

## RULES AND POLICIES

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### 1. Reporting Periods

General Rules: All members are required to report and remit monthly (report and payment received by Call2Recycle within 30 days of calendar month end).

#### Small Generator Status:

A new or existing member of Call2Recycle who anticipates having annual sales volumes of program products resulting in Environmental Handling Fees (EHFs) of less than \$2,000 annually per regulated province may apply to become a “Small Generator”.

The member must complete a Small Generator Application Form and must provide projected annual sale of covered products and resulting EHFs. The Small Generator Application Form must be submitted for review by Call2Recycle.

If approved, the “Small Generator” will only be required to report and remit annually.

The Small Generator Application Form should be completed and submitted to Call2Recycle annually.

### 2. Late Report and Late Payment Procedures:

Overdue remittances will bear interest at the rate of 1% per month (12% per annum).

In addition, overdue reports will be subject to administrative fees as follows:

- 1) Written reminder issued at any time (by email, fax or mail) after due date: \$100
- 2) Next reminder for same reporting period issued after 10 or more days after 1): \$200
- 3) Next reminder for same reporting period issued after 10 or more days after 2): \$625

### 3. Retroactive EHFs

Any entity that has been identified and officially informed by Call2Recycle/Appel A Recycler of its regulatory obligations, and does not respond, communicate, collaborate or refuses to comply, may be subject to retroactive EHFs and administrative fees and interests may apply.

### 4. Member Audits

As per section 6 of Call2Recycle Membership Agreement, the member must permit Call2Recycle, from time to time, to audit its records with respect to product sales and the remittance of EHFs to Call2Recycle. Members must keep records of product sales and EHF remittance for audit purpose for 5 years plus the current year.



If the member has under-remitted, administrative fees and interests may apply. An administrative charge equal to 20% of the aggregated of such under-payment might be charged if the member is found to have under-paid on at least 2 occasions.

In the case of over-remittance as determined by an audit, Call2Recycle will credit the Member for the overpaid amount.

To request a copy of the Small Generator Form:  
Contact Wendy Riveti  
[wriveti@appelarecycler.ca](mailto:wriveti@appelarecycler.ca) or call 888-665-0908