



LIVESTOCK
IDENTIFICATION
SERVICES LTD.

LIVESTOCK DEALER AND LIVESTOCK DEALER'S AGENT

2010 LICENCE APPLICATION

2010-03-25

APPLICATION INSTRUCTIONS

The following documents are required to be completed by the person applying for or renewing a livestock dealer's licence and a livestock dealer's agent licence:

1. Livestock Dealer Licence Application;
2. Schedule "A" – Livestock Dealer's Agent Licence Application;
3. Schedule "B" – Terms and Conditions of Livestock Dealer and Livestock Dealer's Agent Licences; and
4. Statutory Declaration for the livestock dealer's security.

The application for a livestock dealer's agent licence is part of the livestock dealer's licence application and is to be completed by the livestock dealer and signed by the livestock dealer's agent.

With respect to the completion of the enclosed forms:

- (a) Every livestock dealer and livestock dealer's agent licence expires on **December 31st** of the year it is issued. All licences must be renewed on or before the expiry date.
- (b) The fee to issue or renew a livestock dealer's licence is **\$105.00** (GST included). The fee to issue or renew a livestock dealer's agent's licence is **\$52.50** (GST included).
- (c) For renewals of livestock dealer licences, if the livestock dealer currently holds a **Letter of Credit or Guarantee**, and that document is set up as an "**automatic renewal**" from year to year, another copy does **not** have to be provided with your licence application. If a Letter of Credit or Guarantee is set up on a yearly expiry then an updated letter is required. For those livestock dealers, who hold an **Insurance Bond**, please ensure that the company you are dealing with provides a continuation certificate or a new bond depending on their business practices.
- (d) When completing the **Statutory Declaration** you must **provide an accurate number** when declaring the number of head of livestock supplied or sold to you in the previous year. To simply state "less than 20,000" is not sufficient detail. The Statutory Declaration must be declared before a Commissioner of Oaths if completed in Alberta or before Notary Public if completed outside the Province of Alberta.

Issuing and renewal livestock dealer and livestock dealer's agent licences

A livestock dealer licence cannot be issued or renewed until LIS receives:

1. a fully completed and signed livestock dealer's application and statutory declaration;
2. payment of the livestock dealer's licence fee; and
3. satisfactory proof that the required livestock dealer's security is in place.

A livestock dealer's agent licence cannot be issued or renewed until LIS has:

1. issued the livestock dealer's licence;
2. received a fully completed and signed livestock dealer's agent application; and
3. received payment of the livestock dealer's agent licence fee.

Please send the documents to:

Livestock Identification Services Ltd.
109, 264 Midpark Way SE
Calgary, Alberta T2X 1J6
Attention: Cam Camden
Fax: (403) 509-2098
E-mail: dealers@lis-alberta.com

Dealer Education

Under the *Livestock Identification and Commerce General Regulation*, all livestock dealers and livestock dealer's agents must comply with the terms and conditions of their licence. One such term and condition is that the licence holder complete the educational requirements required by the Minister.

LIS, as the Minister's delegated authority, is working with the industry associations (ALDOBA and AAMA) to research and develop the educational requirements for livestock dealers and livestock dealer's agents. As this research and development is still underway, there will be no educational requirements imposed on livestock dealers and livestock dealer's agents with respect to licences issued for 2010. It is anticipated that the educational requirements will be in place when the licences are renewed for 2011.

Livestock Dealer Security

On receipt of an application to issue, renew or reinstate a livestock dealer's licence, LIS is required by the *Livestock Identification and Commerce Act* and *General Regulation* to determine the amount and form of security a livestock dealer is required to provide under section 53 of the *Act* in order to be licensed as a livestock dealer.

It has been recognized that there may be those who are required to be licensed as a livestock dealer because they are dealing in livestock, as that term is defined in LICA, but do not handle sale proceeds. As a result, LIS has created two classes of livestock dealers – *Class "A" Secured Livestock Dealers* and *Class "B" – Unsecured Livestock Dealers*.

Class "A" – Secured Livestock Dealers

Secured livestock dealers are those who provide LIS with security in accordance with section 56 of the *Livestock Identification and Commerce General Regulation*. These

livestock dealers do not maintain the livestock they purchase for 30 days and are responsible for paying the sale proceeds to the owner of the livestock either before or after they receive the sale proceeds from the purchaser. They are required to obtain livestock security interest declarations from the owners of the livestock, pay the sale proceeds in accordance with the declarations and maintain a trust account.

Class “B” – Unsecured Livestock Dealers

In order to be classified as an *Unsecured Livestock Dealer* LIS must be satisfied that the livestock dealer:

- does not purchase livestock that is not maintained by the livestock dealer for at least 30 days;
- does not receive payment from a purchaser or a purchaser’s agent on behalf of the owner of the livestock;
- does not hold trust money or operate a trust account,
- transports livestock on behalf of and in the name of owner of the livestock;
- makes arrangements with the owner of the livestock that the sale proceeds will be paid to the owner by the purchaser or the purchaser’s agent;
- provides the purchaser or the purchaser’s agent with a livestock security interest declaration signed by the owner of the livestock; and
- directs the purchaser or the purchaser’s agent to pay the sale proceeds directly to the owner of the livestock.

