



## Further Processor Application Instruction Form

### How to complete the Further Processor Application Form:

The information provided below is to be used by the applicant when filling out the application form. Applicants to the Special Milk Class Permit Program (the Program) should consult the Information Guide for Further Processors before filling out the application form.

**Section A: Company Information:** This form pertains to the basic information required about the company applying for access to the Program. (See item 1 - Company Information form for further processors)

**Section B: Application Form for Further Processors:** This Excel document pertains to specific information required about the further processed product(s) in order for the Canadian Dairy Commission (CDC) to assess its(their) eligibility to the Program. Applicants are required to fill out the Excel application form (Section B) for each individual further processed product that they wish to submit for consideration. When filling out the Excel application form, please refer to the following explanations provided for each area of reporting:

**B1.**      *Name of further processed product:*

Applicants are required to provide the CDC with the actual brand name of each individual further processed product for which they are requesting Special Milk Class pricing.

**B2.**      *Further processed product code:*

If the applicant has assigned a particular product code to a further processed product, it must be supplied in this section. If there is no product coding system used by the applicant, please use a sequential numbering system for tracking purposes (e.g., 1, 2, 3, etc.).

**R&D** - Indicating “Y” (Yes) in the R&D column identifies this product as currently being in Research & Development (R&D) and not a regular finished product. Please note that a finished product label must also be submitted at time of application for all R&D products.

**B3.**      *Further processed product category:*

The applicant is required to select from the two categories the one that best describes the type of further processed product they are manufacturing. Place X in the appropriate category for each further processed product applied for.

**B4.**      *Packaging, weight and dairy content in further processed product*

**B4.1** In order to determine the amount of Canadian dairy products incorporated in the further processed product, the applicant must select one of the following reporting methods:

- Production format (by batch size)
- Sales format (by unit, case, etc.)



**B4.2.** The applicant must report the net weight of the further processed product based on the information supplied in Section B4.1. (Do not use letters in this column.)

**B4.3.** The applicant must report the name of the Canadian dairy product and the milk fat content for each dairy product (e.g.: mozzarella cheese: 35% milk fat, cheddar cheese: 42% milk fat). The applicant must also report on the volume or weight of each dairy product in relation to the net weight of the further processed product (reported in Sec. B4.2). For example, a case of frozen pizzas weighing 5.5 kilos (net weight) contains 250 grams of mozzarella cheese and 175 grams of cheddar cheese (use numbers only in relation to kilograms, e.g., 0.250 and 0.175, in column B4.3).

**B5.**      *Condition of further processed product at time of shipment from manufacturing facility:*

The applicant must describe the actual condition of the further processed product at time of shipment from the manufacturing facility by placing an “X” under frozen, vacuum sealed, gas flushed, bottled/canned or other. If “other” please explain in an email or at the bottom of the spreadsheet (below the last yellow row).

**B6.**      *Condition of further processed product at final point of sale:*

It is possible that a further processed product leaves the manufacturer’s facility in one condition and is then sold in another, e.g. shipped frozen from the manufacturing plant and sold refrigerated in retail outlet. For this reason, the applicant is required to report on the condition of the further processed product at the final point of sale. For example: frozen, refrigerated, vacuum sealed, gas flushed or other. If “other” please explain in an email or at the bottom of the spreadsheet (below the last yellow row).

**B7.**      *Final point of sale:*

The applicant must report on the final point of sale for the further processed product. For example, retail outlet, restaurant, wholesaler, etc.

**B8.**      *Shelf life:*

To be eligible in the program, the further processed product must be manufactured and packaged in such a way as to promote a minimum shelf life of 30 days. This requires that the product be frozen prior to shipment or sale from the Further Processor’s facility or packaged using methods / materials that allow a minimum shelf life of 30 days. If the shelf life is 90 days, write **90** in the left column and **DAYS** in the right column.

**B9.**      *Further processed product labels:*

Copies of the packaging labels and a list of ingredients must be supplied to the CDC for each further processed product applied for under the Program. Labels must contain the name of the product, the ingredients and frozen statement (such as “Keep frozen”) if applicable.

**B10.**      *Sales/production forecast:*

The applicant must report the annual forecast of further processed product sales/production based on the information that was provided in Section B4 for each finished product.

**B11.**      *Butter/butter oil purchasing forecast:*

This section is only to be filled out by manufacturers of fresh bakery products using butter/butter oil. They are required to provide the CDC with an estimate of their annual usage of butter/butter oil in each fresh bakery product applied for.



**B12. Proof of competition:**

The applicant must prove that the further processed product which it manufactures is not subject to Tariff Rate Quota Controls. Also, it must provide the CDC with the brand name, country of origin and name of manufacturer of the competing product which is similar to the further processed product applied for. The origin of the product (competitor) has to come from outside Canada. This is necessary to show that the product is subject to import duties on arrival into Canada which serve to ensure that Canadian manufactured food products remain competitive. For additional information, refer to Section 3.2 of the Information Guide for Further Processors.

**Section C: Accounting, Credit Check & Attestation:** This document pertains to the requirement for the applicant to ensure that it has a proper accounting system in place to track and monitor the purchase and use of Special Class-priced ingredients. Section C also requires that the applicant agree to submit to a credit check by the CDC (if required) prior to being approved under the Special Milk Class Permit Program. This Section also makes clear that by submitting the application form to the CDC, the applicant is attesting to the accuracy of the information contained as being true and correct.

**Company Eligibility Form:** This form will help companies determine if they are eligible in the Program as a further processor or a bakery.

**Questionnaire for Bakeries / Further Processors:** As applicable, applicants should complete either the bakery or further processor questionnaire and return with their application.

**Waste Factor Percentage:** Companies should indicate if a waste factor is included in the finished product recipes. If yes, the company must provide the waste factor percentage and provide an explanation on the type of waste included.

**For additional information, please contact:**

**Email:** [applications.demandes@cdc-ccl.gc.ca](mailto:applications.demandes@cdc-ccl.gc.ca)

**Fax :** 613-792-2009

**Toll-free :** 1-866-366-0676

[www.cdc-ccl.ca/en](http://www.cdc-ccl.ca/en)

**Canadian Dairy Commission**

Domestic Marketing Programs

Building 55, NCC Driveway

Central Experimental Farm

960 Carling Avenue

Ottawa, Ontario K1A 0Z2