



2417 Holly Lane, Ottawa, ON K1V 0M7

INSTRUCTIONS TO APPLICANTS FOR NEW MEMBERSHIP



(1) The name under which you apply for new membership is the ownership in which all your animals are be registered. Please do not confuse this with your herd name, which is to be used for naming animals only.

(2) All your applications for registration and transfer are to be completed in the exact same name as indicated on your application for membership. When you purchase an animal, please be sure that the correct name is indicated on the application for transfer. Males may be transferred to a joint ownership if you own the animal in partnership with another member or non-member.

(3) If you have purchased recorded or registered animals already and they have been transferred to your ownership by this office, then we ask you to check your ownership on the certificates. The ownership of the females must be exactly the same as the ownership of your herd as indicated on your application for membership. For example, if you were to indicate "John & June Smith" on your application for membership, then the females which you have already purchased must be registered in the name of "John & June Smith". Females which are registered in the ownership of John Smith only or June Smith only or any farm name or any company name or any partnership which includes persons in addition to John & June Smith are not considered to be in the correct ownership.

(4) If you find that some or all of your females are not in the correct ownership, then it will be necessary to transfer them. You may also wish to transfer males as well.

- (a) This can be done by completing an application for transfer for each animal in exactly the same name as indicated on your application for membership.
- (b) The applications for transfer are to be signed by the person or persons whose name or names last appear on the certificates. If the last name recorded on the certificate is a farm or company, then a person authorized to sign on behalf of that farm or company is to sign the application for transfer.
- (c) In addition, the transfer date to be indicated on an application for transfer for a particular female is important and it should be prior to the birth date of any unrecorded offspring born from that animal which you owned at birth and which you intend to record or register in the future.
- (d) The completed and signed applications for transfer and the corresponding certificates of registration or recordation are then to be submitted to this office with your application for membership and a remittance sufficient to cover the membership and transfer fees. Please consult the current schedule of fees to determine the correct transfer fees. Please indicate "NO FINANCIAL CONSIDERATION INVOLVED" on each of your applications for transfer if this is the case. Some associations offer a reduced transfer fee.

(5) The name, which you indicate on your application for membership designates the ownership of your herd. While it is possible to change the name, the procedure involves transferring all your animals. If this becomes necessary in the future, please contact this office for complete directions.

(6) In the event that you would like to register animals in different names, for example, some in the name of "John & June Smith" and some in the name of "John Smith & Sons", you should consider having a membership for each name.

(7) If you follow the above instructions very carefully, you will avoid many of the problems and delays encountered by new members.