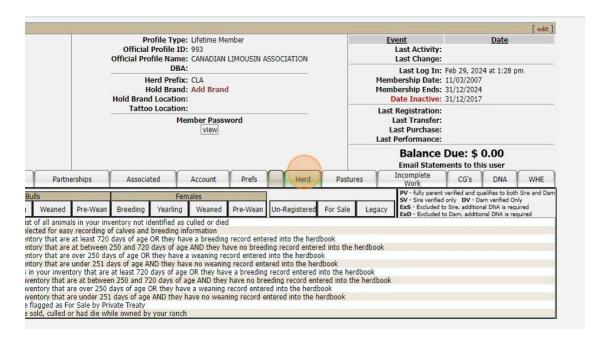


# **MEMBERS GUIDE TO TRANSFERRING ANIMALS**

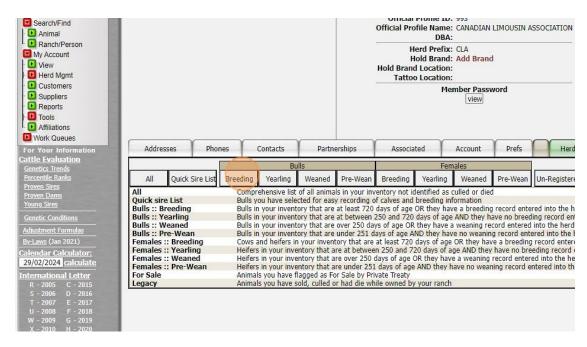
### **CLA Bylaw Transferring for breeding purposes**

- 52. In the case of the sale of an animal or an interest in the animal for breeding purposes, the seller shall complete the application for transfer and forward the application for transfer and the certificate of registration to the Association within **90 days of the date of the sale**.
- 53. The application for transfer shall contain the following information:
- (a) the animal's registration number and tattoo number;
- (b) name, membership number, address and contact information of the purchaser; (c) date of sale; (d) In the case of a bred female, service information must be provided at the time of transfer and (i) If bred by artificial insemination, A. date of service; B. name and registration number of the service bull; (ii) If natural service, A. exposure dates; B. name and registration number of the service bull; (e) Name, address, membership number and signature of the seller; and (f) Such other information as may be required by the Association.
- 54. It is the responsibility of both the seller and the purchaser to confirm that the tattoo on the animal being transferred matches the tattoo information on the Certificate of Registration issued to the purchaser.
- 55. In the event the breeding information is proven to be incomplete or in error, the owner of the cow at the time of breeding shall be responsible for correction and costs of DNA genotyping or blood typing.
- 56. If the sale of any animal takes place, and a transfer of ownership is made in the CLA Herd Book and if it is subsequently discovered that the animal sold or registered is not the animal represented on the records, the Association shall on discovery of the same, declare the transfer or pedigree void together with any registration or transfer of descendants of such animals.

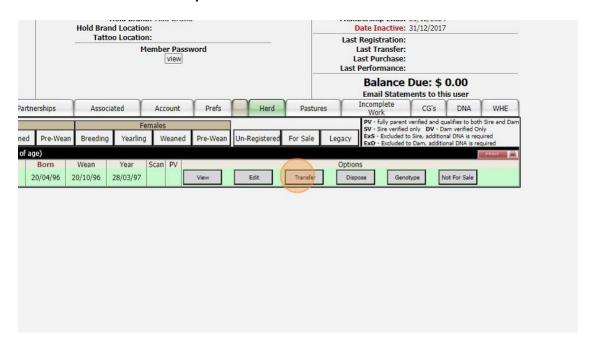
- 57. The Certificate of Registration of an animal must be transferred to the new owner prior to the new owner being eligible to register any progeny of that animal.
- 58. Unless otherwise authorized by the seller, the Association shall provide the seller with the transferred Certificate of Registration.
- 59. The seller shall provide the purchaser with the transferred Certificate of Registration evidencing the purchaser's ownership of the animal, within 180 days of the sale of the animal.
- 1. Navigate to <u>cla.digitalbeef.com</u> and log into your account
- 2. There are two ways to enter animals in for Transfer, the first way is to Click the "Herd" tab



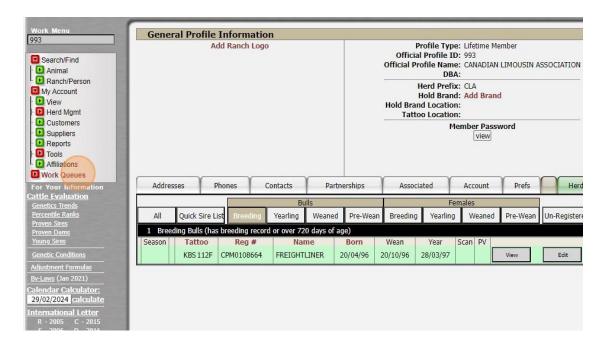
3. Click the type of animals you are looking to transfer (bulls and age group, females and age group, or can click all and it will list all your active animals)



