

GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

Process for Application and Grant of Licences for Production Systems

Context

The term “Production Systems” refers to captive breeding, ranching or artificial propagation operations. Bred in captivity means bred in a controlled environment of an offspring of any animal reproductive material, whether sexual or asexual for the purposes of trade. A ranch refers to a facility where wild animals are reared in a controlled environment from specimens and offspring from specimens taken from the wild for the purposes of trade. Ranching has a similar meaning as the context requires. Artificial propagation refers to live plants grown from seeds, cuttings, divisions, callus tissues or other plant tissues, spores or other propagules in a controlled environment for the purposes of trade. The Guyana Wildlife Conservation and Management Commission (GWCMC) is required to consult with the Wildlife Scientific Committee (WSC) when considering an application. The WSC submits its recommendations on whether the application should be approved along with the terms and conditions of the approval to the GWCMC. The GWCMC considers the advice of the WSC when making its decision on the application.

A. Licensing Process

There are two application forms which must be completed by the applicant. The Administrative form (contained in Annex I) which is to be retained by the Licensing and Permitting Division and the Technical form (contained in Annex II) which is to be retained by the Research Division. The licensing process is outlined below:

1. The Licensing and Permitting Division (LPD) will keep blank copies of both the Administrative and Technical application forms.
2. The applicant will complete and return both forms to the LPD.
3. The LPD will assign an application number to both applications. The Technical Application will be immediately forwarded to the Research Division (RD). The Technical application will be retained by the Research Division.
4. The LPD will review the administrative application and ensure that all information and supporting documents have been supplied. LPD will ensure that all administrative requirements have been met and submit a note to that effect to RD.
5. Once the note is received, the RD is cleared to submit the Technical application to the Wildlife Scientific Committee for review.
6. The WSC reviews the application and submits its recommendations to the GWCMC. The WSC's recommendations will include a recommendation on whether the application should be approved. If the WSC recommends approval, terms and conditions of the approval will also be provided for the GWCMC's consideration.
7. The GWCMC will consider the recommendations of the WSC at its next statutory meeting:
 - a. Where a positive recommendation is accepted, Step 8 will be followed;
 - b. Where a positive recommendation is not accepted, the reason for not accepting the recommendation will be sent to the WSC for follow-up action if such action is requested. If follow-up action is not requested, the applicant will be notified by the Secretary of the GWCMC that the application is not approved;
 - c. Where a negative recommendation is accepted, the applicant will be notified by the Secretary of the GWCMC of the decision; and

- d. Where a negative recommendation is not accepted, the reason for not accepting the recommendation will be sent to the WSC for follow-up action.
8. Where the decision of the GWCMC is to approve the application, the Commissioner/Secretary will communicate the decision to the LPD. The decision of the GWCMC will be recorded on the Administrative application form and signed by the Commissioner and Secretary of the GWCMC.
9. The LPD will prepare the licences for signature by the signatories as designated by the Wildlife Conservation and Management Act or by resolution of the GWCMC.
10. Once the licences have been issued and the necessary information entered in the register, the LPD will communicate to the RD and Monitoring and Compliance Division (MCD) the name of the licence-holder, licence number, species authorized for breeding, validity period of the licence and terms and conditions of the licence.

B. Feedback among Divisions

The Licensing and Permitting Division, Research Division and Monitoring and Compliance Division will be required to share information regarding the activities of the licence holder. Production records and notifications of births/hatchings must be submitted to the MCD. The MCD is responsible for ensuring the animals are marked in accordance with the terms and conditions of the licence.

Monitoring of the operations to ensure compliance with the terms and conditions of the licence will be led by the MCD at least one person from the RD will be included in the monitoring exercise.

The MCD and the RD will verify that specimens qualify as captive bred or ranched. The quantity and identification marks of the specimens will be communicated in writing to the Licensing and Permitting Division. Where there are issues with verification, these must be communicated to the Commissioner who will determine the next steps (i.e. referral to the WSC or GWCMC).

Compliance issues must be brought to the attention of the Commissioner and copied to the LPD. Where compliance issues are unresolved, the Commissioner will determine the next steps (i.e. referral to the WSC or GWCMC).

