



April 12, 2018

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### **IMPORTANT NOTICE TO CLIENTS OF CUSTOM SEAFOOD PROCESSING PLANTS:**

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.

Your company has been identified as having utilized the services of a provincially licensed, federally registered, or Marine Stewardship Council-certified B.C. fish processing and/or cold storage facility in 2017. From available information, it appears that your production is not included in any of the annual reports submitted by these companies.

Your Annual Fisheries Production Schedule (AFPS) for calendar year 2017 is due to the Ministry of Agriculture **by May 10, 2018**.

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](mailto: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: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/reporting-requirements>.
- Refer to the attached Guide for instructions and other information on how to complete the AFPS.
- A copy of the AFPS workbook in Excel format is attached. If you do not have Excel on your computer, you may wish to fill out the spreadsheet 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.

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

Thank you.

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