



Mode of Operations Form

In order to determine whether or not you require a Canadian Grain Commission (CGC) licence, we require the following information about your company's mode of operation.

Language of preference to conduct business: English ☐ French ☐

A. Company Information

1. Incorporated or registered company name: _____

Where is the company incorporated or registered? _____

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) Worksite location(s): _____

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

12. Do employees in Canada contract or issue payment for grain? Yes ☐ No ☐

13. List all related companies:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

B. Sources of Grain

14. How will you be purchasing grain (e.g., directly from producers, from CGC licensed companies, from other sources)?

If you are purchasing directly from producers, please continue completing Section B.

If you are not purchasing directly from producers, proceed to Section C.

15. Please complete the following table:

Forecasted grain purchases

If elevators are located in Canada, report all producer purchases (including purchases from U.S. producers and eastern Canada delivered directly to the elevator). If elevators are located outside of Canada, report only purchases from Canadian producers or U.S. grain that is coming directly into western Canada.

For a 12 month period		
Type of grain	Tonnes	Dollars (CDN)
Total grain purchases	0	\$ 0

16. How will you be taking delivery of grain (e.g., direct delivery to your own elevator, direct to agent or toll processor, producer railway cars)? If you are arranging to pick up grain on farm, where is it transported?

Agents are defined as those (other than your company and its employees) who are able to bind you to a contract or purchase.

Toll processors are facilities that receive grain on your behalf to store and forward or process. They are not contracting or purchasing on your behalf.

Producer railway cars are ordered by producers (directly or via administrators) through the CGC to ship grain directly to a particular destination.

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

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

18. 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	☐

C. Elevator Information

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

Yes	☐	Please continue completing Section C
No	☐	Please proceed to question 26

20. Please indicate the following:

If you own/operate elevators in more than one location, complete this section for each location.

Province: _____

Station location: _____

Station location must be that of the actual siding where the 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.

Physical address: _____

Railroad line: _____

21. Please indicate the manner in which grain is received into the elevator and discharged out of the elevator.

	Railway cars	Trucks	Ships (vessel or boat)	Containers
Grain can be <i>received into</i> the elevator directly from:	☐	☐	☐	☐
Grain can be <i>discharged out</i> of the elevator directly into:	☐	☐	☐	☐

How is your elevator structured (e.g., annexes, special binning, condominium storage)? Is grain stored outside the elevator? If so, describe the storage conditions (e.g., bunker, grain piles, grain bags)?

Condominium storage refers to space that a producer may own or lease within a licensed primary elevator.

A bunker is defined as a structure that is part of the premises of a licensed elevator, but not part of the elevator itself. To be considered bunker storage, the structure must be fully enclosed and have a concrete, asphalt, or other prepared base, rigid, self-supporting sidewalls, doors, and a cover.

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		0

23. Are there weigh scales at the elevator? Yes ☐ No ☐

24. Are there elevation capabilities at the elevator (this can include the use of augers)? Yes ☐ No ☐

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

Splitting:	☐	_____ %	Hulling:	☐	_____ %
Grinding/Milling:	☐	_____ %	Cracking:	☐	_____ %
Roasting:	☐	_____ %	Pearling:	☐	_____ %
Salting:	☐	_____ %	Cutting:	☐	_____ %
Crushing:	☐	_____ %	Polishing:	☐	_____ %
Rolling:	☐	_____ %	Bagging/Packaging:	☐	_____ %
Malting:	☐	_____ %	Sorting (by size or colour):	☐	_____ %
Mixing:	☐	_____ %	Cleaning:	☐	_____ %
Other: Describe: _____	☐	_____ %			

26. Do you own/operate permanent grain elevators in the United States?

Yes ☐

No ☐

(a) If no, proceed to Section D

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

D. Destination of Grain

27. 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	☐		

28. What are the principal modes of transportation to each destination (e.g., railway car, truck, vessel, or container)?

E. Purchase of Grain and Settlement

29. What company will contract directly with western Canadian producers for the purchase of grain?

30. What company will issue payment to western Canadian producers for the settlement of grain?

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

Canada ☐

United States ☐

Other: _____

32. Is grain inventory pledged, mortgaged or hypothecated to a lender? Yes ☐ No ☐

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

Canada Grain Act grades ☐

Specifications ☐

Other _____ ☐

34. 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 _____ ☐

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

Agents are those (other than your company and its employees) who are able to bind you to a contract or purchase.

36. Do you use toll processors in Canada to receive grain on your behalf? Yes ☐ No ☐

Toll processors are facilities that receive grain on your behalf to store and forward or process. They are not contracting or purchasing on your behalf.

37. If you answered yes for question 35 or 36, please list all companies and individuals that act as agents or toll processors for your company.

Name	Location	Agent	Toll Processor
		☐	☐
		☐	☐
		☐	☐
		☐	☐

38. Do you act on behalf of any other person or company in grain transactions?

Yes ☐ Please continue completing Question 38

No ☐ Please proceed to Section F

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

(b) Who do you act for? _____

F. Signature and Submission

Date: _____ Authorized signature: _____

Print name: _____

Telephone no.: _____

Email: _____

Please submit this application to

licence@grainscanada.gc.ca

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

Canadian Grain Commission
Licensing Program
100-303 Main Street
Winnipeg, MB R3C 3G8