affect the applicant's eligible amount. If any of the individuals listed above have received or participated in a previous production period advance which is still outstanding, complete this section:

Name of Producer on Outstanding Advance Farmer John Doe	I.D. No.(s) 00-00006549	Production Period(s)/Crop Year(s) in which Advance Payment(s) was/were issued 2008-09
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8 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 have completed (or) 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)

11 In consideration of advance payments being made to **Sunny Set Acres** (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:

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

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
<i>John Doe Farmer</i>	01/11/2050	NE 20 18 22.8	Sept 1, 2009
<i>Jill D Producer</i>	1/8/08/40NE	20 18 22.8	Sept 1, 2009

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 and Producer Jill D (List all individuals named in Part 1 who reside in Alberta)

Alberta, guarantor(s) whose signature appears in Part 3, made between **Someplace** (List all individuals named in Part 1 who reside in Alberta) in the Province of **Alberta**, guarantor(s) whose signature appears in Part 3, made between **Farmer John Doe and Producer Jill D** (List all individuals named in Part 1 who reside in Alberta)

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

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

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

John Doe Farmer
Jill D Producer

GIVEN at **Name of Place** this **first** day of **September**, **2009** (year) under my hand and seal of office. (Affix Seal)

John Notary Public
Signature of Notary Public in and for the Province of Alberta

My Commission expires: **Sept 28, 2010**

Instructions for the D & G

- 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 least 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

6. List ALL shareholders, partners, members or owners of the corporation, partnership, cooperative.
7. 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: when the CWB receives the application, we will issue ID numbers for those individuals who appear on the form but do not currently have an assigned ID number.

8. The applicant must read and complete the rest of Part 1 - Declaration.

Part 2 – Guarantee

9. Indicate previous outstanding advances.
10. Enter the applicant's full name.
11. The applicant must read Part 2 - Guarantee.

Part 3 – Signatures

12. 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 the form. 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)

13. List the complete names of all individuals named in Part 1 who reside in Alberta. List the town or city in which they live.
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.

Instructions for completing the Advance Application

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

Complete all required applicant and delivery information. Include your station fax number in order to receive documents for correction and CWB approval authorization.

If a company participant does not have a producer ID number, we will issue one. When completing the Declaration and Guarantee form, leave the space for the participant's producer ID number blank.

123470					
2010-11 Production Period Application For Winter Wheat Advance Payment (Pre-harvest) - Crop insurance					
<small>(The program runs from October 1, 2009 to September 30, 2011. Winter Wheat pre-harvest advances may be issued from October 1, 2009 to January 31, 2010)</small>					
Applicant Information <i>This form must be completed in ink</i>					
Applicant's Last Name Sunny Set Acres			Applicant's CWB Identification Number 0 0 9 8 7 6 5 4 3 2		Day Month Year 0 5 1 0 0 9
Applicant's Address RR4			Permit Number 0 0 9 8 7 6 5 4 3 2		Company/Delivery Point Code 0 9 9 7 3 4 5 2 1 0
Someplace SK			Home Quarter SW 04 06 02		Station Name Main station
SOK OEO		Date of birth (DD/MM/YY)	Declaration and Guarantee/Guarantee No. 82114		Station Telephone No. (306) 555-3834
Applicant's Telephone No. (306) 622-1144		Applicant's Fax No. (306) 622-1145	Crop Insurance No. 220124		Station Fax No. (306) 555-3835

Answer the questions in the Related Producers section. For this section, the applicant is not affected by the Related Producers Provision, and should check "No" in all boxes that apply. The applicant does not require a Related Producers Declaration form.

RELATED PRODUCERS - ALL APPLICANTS MUST COMPLETE THIS SECTION

Related producers are producers with whom the applicant does not deal at arm's length. Related producers can include siblings, parents, children, spouses or individuals with whom the applicant is cohabitating, and any corporation, partnership or cooperative of which you or a related producer is a shareholder, partner or member. A related producer is involved in the production of an agricultural product.

Are you a related producer according to the above definition? Yes No

If no, proceed with completing the advance application. If yes, answer the following questions:

1. Has your related producer applied for an APP advance during this production period or have an outstanding APP advance from a previous production period? Yes No

If no, proceed with completing the advance application. If yes, answer question 2.

2. Do you share in the reporting of income or losses with your related producer(s)? Yes No

If no, you MUST complete a Rebuttal of Relatedness form. If yes, you MUST complete a Related Producers Declaration.

Calculated amount

- 1 Enter the applicant's Actual Seeded Acres in Column i.
2. Record the applicant's Crop Insurance Coverage in Column ii. See page 10 for instructions if multiple rates apply.
3. Calculate the Eligible Tonnes for by multiplying Column ii by Column i and then enter the amount in Column iii.
4. Multiply Column iii (Eligible Tonnes) by Column iv (Rate Per Tonne), and then enter the result in Column v, (Calculated Amount).
- 5 In Line 1(a), enter any previous 2010-11 winter wheat advances applied for or received under this identification number using crop insurance coverage.
6. The Total Calculated Amount (Box A) is the result of 1(a) -1(v).

