

This guide will help you complete the **Acreage Confirmation** form.

You are required to complete this form within 10 days of planting raw leaf tobacco each year.

The information in this guide does not replace the law found in the *Tobacco Tax Act*, and related regulations.

General Information

Who Must Complete the Acreage Confirmation Form

You are required to complete the **Acreage Confirmation** form if you produce raw leaf tobacco for:

- Sale to buyers
- Manufacturing your own tobacco products
- Agronomic research

This form must be completed and submitted to the Ministry of Finance no later than ten days after planting tobacco plants or June 15 at the latest.

At the end of a production year, you will be required to complete an '**Actual Raw Leaf Tobacco Yield Per Acre**' form where you will report the **actual** yield per acre. This form will be mailed to you and is to be completed and returned to the Ministry of Finance.

Conducting any of these activities without the required registration certificate may result in the raw leaf tobacco being seized, and fines and penalties imposed and may prevent you from obtaining a registration under the *Tobacco Tax Act* in the future.

Definitions

Raw leaf tobacco means unmanufactured tobacco or the leaves and stems of the tobacco plants, but does not include seedlings. It includes all varieties of tobacco grown in or brought into Ontario, including flue-cured, dark-fire-cured/dark-air-cured (also known as 'black') and burley tobacco.

Producer of raw leaf tobacco is a person who, in Ontario, plants or grows tobacco plants or harvests, or cures the raw leaf tobacco.

Organic raw leaf tobacco means raw leaf tobacco grown organically under established standards regarding soil nutrients and pest control and which has been certified as 'organic'. Production must comply with the Organic Products Regulation under the federal *Canada Agricultural Products Act*.

Submitting Your Application

If you are completing this application, please:

- print clearly
- provide all required information
- ensure that an authorized person signs the certification, for example, the sole proprietor, partner, officer or director
- sign and return the completed application to the address in the 'Contact Us' section on the last page of this guide.

Note that failure to provide all required information may cause a delay in processing your application.

Acreage Confirmation

Indicate by checking 'yes' or 'no':

- if the raw leaf tobacco you plan to produce, will be organically grown and
- is the land being used to produce the raw leaf tobacco, certified organic?

Land Location(s) - Planting Acres

Enter the number of acres of raw leaf tobacco to be produced for each land location for the current production year including the lot, concession and township information as well as the 911 address. Include the estimated acres and kilograms you expect to produce and the name of the land owner. Indicate whether the land is owned, leased from others or leased to others. If the space is insufficient, please attach a separate list for additional land locations and corresponding details.

The total amounts should be equal to the sum of the amounts provided on the **Evidence of Contract to Purchase** form(s). Any amounts planted which exceed the limit as set out in your Producer Registration Certificate will be subject to cutdown and destruction of raw leaf tobacco plants as well as penalties and fines.

Removal and disposal of the raw leaf tobacco may be done under Ministry of Finance supervision and at the risk and expense of the producer. The Ministry of Finance may recover any costs of removal or disposal from the producer.

Planted land will also be verified by GPS to ensure the correct amount of raw leaf tobacco has been planted.

Curing Location(s) Section

For each land location owned, leased or otherwise, on which you cure raw leaf tobacco, describe the land including the lot, concession and township information as well as the 911 address. Describe the type of curing facility (e.g. kiln, barn, etc.) and include the number of curing facilities on each land location. Indicate whether the curing facilities are owned, are leasing them from others or if you are leasing them to other growers.

Storage Facilities Section

For each land location owned, leased or otherwise, on which you have storage facilities describe the type of storage facility (e.g., barn, warehouse, shed and approximate size of each, including dimensions). Include the location, lot, concession and township information as well as the 911 address.

Indicate whether the storage facilities are owned, leased from others or leased to others.

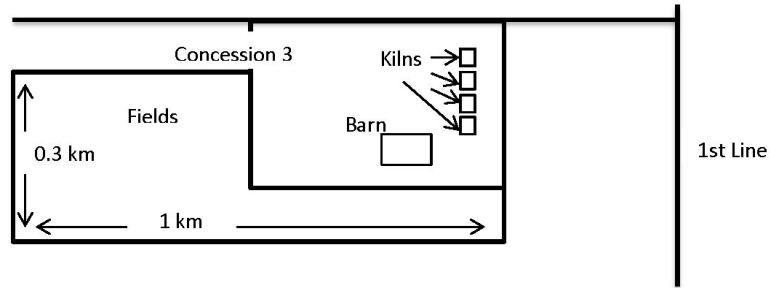
Producer Field Information Section

Enter the producer's legal name, farm name and field names. For field names, include the name you commonly use to describe the field (if any). Include the 911 address, cross roads information and total field acres.

Enter the producer's contact information including telephone number, alternate telephone number (e.g., cellphone), fax number and email address (if available).

Field Sketch Section

Provide a detailed sketch of the raw leaf tobacco fields to be planted for the current production year and indicate the acreage dimensions and the location of curing kilns and storage facilities. If there are any other related details, such as location of other buildings, please include them in the sketch. If you have more than one field in separate locations, please photocopy the Acreage Confirmation – Field Sketch page and complete an additional page for the additional locations. See below for an example of a field sketch:



Certification Section

The application must be signed and dated by an authorized signing officer. The information contained in the application must, to the best of the knowledge and belief of the authorized signing officer, be true, correct and complete.

If this application is signed by a third party (such as your accountant or solicitor), the Ministry of Finance needs your authorization for the third party to represent you; and, the Ministry of Finance must receive a completed **Authorizing or Cancelling a Representative** form for that third party in order for the application to be processed. Forms are available on the Ministry of Finance's website ontario.ca/finance. Send the original signed form to the Ministry of Finance at the address provided in the 'Contact Us' section below.

The name and title of the person signing the application must be printed legibly in the space provided. Include the telephone number of the signing officer.

Changes to Information Provided

If any information reported to the Ministry of Finance changes from what has been reported on this application, you must promptly notify the Ministry of Finance and provide the changed information.

Contact Us

If you have further questions, contact:

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Raw Leaf Tobacco
33 King Street West
PO Box 620
Oshawa ON L1H 8E9

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