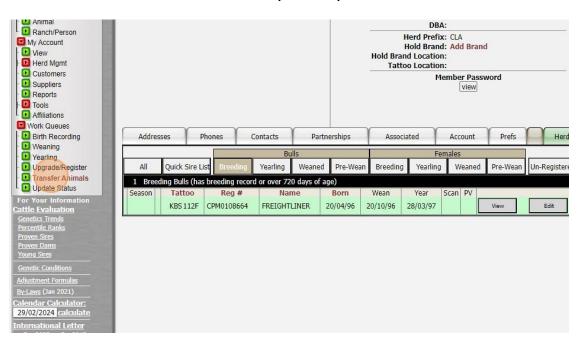
4. Find the animal you would like to transfer and click the Transfer button. Do this for all the animals you would like to transfer.



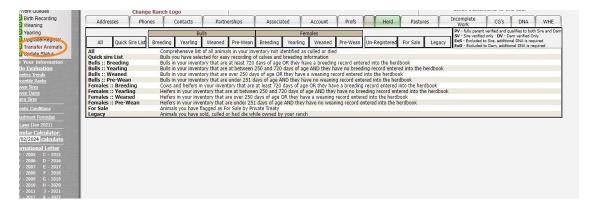
#### 5. Click "Work Queues"



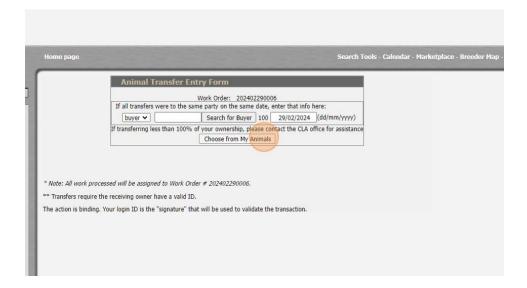
# 6. Click "Transfer Animals" then skip to step 10



### 7. The second way is to Click "Transfer Animals" from your work queue



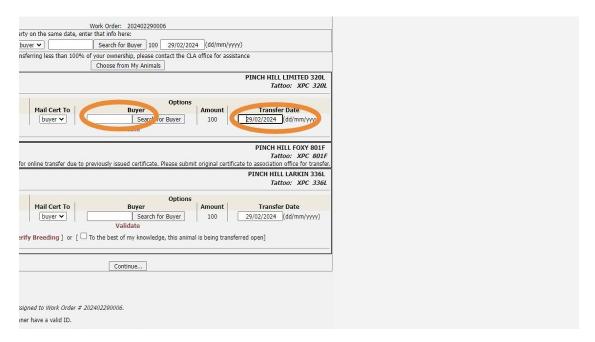
### 8. Click Choose from my animals



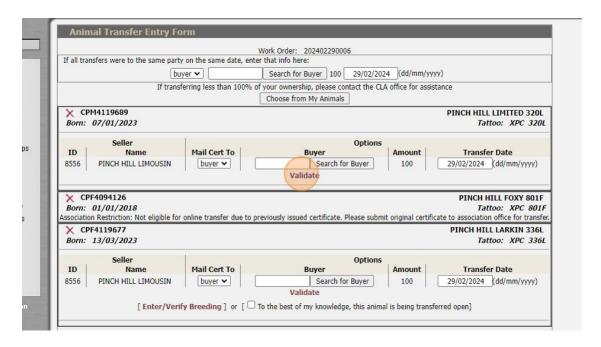
9. Click the checkbox beside each animal you wish to transfer.



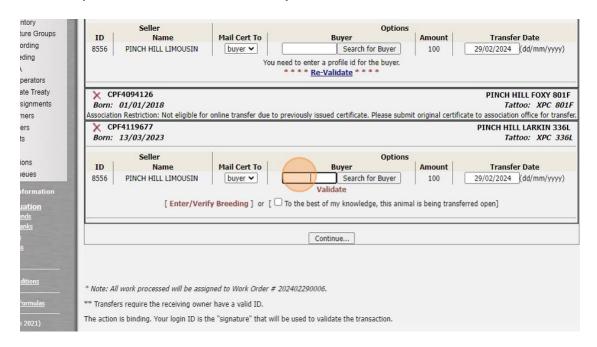
10. Once all the animals are entered into the transfer screen, enter in the member number of the buyer and the date they purchased the animal.



