



SECTION A - LICENCE/LICENSEE DETAILS

Tenure / Licence No.	Business Area (BCTS only)	District:
Licensee Name:		Client No.:
Licensee Address:		

SECTION B - TENURE STATUS REPORT

<input type="checkbox"/> Expired	Expiry Date:	<input type="checkbox"/> Not Expired
<input type="checkbox"/> Cancelled By DM/TSM	Cancellation Date:	
<input type="checkbox"/> Documents/Licence Surrendered	Surrender Date:	

ACTIONS

<input type="checkbox"/> FTA Updated	Updated By:	Date:
<input type="checkbox"/> GENUS Updated	Updated By:	Date:
<input type="checkbox"/> RESULTS Updated	Updated By:	Date:
<input type="checkbox"/> W&R Invoices Issued By DM	Checked By::	Date:
<input type="checkbox"/> Notify C & E	Done By:	Date:

Comments

SECTION C - DISPOSITION NOTICE (Completed by District or BCTS Team)

Original Deposit: \$ _____	Existing Deposit: \$ _____
Payment No:	Payment Date:
Holdback \$ _____	Comments
<input type="checkbox"/> Forfeit All or \$ _____	
<input type="checkbox"/> Release Balance \$ _____	

Technician (Print):	Signature:	Date:
---------------------	------------	-------

Forester (Print):	Signature:	Date:
-------------------	------------	-------

SECTION D - FOREST SERVICE DISTRICT APPROVAL OR BCTS APPROVAL

Name:	Signature:	Date:
-------	------------	-------

SECTION E - SENT TO MINISTRY OF SMALL BUSINESS and REVENUE

Method <input type="checkbox"/> Mail <input type="checkbox"/> Electronic	Return E-Mail Address:
---------------------------------------------------------------------------------	------------------------

Signature:	Date:
------------	-------

SECTION F - MINISTRY OF PROVINCIAL REVENUE

<input type="checkbox"/> A/R	<input type="checkbox"/> Payment Diversion List	<input type="checkbox"/> Previously Deleted Debts	<input type="checkbox"/> WorkSafe BC	<input type="checkbox"/> Era	<input type="checkbox"/> Address
------------------------------	-------------------------------------------------	---------------------------------------------------	--------------------------------------	------------------------------	----------------------------------

<input type="checkbox"/> Held In Regional Trust Account \$ _____	<input type="checkbox"/> Applied To A/R \$ _____
------------------------------------------------------------------	--------------------------------------------------

<input type="checkbox"/> Forfeiture \$ _____	<input type="checkbox"/> Refund \$ _____
----------------------------------------------	------------------------------------------

