



2011-12 Delivery Permits

Country Elevator Guide

Table of Contents

CWB information services.....	3-5
Contact us.....	3
CWB Farm Business Team.....	3
Farm Business Representatives.....	3
Country Elevator News bulletins.....	3
CWB information security policy.....	3
Additional CWB supplies.....	3
Forms and terms and conditions.....	3
New-pool pricing on wheat and durum.....	4
e-Services – www.cwb.ca.....	5
Online – www.cwb.ca.....	5
The delivery permit.....	6-13
Who can apply.....	6
Who can appear on the delivery permit.....	6
Municipality and CWB board of director elections.....	6
Continuing Personal Guarantee form.....	7
Completing the guarantee form.....	7
Producer ID number.....	8
Correcting producer name.....	8
e-Permits.....	8
Renewing delivery permits.....	9
New producers.....	9
To create a permit for a new actual producer.....	9
Information required when applying for a delivery permit.....	10
Seed growers.....	10
How to change the delivery permit after it has been activated.....	10
Removing landlords.....	10
Changing to a new business name.....	10
Estates.....	12
Changing a producer to an estate status.....	12
How to replace the estate with the beneficiary.....	12
Producers who are no longer farming but have grain to deliver.....	13
Producer appears on a current delivery permit.....	13
Producer or landlord does not appear on a current delivery permit.....	13
Signature requirements.....	14
Joint producers.....	14
Corporations, cooperatives and other business entities.....	14
Estates.....	14
Power of attorney.....	14
Glossary of terms.....	15

Contact us

CWB Farm Business Team

We'll answer your questions about CWB services and programs and help you resolve any problems you have with producer information.

CWB Farm Business Team

Toll-free at 1-800-275-4292

Monday to Friday

Fax: 1-204-983-8031

E-mail: farmerservice@cwbc.ca

423 Main Street

PO Box 816 Stn Main

Winnipeg MB R3C 2P5

Farm Business Representatives

When you have questions about CWB operations in your area contact your local farm business representative (FBR). FBR contact information is available at www.cwb.ca/fbr.

CWB program service representatives

A CWB program service representative is available to handle any of your Producer Payment Options (PPO) questions.

Mavis Willson

Cell: (204) 250-4469

mavis_willson@cwbc.ca

Country Elevator News Bulletins

Country Elevator News (CEN) Bulletins communicate new or updated policies and programs, contract deadlines and important e-Services outage information. CEN Bulletins are e-mailed to all elevators and are found on e-Services, under your Resources tab.

CWB information security policy

The CWB is committed to protecting producers' privacy. As an agent of the CWB, you cannot disclose a producer's personal information (e.g. CWB producer ID number, name, etc.) to unauthorized persons or agencies. You cannot disclose the actual producer's contract and delivery information to a landlord, even if the landlord is listed on the same delivery permit. If you are not conducting business with a producer, you are not allowed to access that producer's information.

Producers require a four-digit personal identification number (PIN) to conduct business by phone with the CWB. The PIN allows producers to renew permits, change addresses, sign up for e-Services, defer payments and sign up PPO contracts and delivery contracts.

New producers are sent a PIN when their CWB producer ID number is issued. If a producer has forgotten or wants to personalize their PIN, they can call us to request a new PIN or login to e-Services to personalize their PIN.

For additional CWB supplies (e.g. delivery permit books), send your detailed request with your mailing address to cwb-elevator-supplies@cwbc.ca.

Forms and terms and conditions are online

View a list of CWB forms and terms and conditions at www.cwb.ca/forms. If you can't find the form you need, please call us.

New-pool pricing – wheat and durum 2010-11 deliveries into 2011-12 crop year

Producers and landlords who want to settle their 2010-11 deliveries into the 2011-12 crop year must complete a New-pool pricing sign-up application and agree to pay the applicable per-tonne program fee, by class and the \$25 administration fee per application. The program fee varies by class. **This fee can change daily and is non-refundable.** You can find the fees and the application form online at www.cwb.ca/npp.

New Actual producers can sign up tonnes for their entire delivery permit; interested parties have the option to complete their own 2010-11 New-pool pricing application.

Sign-up runs until June 30, 2011. The daily sign-up deadline is 2 p.m. CT (Winnipeg time). Forms received after 2 p.m. CT will receive the next day's posted fee.

