



## Application for a Change of Operator of a Fish Processing Licence

Please complete the following information; use additional pages if necessary.

Applications shall be considered incomplete and shall be returned to the applicant if all required information has not been submitted.

### Section A

Please submit fee with application.

Change of Operator \$2500.00

### Section B

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

Has a public advertisement been placed in a local and a major newspaper for two consecutive weeks?

☐ Yes ☐ No

Name of Local Newspaper: \_\_\_\_\_ Dates: \_\_\_\_\_

Name of Local Newspaper: \_\_\_\_\_ Dates: \_\_\_\_\_

### Section C

Company Name (Applicant): \_\_\_\_\_

Newfoundland and Labrador Company Registration Number (if applicable): \_\_\_\_\_

Canada Food Inspection Agency Registration Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Type of Business: \_\_\_\_\_

(Individual, Partnership, Company, Date Incorporated)

## Application for a Change of Operator of a Fish Processing Licence

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

Identify the species to be processed and where the raw material will be sourced.

| Species | Source Location |
|---------|-----------------|
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |
|         |                 |

## Application for a Change of Operator of a Fish Processing Licence

### Section E

Please provide details of the share structure including names of shareholders, address, title and share percentage.

| Shareholder | 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 information concerning the other fish processing company:

| Shareholder | Fish Processing Company | Share Percentage |
|-------------|-------------------------|------------------|
|             |                         |                  |
|             |                         |                  |
|             |                         |                  |
|             |                         |                  |
|             |                         |                  |
|             |                         |                  |
|             |                         |                  |

## Application for a Change of Operator of a Fish Processing Licence

### Section F

Identify direct and indirect employment creation that will result from the proposed licence for the next three years. Identify duration of employment and if possible, the types of positions.

| Type of Position               | Duration of Employment | Expected Number of Employees |
|--------------------------------|------------------------|------------------------------|
| Fish and Seafood Plant Workers |                        |                              |
| Manufacturing Managers         |                        |                              |
| General Office Support Workers |                        |                              |
| Others                         |                        |                              |

Is the required labour supply and level of skill available to operate the proposed processing facility?

☐ Yes ☐ No Explain how this has been determined.

---

---

---

---

In the event the required skill-set is not available within the labour supply, describe any training plan and/or other measures established to address.

---

---

---

---

### Section G

#### Business Plan

To demonstrate technical and financial capabilities of operating a fish processing facility, applicants are required to include or have approved and on file with the Department of Fisheries and Aquaculture a current viable business plan.

## Application for a Change of Operator of a Fish Processing Licence

### Production Plan

Identify the principal product types and the anticipated production as finished product weight.

### Marketing Plan

Provide a marketing plan that identifies the product types, the principal target markets and anticipated prices. The marketing plan should identify any confirmed target markets and include any letters of intent. List any factors that could negatively affect the forecasted market information provided.

### Waste Disposal Plan

Identify the types of expected waste generated from the processing facility and the intended disposal locations or other plans for the waste.

## Section H

### History of Plant

Approximate Age of Plant: \_\_\_\_\_

Condition of Plant: \_\_\_\_\_

Has the plant equipment been modernized? ☐ Yes ☐ No

If so, when? \_\_\_\_\_

Level of Processing (identify all that apply):

- ☐ Primary ☐ In-Province
- ☐ Secondary ☐ Aquaculture
- ☐ Value-Added

Infrastructure (identify all that apply):

- |                                       |                 |   |
|---------------------------------------|-----------------|---|
| <input type="radio"/> Plate Freezers  | How many? _____ | <input type="radio"/> Ice Makers              |
| <input type="radio"/> Blast Freezers  | How many? _____ | <input type="radio"/> Off-loading             |
| <input type="radio"/> Tunnel Freezers | How many? _____ | <input type="radio"/> Cold Storage Facilities |
| <input type="radio"/> Brine Freezers  | How many? _____ | <input type="radio"/> Other                   |

## Application for a Change of Operator of a Fish Processing Licence

Provide the estimated capacity for the principal species to be processed (i.e. how much raw material can be processed in a day?).

| Species | Capacity |
|---------|----------|
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |

If there will be future expansion/ development of the fish processing plant, submit the following information:

- A description of the processing plant, including capacity, infrastructure upgrades and costs
- Details of all plant features, including a diagram of the production area
- List of new equipment purchased or leased

### Section I

The following information shall be provided with the application.

#### Self-Declaration Form

Please complete and submit the self-declaration form at [www.gov.nl.ca/ffa/files/Self-Declaration-Statement-1.pdf](http://www.gov.nl.ca/ffa/files/Self-Declaration-Statement-1.pdf).

#### Financial Information

The applicant shall provide information that demonstrates the financial capability to establish (if a new operation) and/or operate the enterprise, including the identification of all sources of funding, and letters of assurance from financial institutions and/or investors, personal net worth statements of principals, and any other documentation which supports current or proposed methods of financing with this application.

## Application for a Change of Operator of a Fish Processing Licence

### Historical Financial Information

If applicable, financial statements for the previous year prepared by a professional accountant or other qualified person shall be provided. These statements shall include a balance sheet, statement of earnings and statement of cash flows, all prepared in accordance with generally accepted accounting principles.

### Pro-forma Financial Information

Pro-forma financial statements for four years shall be provided. Projected cash flows shall be prepared on a monthly basis for the first year and on an annual basis for the following three years.

Pro-forma balance sheets and statements of earnings shall be prepared on an annual basis for four years. All assumptions shall be stated.

### Other

Does the applicant have any outstanding debts with the Government of Newfoundland and Labrador?

☐ Yes      ☐ No

If yes, please provide details of the outstanding debt.

---

---

---

Is the applicant in good standing with the Workplace, Health, Safety and Compensation Commission of Newfoundland and Labrador?

☐ Yes      ☐ No

Provide a copy of the Articles of Incorporation and a Certificate of Good Standing from the Newfoundland and Labrador Registry of Companies. Corporate entities from other jurisdictions registered with the Registry of Companies for fewer than five years must provide equivalent, certified confirmation from a competent authority within their jurisdiction of origin.

## Section J

Please review and confirm the following are included in the submission:

- |  |  |
|--|--|
| <input type="radio"/> Completed application form | <input type="radio"/> Waste Disposal Plan              |
| <input type="radio"/> Copy of the advertisement  | <input type="radio"/> Self-Declaration Form            |
| <input type="radio"/> Business Plan              | <input type="radio"/> Financial Information            |
| <input type="radio"/> Production Plan            | <input type="radio"/> Historical Financial Information |

## Application for a Change of Operator of a Fish Processing Licence

- ☐ Marketing Plan
- ☐ Pro-forma Financial Information
- ☐ Future Expansion/ Development of the Processing plant (if applicable)
- ☐ Copy of the Articles of Incorporation and a Certificate of Good Standing from the Registry of Companies or equivalent, certified confirmation from a competent authority within the jurisdiction of origin.

Complete applications and documents are to be submitted to [fplbsecretariat@gov.nl.ca](mailto:fplbsecretariat@gov.nl.ca)

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

Date: \_\_\_\_\_

The Department of Fisheries and Aquaculture is committed to protecting personal information. The personal information requested is being collected in accordance with section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015) and will be used to assess this Change of Operator of a Fish Processing Licence application. It will not be used for any other purposes unless authorized under ATIPPA, 2015.

For more information please contact:

Fish Processing Licensing Board Secretariat

Fisheries and Aquaculture

P.O. Box 8700

St. John's, NL A1B 4J6

[fplbsecretariat@gov.nl.ca](mailto:fplbsecretariat@gov.nl.ca)

(709) 729-3736