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For Office Use Only



Livestock Identification and Commerce Act

**SURRENDER OF BRAND BY BRAND OWNER**

O-4 Version 2013-11

Please read attached instruction sheet before completing this Brand Surrender form.

**Part A: BRAND being surrendered**

Design	Location	Type
		Cattle
		Horse

**Note:** Brand Design, Location and Type are required. Location and Type are fillable. Please print form and draw the brand design by hand in the box provided.

Only **one** brand per form

**Part B: Surrender of Brand**

The undersigned hereby acknowledge:

1. I/We, as the registered owner(s) of the above noted brand, am/are giving up all my/our right, title or interest in and to the above noted brand.
2. Upon receipt of this form, Livestock Identification Services Ltd. will cancel the registration of the brand in my/our name(s).
3. Once this Surrender is filed, Livestock Identification Services Ltd. can approve an application for this brand and this brand can be registered in another person's name.
4. I/We acknowledge that this Surrender cannot be revoked and is binding on myself/ourselves and my/our heirs, executors, personal representatives and assigns.

**Part C: Registered Owner of the Brand – Personal Information, Date and Signature**

If the brand owner is an **individual(s)**:

**Owner 1 Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Town/City, Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Trade name, if any:** \_\_\_\_\_

**Owner 2 Name** \_\_\_\_\_

Please complete any information below that is different from Owner 1 – **Owner 2 must date and sign below**

Mailing Address \_\_\_\_\_

Town/City, Prov \_\_\_\_\_

Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Note:** If there are more than two brand owners please print or photocopy this page and have the additional brand owners complete and sign Part B and attach the additional page or pages to the surrender form.

If the brand owner is a **partnership or corporation**:

**Partnership or Company Name** \_\_\_\_\_

Name of contact person \_\_\_\_\_

Position of contact person \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Town/City, Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Trade name, if any:** \_\_\_\_\_

The following individuals are the signing officers on record with the Brand Registry as being authorized to sign on behalf of the **corporation** or **partnership** for the purposes of surrendering the brand.

_____	_____	_____
Print Full Name	Position	<b>Signature</b>

_____	_____	_____
Print Full Name	Position	<b>Signature</b>

**Note:** If there are more than two signing officers on record with LIS please print or photocopy this page and have the additional signing officers or partners complete and sign Part B and attach the additional page or pages to the surrender form.



LIVESTOCK  
IDENTIFICATION  
SERVICES LTD.

Livestock Identification and Commerce Act  
**CERTIFICATE OF VERIFICATION OF IDENTITY**

V-1 Version 2013-11

**Please read the Instructions before completing this Form**

I, \_\_\_\_\_ **HEREBY CERTIFY THAT:**  
Full name of person verifying identity

1. I was personally present and did see \_\_\_\_\_ sign the  
Name of individual whose identity is being verified  
document attached to this Certificate of Verification of Identity.

Select one of the following:

I have personally known the above named individual for at least two (2) years.

I have not personally known the above named individual for two (2) year but I have confirmed his/her identity by examining one approved piece of government issued photo identification.

I have not personally known the above named individual for two (2) year but I have confirmed his/her identity by examining two approved documents he/she provided to me containing name and his/her current address.

2. Based on my knowledge of and/or meeting with the above named individual I can confirm that he/she is at least 18 years of age.

3. I am not related to the above named individual by birth, adoption or marriage.

SIGNED by me at \_\_\_\_\_, Alberta this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_  
City/Town Day Month Year

\_\_\_\_\_  
**Signature of person verifying identity**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City/Town Province Postal Code

A Certificate of Verification of Identity must be completed for each individual signing the attached form whether as an individual or on behalf of a corporation or partnership. Please fill out and print as many copies of the Certificate of Verification of Identity as are required. Please see instructions below.



LIVESTOCK  
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I have not personally known the above named individual for two (2) year but I have confirmed his/her identity by examining two approved documents he/she provided to me containing name and his/her current address.

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SIGNED by me at \_\_\_\_\_, Alberta this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_  
City/Town Day Month Year

\_\_\_\_\_  
**Signature of person verifying identity**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City/Town Province Postal Code

A Certificate of Verification of Identity must be completed for each individual signing the attached form whether as an individual or on behalf of a corporation or partnership. Please fill out and print as many copies of the Certificate of Verification of Identity as are required. Please see instructions below.



Livestock Identification and Commerce Act

## **SURRENDER OF BRAND BY BRAND OWNER INFORMATION AND INSTRUCTIONS**

This form is for the brand owner(s) to surrender a brand to Livestock Identification Services Ltd. If the brand owner is under 18 years of age please contact LIS for additional information on how to surrender the brand. There is no fee to surrender a brand.

If a brand is owned by more than one person, all of the owners must agree to surrender the brand. If only one or some of the owners of the brand wish to give up their right to the brand, they must transfer their interest in the brand to the remaining owner or owners. A partial interest in a brand cannot be surrendered.

When a brand is surrendered, the owner or owners give up their rights to the brand and the registration of the brand is cancelled. Once a brand is surrendered and cancelled it is available to be registered by another person.

