



INSTRUCTIONS

Application to transfer QS/IFQ to, or from, a Community Quota Entity (CQE)

General Information

The halibut and sablefish Individual Fishing Quota (IFQ) program is administered by the Restricted Access Management (RAM) Program of the Alaska Region, National Marine Fisheries Service (NMFS). Transfers of all Quota Share (QS) and its associated annual IFQ must be approved, in advance, by RAM.

In the spring of 2004, the program was amended to provide opportunities for small communities located on the coast of the Gulf of Alaska to hold, and to fish, QS and IFQ. Such communities are represented by Community Quota Entities (CQEs), who must use a special application form to provide for transfers of QS/IFQ to and from (and between) CQEs. These instructions are designed to help you to use that special transfer application form. Some general rules pertain, as follows:

- ✓ Please submit a **separate application** for each proposed Quota Share (QS) or Individual Fishing Quota (IFQ) permit transfer.
- ✓ Please complete the **entire application, including all attachments**; failure to do so could result in delays in the processing of your application.
- ✓ Please submit an **original application** only -- a photocopy of an application, or an application submitted by facsimile will not be processed.
- ✓ Please insure that signatures on the application are **original and are notarized**; because of the legal importance of these documents, RAM will not otherwise process the application.
- ✓ Please allow at least **ten working days** for your application to be processed. Without exception, RAM processes applications in the order in which they are received.
- ✓ When completed, mail (or deliver) the original application to:

**Alaska Region, National Marine Fisheries Service
Restricted Access Management (RAM)
P.O. Box 21668
Room 713, Federal Building
709 West 9th Street
Juneau, AK 99802-1668**

- ✓ Items will be sent to you by first class mail, unless you provide alternate instructions and include a prepaid mailer with appropriate postage or corporate account number for express delivery.
- ✓ If you have any questions, or if you need any assistance in completing the application, please contact RAM as follows:

Telephone (toll Free):	1-800-304-4846 (press "2")
Telephone (Juneau):	907-586-7202
E-Mail Address:	RAM.Alaska@noaa.gov
Web Site:	www.fakr.noaa.gov/ram

COMPLETING THE APPLICATION – STEP BY STEP

BLOCK A – GENERAL REQUIREMENTS

Note that this application form is only to be used to apply for a transfer of Quota Share (QS) or Individual Fishing Quota (IFQ) to or from a Community Quota Entity (CQE); if a CQE is not a party to the proposed transfer, another application form should be used.

Note, as well, that any party to whom the QS/IFQ is proposed to be transferred must hold a Transfer Eligibility Certificate (TEC) and that, if the application is to permanently transfer QS from a CQE to another party, the application must be signed by a representative of the community for whom the CQE holds the QS.

BLOCKS B and C – IDENTIFICATION OF THE PARTIES TO THE PROPOSED TRANSFER

1. Legibly (print or type) enter the name of the party proposing to transfer (or to receive by transfer) the QS/IFQ; this should be the party's full name as it appears on the QS Certificate or the TEC
2. Enter the "NMFS Person ID" (as set out on the QS Certificate or the TEC)
3. If the party is an individual, enter his/her Date of Birth
4. Enter the party's SSN or Tax ID*
Note: Privacy Act Statement: *The Debt Collection Improvement Act, in Section 7701 of title 31, United States Code requires collection of this information from each person doing business with a federal agency. This information is used for purposes of collecting and reporting any delinquent amounts arising out of such person's relationship with the government. This information is also used to verify the identity of the applicant(s) and to accurately retrieve confidential records related to federal commercial fishery permits issued under 50 CFR Part 679.*
5. If the proposed transferor (or transferee) is a CQE, enter the name of the community on whose behalf the CQE is applying.
6. Enter the permanent business mailing address used by the proposed transferor or the transferee.
7. If appropriate, enter the temporary business mailing address (the address to which the transfer documentation should be sent, if different from the permanent address).
8. Enter business telephone number
9. Enter home telephone number
10. Enter fax number
11. Enter E-mail address

BLOCK D – QUESTIONS FOR TRANSFEREE ("BUYER" OR "LESSEE")

1. If this is an application to receive QS by transfer, indicate if you wish to combine ("sweep up") the transferred QS with a block that is currently held. Blocked QS may be combined into one block if the resulting total amount of QS is less than or equal to the following amounts of QS units:

Halibut		Sablefish	
<u>Area</u>	<u>Units</u>	<u>Area</u>	<u>Units</u>
2C	19,992	SE	33,270
3A	27,912	WY	43,390
3B	22,947	CG	46,055
4A	22,947	WG	48,410
4B	15,087	AI	99,210
4C	30,930	BS	91,275
4D	26,082		

Note that if you wish to sweep up the QS into an existing block, you must fully identify the QS block into which you wish to combine the transferred QS; to do so, complete the blanks by entering the letters and numbers as set out on your QS certificate.

2. If this is a transfer of Catcher Vessel “CDQ compensation QS” that has not yet been assigned a catcher vessel length category, you may designate the category; to do so, check the appropriate box (indicating vessel length) to which you wish the QS assigned (note that this will be a permanent assignment of vessel length category).

BLOCK E – IDENTIFICATION OF QS/IFQ TO BE TRANSFERRED

1. Enter the total QS units to be transferred and the designation of those QS units (as set out on the QS Certificate)
2. Indicate whether all remaining IFQ pounds from the current fishing year are to be transferred with the QS; if not, indicate the number of pounds that are to be transferred.

BLOCK F – TRANSFER OF IFQ ONLY (“LEASE” OF IFQ)

This block should only be completed if the CQE is applying to transfer IFQ to a permanent resident of the community on whose behalf the CQE holds the QS.

1. Identify the IFQ to be transferred by entering the IFQ Permit Number and Year
2. Enter the actual number of IFQ pounds to be transferred
3. Enter the name of the community.

BLOCK G – REQUIRED SUPPLEMENTAL INFORMATION

If the proposed transferor is a CQE, the information requested must be provided.

BLOCKS H and I – REQUIRED SUPPLEMENTAL INFORMATION

These questionnaires must be completed by Both the proposed transferor (all questions in Block “H”) and the proposed transferee (all questions in Block “I”).

CERTIFICATIONS -- TRANSFEROR, TRANSFEE AND COMMUNITY REPRESENTATIVE

Complete the appropriate Certification, following the guidance set out on the form; note that all information provided on the application is submitted under penalty of perjury.

RAM will not process an application that does not bear original signatures (fax’d applications will be returned); all signatures must be witnessed by a Notary Public (or, in some remote areas, the community Postmaster or Postmistress).

An application submitted and signed by an agent for a party to the transfer will not be processed unless clear and unambiguous certification of the agent’s authority to do so is provided.