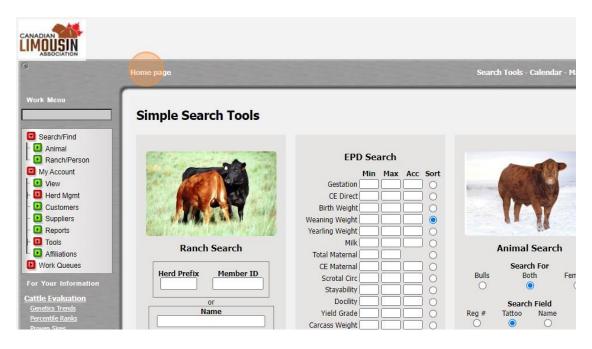
#### 11. Click validate to lock the information in



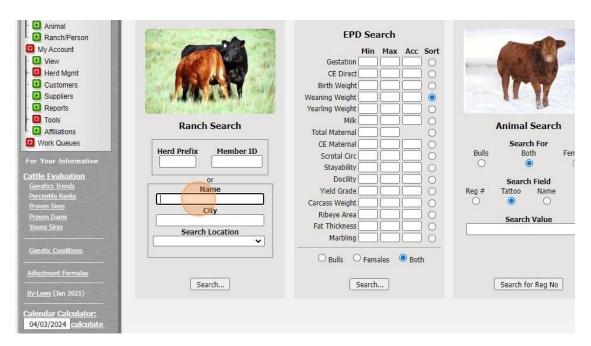
## 12. Complete this for each animal you have in the transfer screen



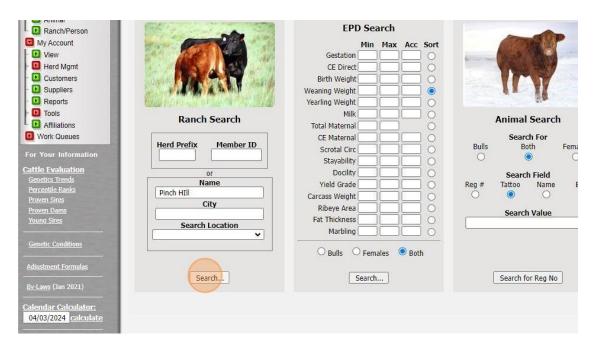
13. If you do not know the member number of the buyer, you can search for them on the home screen page.



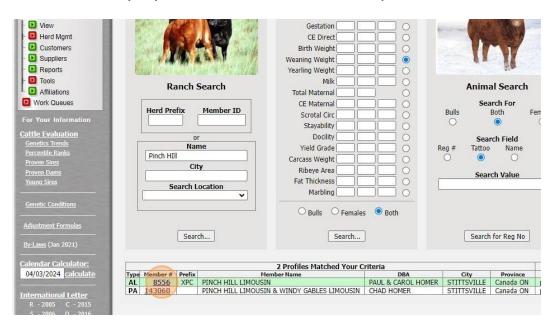
13. a) Enter in their name, first or last, or farm name



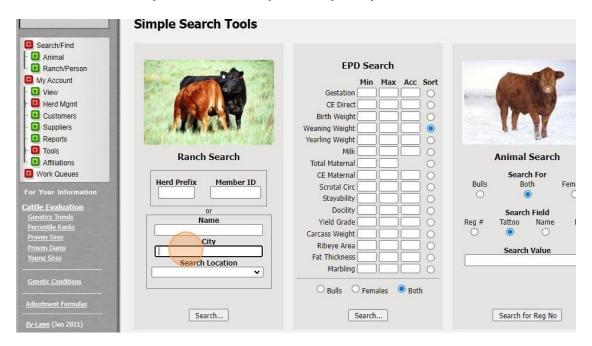
### 13. b) Then click search



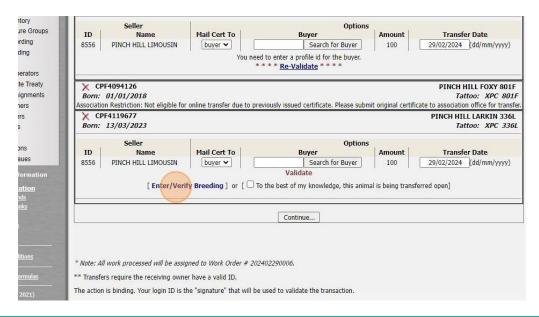
### 13. c). Find the proper member and membership number



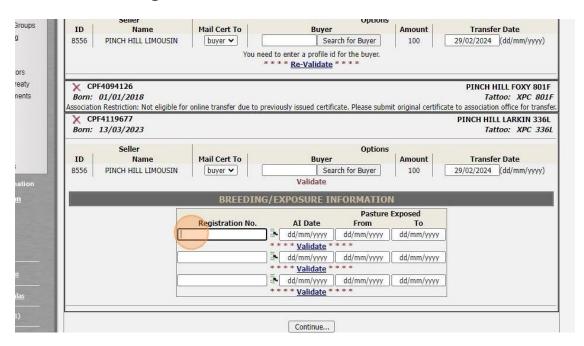
13. d) Another way to search is by the city they live in.



