



HOW TO COMPLETE AN APPLICATION FOR RELINQUISHMENT

This document contains information to help you complete the *Application for Relinquishment of Commercial Fishing Licence Eligibilities or Quota*.

What Sections of the Application Should You Complete?

The sections to complete depend upon what you offer for relinquishment:

If You Want to Offer...	Then Complete These Sections
A package with two or more items (licence eligibilities/quota) offered for one total payment.	Parts 1, 3d and 4
One or more party based licence eligibilities. One payment per eligibility.	Parts 1, 3a and 4
One or more vessel based licence eligibilities, without quota. One payment per eligibility.	Parts 1, 3b and 4
Quota. Separate payment for each type of quota.	Parts 1, 3c and 4
Mixture of licence eligibilities/quota. Separate payment for each eligibility/quota.	Parts 1, 3a/3b/3c, and 4

Please **PRINT CLEARLY** when completing the application form.

PART 1 – Applicant

This is where you identify yourself. To apply, you must either be the owner of a commercial fishing vessel or be the licence eligibility holder of record. The table below describes the information we require.

Item	Description and Use
First Name Initial Surname	Your first name, initial and last name.
Company Name	If the licence eligibility and/or quota you are offering is held in a company name, print the company name here.
Appointed representative	First name, initial and last name. If blank, we will communicate directly with you.
Street Address City Province Postal Code	DFO will direct correspondence to this address. If the address changes, please notify us.
Telephone #	DFO will use this number if we need further information regarding your application.
E-mail Address Fax Number	E-mail is our preferred method of communication if we cannot reach you by telephone.

PART 2 – Information and Help

This part of the application explains how to obtain information so you can decide whether to submit an application. It also provides contact information in case you have questions when completing the application or wish to make minor changes after submitting it.

PART 3 – Offer

This is where you offer licence eligibilities/quota for relinquishment.

3a Party Based Licence Eligibilities

Complete section 3a to offer one or more party based licence eligibilities, one payment per eligibility. If you want to offer two or more licence eligibilities as a package, complete section 3d instead.

The information below explains how to complete the table in section 3a of the application.

Item	Description
Name of Licence Eligibility Holder	This will normally be your name or the name of your company.
Licence Eligibility #	This identifies the licence eligibility you are offering (for example, HG 200 identifies a specific herring gillnet licence eligibility). This is also known as the licence number or tab number.
Species	The species to which the licence eligibility applies (for example, Herring).
Payment Requested	This is the amount (in dollars) you want in return for relinquishing the licence eligibility.

3b Vessel Based Licence Eligibilities

Complete section 3b to offer one or more vessel based licence eligibilities, one payment per eligibility. If you want to offer two or more licence eligibilities as a package, complete section 3d instead. If you are offering a licence plus quota, complete section 3d (for example, use section 3d to offer a halibut licence with quota).

The information below explains how to complete the table in section 3b of the application.

Item	Description
VRN	Vessel Registration Number of the vessel that holds the licence eligibility you are offering.
Vessel Name	Name of vessel.
Homeport	The port where the vessel remains tied-up outside the fishing season.
Licence Eligibility #	This identifies the licence eligibility you are offering (for example, L 200 identifies a specific halibut licence eligibility). This is also known as the licence number or tab number.
Area	The fishing area, if any, that applies to this licence eligibility.
Species	The species to which the licence eligibility applies (for example, Halibut)
Payment Requested	This is the amount (in dollars) you want in return for relinquishing the licence eligibility.

3c Quota Only

Complete section 3c to offer one or more types of quota. Applicants may offer fished or unfished quota. The amount of quota offered must be expressed as a percentage (%) of the TAC.