If 2010-11 deliveries are priced in the 2011-12 crop year and the CWB has not received a completed new-pool pricing sign-up application, producers will be assessed the applicable per-tonne program fee posted on our Web site on June 30, 2011 plus the \$25 administration fee.

If 2010-11 deliveries priced in 2011-12 exceed the tonnes specified on a new-pool pricing sign-up application form, the applicant will be charged for the additional tonnes at the applicable per-tonne fee posted on our Web site on June 30, 2011.

Grain delivered in 2010-11 and priced into 2011-12 **cannot** be settled against a 2011-12 Fixed Price Contract (FPC), Basis Price Contract (BPC) or FlexPro contract.

Selected barley storage and delivery, *CashPlus* and feed barley contracts are **not** eligible for new-pool pricing.

e-Services @ www.cwb.ca

Use your login ID and password to access information under these main tabs:

Home

- Agent services
- Seeded acre report
- Preseeding agreement report
- Delivery contract report
- Receipt search
- CashBuy summary report
- CashBuy detail report

Permit

- Create, renew, and amend permits

Contract

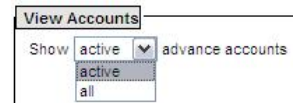
- Create, amend and display delivery contracts
- CashBuy contract sign-up
- IPCP spring sign-up

Delivery

- Display producer delivery information

Advances

- Display cash advance balances and special messages for a producer's account
- Under *View Accounts*, select **active** to display only outstanding accounts or select **all** to display all accounts issued in the crop year



Resources

- Access Country Elevator News (CEN) Bulletin archive
- Quick links to important resources such as guides, Pool Return Outlooks (PROs), and contract calls
- Printable shipping week calendar

Online @ www.cwb.ca

Our Web site provides a wide range of information about CWB programs and services.

- CWB delivery permits and delivery contracts (Series, Guaranteed Delivery Contracts, IPCP)
- Forms/Terms and conditions
- Producer Payment Option (PPO) prices, forms, guides, worksheets and infosheets
- Advance Payments Program forms, guides and infosheets
- News releases, market and weather reports

The delivery permit

Encourage producers to renew their delivery permit early.

Who can apply

1. Actual producers who grow wheat, durum, barley, oats, rye, flaxseed or canola during the crop year.
2. An actual producer, landlord, vendor or mortgagee who has carried-over grain from a previous crop year.
3. Applicants must be at least 18 years of age. Consideration will be given to those 16 and 17 years of age when we receive the following documents as proof of farming:
 - receipts for the farming operation in the name of the applicant
 - certificate of title or property tax notice in the applicant's name for the land shown on the application, or the lease agreement for the land shown as crop share

Producers who have not reached the age of majority (18 in Manitoba, Saskatchewan and Alberta; 19 in British Columbia) are not eligible for PPOs or the Advance Payments Program.

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

Who can appear on the delivery permit

Actual producer – A person or business entity that is financially responsible for the grain production and is either engaged in the production of grain or directs these operations on a custom basis. This includes individuals, partnerships, corporations and cooperatives.

Landlord – Someone who rents land to an actual producer under a crop-share agreement.

Vendor – Someone who sells land to an actual producer and who, under the terms of the sale, receives a share of the crop grown on that land.

Mortgagee – Someone who lends money to a landowner and acquires a charge (mortgage) on the land as security for the loan with a share of the crop as part of the repayment terms.

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

If the relationship between the landlord and the actual producer changes (e.g. if the crop share agreement expires), remove the landlord from the delivery permit when you renew it. A landlord with active cash tickets cannot be removed from the delivery permit until the following crop year renewal.

Municipality and CWB board of director elections

The actual producer's rural municipality is required on the delivery permit application to ensure the farming operation is included in the correct district for CWB board of directors' elections.

Continuing Personal Guarantee form

The Continuing Personal Guarantee (CPG) is required to sign up PPOs. It must be completed by actual producers and landlords who appear on a delivery permit as a joint operation, partnership or trade name. Once completed, this form is valid for all future crop years unless the business structure changes. Fax the signed form to 1-204-983-8031.

By signing the guarantee, the people listed as guarantors agree to assume all liabilities for debts and obligations for CWB delivery contracts and PPOs signed up under that delivery permit. The form is available online at www.cwb.ca/cpg.

In the future, a completed CPG may be required to sign up a delivery contract.

