



January 14, 2021
File: 68800-30/20/SP

REPORT NOW!

To Company X:

You have three 2020 reporting requirements for the facility identified below:

- 1) Annual Fisheries Production Schedule (AFPS), **due February 15, 2021**;
- 2) Seafood Processor Employment Report, **due February 15, 2021** and
- 3) List of Custom Seafood Processing Clients or Declaration, **past due as of January 13, 2021**.

Facility Location	Provincial Licence(s)	Federal Registration(s)

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

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

1) 2020 AFPS DUE FEBRUARY 15

You must complete an AFPS ([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) 2020 EMPLOYMENT REPORT DUE FEBRUARY 15

You must complete an employment form ([xlsx](#)) for each plant location.

- Report numbers of employees, types of processing, species processed, and wages.
- Refer to this [guide](#) for instructions and tips.

AND

3) OVERDUE 2020 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 2020 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 2020 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 2020 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](#) to complete the AFPS, employment form, and client list.

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](#).