

Lease Amendment Process—Ownership Transfer

Formal letter, from current lease holder, requesting the transfer is submitted to NSDFA
(via Marine Resource Advisor—Marine Plants)

The company/individual(s) to whom the lease will be transferred must submit a **profile** and **Commercialization & Management Plan**. This may accompany the letter requesting the transfer or may have to be requested separately by the Marine Resource Advisor—Marine Plants.

The Marine Resource Advisor-Marine Plants completes a **Technical Review** of the **Commercialization & Management Plan**.

Barring any problems with the new company's Commercialization & Management Plan, the Marine Resource Advisor—Marine Plants will recommend the transfer be approved.

Licensing office creates new lease by completing **Form C**. **The conditions and term are the same as the original.**

Two copies of the lease are sent to the new leaseholder for signature; these must be returned to Licensing once signed.

A File Report is completed by Licensing and circulated for signatures. This gives a summary of the request and any other pertinent information for the Minister.

The finished leases are sent to the Minister of Fisheries and Aquaculture for consideration. At this point, the Minister decides whether to approve or deny the transfer.

A copy of the signed lease is sent to the lease holder and the other is filed by the Licensing division. A copy is provided to the Marine Resource Advisor—Marine Plants for her/his files.