This guarantee relates specifically to delivery contracts and PPOs, and is not related to the cash advance program. **Individuals and corporations do not require a CPG.**

If the producer's name appears as a partnership but should appear as a corporation (e.g. Walton Farms instead of Walton Farms Ltd), send us a copy of the company's Articles of Incorporation and we will make the correction.

Completing the guarantee form

For some producer entities, only one form needs to be completed. Other producer entities may require two or more forms.

Examples where only one form is required:

- John Simpson + Mary Brown
 - both must sign
- Walton Farms
 - all individuals who are part of Walton Farms must sign
- Brook Acres Ltd + ABC Farms Ltd
 - one signing officer for each company must sign the form and indicate their position in the company

Example where more than one form is required:

- John Smith + XYZ Farms
 - a form is required for the joint operation John Smith + XYZ Farms, signed by John Smith and one member with signing authority for XYZ Farms.
 - a form is required for the partnership XYZ Farms, signed by all individuals who are part of XYZ Farms.

When a producer is unable to sign, the form must be signed by a person with power of attorney for the producer or by the executor if the producer is deceased. The person signing must have documentation that supports these roles. See [Signature requirements](#) on page 13.

Fax the completed form to 1-204-983-8031 or return it to us by mail. For additional forms, go to www.cwb.ca/cpg.

CWB producer ID number

A 10-digit CWB producer ID number is assigned to each producer who appears on a delivery permit. Producers retain this number indefinitely, unless the name of their farming operation changes. The last eight digits identify the producer; the first two digits, or prefix, are indicators described below.

The Continuing Personal Guarantee relates specifically to delivery contracts and PPOs. It is not related to cash advances. Individuals and corporations do not require a CPG.

Actual producer – the prefix is 00.

Landlords, vendors, mortgagees and joint individuals – can appear on more than one delivery permit. Landlords, vendors, mortgagees and joint individuals are identified with prefixes 01, 02 and so on. Each time a producer becomes associated with a different actual producer, a new prefix is assigned.

Correcting a producer's name

Please ensure the producer's name is correct and complete on the delivery permit. If there is a spelling error in the name, call us with the correct spelling. Changes that involve more than a simple spelling error require additional documentation before the name can be changed.

When the producer's name has changed, fax us the producer's CWB producer ID number and a copy of one of the following:

- marriage license
- change of name documentation
- current driver's license

If the producer's name appears as a partnership but should appear as a corporation (e.g. Walton Farms instead of Walton Farms Ltd), fax us a copy of the company's Articles of Incorporation and we will make the correction.

If an actual producer incorporates and wants to operate in the new business name, see page 10, [How to change the delivery permit after it has been activated.](#)

e-Permits

To access delivery permit and producer information:

- log into e-Services
- enter the producer's eight-digit CWB producer ID number
- click the *Go* button to view and change producer information
- click *Permit list* under the *Permit* tab to view and change permit information

You can perform the following:

- renew delivery permits – click *Renew permit for 2011-12*
- change addresses
- create delivery permits for new actual producers
- amend delivery permits (e.g. add and remove land parcels, change seeded acres)

You can view the following:

- actual producer and landlord information
- land and seeded acre information
- contacts for producers
- declarations for organic and non-registered grain
- deliveries for delivery contracts signed up at your delivery point

Renewing delivery permits

Delivery permits active in 2010-11

Before the start of the crop year, we will send actual producers a letter advising them of the online delivery permit renewal process along with a 2011-12 delivery permit book.

Delivery permits active between 2005-06 and 2008-09

Search for the producer by entering the eight-digit producer ID number.

- click *Go*
- if the option is available, click *Renew permit 2011-12* and then follow the steps for renewal.
- if the *Renew* option is not available, call us to have the delivery permit activated. Once activated, you can renew the delivery permit.

Delivery permits not active since 2004-05

- create a new delivery permit through e-Services and call us to have the new delivery permit information transferred to the producer's existing CWB producer ID number
- **or**
- have the producer call us to create their delivery permit over the phone
- **or**
- have the producer complete a "New producer delivery permit application" and indicate their CWB producer ID number. You can find the form online - from our homepage, click *Farmers > Forms/Terms and Conditions >2011-12 New producer delivery permit application*. (See [To create a permit for a new actual producer](#) below.) Fax the form to us at 1-204-983-8031.

