

Application for a Fish Processing Licence

Please complete each section; use additional pages, if necessary. It is suggested that a detailed business plan be attached.

Section A

Please check the appropriate box and submit fee with application.	
D New primary processing licence (one or more species)	\$7,500.00
D New species to be added to a primary processing licence	\$2,500.00
D New emerging species to be added to a primary processing licence	\$1,000.00
D New secondary processing licence (one or more species)	\$1,000.00
D New species to be added to a secondary processing licence	\$1,000.00
D New primary processing licence for aquaculture (one or more species)	\$1,000.00
D New species added to a primary processing licence for aquaculture	\$1,000.00

Section B

An applicant must, before filing his or her application with the Secretariat, give notice of intent to apply for a licence, by placing an advertisement in the form prescribed in the Fish Processing Licensing Policy Manual Section 6.1 and in the *Fish Processing Board Act*. Please attach copy of advertisement to this application, or forward to the Secretariat, when available. No consideration will be given to the application until after it has been advertised.

Public advertisement in local and major newspaper for two consecutive weeks Yes No?

Name of Major Newspaper: _____ Dates: _____

Name of Local Newspaper: _____ Dates: _____

Section C

Company Name (Applicant): _____

Address: _____

Postal Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Location of Processing Plant: _____

Company Contact Person: _____ Phone Number: _____

Plant Contact Person: _____ Phone Number: _____

Section D

Species to be processed (e.g., cod)	Where will most of your raw material come from? (e.g., Placentia Bay) (use additional pages if necessary)

Section E

Company Share Structure (provide a separate list, if necessary; sort in descending order).

Names of Major Shareholders	Address	Title	Share Percentage

For non-publicly traded company, if any shareholder has greater than five percent shares in another fish processing company in this province, please submit the following (provide a separate list, if necessary; sort in descending order).

Name of Shareholder with shares in another fish processing company	Name of NL processing company	Percentage shares in that company

Section F

Employment - Current Operation

Total Employment (past three years)

Year	Number of Individuals	Gross Wages Paid (\$)

Labour Force Profile

Percent Male Employees	Percent Female Employees	Age Range (years) (percent)			
		< 30	30 - 40	40 - 50	> 50

Please list the principal communities where employees live (use additional pages, if necessary)

Section G

Employment - Anticipated

<p>Do you anticipate that this proposal will result in: longer periods of work for your existing workforce; the creation of new jobs; or both?</p>
<p>If you anticipate longer periods of work for your existing workforce, how many additional hours will be created?</p>
<p>If you are creating new employment opportunities, describe the type of work that will be created; for example: 10 cutters; 3 office workers; etc.</p>

Are the necessary labour supply and skills available to operate your facility? Yes No. Please indicate how this has been determined.

Marketing Plan (use additional pages, if necessary)

Product Type: (e.g., cod fillet)	Principal Target Markets		Anticipated Prices (per unit measure) (e.g., \$4.00 U.S./lb)
	Place (e.g., U.S.)	Confirmed (yes or no)*	

* Where possible, attach letters of intent.

List any factors that could negatively affect the forecasted production and marketing plans (use additional pages, if necessary).

Waste Disposal Plan

Is registration for provincial environmental assessment required? Yes No

Please attach letter from the Environmental Assessment Division.

For more information contact the Environmental Assessment Division at EAProjectComments@gov.nl.ca.

What are your intentions for disposing of waste from the processing operation?

Ocean dump Landfill Process the waste (please specify):

Section I

Is this an existing processing facility? Yes No. If no, please go to Section J. If yes, please submit the following and then continue on to Section J.

History of the Plant

Approximate age of plant: _____

Condition of plant: _____

Has the plant been modernized? Yes No; if yes, when (year)?

Please check level of processing (check all that apply): primary secondary value-added

Infrastructure - please tick if the current facility has the following equipment:

Plate freezers _____ Blast freezers _____ Tunnel freezers _____ Brine freezers _____
 How many? _____ How many? _____ How many? _____ How many? _____

Ice makers _____ Off-loading _____ Cold storage facilities _____

List species processed, by year, for the previous two years (use additional pages, if necessary):

Year	Species Processed						

Estimated Capacity ¹ (for principal species)

Species	Capacity ¹	Species	Capacity ¹

¹How much raw material (pounds) can be processed in a day.

Section J

Is a new facility being built or will there be future expansion/development of current plant
Yes No If Yes, please submit the following:

- A description of the processing plant, including capacity, and all infrastructure and cost of infrastructure.
- Pictures and details of all plant features and a diagram of the production area.
- A list of new equipment being purchased or leased.

Section K

Other Information:			
Are there harbour facilities located at the processing plant? Yes No			
If yes, what is the condition of the harbour facilities? poor fair good excellent			
Estimated percent of raw material to be landed at the plant?			
Estimated percent of raw material to be trucked from other areas?			
Please list location of other principle landing sites:			
Is there an approved water source for the plant? Yes No			
If a water upgrade is necessary, please indicate cost and who is paying:			
Is there appropriate power supply? Yes No			
If a power upgrade is necessary, please indicate cost and who is paying:			
Where is the nearest school to facility (approximate)? 5 miles 25 miles 50 miles			
Where is the nearest health service?			
What telecommunications are in the area? high speed internet cell phone service			
What commercial services are in the area (e.g., financial institutions)?			

Section L

The following information must also be provided.

Financing

Information to demonstrate the ability to obtain the appropriate financing including demonstrations of personal reserves, and/or letters of assurance from banks if the project is equity financed. Indicate source of funding, including private investors.

If applicable, the previous year's financial information is to be prepared by an accountant or other person competent to express an opinion on the financial information provided.

Pro-forma Financial Information

Pro-forma financials should include financial data showing the projected cash flows on a monthly basis for the first year and on a yearly basis for the following three years. Pro-forma balance sheets and income statements should be prepared on a yearly basis for four years.

Other

Does the company have any outstanding debts with the Government of Newfoundland and Labrador? **Yes No.** If yes, please indicate the amount: \$ _____

Please provide details of outstanding debts.

Is the company in good standing with WorkplaceNL? **Yes No.**

Please provide a copy of Articles of Incorporation and a Certificate of Good Standing from the Registrar of Companies.

I certify that the information contained in this application and the related documents is true and correct.

Date

Signature

Print Name

Position in Company

Please affix Corporate Seal

*All applicable documentation to be attached to email

Note: This information is collected for the purpose of FFA to assess Fish Processing Licensing applications. All information you provide will be kept confidential and compliant with the Access to Information and protection of Privacy Act. For further information about the program or questions related to this collection of information, please contact the Director, Licensing and Quality Assurance at Tel: (709) 729-3736.