

QUICK REFERENCE - APP 2009-2010

To ensure that your application is complete and to expedite the approval process, here is a list of documents that must be filled in and enclosed with the application form. Any correction to an entry or statement already made must be initialed by the producer or his representative.

MANDATORY FORMS TO BE FILLED IN

1. APPLICATION AND REPAYMENT AGREEMENT
 - Must be completed and signed in all places indicated by an "X" as well as by a witness;
 - In the case of a partnership, a corporation or a cooperative, **all** partners, shareholders or owners must sign as well as the witness or witnesses.
2. APPENDIX "A" AGREEMENT BETWEEN THE FPBQ AND PARTICIPATING PRODUCERS
 - Must be completed and signed by the sole owner or **all** partners, shareholders or owners.
3. APPENDIX "B" BRM PROGRAM PROCEEDS ASSIGNMENT
Document to be completed, and used in case of default only. It must be signed by the producer or **all** partners, shareholders or owners, as applicable.
4. APPENDIX "C" FINANCIAL SITUATION
 - Section 1 - must be completed and signed by the sole owner or his representative.
 - Section 2 - must be completed and signed by an authorized officer of your financial institution.
5. APPENDIX "D" PERSONAL GUARANTEE OR JOINT AND SEVERAL GUARANTEE
 - In the case of a legal entity with only one owner or shareholder, the *Personal Guarantee* must be completed and signed by the sole owner or shareholder as well as by a witness;
 - In the case of a partnership, corporation or cooperative, the *Joint and Several Guarantee* must be completed and signed by **all** partners, shareholders or owners as well as by a witness.
6. APPENDIX "E" FORM FOR RELATED PRODUCERS
 - A section must be completed and signed by **each member** of your farming operation and countersigned by a witness (make photocopies if necessary).
7. APPENDIX "F" MOVABLE HYPOTHEC
 - Must be completed and signed by the producer or his authorized representative.
8. APPENDIX "I" PRIORITY AGREEMENT WITH A SECURED CREDITOR
 - Part 1 - must be completed by the producer-applicant or its authorized officer;
 - Part 2 - must be completed by an authorized officer of your financial institution;
 - Part 3 - must be signed by the creditor, the Administrator, the producer as well as by a witness.

ONE OF THE TWO FOLLOWING APPENDICES MUST BE COMPLETED AND SIGNED, AS APPLICABLE

9. APPENDIX "G" MANDATE (partnership)
 - Must be completed and signed by **each member** of the farming operation (to authorize a partner/representative to sign a Movable Hypothec Agreement for and on behalf of the partnership)
10. APPENDIX "H" RESOLUTION (sole ownership or corporation)
 - Must be completed and signed by the sole producer or the president of the corporation (to authorize the sole producer or the president of the corporation to sign a Movable Hypothec Agreement for and on behalf of the corporation)

MANDATORY DOCUMENTS TO BE ENCLOSED – FOR FIRST-TIME PARTICIPATION IN THE APP ADMINISTERED BY THE FPBQ

- ✓ If your operation is registered or incorporated, provide a copy of your partnership agreement, registration certificate, articles of Incorporation or annual declaration to the Inspector General of Financial Institutions showing the business name of your operation.
- ✓ Every first time applicant under the APP administered by the FPBQ must provide a copy of his most recent financial statements, complete APPENDIX C "Financial Situation" and agree to a credit check.
- ✓ Provide proof of "all-risk" insurance on your farm animals or fed cattle in inventory. If your APP application is accepted, the FPBQ must be listed on the policy as creditor for the value of the advance.
- ✓ Enclose a void cheque of your financial institution, since your APP advance will be paid through a bank transfer.
- ✓ Enclose a copy of the FADQ agricultural revenue stabilization insurance documentation (final payment), for the last two (2) years, namely 2007 and 2008, as well as your most recent statement as proof of participation for 2009.
- ✓ Provide proof that the applicant is of the age of majority, a Canadian citizen or a permanent resident. E.g. : Copy of medicare card, driver's licence, etc.).

overleaf



MANDATORY DOCUMENTS TO BE ENCLOSED – FOR PRODUCERS WHO HAVE PARTICIPATED IN A PREVIOUS APP PROGRAM

- ✓ Every applicant under the APP administered by the FPBQ must provide a copy of his most recent financial statements, complete APPENDIX C “Financial Situation” and agree to a credit check.
- ✓ Provide proof of “all-risk” insurance on your animals or fed cattle in inventory, for the value of the advance.
- ✓ If you have changed financial institutions, enclose a new void cheque, otherwise the one in your file will be used for the bank transfer.
- ✓ Enclose a copy of the FADQ agricultural revenue stabilization insurance program (final payment) for 2008. Also enclose your current statement as proof of participation for 2009.

ADMINISTRATION FEES/ INTEREST DEPOSIT/LIABILITY PERCENTAGE HOLDBACK

- APP administration fees for amounts up to \$100,000: 0.75% of the amount advanced
 - APP administration fees for amounts of \$100,000 and over: 0.25% of the amount advanced
- Minimum: \$300
Maximum: \$1250
- Interest deposit at a rate of 5%. This amount is deducted to secure the payment of interest on interest-bearing advances. At year-end, any excess amount will be refunded providing the producer has complied with the requirements of the Agricultural Marketing Programs Act (AMPA). If not, this amount will be applied against repayment of the advance.
 - Liability holdback: One per cent (1%) of the amount of the advance. This holdback will be refunded if the producer has met the requirements of the Agricultural Marketing Programs Act (AMPA). If not, this amount will be applied against repayment of the advance.

The Federation’s staff is available to help you. Should you need further information, please feel free to contact the Advance Payments Department by phone at 450-679-0540, ext. 8994, by fax at 450-463-5223, or by email at ppa-bovins@upa.qc.ca.

| THE APP TEAM | EXTENSION |
|-----------------------|-----------|
| Michèle De Munck | 8993 |
| Ginette Gingras | 8990 |
| Caroline Gosselin | 8991 |
| Catherine Kouznetzoff | 8994 |
| Denis Massey | 8863 |