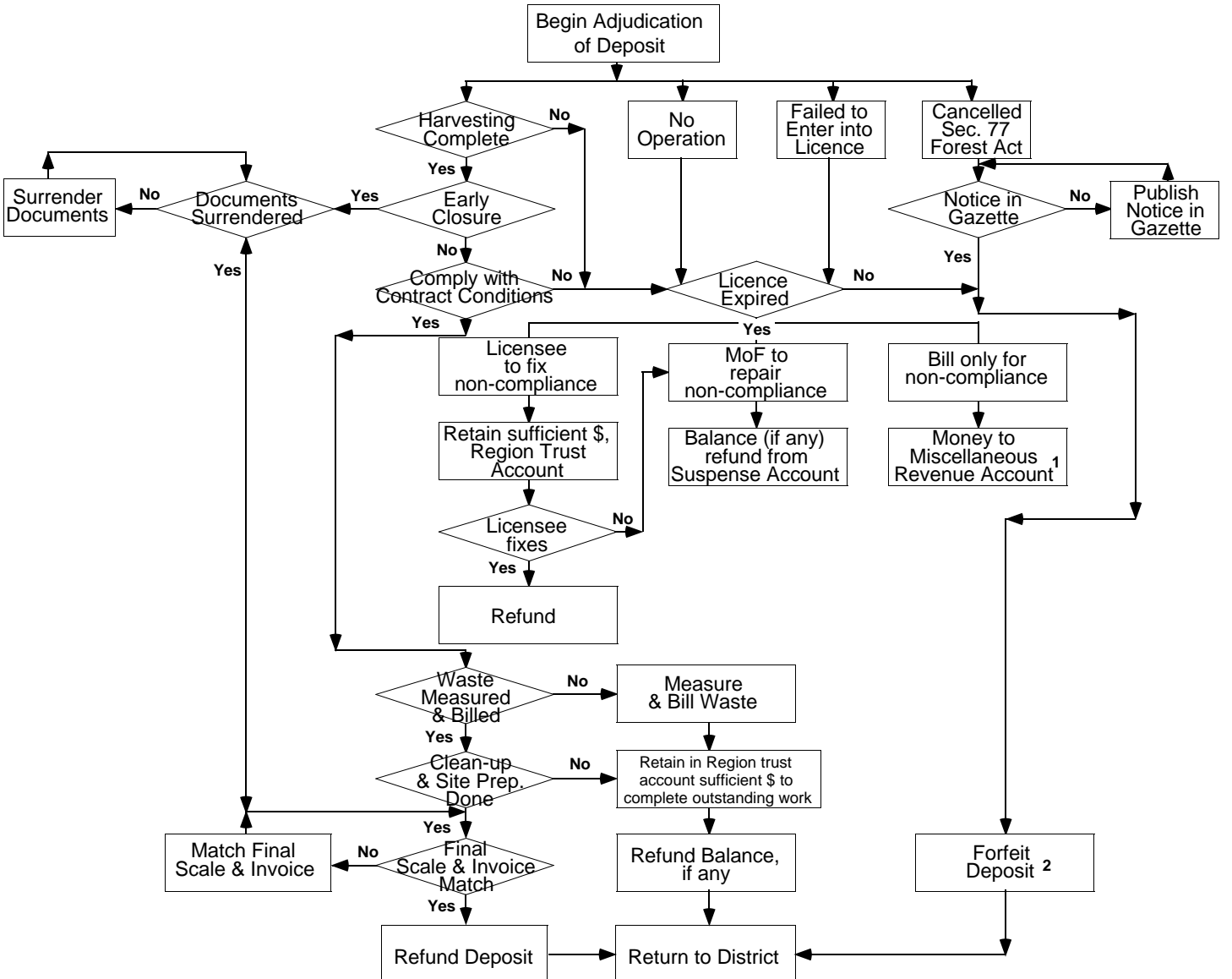
SKA/LOC <input type="checkbox"/> Released <input type="checkbox"/> Retained	Check Requisition No:
------------------------------------------------------------------------------------	-----------------------

Comments:	Signature:
-----------	------------

FINAL CHECKLIST PRIOR TO DELETION

(check applicable square)

TO BE COMPLETED BY RESOURCE ASSISTANT/ SMALL BUSINESS FORESTER		YES	NO	TO BE COMPLETED BY RESOURCE CLERK		YES	NO
1. Failed to Enter into Licence?		<input type="checkbox"/>	<input type="checkbox"/>	1. Outstanding Third-Party Obligations?		<input type="checkbox"/>	<input type="checkbox"/>
2. Operations?		<input type="checkbox"/>	<input type="checkbox"/>	2. Final Invoices Billed and Listed in the Accounts Receivable System (ARM) ?		<input type="checkbox"/>	<input type="checkbox"/>
3. Harvesting Operations Complete?		<input type="checkbox"/>	<input type="checkbox"/>	3. Recommendations?			
4. Compliance with all Operational Contract Conditions?		<input type="checkbox"/>	<input type="checkbox"/>	- Delete from FTAS, maps and records?		<input type="checkbox"/>	<input type="checkbox"/>
If 'No':				- Refund (subject to payment of outstanding accounts)?		<input type="checkbox"/>	<input type="checkbox"/>
a) Cancelled as per Section 77, Forest Act? (deposit MUST be forfeited)		<input type="checkbox"/>	<input type="checkbox"/>	- Outstanding Obligations to General Revenue?		<input type="checkbox"/>	<input type="checkbox"/>
or							
b) Licence expired? (bill and process to Accounts Receivable)		<input type="checkbox"/>	<input type="checkbox"/>				
5. Early Closure?		<input type="checkbox"/>	<input type="checkbox"/>	4. Complete detailed recommendations re disposition of deposits on page one?		<input type="checkbox"/>	<input type="checkbox"/>
- Documents attached?		<input type="checkbox"/>	<input type="checkbox"/>				
6. Waste Measured and Billed?		<input type="checkbox"/>	<input type="checkbox"/>				
7. Clean-up and site Preparation Complete?		<input type="checkbox"/>	<input type="checkbox"/>				



NOTES: 1. Use first block, p. 1 (to A/R Account) with comment "bill only for non-compliance."
 2. Use second block, p. 1 (forfeiture)

INSTRUCTIONS

Original Deposit:	Full amount of licence deposit as originally submitted.
Existing Deposit:	Amount of current deposit, which may change with subsequent FS 45Ds.
Forfeit:	Amount of deposit to be taken as penalty under regulations (TSLs 50%+).
Release Balance:	Amount to be released (based on above).