1. Calculated Amount (indicate amounts in whole dollars)

Wheat	i Applicant's Seeded Acres	ii Crop Insurance Coverage (Tonnes per acre)	iii Eligible Tonnes (Column i multiplied by Column ii) in whole tonnes	iv Rate Per Tonne	v Calculated Amount (Column iii multiplied by Column iv)
CWRW	1 0 0 0	1 2 5 0	1 2 5 0	\$68.00	\$ 8 5 0 0 0

a) Applicant's previous 2010-11 Winter wheat advances received under this identification number using crop insurance coverage

b) Subtract a) from **column v** and enter the result in **Box A** Total Calculated Amount **A**

Maximum advance

7. Enter all previous winter wheat advances received under all farming operations on line 2b (line 1 from RP).
8. Total 2009-10 unpaid balances on all CWB advances on line 2c (line 3 from RP).
9. Total 2009-10 unpaid balances from all other organizations on line 2d. (includes crops and livestock) (line 5 from RP).
10. Total 2008-09 unpaid balances on all CWB advances on line 2e (line 4 of RP).
11. Total 2008-09 unpaid balances on all other organizations on line 2f (line 6 on the RP).
12. Subtract lines 2b, c, d, e and f from a (\$400,000) and enter in box C.

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.....	<input type="text" value="\$400,000"/>
b) Applicant's total previous 2010-11 winter wheat pre-harvest advances received under all farming operations	<input type="text"/>
c) Applicant's unpaid balance of all 2009-10 wheat, durum and barley advances (include pre-harvest) under all farming operations	<input type="text" value="20,000"/>
d) Applicant's unpaid balance of all 2009-10 advances received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	<input type="text"/>
e) Applicant's unpaid balance of all 2008-09 wheat, durum and barley advances received under all farming operations	<input type="text" value="40,000"/>
f) Applicant's unpaid balance of all 2008-09 advances received from all other organizations under all farming operations on all other agricultural products	<input type="text"/>
g) From a), subtract b) + c) + d) + e) + f) and enter the total in Box B Maximum Cash Advance	<input type="text" value="340,000"/> B

Advance Payment

13. Record the amount the applicant is applying for in Box C. Ensure that this amount does not exceed the lesser of Boxes A or B.
14. If the Declaration and Guarantee has been pre-approved, determine the amount you can issue as a first payment. This amount cannot exceed 60 per cent of Box C or \$100,000.

Example:

\$100,000 Maximum Cash Advance (Box C)

$\$100,000 \times .6 = \$60,000$ (first payment)

If 60 per cent exceeds \$100,000, issue a cash ticket for \$100,000 and enter \$100,000 in Box D1. Send the application to the CWB for approval of the remaining balance, and then enter amount to be approved in Box D2.

3. The Advance Payment	
a) Total advance applied for cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)	85,000 C
b) First payment cannot exceed 60% of Box C	51,000 D
If Box D exceeds \$100,000, CWB approval is required before issuing the amount over \$100,000. The \$100,000 limitation includes any previous 2010-11 winter wheat advance payments issued to the applicant through the permit book. Enter \$100,000 in Box D1 and the remainder in Box D2.	\$100,000 D1
Note: Do not issue the cash ticket if the Declaration and Guarantee form has not been pre-approved for a corporation, partnership, joint producers, business enterprise, cooperative or a Colony requiring a Guarantee.	\$\$ to be approved D2
The applicant can apply for the remaining 40% on April 1, 2010, with the start of the 2010-11 APP Pre-harvest.	

Priority Agreement

1. Once paragraph 3 (Part 1) of the application is complete, ask the applicant to list the name and address of all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate Priority Agreement if a pre-approved Continuing Priority Agreement has not been signed by the Lender.

Declaration

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

Please read "Signature Requirements" on pages 15-16

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

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 that do not have a pre-approved Continuing D&G form before a cash ticket can be issued. If the applicant does not have a pre-approved Declaration and Guarantee form.

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 (60 per cent of the requested amount). Please read "Issuing cash tickets" on page 17.

NOTE: The remaining 40 per cent will be issued April 1, 2010 with the start of the 2010-11 pre-harvest program. Applicants must provide confirmation of crop insurance coverage for 2010-11.

The package you are preparing for the CWB must contain:

- completed and signed Advance Application
- completed and signed Priority Agreement(s)
- completed and signed Continuing D&G form (if not pre-approved)

Submit the original Advance Application form to the CWB, keep one copy at the elevator and give a copy to the applicant.