Once LIS is satisfied that the applicant meets the criteria for being licensed as an *Unsecured Livestock Dealer*, LIS will forward a separate Statutory Declaration and Undertaking to be completed by the applicant to be submitted to LIS along with his licence application or renewal application.

For further information on being licensed as an *Unsecured Livestock Dealer* please contact Cam Camden at (403) 225-6308.

Publication of contact information

Upon the renewal of your livestock dealer and livestock dealer’s agent licenses, the following business information will be published by LIS, on the LIS website, for each livestock dealer and livestock dealer’s agent: Full name, if a company, co-operative or partnership – the authorized representative, address, phone number, fax number and e-mail address.

This business information is being published so that producers and others inquiring as to the status of a livestock dealer or livestock dealer’s agent can obtain this information and contact the livestock dealer or livestock dealer’s agent.

Livestock dealer organizations

Livestock dealers, livestock dealer’s agents, auctions markets and feedlots are represented by the following organizations:

Alberta Livestock Dealer and
Order Buyer's Association

Contact: James MacLean
Phone: (403) 528-2991
<http://www.aldoba.com>

Alberta Auction Market Association

Contact: Lorraine Klepper
Phone: (403) 346-8365

Alberta Cattle Feeders Association

Contact: Bryan Walton, CEO
Phone: 1-800-363-8598
www.cattlefeeders.ca

Cattle Feeder Council (ABP)

Contact: Rich Smith, General Manager ABP
Phone: (403) 275-4400
www.albertabeef.org

In addition to representing you as dealers and feedlots, these organizations are members of the LIS Board of Directors.

Livestock dealers are encouraged to join one of these organizations to work on behalf of the industry for the betterment of all dealers, markets and feedlots. Information on each of these organizations is included for your information.



LIVESTOCK
IDENTIFICATION
SERVICES LTD.

LIVESTOCK DEALER

2010 LICENCE APPLICATION

Office Use Only

File No.

Client No.

New application Renewal of licence

Livestock Dealer licence fee: **\$105.00** GST included

NAME OF LIVESTOCK DEALER _____
(Please **PRINT** – must be same as shown on security)

If operating under a trade name – Trade name: _____

MAILING ADDRESS _____
Street/Box City/Town Province/State Postal Zip/Code

OFFICE PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

BUSINESS IS: Individual Company Co-Operative Association Partnership

If a **company or co-operative association**: Corporate Access Number: _____
Top corner of the Certificate of Incorporation or at the top of the Annual Return

If the applicant is a **company, co-operative association or partnership**, the authorized representative of the applicant is:

Name Position

Trust Account: _____
Name of Financial Institution in Alberta Address of Financial Institution in Alberta

Livestock dealer's agents: The livestock dealer's agents employed or under contract with the applicant are listed on the Livestock Dealer's Agents Licence Application attached as Schedule "A".

The undersigned hereby declares that all of the information provided with this application is true and correct. If the application is being completed on behalf of a company, co-operative association or partnership, the undersigned has authority to complete this application on behalf of the company, co-operative association or partnership.

By signing this application the undersigned acknowledges having read and accepted the terms and conditions of the livestock dealer's licence and livestock dealer's agents licence attached as Schedule "B".

DATED this _____ day of _____, 2010.

Print name

Signature

SEE SCHEDULE "B" - TERMS AND CONDITIONS OF LIVESTOCK DEALER'S LICENCE

For office use only		
Date application received:		Statutory declaration received:
Cheque received	Amount:	List of dealer's agents received:
Security received	Amount:	Date licence issued:



LIVESTOCK DEALER'S AGENT
2010 LICENCE APPLICATION

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File No.

Client No.

SCHEDULE "A"

Livestock Dealer's Agents Licence Application of

Name of livestock dealer

The undersigned hereby applies for licenses for the following persons employed or under contract with the applicant as livestock dealer's agents and who will be dealing in livestock on behalf of the above named livestock dealer:

DATED this ___ day of ___, 2010.

Print name

Signature

Livestock Dealer Agent's licence fee for each livestock dealer's agent listed below is:
\$52.50 GST included

This information on this form is being collected for the purposes of licensing livestock dealers and livestock dealer's agents in accordance with the Livestock and Livestock Products Act and the Freedom of Information and Protection of Privacy Act.

NAME OF AGENT _____ Client #: _____

MAILING ADDRESS _____
Street/Box City/Town Province/State Postal/Zip Code

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

By signing this application I acknowledge having read and accepted the terms and conditions of the livestock dealer's agents licence set out on Schedule "B" to the livestock dealers' application.