C. Process to Deal with Applications Reviewed by GWCMC and WSC (applications submitted for consideration by WSC prior to September, 2020)

The GWCMC has approved the technical applications by Rajendra Ramroop and Garvin Taylor to engage in the captive breeding and ranching of various species of wildlife. The following process will therefore be followed:

1. The applicants will complete and submit the administrative application form to the Licensing and Permitting Division.
2. The Licensing and Permitting Division will review the administrative application and ensure that all information and supporting documents have been supplied. LPD will ensure that all requirements have been met.
3. The Licensing and Permitting Division will prepare the licences for signature by the signatories as designated by the Wildlife Conservation and Management Act or by resolution of the GWCMC.
4. Once the licences have been issued and entered in the register, the Licensing and Permitting Division will communicate to the Research and the Monitoring and Compliance Divisions the name of the licence holder, the licence number, species

authorized for breeding, validity period of the licence and the terms and conditions of the licence.

App. No.:

ANNEX I

PRODUCTION SYSTEMS LICENCE APPLICATION FORM (ADMINISTRATIVE)

Paid

Receipt Number

Date on receipt

Type of application

New

Renewal

Amendment

Type of Production System Licence being applied for.

Ranching

Breeding

Artificial propagation

Personal Information

First Name

Surname

Date of Birth

Age

Gender

Male Female

Nationality

Status

Resident Non Resident

If non-resident, please state country of residence.

National Identification Document Type

Identification No:

Driver's Licence Passport Identification Card

TIN

Contact Information

Home

Lot Address

Lot Address

City/Town/Village

Region No.

Phone No.

Home

Mobile.

Email

1. Business

Company/Business name

Lot

Address

Lot No.

Business Address

City/Town/Village

Region No

Address of Operation

Phone No.

Email



Documentation

The submission of the following supporting documents is required for the consideration of this application. Please indicate which documents are included at the time of submission.

- Police Clearance (For applicants not currently licenced to export wildlife from Guyana)
- Land title / Lease Agreement/ Tenancy Agreement
- Evidence of 'no objection' from the Environmental Protection Agency (EPA)
- Certificate of Incorporation and Notice of Directors and/or Business Registration
- Other

If other, please state _____

Previous Convictions

Have you been convicted of any offence in Guyana under the Wildlife Conservation and Management Act 2016?

Yes No

If "Yes" give details below:

Year	Region	Town
<input type="text"/>	<input type="text"/>	<input type="text"/>

Brief Description of offence

Have you ever applied to the GWCMC for a licence? Yes No

If your application was successful, please provide us with your licence details

Name on Licence:

Type of licence (1): Licence number:

Type of licence (2): Licence number:

Voluntary Disclosure

Is there anything you wish to state, that you believe should be considered during the review process for your application? If so, please indicate below:

NOTE: This application form must be filled out accurately and completely and supporting documents must be submitted where required. Incomplete applications may be rejected.

Declaration by Applicant

I, the undersigned, accept that there are penalties under the Wildlife Conservation and Management Act 2016 (Section. 67) for making a false declaration and that any licence and/or permit issued as a result of false information will be canceled. This may affect my eligibility to keep wildlife for any purpose. All details provided by me on this form are true and correct. I give my consent to providing all relevant records and information requested by the Guyana Wildlife Conservation and Management Commission.

Signature

Date

Declaration by person preparing application other than applicant

I hereby certify that this was prepared by me on the basis of information of which I have knowledge.

Signature

Identification Number

Phone #

Date

FOR OFFICIAL USE ONLY

State of application at submission

Complete In Complete

Remarks

Decision of GWCMC:

Signature
Commissioner

Signature
Secretary

Date

Date

ANNEX II

CAPTIVE BREEDING APPLICATION FORM

(TECHNICAL)

Dear Applicant,

Thank you for your interest in being part of the captive breeding program. The program provides a unique opportunity to conserve our diverse national animal collection by minimizing factors which can eventually threaten the survival of the species in the wild.

