

IMPORTANT

PLEASE READ

This package contains time-sensitive information related to your CanadaGAP Program enrolment. Please review the contents immediately and return signed documents to our office by October 31, 2012



October 2012

Dear CanadaGAP Program Participant:

This summer we wrote to inform you that a transition is underway that affects the CanadaGAP Program. A new not-for-profit corporation has been set up to operate CanadaGAP. All existing CanadaGAP program participants will be members of the new corporation, which is called *CanAgPlus*. This entitles you to participate more directly in program business, attend annual general meetings, submit resolutions, elect the Board of Directors, etc.

The transition begins November 1, 2012. As such, we need your help to complete the transfer of your records, to ensure you're properly enrolled as a member of the new corporation and your program status continues unaffected. Enclosed you'll find:

- A summary of your current info (contact details, certification option, etc.)
- A revised enrolment form for CanadaGAP. If you prefer an electronic copy, download the enrolment form at www.canadagap.ca under 'Becoming Certified'. You do NOT need to fill out the entire form. Instead, follow the step-by-step instructions below.
- An application for membership in the new corporation. The application is found on page 6 of the revised enrolment form.

INSTRUCTIONS:

Step 1: Review the enclosed summary of your current information to confirm it's correct and complete. Make any changes directly on the summary. Sign at the bottom of the page, whether or not you made changes.

Step 2: Review the terms and conditions set out in the revised CanadaGAP enrolment form, Section H. *Declaration and Agreement* on pages 4 and 5. Sign at the bottom of page 5.

Step 3: Complete NEW information requested at the bottom of page 5.

Step 4: Read and sign the application for *CanAgPlus* membership on page 6.

Step 5: Use the enclosed pre-addressed envelope to return the documents to us at:

CanadaGAP Program
9 Corvus Court
Ottawa, ON K2E 7Z4
Or **FAX** to: 613-226-4497 or **EMAIL**: offs@hortcouncil.ca

PLEASE RETURN ALL DOCUMENTS BY OCTOBER 31, 2012 to ensure no interruption in service. Call us at 613-226-4880 Ext 206 if you have any questions. Your cooperation is sincerely appreciated.

Heather Gale, CanadaGAP National Program Manager