New producers

Producers applying for a delivery permit for the first time should:

- contact you to create a new permit.
- **or**
- call us to create their delivery permit over the phone
- **or**
- complete the [2011-12 New producer delivery permit application](#).

To be eligible to sign up PPOs, actual producers and landlords who appear on a delivery permit as a joint operation, partnership or trade name must complete a [Continuing Personal Guarantee form](#) (see page 7).

To create a permit for a new actual producer:

- log into e-Services
- click the *Permit* tab
- click *Create permit 2011-12*
- perform a search using one of the following:
 - for an individual, use the producer's last name and area code with phone number fields
 - for a business name (joint producer, trade name or company), use the company name and area code with phone number fields
- enter both the producer's last name and phone number
- click *Search*
- if there are no results found, click *Create new producer* and continue
- if results are found, there is an existing Producer ID number – see [Renewing delivery permits](#) (above)

Information required when applying for a delivery permit:

- first and last name, or business name
- phone number
- address
- home quarter
- rural municipality/county
- date of birth and social insurance number (SIN) (for producers applying in their individual name)
- business registration number (for producers applying in a corporation name)
- land descriptions
- seeded acres

Once we approve the new delivery permit, we will:

- send the new CWB producer ID number to the agent who submitted the application. It will appear in e-Services under *Home > Agent Services*.
- contact producers who submitted their own delivery permit application with their new CWB producer ID number.

Seed growers

The CWB allows registered seed growers to reduce their Series contracts after acceptance for pedigreed (certified) seed sales. During permit renewal, please indicate the seed grower number.

How to change the delivery permit after it has been activated

Removing landlords, vendors and mortgagees

The 2011-12 delivery permit must identify all landlords, vendors or mortgagees entitled to a share of the grain produced in the 2011-12 crop year. Call us to remove a landlord, vendor or mortgagee after the delivery permit has been issued.

Changing to a new business name

Actual producers who want to change to a corporation, joint operation or partnership after the delivery permit is activated for the crop year must complete the following forms and send them to the CWB:

- Change to a new business name
- Continuing Declaration and Guarantee (only if there is an outstanding advance)
- CWB Delivery Contracts and Producer Payment Options Continuing Personal Guarantee (**joint operation or partnership only**)
- Direct Deposit Request form (Complete if the actual producer has direct deposit under the existing delivery permit and wants to continue, or to begin direct deposit.)

If the producer is changing to a corporation, instructions and required forms are located [here](#).

If the producer is changing to a joint operation or partnership, or if they are a Hutterite colony changing to a three-way joint operation, instructions and required forms are located [here](#).

You can also find the forms from our homepage - click *Farmers>Forms/Terms and Conditions>Change to new business name*.

Every effort will be made to process the request within five business days of receipt.

Once we have received and approved all information, we will cancel the existing delivery permit(s). Any outstanding CWB delivery contracts and/or PPO contracts will be transferred to the new delivery permit. Any debts associated with the existing delivery permit can be paid in full or transferred to the new business name.

Outstanding cash advance balances will remain under the old delivery permit and a transfer of endorsement will be assigned, allowing deliveries under the new delivery permit to be applied against the outstanding balance. A cash advance that is repaid in cash will be subject to a cash refund interest assessment on the amount exceeding either 10 per cent of the issued amount or \$1,000, whichever is greater.

Deliveries made under the existing delivery permit will remain there. Payment for past deliveries will be issued in the name in effect at the time of delivery. All future deliveries must be made in the new business name and payments will be issued in that name.

Estates

Changing a producer to an estate status

Have the executor or law firm representing the estate mail us a copy of the death certificate along with the producer's CWB producer ID number, or fax it to 1-204-983-8031.

The CWB has a responsibility to protect the interests of the estate.

Deliveries can continue to be made in the producer's name; you do not need to wait for the estate status change. The CWB producer ID number will not change.

To make changes to an estate, such as an address change, we require a written request from either:

- the law firm representing the estate
- **or**
- the executor(s), along with a notarized copy of the page of the will that appoints the executor(s).

If there is more than one executor, they must all sign the request.

How to replace an estate with a beneficiary

If an estate should be removed from the delivery permit and replaced with a beneficiary, we require a written request from either:

- the law firm representing the estate
- **or**
- the executor(s), along with a notarized copy of the page of the will that appoints the executor(s).

If there is more than one executor, they must all sign the request.

