



Canadian Livestock Records Corporation

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 must be registered in the future. Please do not confuse this with your herd name which is to be used for naming animals only.

(2) All your current and future applications for registration and transfer must 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.

(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 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 animals which you have already purchased must be registered in the name of "John & June Smith". Animals 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) (a) If you find that some or all of your animals are not in the correct ownership, then it will be necessary to transfer them.

(b) 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.

(c) The applications for transfer must 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 must sign the application for transfer.

(d) In addition, the transfer date to be indicated on an application for transfer for a particular animal 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.

(e) The completed and signed applications for transfer and the corresponding certificates of registration or recordation must then 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.

(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 which designates the ownership of your animals, the procedure involved is not simple and can be expensive, therefore, changes in the name which designates the ownership of your herd should only be requested when necessary. If you ever decide to change the name which designates the ownership of your herd, then we ask you to contact this office and we will then provide you with the necessary instructions.

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