The breeding of animals in captivity for commercial purposes is regulated by part IV of the Wildlife Conservation and Management Act 2016. Before commencing your captive breeding operation, permission must be reviewed by the Wildlife Scientific Committee, regardless of the CITES status of the species.

Please complete the application in its entirety to facilitate the quick processing of your application.

Completing the Application

- The application requires supporting documentation. These documentations must be completed and attached to the application. Please note that non submission and incomplete submissions may result in a delay in the processing of your application.
- Unsigned forms will not be processed
- Please plan ahead. Allow 60 days for your application to be processed once all required documentations are submitted.
- Ensure that the proposed location for the facility has been approved by the relevant authorities.
- Once approval is given a fee of \$50,000 GYD is payable to the Commission on an annual basis.

APPLICATION NO.....

Name of Applicant (If the applicant is a company, state the name of the Company. If the Applicant is the owner of a Registered Business Name, state the name and the name(s) of the owner(s). If Applicant is applying in his/her name, state the name of the Applicant.

TIN (Taxpayer Identification number): 114984852	National Identification Number:	Gender: Males / Females
---	---------------------------------	----------------------------

Email Address:	Telephone Number:	Occupation:
----------------	-------------------	-------------

Address of Applicant:

Business Entity Represented:	Position:
------------------------------	-----------

Business Email Address:

Business Address:

Description of the Business:

Address of Proposed Breeding Facility (If different from above)

Business Telephone Number(s)	Business Registration or Certification Number:	TIN (Taxpayer Identification number) for Business
------------------------------	--	---

1. Scientific Name	2. Common Name	3. CITES Status

4. If applicable, in the space provided below, please indicate the number of years the facility maintained the requested species or similar species.

5. Is this the only captive breeding program at the facility?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

6. If your answer is no to the question above, please indicate the scientific and common name of the other species.

Scientific Name	Common Name	CITES Status

7. Indicate Source of Parental Stock

Wild Specimen	Captive Specimen	Bred	Ranched Specimen
Area of collection:	Name and ID no. of Captive Operation	ID no. of Breeding	Name and ID of Ranching Operation

8. Requested Quantity

Total Number	Males	Females

9. Purpose for Captive Breeding¹

International Trade of live specimens	
International Trade of hides/skins	
International Trade of other derivatives (Including but not limited to bones, feathers, teeth, hair, organs)	
International Trade of Meat	
Domestic Consumption/Commercial Trade	
Conservation for Release	
Ex-situ Conservation ²	
In-situ Conservation	

¹ Please note that multiple options can be selected

² Ex-situ Conservation is the preservation of components of biological diversity outside their natural habitats.

10. Indicate intended marking system for distinguishing between specimen.

11. Intended utilization stage

12. Expected Markets

13. Management of Environmental Risk

14. Attach resume of senior personnel identify to manage the captive breeding operation.

CBA 1. DESCRIPTION OF FACILITY

1. Please provide a detailed description of:
 - a) All materials used including construction materials
 - b) Protection from the elements
 - c) Program for managing animals during renovations
 - d) Diagrams, plans and photographs of the facility



CBA 2. CAPTIVE BREEDING TECHNIQUE

Provide full description of how the breeding stock will be managed to produce offspring



CBA 3. HEALTH CARE PROPHYLAXIS

I. DIET

Composition
Frequency
Method of Delivery
Quantity per adult animal

II. PROGRAM FOR DE-PARASITIZING

a) Internal Parasite

Name of Drug
Frequency
Method of Administration
Dosage

b) External Parasite

Name of Drug
Frequency
Method of Administration
Dosage

III. OTHER DRUGS TO BE UTILIZED AS PART OF HEALTH CARE PROPHYLAXIS

--

DECLARATION OF APPLICANT

I declare that the particulars provided by me in this application, including attachments, are true and correct in every detail.

Name of applicant or authorized person if the applicant is an organization.

Signature of applicant

Date signed by applicant

For Official Use

Received by:

Date:

Status: complete ---- incomplete ---

For inquires please contact the us at the

Guyana Wildlife Conservation and Management Commission

Ganges Street, Sophia, Georgetown, Guyana.