For landlords

- We need the beneficiary's name, address, phone number, SIN and date of birth.
- We will remove the estate from the delivery permit and add the beneficiary as a landlord.
- We will transfer the balance of any delivery contracts, PPO contracts and cash advances for the estate to the new landlord.

For actual producers

- We need the beneficiary's name, address, phone number, SIN and date of birth.
- We will close the estate's delivery permit and process a new delivery permit in the beneficiary's name.

- We will transfer the balance of any delivery contracts and PPO contracts. Endorse the delivery permit book for outstanding cash advances.

Producers who are no longer farming but have grain to deliver

Producer appears on a current delivery permit

Producers who have stopped farming but still have grain to deliver should sign up a delivery contract and deliver as called. If delivery calls are insufficient, have the producer call us to sign up a Ceased Farming delivery contract.

Producer or landlord *does not* appear on a current delivery permit and has carry-over grain

Do not create a permit for this producer through e-Permits.

The producer must complete a "New producer delivery permit application". From our homepage, click *Farmers > Forms/Terms and conditions > [2011-12 New producer delivery permit application](#)*. Print the producer's CWB producer ID number on the application and "Carried-over grain" in the land description area, and fax it to us at 1-204-983-8031. We will create a delivery permit for the producer. Once the new delivery permit is activated, the producer should sign up a delivery contract and deliver as called.

Signature requirements

All CWB documents must be properly signed.
Help us prevent delays by following the examples below.

Joint producers

- each joint producer must sign.

Example 1: Ralph Jones + Georgia Smith

<i>Ralph Jones</i> _____ Signature of actual producer	<i>Georgia Smith</i> _____ Position in company (if applicable)
--	---

Example 2: Ralph Jones + Williams Ltd.

<i>Ralph Jones</i> _____ Signature of actual producer	<i>Donovan Williams</i> _____ Position in company (if applicable)
	<i>President</i> _____ Position in company (if applicable)

Corporations, cooperatives and other business entities

- a person with signing authority must sign.
- print that person's title on the line indicated (e.g. president, vice-president, etc.).

<i>Doug Johnson</i> _____ Signature of actual producer	<i>President</i> _____ Position in company (if applicable)
---	---

Estates

- the executor(s) must sign. If there is more than one executor, they all must sign.
- print "executor" next to the signature(s).
- include a notarized copy of the page of the will that appoints the executors.

<i>Winnifred Doe (executor)</i> _____ Signature of actual producer	_____ Position in company (if applicable)
---	--

Power of attorney

If a producer is unable to sign, the person signing must have power of attorney.
Proof of power of attorney is required.

- the person with power of attorney must sign.
- print "POA" (power of attorney) next to the signature.
- include a copy of the power of attorney with the document.

<i>Sara Smith (POA)</i> _____ Signature of actual producer	_____ Position in company (if applicable)
---	--

Glossary of terms

Actual producer – A person or entity that is financially responsible for grain production and is either engaged in the production of grain or directs these operations on a custom basis. This includes individuals, partnerships, corporations and cooperatives.

Class of wheat – Designates a specific type of wheat based on agronomic, end-use, physical and physiological characteristics. For example, Canada Western Red Spring (CWRS) is a class. Under each class are several grades, e.g. No. 1 CWRS and No. 2 CWRS.

Custom operator – Person(s) hired and paid cash by the actual producer to assist in the production and harvest of grain grown on the land described in the actual producer's delivery permit. Custom operators are not entitled to appear on the delivery permit.

Landlord – Someone who rents land to an actual producer under a crop-share agreement.

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.

Non-registered variety – A variety of grain that is not registered for commercial production in Canada under the *Canada Seeds Act and Regulations*.

Off-Board grain – Grain that is marketed into the domestic market, outside of the CWB.

Organic grains – Grains grown in compliance with Canadian National Organic Standards and certified organic by an accredited certification agency.

Pedigreed seed (Certified seed) – Genetically pure and true to type, which means that all the benefits developed by the plant breeder in a specific variety are present in the seed.

Personal Identification Number (PIN)– The PIN is the confidential, four-digit number assigned to the producer by the CWB. It acts as the producer's electronic signature, allowing producers to perform transactions and retrieve personal information related to the permit over the telephone.

Vendor – Someone who sells land to an actual producer and who, under the terms of the sale, receives a share of the crop grown on that land.