



Hog Farm Transition Program REGISTRATION INSTRUCTIONS

- 1. Please read the entire Registration Package before completing any of the forms.**
- Funds available for Program Payments are limited to \$75,000,000 (\$37,500,000 in 2009-2010 and \$37,500,000 in 2010-2011) made available to Eligible Producers by the Minister of Agriculture and Agri-Food Canada.
- Producers must register with Welch LLP, the Program Administrator, in order to obtain a 'bid number' which will allow them to submit tenders for Program Payments. **Producers will not be able to submit a bid if they have not previously registered with the Administrator or provided the documents/information requested below.**
- The Registration Package consists of 4 parts: the Technical Overview, the Registration Form, Appendix 1 – Barn Details and Appendix 2 – Terms and Conditions.
- The Registration Form must be submitted in the name of the owner(s) of the hogs as of the date the Registration Form is completed. Registrations submitted in the name of a dealer or agent acting on behalf of the owner(s) will not be accepted.
- Additional documentation and/or information may be requested from Applicants at any time to support information already provided.
- All producers are required to submit their Business Number, if a corporation, or Social Insurance Number(s), if an individual or partnership. The Administrator will reference these numbers when issuing the AGR-1 tax slips.
- Registration forms and supporting documents can be sent via courier, registered mail, e-mail or fax to the following:

Hog Farm Transition Program
c/o Welch LLP
1200-151 Slater Street
Ottawa, ON
K1P 5H3

Email: hftp@welchllp.com
Fax: 1-888-334-6618

- Documents required from the Eligible Producer:
 - Completed and signed Registration Form.
 - A copy of **one (1) sales or purchase invoice** in support of Section 4.2 of the Registration Form.
 - Diagram(s)** showing all Barns included in Section 5 of the Registration Form.
 - AgriStability report** to support hog inventory included in Section 6 of the Registration Form. The number of hogs per the AgriStability report should match the number of hogs included in the chart in Section 6.
 - Appendix 1 – Individual Barn Declaration – **N.B. A separate form must be completed for each individual barn declared.**

Please read the Technical Overview which includes definitions for "Eligible Animals", "Eligible Producer" and "Barns" among others.

N.B. Bidding forms will be provided to Eligible Producers once their Registration has been approved. Bidding instructions will be provided under separate cover.

For further information, please contact the Program Administrator at 1-888-368-4023 or hftp@welchllp.com.