

January 17, 2019
File: 68800-30/18/SP

REPORT NOW!

To Company X:

You have two 2018 reporting requirements for the facility below:

- 1) Annual Fisheries Production Schedule (AFPS), **due February 15, 2019**; and
- 2) list of custom seafood processing clients or declaration, **past due as of January 14, 2019**.

Facility Location	Provincial Licence	Federal Registration

It is a legal requirement under the Fish and Seafood Act for all B.C. seafood producers to provide annual reports on their seafood production to the Ministry of Agriculture.

Please email the following to fishstats@gov.bc.ca:

1) 2018 AFPS DUE FEBRUARY 15

You must complete an AFPS spreadsheet ([pdf](#) / [xlsx](#)) for each plant location.

- Report all B.C. seafood sold or remaining in inventory in its final form.
- Refer to this [guide](#) for instructions and tips.

AND

2) OVERDUE 2018 CUSTOM PROCESSING CLIENTS 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 2018 calendar year, you must complete and submit a Custom Seafood Processing Client List ([pdf](#) / [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 2018 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 2018 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):

If you do not have Excel software, you can use Google Sheets <https://www.google.ca/sheets/about/> to complete the client list and/or AFPS. Alternatively, you may print a paper copy or request a paper copy from fishstats@gov.bc.ca.

The Ministry of Agriculture ensures the confidentiality of your submissions. Data is combined across three or more companies for reporting; data from individual forms and companies will not be released or published.

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

See your data in action in our seafood publications:
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/statistics/industry-and-sector-profiles>