



26 January 2024
File: 68800-30/23/SP

REPORT NOW!

To Company X:

You have two 2023 reporting requirements for the facility identified below:

- 1) Annual Fisheries Production Schedule (AFPS), **due 23 February 2024**; and
- 2) List of Custom Seafood Processing Clients or Declaration, **past due as of 18 January 2024**.

Facility Location	Provincial ID(s)	Federal ID(s)

All B.C. seafood processors are required to provide the Ministry of Agriculture & Food with a report on their seafood production under the *Fish and Seafood Act*. Data from all processors, receivers, vendors, and seafood marketers are combined and used for:

- Economic analyses
- Program and policy development
- Sector funding decisions
- International fisheries treaty negotiations

Please submit the following:

1) 2023 AFPS DUE 23 FEBRUARY

You must complete an AFPS for each plant location. Report all B.C. seafood sold or remaining in inventory in its final form.



This year, we have a new improved [web form](#) version of the AFPS that we ask you to fill out. Before doing so, you will need to obtain a Basic BCeID, if you do not already have one. You can do this by following these [instructions](#), which only takes a few minutes. Refer to the [Guide](#) for instructions and tips on completing this AFPS.

There will be **free** training webinars on the new online form. You can join a training webinar at one of the following times:

- January 30th from **11:00-12:30**
- February 2nd from **3:00-4:30**
- February 7th from **9:00-10:30**

To register for one of these sessions, please contact Michaella.Trites@gov.bc.ca.

If you'd rather use the old Excel version of the AFPS, you can find it [here](#); the Guide is [here](#). Please send your completed form to fishstats@gov.bc.ca.

AND

2) OVERDUE 2023 CUSTOM PROCESSING CLIENT INFORMATION

This is your third notice asking you to submit your custom client information!

- If your company custom processed, froze or held commercial B.C. seafood products for clients during the 2023 calendar year, you must complete and submit a Custom Seafood Processing Client List ([xlsx](#)) for each plant location. Please provide a complete list of all commercial clients and their contact information. Do not include recreational harvest clients.
- Or if your company did not custom process, freeze or hold commercial B.C. seafood products for clients during the 2023 calendar year, you must complete and submit the declaration below for each plant location:

I/we declare that the company/individual and plant listed below did not custom process, store or freeze B.C. commercial seafood products for clients during the 2023 calendar year, and does not have a list of custom processing/storage clients to submit.

Name of Processing Company or Individual:

Facility Address/Location:

Name of Contact Person(s):

Email Address(es):

Phone Number(s):

Send your information to fishstats@gov.bc.ca.

Please do not send in paper forms, PDF files, or JPEG files.

The Ministry of Agriculture & Food will aggregate data across three or more companies for any public output.

If you have any questions, please email fishstats@gov.bc.ca. Thank you in advance for your participation!

Yours truly,

James E. Dalby, Jr.
Sr. Seafood Statistics & Research Officer
British Columbia Ministry of Agriculture & Food

See your data in action in our [seafood publications and data tables](#).