592 223-0940

wildlifescientificcommittee@gmail.com

RANCHING OPERATION APPLICATION FORM

(TECHNICAL)

Dear Applicant,

Thank you for your interest in being part of the captive breeding program. The program provides a unique opportunity to conserve our diverse national animal collection by minimizing factors which can eventually threaten the survival of the species in the wild.

The ranching of animals for commercial purposes is regulated by part VI of the Wildlife Conservation and Management Act 2016. Before commencing your ranching operation, the application must be reviewed by the Guyana Wildlife Scientific Committee, regardless of the CITES status of the species.

Please complete the application in its entirety to facilitate the quick processing of your application.

Points to remember during this application process

1. The application requires supporting documentation.
 - a. ALL documentation must be completed and attached to the application. Please note that non submission and incomplete submissions may result in a delay in the processing of your application.
2. Unsigned forms will not be processed.
3. Multiple species require multiple application forms.
4. Plan ahead; allow **60 days** for your application to be processed once **all required documentation has been submitted**.
5. Ensure that the proposed location for the facility has been approved by the relevant authorities and has been granted a holding premises license from the Commission.
6. Include information on gender where applicable.
7. Once approval is granted, a fee of GYD\$50,000, per species, is payable to the Commission on an annual basis.

APPLICATION NO.....

Name of Applicant (If the applicant is a company, state the name of the Company. If the Applicant is the owner of a Registered Business Name, state the name and the name(s) of the owner(s). If Applicant is applying in his/her name, state the name of the Applicant.

TIN (Taxpayer Identification number): 114984852	National Identification Number:	Gender: Males / Females
---	---------------------------------	----------------------------

Email Address:	Telephone Number:	Occupation:
----------------	-------------------	-------------

Address of Applicant:

Business Entity Represented:	Position:
------------------------------	-----------

Business Email Address:

Business Address:

Description of the Business:

Address of Proposed Breeding Facility (If different from above)

Business Telephone Number(s)	Business Registration or Certification Number:	TIN (Taxpayer Identification number) for Business
------------------------------	--	---

15. Scientific Name	16. Common Name	17. CITES Status

18. If applicable, in the space provided below, please indicate the number of years the facility maintained the requested species or similar species.

19. Is this the only ranching program at the facility?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

20. If your answer is no to the question above, please indicate the scientific and common name of the other species.

Scientific Name	Common Name	CITES Status

21. Indicate Source of Parental Stock

Wild Specimen	Captive Specimen	Bred	Ranched Specimen
Area of collection:	Name and ID no. of Captive Operation	ID no. of Breeding	Name and ID of Ranching Operation

22. Requested Quantity

Total Number	Males	Females

23. Purpose for Ranching³

International Trade of live specimens	
International Trade of hides/skins	
International Trade of other derivatives (Including but not limited to bones, feathers, teeth, hair, organs)	
International Trade of Meat	
Domestic Consumption/Commercial Trade	
Conservation for Release	
Ex-situ Conservation ⁴	
In-situ Conservation	

³ Please note that multiple options can be selected

⁴ Ex-situ Conservation is the preservation of components of biological diversity outside their natural habitats.

24. Indicate intended marking system for distinguishing between specimens

25. Indicate the expected size of species which would be utilized for export.

26. Expected Markets

27. Management of Environmental Risk

28. Attach resume of senior personnel identified to manage the ranching operation.

FORM A. DESCRIPTION OF PROPOSED FACILITY

- 2. Please provide a detailed description of:
 - e) All materials used to include construction materials

- f) Protection from the elements where applicable
- g) Program for managing animals during renovations
- h) Diagrams, plans and photographs of the facility



FORM B. RANCHING TECHNIQUE

Provide full description of how the breeding stock will be managed to produce offspring and measures which would be taken to introduce offspring into the breeding stock or back into the wild.

A large, empty rectangular box with a thin black border, intended for the user to provide a full description of breeding stock management. The box is currently blank.

Description of Incubation Method; include incubation temperature, incubation period, type of incubator etc.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the incubation method, including temperature, period, and incubator type.

