QUICK REFERENCE - APP 2016

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 completed all the 8 pages and have to sign at the section **5.**
   - In the case of a partnership, a corporation or a cooperative, **all** the members of your farming operation must sign as well
   - A witness has to sign for the section **5.1** to give evidence that the signatories of appendices A, B, C, D, E, F and G are well producers applicants.

2. **APPENDIX "A" AGREEMENT BETWEEN THE FPAMQ AND PARTICIPATING PRODUCERS**
   - Must be completed and signed by **all** the members of your farming operation.

3. **APPENDIX "B" BRM PROGRAM PROCEEDS ASSIGNMENT AGREEMENT**
   - Document to be completed, and used in case of default only. It must be signed by **all** the members of your farming operation, and your financial institution 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 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 section 1, ***Personal Guarantee,*** must be completed and signed by the sole owner or shareholder as well;
   - In the case of a partnership, corporation or cooperative, the section 1.1, ***Joint and Several Guarantee,*** must be completed and signed by **all** the members of your farming operation as well.

6. **APPENDIX "E" RELATED PRODUCERS**
   - Must be completed and signed by **all** the members of your farming operation.

7. **APPENDIX "F" CHATTEL MORTGAGE**
   - Must be completed and signed by **all** the members of your farming operation.

8. **APPENDIX "G" 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 your financial institution;
   - Part 3 - must be signed by the creditor, **all** the members of your farming operation and the Administrator as well.

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

- 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.
- Provide a copy of his most recent financial statements.
- Provide proof of "all-risk" insurance on your farm animals or lambs in inventory. If your APP application is accepted, the **FPAMQ must be listed on the policy as creditor for the value of the advance**.
- Enclose a void check 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 2014 and 2015, as well as your most recent statement as proof of participation for 2016.

overleaf

Maison de l'UPA
555, boul. Roland-Therrien, bureau 305, Longueuil (Québec) J4H 4G2
Tél. : 450 679-0530 • Téléc. : 450 463-5223 • Courriel : ppa-bovins@upa.qc.ca
BOVIN.QC.CA

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

- Provide a copy of his most recent financial statements.
- Provide proof of "all-risk" insurance on your animals or lambs in inventory, for the value of the advance.
- If you have changed financial institutions, enclose a new void check, 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 2015. Also enclose your current statement as proof of participation for 2016.

ADMINISTRATION FEES/ INTEREST DEPOSIT

1. APP administration fees

- for portion up to $100,000 : 0.76% of the amount advanced and
- for portion over $100,000 : 0.30 % of the amount from $100,000 to $300,000
  0.15 % for the amount over $300,000

Minimum: $350

Maximum: $1500

2. Interest deposit:

The interest deposit is 4%. 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.

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
Natalie Gendron	8994

The APP team is available to help you fill in the form, **without fees!**