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IMPORTANT NOTICE TO ALL BRITISH COLUMBIA FISH AND SEAFOOD PRODUCERS:

Effective January 1, 2017 under authority of Part 8 of the *Fish and Seafood Licensing Regulation* all seafood producers are required to keep records and provide annual reports to the Ministry of Agriculture.

Annual Reports for Calendar Year 2017 due to the Ministry of Agriculture:

1. Annual Fisheries Production Schedule (AFPS) – **due February 16, 2018**
2. List of custom processing clients or Declaration – **due now**

The Ministry of Agriculture protects the confidentiality of your submissions and data from individual forms and companies will not be released or published.

The aggregated data (from three or more companies combined) is included in ministry statistical publications and made available online at: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/industry-and-sector-profiles>.

HOW TO REPORT:

- Submit all reports and information to Fishstats@gov.bc.ca.
- You may use the attached files for reporting and reference or you can download copies from the Ministry of Agriculture website at: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/reporting-requirements>.

1. 2017 Annual Fisheries Production Schedule (AFPS) - due February 16, 2018

- Refer to the attached Guide for instructions and useful information on how to complete the AFPS.
- A copy of the AFPS workbook is attached in Excel format. If you do not have Excel on your computer, you may wish to fill out the spreadsheets by using Google Sheets: <https://www.google.ca/sheets/about/>.
- Complete and submit one AFPS for each operation.
 - Operations reporting B.C. seafood sales must:
 - report all seafood sold in 2017 as a product of B.C. to retail or exported out of B.C.; and

- include all B.C. seafood in inventory in its final form and value at prevailing prices.
- Operations that have no 2017 B.C. seafood sales to report must complete and submit Pages 1 & 2 of the AFPS.

2. 2017 Custom Client List or Declaration - **due now**

(If your operation(s) has already met this reporting requirement in response to notices sent in December 2017 – thank you and please disregard this reminder.)

- Complete and submit one of the following for each operation:
 - Operations that provided custom processing services (including freezing or storing) to owners of commercial B.C. seafood must
 - submit a fully completed Custom Seafood Processing Client List. A copy of the spreadsheet is attached.
 - Operations that did not custom process, freeze or store commercial B.C. seafood must:
 - submit a Declaration that includes the following statement and information:

I/we declare that the company and plant listed below did not custom process, store or freeze B.C. commercial seafood products for clients during the 2017 calendar year, and does not have a list of custom processing/storage clients to submit:

Name of Company or Individual:

Facility Address/Location:

Name of Contact Person:

Email Address(es):

Phone Number(s):

If you have any questions or concerns, please contact James Dalby at 250 356-6267 or send an email to Fishstats@gov.bc.ca

Thank you.

Carmen Matthews
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Corporate Governance, Policy & Legislation
Ministry of Agriculture