### **IMPORTANT NOTICE**

- By surrendering a brand only the brand is being surrendered.
- The Surrender does not affect the status of the ownership of the livestock or the livestock security interest in the livestock on which the brand was applied prior to the date on which the brand was surrendered.
- When a brand is surrendered it is available for another person to purchase and use on livestock.

### **Completion of the form**

This form must be completed by all of the registered owners of the registered owners of the brand being surrendered.

### **Surrender by person authorized to act on behalf of the brand owner**

If the brand owner is unable to sign the *Surrender* form, a duly authorized person may complete the *Surrender* form on behalf of the brand owner. A person authorized to complete the *Surrender* form on behalf of the brand owner would be a person appointed as the brand owner's:

- attorney under a general or specific Power of Attorney,
- attorney under an Enduring Power of Attorney under the *Powers of Attorney Act*,
- trustee appointed by a trusteeship order under the *Adult Guardianship and Trusteeship Act*.

If the *Surrender* form is being signed by the brand owner's attorney or trustee, an original or a certified copy (by lawyer or notary public) of the Power of Attorney or Trusteeship Order must accompany the *Surrender* form.

### **Verification of identity of person surrendering the brand**

Each person signing the *Surrender* form, whether an individual owner, partner, authorized signing officer of a corporation, attorney or trustee, must have the *Certificate of Verification of Identity* completed. One Certificate must be completed for each person signing this form either as a brand owner or on behalf of a brand owner. Instructions with respect to the Certificate of Verification of Identity are included below.

## Collection of Information

This information is being collected for the purposes of brand registry records in accordance with the *Livestock Identification and Commerce Act* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information can be directed to the Privacy Coordinator for the brand registry at LIS at 109, 264 Midpark Way SE Calgary Alberta, T2X 1J6. Phone (403) 509-2088 or (866) 509-2088.

### Please mail the original form to:

Brand Registrar  
Livestock Identification Services Ltd.  
P.O. Box 1118  
Stettler, AB T0C 2L0

### For information regarding your Brand, please contact the Brand Registrar at:

Phone: 403-740-4105  
Toll Free: 866-740-4105  
Fax: 403-740-4124  
E-mail: [brands@lis-alberta.com](mailto:brands@lis-alberta.com)

**The Brand Registrar can only be contacted by mail, telephone, fax or e-mail. There is no office in Stettler.**

If you wish to meet with someone in person, you can meet with a Livestock Inspector at any of our LIS Field Offices or you can visit the LIS Head Office in Calgary. A list of the LIS Field Offices and the location of the LIS Head Office can be found on the LIS Website at [www.lis-alberta.com](http://www.lis-alberta.com).



## CERTIFICATE OF VERIFICATION OF IDENTITY INSTRUCTIONS

V-1 Version 2013-11

**A Certificate of Verification of Identity must be completed for each person signing a Brand Registry form whether as an individual or on behalf of a corporation or partnership. Please complete and print as many copies of the Certificate of Verification of Identity as are required.**

To complete the Certificate of Verification of Identity please do the following

- Print the full name of the person verifying the identity in the space provided at the top of the Certificate.
- Print the name of the individual whose identity is being verified in paragraph 1 of the Certificate.
- Check off the appropriate box in paragraph 2 of the Certificate. See instructions below explaining each of these options.
- If the name and address of the person whose identity is being verified matches what the person verifying the identity personally knows or, in the alternative, the information on the identification documents provided, Certificate of Verification of Identity form can be completed.
- The person verifying the identity signs his/her name on the line at the bottom of the Certificate.
- The person verifying the identity must provide his/her full address, phone number and e-mail address on the lines provided.

### **Acceptable person verifying identity**

**This form can be completed by anyone other than a relative by birth, adoption or marriage.**

#### **Option 1: If the individual is personally known ...**

If the person verifying the identity has personally known the individual signing for 2 or more years, then the first box of paragraph 1 can be checked off. To know a person personally means that someone can confirm aspects of his/her personal attributes such as name, approximate age, place of birth, physical description and some personal history such as education, occupation, marital status, children and place of residence.

#### **Option 2: If the individual is not personally known and he/she has photo ID ...**

If the person verifying the identity has not personally known the individual for 2 or more years, the individual must produce one piece of government issued photo identification.

Acceptable photo identification must

- include a photograph
- be government issued
- be original, not a copy of the document
- indicate a unique identifier
- be valid (current) – not expired.

Acceptable forms of photo identification include

- a driver's license
- an identification card
- passport
- citizenship card
- Permanent Resident card
- Certificate of Indian Status card

#### **Option 3: If the individual is not personally known and they do not have photo ID...**

If the person verifying the identity has not personally known the individual for 2 or more years and the individual does not have one of the listed government issued photo identification documents, the individual can provide at least two documents with his/her name and current address. Acceptable documents for this purpose include:

- Birth Certificate
- Social Insurance Card
- Old Age Security Card
- Recent utility bill (telephone, electricity, cable TV, gas, water etc.)
- Government statement re CPP or OAS
- Recent municipal property tax notice
- Major credit card statement along with related credit card
- Bank Statement
- Recent income tax assessment
- Government cheque or cheque stub