DATED this ___ day of ___, 2010.

Print name

Signature

NAME OF AGENT _____ Client #: _____

MAILING ADDRESS _____
Street/Box City/Town Province/State Postal/Zip Code

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

By signing this application I acknowledge having read and accepted the terms and conditions of the livestock dealer's agents licence set out on Schedule "B" to the livestock dealers' application.

DATED this ___ day of ___, 2010.

Print name

Signature

**SCHEDULE “B”
TERMS AND CONDITIONS OF
LIVESTOCK DEALER AND LIVESTOCK DEALER’S AGENT LICENSES**

1. Each livestock dealer shall furnish minimum security in an amount prescribed by the Minister and payable to Livestock Identification Services Ltd. The Minister may require additional security. Security levels are based on the annual volume of livestock supplied or sold to the livestock dealer in the previous year of operation as indicated on a sworn statutory declaration which must accompany the application form. The security levels are as follows:

Livestock dealers who operate abattoirs and federally inspected packing plants	
Number of head	Security
1,000 head or less	\$ 10,000
1,001 to 3,000 head	\$ 20,000
3,001 to 20,000 head	\$ 50,000
20,001 to 35,000 head	\$100,000
35,001 to 75,000 head	\$200,000
More than 75,000 head	\$500,000
All other livestock dealers	
Number of head	Security
12,000 head or less	\$ 40,000
12,001 to 25,000 head	\$ 50,000
25,001 to 35,000 head	\$ 60,000
35,001 to 45,000 head	\$ 70,000
45,001 to 55,000 head	\$ 80,000
55,001 to 65,000 head	\$ 90,000
65,001 to 75,000 head	\$100,000
75,001 to 85,000 head	\$110,000
85,001 to 95,000 head	\$120,000
95,001 to 110,000 head	\$150,000
110,001 to 135,000 head	\$175,000
135,001 to 175,000 head	\$200,000
More than 175,000 head	\$400,000

Cattle and horses have an equivalent of 1. Swine have an equivalent of 8 to 1. Sheep have an equivalent of 10 to 1.

2. A livestock dealer shall not permit a person to deal in livestock on his behalf unless the person is licenced under the livestock dealer as a livestock dealer’s agent or is the authorized representative of the livestock dealer.
3. Where a livestock dealer or livestock dealer’s agent purchases livestock, the livestock dealer shall pay the seller within 2 days following the purchase.
4. A livestock dealer or livestock dealer’s agent shall deal in livestock and pay the sale proceeds in the name under which the livestock dealer is licenced.
5. A livestock dealer’s agent shall (a) disclose the name of the livestock dealer on whose behalf the livestock dealer’s agent is acting and (b) deal in livestock in the name under which the livestock dealer is licenced.
6. A livestock dealer and livestock dealer’s agent shall not sell or supply livestock to a person dealing in livestock who the livestock dealer or livestock dealer’s agent knows or ought to know is not licenced.
7. A livestock dealer shall comply with the *Brand Act*, the *Livestock Identification and Commerce Act*, the *Animal Health Act*, the *Animal Protection Act*, the *Stray Animals Act* and the *Health of Animals Act (Canada)*.
8. Any licence granted is subject to suspension or cancellation for cause and, upon such suspension or cancellation, the applicant will return the licence.
9. The name of the licenced livestock dealer and livestock dealer’s agents and their mailing address, phone number, fax number and e-mail address will be posted on the LIS website.



LIVESTOCK
IDENTIFICATION
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LIVESTOCK DEALER
STATUTORY DECLARATION
CLASS A - SECURED DEALER
2010 LICENCE APPLICATION

2010-03-25

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File No.

Client No.

I, _____, of the City/Town of _____
Print name of person swearing declaration

_____ in the Province/State of _____
City/Town Province/State

DO SOLEMNLY DECLARE THAT:

Note: Only fill in one of each statement in paragraphs 1 and 2. Cross off the one that is not applicable.

1. I am the applicant for a livestock dealer's licence.

or

I am the authorized representative of _____
who is the applicant for a livestock dealer's licence.

2. The applicant is a livestock dealer who operates an abattoir. The annual volume of livestock purchased by the applicant for the 12 month period prior to the date of this declaration was _____ head of livestock.

or

The applicant is a livestock dealer who does not operate an abattoir. The annual volume of livestock supplied or sold to the livestock dealer for the 12 month period prior to the date of this declaration was _____ head of livestock.

3. The number of head of livestock set out in paragraph 2 by type of livestock is as follows:

Cattle: _____ Horses: _____ Swine: _____ Sheep: _____

4. I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if declared before a Commissioner for Oaths or Notary Public and made under oath and by virtue of the Alberta Evidence Act.

Signature of Witness

Signature of livestock dealer

Printed name of witness

Phone number of witness