

BC TIMBER SALES

8 February 2005

REGISTRATION PROCESS

GENERAL PRINCIPLES

1. Applying consistent business practice

Each BC Timber Sales Business Area is responsible for registering qualified individuals and corporations as BC timber sales enterprises. Potential registrants are advised to register in the Timber Sales Office in the area closest to where they plan to operate, but they can register through any Timber Sales Office. Individuals and corporations can expect that the registration process will be identical across Business Areas. A consistent application of the registration process will reduce potential for errors.

This document describes the process for administering applications for registration and applications for renewal of registration.

2. Complying with Legislation and Regulations

The *BC Timber Sales Regulation* (BC Reg. 265/88) provides the framework for the criteria governing registration as a BC timber sales enterprise.

The *Forest Act*, section 20(2), allows the Timber Sales Manager (TSM) to specify that applications for a timber sale licence (TSL) are to be accepted from only BC timber sales enterprises.

The *BC Timber Sales Regulation* defines a BC timber sales enterprise by setting forth the eligibility criteria that an individual or a corporation must satisfy in order to become, or to remain, a BC timber sales enterprise (commonly referred to as a *registrant*).

All applicants for registration must complete an application form that seeks to obtain the necessary information required by the Regulation. BCTS staff takes appropriate steps to ensure that the information provided is true and accurate.

3. Doing business with bona-fide clients

The registration process endeavours to ensure that all registrants satisfy the requirements of the BCTS Regulation, thereby ensuring that Timber Sale Licences are issued only to bona fide registrants. Nevertheless, despite the rigour of the registration process, staff may still have to confirm the identity of TSL applicants by other means prior to approving an application or prior to the applicant entering into a TSL. Furthermore, any business transactions pertaining to TSLs must be conducted with the relevant registrant or licensee.

4. Benefits of a standardized registration process

A clearly defined and rigidly applied registration process is critical to the success of BC Timber Sales in accomplishing its objectives.

A process designed to meet these objectives will minimize errors in administering TSL auctions, thereby supporting the credibility of BC Timber Sales, and making the process more efficient by reducing the number of cancelled competitions. Furthermore, in an open and competitive marketplace, all participants expect that TSLs will be issued in a fair and equitable manner, to only bona fide BCTS enterprises.

STAGE ONE – CLIENT CONTACT

- 1.1 Potential registrants (clients) may obtain information about BCTS through two sources:
 - (a) contact directly with a Timber Sales offices, or
 - (b) BC Timber Sales website.
- 1.2 If the client wishes to pursue registration as a BC timber sales enterprise (BCTSE), an appropriate registration form (*see sample FS590A and FS590B*) may be obtained from either
 - (a) front desk staff at the local TSO, or
 - (b) the BCTS website.
- 1.3 Front desk staff will advise the client to contact an appropriate staff member for further information and to answer questions.
- 1.4 The BCTS website will direct the client to appropriate contacts for further information.
- 1.5 The client will be directed to submit the registration form,
 - (a) to the office nearest to the desired area in which the client wishes to operate, if the form is obtained from the website, or
 - (b) to the office that the client visited to obtain the registration form, if the form is obtained directly from a TSO.
- 1.6 The client must deliver a fully executed and notarized application form to the appropriate TSO either by mail or by hand, complete with the required registration fee in a form acceptable to the TSM.
 - (a) Applications submitted by facsimile transmission directly to the TSO will not be accepted.
 - (b) When Electronic Commerce facilities are fully developed, the client will be able to electronically submit the fully executed form via the BCTS website.

STAGE TWO – RECEIPT OF APPLICATION FOR REGISTRATION FORMS

- 2.1 All Applications for Registration will be considered.

