

## PRODUCER REALLOCATION OF QUOTA CHECKLIST

Dear Producer:

▶ **PLEASE ALLOW ONE FULL CYCLE (8-WEEKS) FOR PROCESSING THE PAPERWORK FOR YOUR REALLOCATION.**

Below is a Checklist of documentation required by the Alberta Chicken Producers office in order to administer a Reallocation of Quota. This Checklist to ensure all paperwork and steps are completed in a timely manner. When all paperwork is received, as noted below, please allow two weeks for office staff to complete the transfer of quota.

\* If you are a NEW producer purchasing quota for the first time, or if you are an existing producer purchasing another facility, you will be required to complete a **New Producer/Stakeholder Information Form** to be set up as a licensed producer. Please contact the Producer Services Coordinator for this form or visit the ACP website at [www.chicken.ab.ca](http://www.chicken.ab.ca) to download your form.

SELLER		✓	BUYER		✓
1	* ACP Sales Agreement (to be signed by both parties)		1	* ACP Sales Agreement (to be signed by both parties)	
2	\$300.00 (& GST) Reallocation Administration Fee (usually paid by the Seller, but the Buyer may also agree to pay, or the amount can be split 50/50). The Administration Fee is waived if transaction is within the family.		2	\$300.00 (& GST) Reallocation Administration Fee (usually paid by the Seller, but the Buyer may also agree to pay, or the amount can be split 50/50). The Administration Fee is waived if transaction is within the family.	
3	Complete the <i>Notification of Reallocation to Processor Form</i> (available from the ACP office) to advise you are selling X Quota Units, with or without facilities		3	Provide your Processor with the <i>Processor Acceptance of Product Form</i> (available from the ACP office), to be completed by the Processor and returned to the ACP office.	
4	*A letter addressed to Alberta Chicken Producers requesting <i>Approval in Principle</i> NOTE: If there is a <i>Financial Interest</i> or an <i>Appointment of Attorney</i> on your file, obtaining approval from the Financial Institution may take some time.  FINANCIAL INSTITUTIONS: (1) Please advise your financial institution that they will be notified by ACP of the Reallocation of Quota; and (2) If the Financial Institution have a <i>Financial Interest</i> or an <i>Appointment of Attorney</i> registered on your file, and should your loan/mortgage be paid out in full, please request the Financial Institution to release the interest.		4	*Statutory Declaration (must be commissioned by a <i>Commissioner of Oaths</i> )	
5	*A letter addressed to Alberta Chicken Producers requesting <i>Final Approval</i>		5	Site Plan of your property outlining where your barns are located to where your house is located, etc.	
			6	Legal Land Titles Certificate	
			7	*APIEMT (4-page Document)	
			8	If you are a 'NEW' producer, has the <i>Producer Programs Manager</i> been in contact with you to set up an appointment for a farm visit? If not, please call (780) 918-1015 to set up an appointment. This needs to be done prior to placement.	

**ON THE DAY FUNDS ARE RECEIVED BY THE SELLER, THE SELLER IS REQUIRED TO SEND TO ALBERTA CHICKEN PRODUCERS OFFICE A REQUEST FOR FINAL APPROVAL. (A 'template letter' is available from the Producer Services Coordinator)**

### STATUTORY DECLARATION FORMS AVAILABLE:

- CORPORATE BUYER   ● INDIVIDUAL BUYER   ● PARTNERSHIP BUYER
- TRANSFER OF OWNERSHIP INTEREST   ● TRANSFER OF OWNERSHIP INTEREST TO SPOUSE

Should you require guidance or have any questions/concerns, please contact our office at (780) 488-2125 or toll-free at 1-877-822-4425.

Sincerely,  
ALBERTA CHICKEN PRODUCERS

MARCH, 2017