The information below explains how to complete the table in section 3c of the application

Item	Description
VRN	Vessel Registration Number of the vessel that holds the quota you are offering.
Vessel Name	Name of vessel.
Licence Eligibility #	This identifies the licence eligibility that holds the quota you are offering (for example, L 200 identifies a specific halibut licence eligibility). This is also known as the licence number or tab number.
Species	The type of quota offered (e.g. halibut, sablefish, groundfish trawl). To offer groundfish trawl quota, contact the Groundfish Management Unit at 604-666-5865. Staff will help you complete the species and % of TAC (see below).
Quota % of TAC	Print the percentage of TAC you are offering. You can offer all or a portion of your total quota available for reallocation. Remaining quota must not fall below IVQ minimums for that fishery. Quota must be offered as a percentage of TAC (Total Allowable Catch). If you know the number of pounds you want to offer but do not know the % of TAC this represents, contact the Groundfish Management Unit at 604-666-5865.
Payment Requested	This is the amount (in dollars) you want in return for relinquishing the quota.

3d Combination of Licences and/or Quota Offered as a Package

Complete section 3d to offer a package. You can offer a second package in the bottom half of the page.

Applicants may offer fished or unfished quota. The amount of quota offered must be expressed as a percentage (%) of the TAC.

If the quota offered by the applicant is recommended by the department, the quota must be permanently reallocated by the Minister before any voluntary payment will be processed by DFO pursuant to the agreement to relinquish licence eligibilities and/or quota and pursuant to DFO's licensing policies and rules.

The information below explains how to complete the tables in section 3d of the application. Read carefully, as different information is required depending upon what you offer on each line of the table.

Item	Description
VRN	Vessel Registration Number of the vessel that holds the vessel based licence eligibility and/or quota listed on this line of the table. To offer a party based eligibility, enter your FIN (Fisher Identity Number) or your company's FIN. If not known, contact the Vancouver Pacific Fishery Licence Unit at 604-666-0566.
Vessel Name	Name of vessel. To offer a party based eligibility, print your name or your company name.
Homeport	The port where the vessel remains tied-up outside the fishing season. If offering a party based eligibility on this line, leave homeport blank.
Licence Eligibility #	This identifies the licence eligibility, also known as the licence number or tab number. If offering quota on this line, identify the licence eligibility that holds the quota.
Area	The fishing area that applies to this licence eligibility or quota. Leave this blank if no area applies.
Species	The species for the licence eligibility or quota. For groundfish trawl quota, use a separate line for each quota type, as identified by species and area. If you need more space, attach a separate sheet.
Quota % of TAC	Print the percentage of TAC you are offering. You can offer all or a portion of your total quota available for permanent reallocation. Remaining quota must not fall below IVQ minimums for that fishery. Quota must be offered as a percentage of TAC (Total Allowable Catch). If you know the number of pounds you want to offer but do not know the % of TAC this represents, contact the Groundfish Management Unit at 604-666-5865. Leave blank if quota is not being offered on this line.
If quota has been identified, is the licence eligibility included in this offer?	Print YES if you are offering the licence eligibility and quota. Print NO if you are offering only the quota. Leave blank if quota is not being offered on this line.
Payment Requested	This is the amount (in dollars) you want in return for relinquishing all items listed in the table.

PART 4 – Declaration and Signatures

Read the declarations carefully, be certain that they are all correct and then print your name, sign and date. Each applicant must sign, but only once. Multiple lines are provided to accommodate multiple applicants.

If the vessel owner(s)/licence eligibility holder is a company, only authorized signatories may sign the application on behalf of the company in accordance with the *Fisheries (General) Regulations*. Under the *Regulations*, only officers of the company may sign the application on behalf of the company. Additionally, the persons signing the application should reflect the signing authorities of the company on record with DFO. Pacific Fishery Licence Unit (PFLU) has on record a copy of either a *Confirmation of Signing Authorities* or an *Amendment to Confirmation of Signing Authorities* form listing the signing authorities on behalf of the company. Before signing the agreement, you may contact PFLU to obtain copies of those forms or to ask about the procedures to change company signing authorities on record with DFO. You should consult with a lawyer if you have any questions regarding the authorized signatories of the company in relation to the application.

PART 5 – Submit this Application – it must be received no later than January 16, 2012

Mail or fax your application to the address in Part 5 of the application. Please keep a copy for your records.

DFO will confirm receipt of your application. If you do not receive a confirmation within two weeks, please **contact us at 604-666-0566** to check whether we received your application.