- 2.2 All applications should be date stamped upon receipt of the form.
- 2.3 If requested to do so by the client, appropriate TSO staff (those with authority of a commissioner for taking affidavits) may witness the signing of the application by the client.
 - (a) Staff may charge a commissioner's fee (identical to a Government Agent's fee) for witnessing the signing.
- 2.4 If the registration fee is submitted in cash, a receipt for the registration fee will be issued
 - (a) upon receipt of the application if the application is delivered by hand, or
 - (b) as soon as practicable if the application is delivered by mail, and
 - (i) the receipt will be mailed
 - (1) to the return address identified on the envelope, or
 - (2) if the address is not identified on the envelope, to the address provided on the registration form.
- 2.5 If the client does not have an outstanding account with government, the application will proceed to the verification stage.
- 2.6 If the client has an outstanding account with government,
 - (a) the registration fee will be applied to the outstanding account in accordance with s.38 of the *Financial Administration Act*, and
 - (b) the client will be notified that the fee has been applied to that outstanding account and
 - (c) the client will be advised of the amount of that account and that the application for registration will not be considered until the account is paid in full.
- 2.7 Applications will be distributed to the Business Officer or designate for verification.
 - (a) Verifications will be completed within two (2) weeks of receipt of the application.

STAGE THREE – VERIFICATION

- 3.1. Incomplete or illegible applications will be returned to the applicant, and the registration fee will be returned, unless
 - (a) the client has an outstanding account with government, in which case the registration fee will be subject to set-off in accordance with s.38 of the *Financial Administration Act*.
- 3.2. The Business Officer or other person delegated by the Timber Sales Manager will administer the verification of fully executed applications.

- 3.3. To verify applications, the Business Officer or delegate may
- (a) request the Resource Clerk to conduct the necessary and appropriate information checks available through on-line systems, including but not necessarily limited to
 - (i) Ministry of Provincial Revenue
 - (1) for outstanding accounts, bankruptcy, etc.,
 - (ii) Company Registry
 - (1) for directors and officers of other corporations, and
 - (iii) FTA for any licensee having an agreement under the Forest Act the rights under which are suspended.
 - (b) request that appropriate TSO staff determine if the client is associated with
 - (i) any licensee that is currently disqualified as a BCTSE, and
 - (c) undertake other inquiries, including contacting previous employers, registered offices of corporations, and/or credit bureaux.
- 3.4. As each piece of information is verified, the person determining its veracity will initial in the appropriate area of the application form to indicate that it is verified.
- 3.5. If discrepancies are discovered in the information provided in the application, the Business Officer (or delegate) will contact the client to clarify, confirm or refute the information.
- 3.6. If the information cannot be clarified or confirmed, the Business Officer (or delegate) will recommend that the TSM not approve the application.
- 3.7. If the information is confirmed, the Business Officer will recommend that the TSM approve the application.

STAGE FOUR – APPROVAL OF APPLICATION

- 4.1 Upon receipt of the recommendation from the Business Officer, the TSM may
- (a) request further information from the Business Officer or the client;
 - (b) approve the application, or
 - (c) not approve the application.

STAGE FIVE – NOTIFICATION

- 5.1 Within two (2) weeks of receiving the application, staff will notify the applicant of the TSM's decision.
- 5.2 The client will be notified in writing (*see attached sample letters*) of the TSM's decision.

- (a) In addition, the client may also be contacted by telephone.
- 5.3 If the client's application is approved, a Certificate of Registration (*see attached FS591*) will be issued with the cover letter.
 - (a) The cover letter will inform the client
 - (i) of the date that the registration expires,
 - (ii) that a reminder of the pending expiry of its registration WILL NOT be issued, and
 - (iii) that the registration may be confirmed and tracked on the BCTS website.

STAGE SIX – RENEWAL OF REGISTRATION

- 6.1 Registrants wanting to renew registration must submit an Application for Renewal of Registration (FS590C, FS590D) (*see attached*).
 - (a) The required registration fee, in a form acceptable to the TSM, must be submitted with the application.
- 6.2 BCTS staff will conduct appropriate due diligence to determine the veracity of the information contained in the application.
- 6.3 Approval or rejection of the application will be conducted as per Stage Four above.
- 6.4 Notification of approval or rejection will be conducted as per Stage Five above.

ATTACHMENTS

- FS 590A Application for Registration of an Individual
- FS 590B Application for Registration of a Corporation
- FS 590C Application for Renewal of Registration of an Individual
- FS 590D Application for Renewal of Registration of a Corporation
- FS 591 Certificate of Registration
- Sample Cover Letter – new registration approval
- Sample Cover Letter – new registration not approved