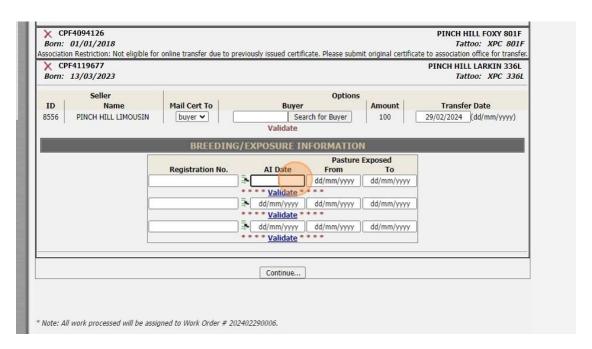
- 13. e) If you are still not able to find your buyers membership number, then contact the CLA office and we will either find them for you or set them up as a commercial buyer if they do not have a membership with us.
- 14. When completing a transfer on a breeding age female you need to click "Enter/Verify Breeding"



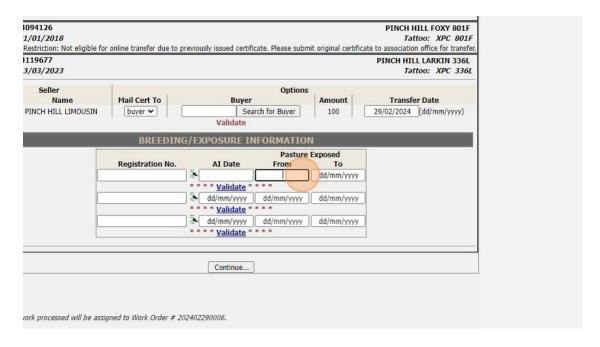
### 15. Enter in the registration number of the sire used



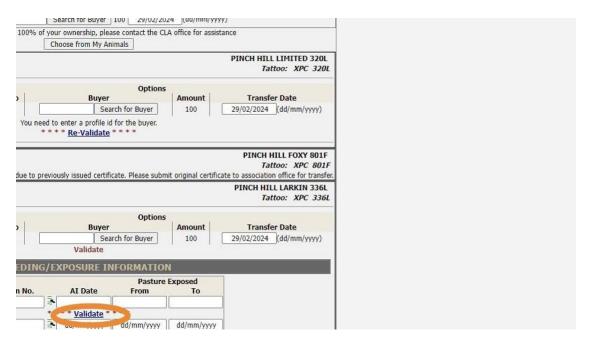
#### 16. Enter in Al date



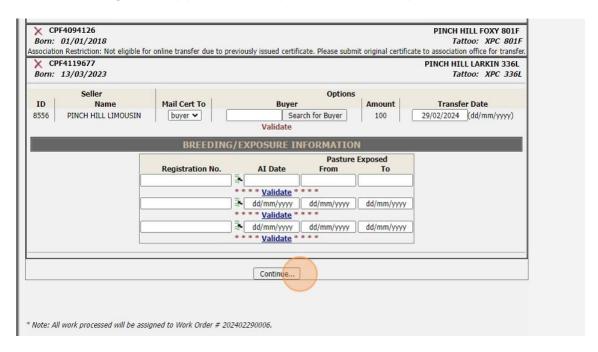
17. Or enter in start and finish date of pasture exposure breeding. Continue to the next box to enter in all bulls used and dates.



18. The click validate to lock in the breeding information, do this for all sires that female was exposed to



19. Once all transfers are completed and breeding information entered and validated then click continue. This will transmit the transfers to the CLA office and a message will appear that says transfers complete.



20. If the message comes up *Association Restriction: Not eligible for online transfer due to previously issued certificate* then you will have to fill out the paper certificate you have at home and mail it into us, or if you do not have a certificate (been lost or damaged) then you can fill out a Duplicate Certificate Affidavit.



The affidavit can be found on the website <a href="https://www.limousin.com/assets/Uploads/DUPLICATE-CERTIFICATES-AFFIDAVIT.pdf">https://www.limousin.com/assets/Uploads/DUPLICATE-CERTIFICATES-AFFIDAVIT.pdf</a>

Or you can contact the CLA office and we can email one out to you.

21. If a member prefers to have their certificates e-filed, you can go into your preferences tab on your main profile screen and check that they be e-filed. This allows members to then complete transfers of these animal in the future without having to send papers in.