FORM C. HEALTH CARE PROPHYLAXIS

Name of intended Veterinarian:

DIET

Frequency animal will be feed:
Method of Delivery:
Quantity per adult

IV. PROGRAM FOR DE-PARASITIZING

c) Internal Parasite

Name of Drug:
Frequency: Varies
Method of Administration:
Dosage:

d) External Parasite

Name of Drug:
Frequency:
Method of Administration:
Dosage:

V. OTHER DRUGS TO BE UTILIZED AS PART OF HEALTH CARE PROPHYLAXIS

--

FORM D: WATER MANAGEMENT

Please indicate how you intend to maintain an acceptable water quality level in the ponds. Description should include, where applicable, water source monitoring and testing, water filtering equipment,

treatment, drainage and irrigation (including pumps) and mitigation measures to reduce pollution to the external waterways and prevention of escape during periods of external high-water levels (flooding).

(N.B). A management plan needs to be detailed for aquatic and semi-aquatic species.



FORM F: WASTE MANAGEMENT (INCLUDING FECAL AND OTHER ORGANIC WASTE ARISING FROM FOOD AND OTHER SOURCES IN THE RANCHING OPERATION)



DECLARATION OF APPLICANT

I declare that the particulars provided by me in this application, including attachments, are true and correct in every detail.

Name of applicant or authorized person if the applicant is an organization.

Signature of applicant

Date signed by applicant

For Official Use

Received by:

Date:

Status: *complete* ---- *incomplete* ---

Ranching Operation Number

.....

For inquiries please contact the us at the

**Guyana Wildlife Conservation and Management
Commission**

Ganges Street, Sophia, Georgetown, Guyana.

592 223-0940

wildlifescientificcommittee@gmail.com

ANNEX A: TERMS AND CONDITIONS GOVERNING RANCHING OPERATIONS

The following terms and conditions govern the operations for ranching facilities registered with the Guyana Wildlife Conservation and Management Commission.

1. The name of the designated person (manager/ owner) in charge of ranching facility operation must be given.
2. Ranchers must notify the Guyana Wildlife Conservation and Management Commission in cases of births, death, sick or escaped animals. A contingency plan should also be submitted to the GWCMC no later than six months after the commencement of the operation.
3. A representative of the GWCMC must be present when animals are being microchipped, tagged or otherwise marked. In cases of death, specimen must be incinerated with microchip still implanted.
4. The specimen in the ranching program should be housed separately from other specimens. Failure to do so may result in appropriate penalties.
5. A master list which consist of the records of each specimen must always be updated in order to give a definitive number of the animals housed within the enclosure. This must then be sent to the GWCMC (printed copy) and to the Guyana Wildlife Scientific Committee's (GWSC) email's address at wildlifescientificcommittee@gmail.com.
6. Access must be given to the ledger which contains the daily inspection information of the enclosure to any designated officer(s) of the GWCMC.
7. GWCMC shall approve all maintenance work on the enclosures.
8. The name(s) of the designated Veterinarian(s) must be submitted to the Commission.
9. A medical health report must be provided by the facility to the GWCMC on a monthly basis.
10. If any specimen from the ranched stock is sold locally or exported as part of the international trade, a copy of the document (receipt or export certificate) reflecting the removal of the species should be submitted to the GWCMC.

Obtaining the Ranching Certificate

How can I show that my animals were produced in a ranching operation? For applications involving the export of ranched specimens, the GWCMC will require information on the acquisition of the parental stock including harvesting area and any official permission letter issued for the removal of the specimens from the wild. This will ensure that the operation meets the legal acquisition requirement.

Always ensure that the following are updated on a regular basis.

- ✓ Inventory of ranched population that shows the number of animals and their generation.
- ✓ Monthly production (eggs laid, young born or hatched, young reared to independence) and mortalities.
- ✓ Number of animals sold or transferred.

- ✓ Number of animals added to the breeder's captive population from another source.
- ✓ Transaction records

A Wildlife Ranching Product Permit will only be issued when the GWCMC is satisfied that the operation has met all the requirements outlined above.