

Mode of Operations Form

In order to determine whether or not you require a Canadian Grain Commission (CGC) licence, please provide information on your company's mode of operation by completing this form.

Language of preference to conduct business: English French

A. Company Information

1. Is your company registered to conduct business in Canada? Yes No

If so, company name as registered or incorporated in Canada: _____

2. Head office address: _____

3. Mailing address (if different from above): _____

4. Contact person for licensing matters: _____

5. Telephone no.: _____ 6. Email: _____ 7. Website: _____

8. Business ownership structure: Sole Proprietorship Partnership Corporation Cooperative Other

9. Principal officers and/or owners:

_____ % owned: _____ % owned _____

_____ % owned: _____ % owned _____

10. Annual fiscal year end date: _____

11. If you have employees in Canada, please provide the following details:

(a) Location(s): _____

(b) Number of employees at each location: _____

(c) Mailing address (if different from above) _____

12. Do employees in Canada conduct grain business on behalf of head office? Yes No

B. Sources of Grain

13. Do you, or will you, purchase grain directly from western Canadian producers?

Yes Please continue completing Section B No Proceed to Section C

14. Please complete the following table:

Forecasted grain purchases¹

Type of grain	As of company's fiscal year-end	
	Metric tonnes	Dollars (CDN)
Total grain purchases		

15. Please indicate how grain delivery will take place from western Canadian producers.

- Direct loading into railway cars
- Direct delivery to your own facilities in Canada
- Direct delivery to your agents' facilities in Canada
- Picked up at producers' farm by truck Indicate above how delivery will take place after grain is picked up at producer's farm.
- Other, please explain: _____

16. (a) Will you be administering Producer Car requests for producers? Yes No

(b) Will you be paying producers? Yes No

(c) Will you be paying for the Producer Cars administered on behalf of producers? Yes No

17. Please indicate the purpose of your grain purchases.

- Grain for seed
- Grain for feed
- Grain for storage or forwarding, or both
- Grain for direct manufacture into other products

18. Is feed grain processed at your own facility or shipped to feed lot/mill? _____

C. Elevator Information

19. Do you own/operate permanent grain facilities in Canada?

Yes Please continue completing Section C

No Please proceed to question 29

20. Please indicate the manner in which grain is received into the facility and discharged out of the facility.

Railway cars Trucks Ships (vessel or boat) Containers

Grain can be *received into* the elevator directly from:

Grain can be *discharged out of* the elevator directly into:

¹ If facilities are located in Canada, report all producer purchases (including purchases from U.S. producers). If facilities are located outside of Canada, report purchases from Canadian producers only.

21. Please indicate the following²:

Station location³: _____ Province: _____

Physical address: _____

Telephone no. at elevator: _____ Railroad line: _____

Are annexes attached? Yes No Is condominium storage provided? Yes No

22. Please complete the following table:

Grain storage capacity

Year built	Capacity (MT)	
Principal elevator		
Annex		
Annex		
Annex		
Annex		
Condominium storage		
Total capacity of elevator		

23. Please indicate the following capabilities at your elevator:

Elevation _____

Weighing _____

24. Please indicate all the types of temporary storage that you plan to use:

Condominium storage Bunker storage Grain bags Grain on ground Other _____

25. Please indicate how grain is treated and indicate the percentage of grain that is treated in this way:

Splitting:	<input type="checkbox"/> _____%	Hulling:	<input type="checkbox"/> _____%
Grinding/Milling:	<input type="checkbox"/> _____%	Cracking:	<input type="checkbox"/> _____%
Roasting:	<input type="checkbox"/> _____%	Pearling:	<input type="checkbox"/> _____%
Salting:	<input type="checkbox"/> _____%	Cutting:	<input type="checkbox"/> _____%
Crushing:	<input type="checkbox"/> _____%	Polishing:	<input type="checkbox"/> _____%
Rolling:	<input type="checkbox"/> _____%	Bagging/Packaging:	<input type="checkbox"/> _____%
Malting:	<input type="checkbox"/> _____%	Sorting (by size or colour):	<input type="checkbox"/> _____%
Other:	<input type="checkbox"/> _____% Describe _____	Cleaning:	<input type="checkbox"/> _____%

² If you own/operate facilities in more than one location, photocopy this section and complete for each location.

³ Station location must be that of the actual siding where the licensed elevator is situated (not necessarily the name of the nearest town), and/or the name used by the railways to identify where railcars are to be spotted and where they have posted a freight tariff.

26. Please indicate the types of sampling systems that are in place:

For receiving: _____

For shipping: _____

27. Do you have your own weigh scale? Yes No

(a) If yes, please complete the following table:

Scales	No.	Capacity (MT)	Hopper, platform, or overhead	Date scales last inspected (DD/MM/YY)
Receiving				
Shipping				
Receiving/Shipping				

28. Please indicate the type of soft loading capabilities for special crops, if applicable: _____

29. Do you own/operate permanent grain facilities in the United States?

Yes

No

(a) If no, proceed to Section D

(b) If yes, in which states are the facilities located? _____

D. Destination of Grain

30. What are the destinations of the grain shipped by your company? Check all that apply:

- Shipped to processing plants Shipped directly to the United States
Shipped to feed lots Other, please specify:
Shipped to terminals in Eastern or Western Canada

31. What are the principal modes of transportation to each destination? For example, railway car, truck, vessel, container.

E. Purchase of Grain and Settlement

32. Do you use agents in Canada to receive or purchase grain on your behalf? Yes No

Agents are defined as those (other than your company and its employees) who receive or purchase grain on your behalf.

33. If yes, please list all companies and individuals that act as agents for your company.

Name	Location	Licensed by the CGC?	
		Yes	No
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

34. Please indicate in the space provided the company that contracts directly with western Canadian producers for the purchase of grain:

35. Please indicate on what basis you purchase grain. Check all that apply and indicate the percentage.

- Canada Grain Act grades _____ %
- Specifications _____ %
- Other _____ _____ %

36. How will grain quality for the purpose of settling with western Canadian producers be determined?

- In-house graders _____ %
- On-site 3rd party graders _____ %
- Submitted sample to CGC _____ %
- Submitted sample to non-CGC lab _____ %
- Other _____ _____ %

37. Please indicate in the space provided the company that issues payment to western Canadian producers for the settlement of grain.

38. Payment to western Canadian producers is issued out of an office located in:

- Canada
- United States
- Other: _____

39. Do you act on behalf of any other person in grain transactions?

(a) What type(s) of transactions? _____

(b) Who do you act for? _____

F. Signature and Submission

Date: ____/____/____

(YY / MM / DD)

Authorized signature: _____

Print name: _____

Telephone no.: _____

Email: _____

Please submit this application in electronic format to:

licence@grainscanada.gc.ca

If you are unable to submit electronically, this application can be mailed to:

Canadian Grain Commission
Licensing Program
601-303 Main Street
Winnipeg, MB R3C 3G8