



Brand Discontinuance(s) Request Form

Instructions

In certain circumstances, a Producer may be eligible to request Fee Relief provided under the terms and condition of the Policy for Brand Discontinuance. Please complete this form to request fee relief due to a [discontinuance](#)¹. Once complete, please ensure the form is signed by an individual with the authorization to bind your Canadian operations and emailed to info@circularmaterials.ca. Please ensure the email subject line is as follows: *Request for Fee Relief due to a Qualifying Discontinuance*.

Non-Refundable Administrative Fee

At the time of submitting this Request Form, please remit a non-refundable administrative fee² outlined below for your request to be considered.

- \$3,000 in relation to the first affected Program where the Producer is claiming fee relief; and
- \$1,000 for each additional Program.

Your completed Request Form will only be considered once the non-refundable administrative fee has been received.

Audit Fee

By completing this Request Form you also understand that, in addition to the administrative fees, the Company's data associated with the brand discontinuance will be subject to a third-party audit by an auditor chosen by the Program(s). The costs of the third-party audit shall be the responsibility of the Company, regardless of whether the Company is ultimately shown to be eligible for fee relief under the Policy for Brand Discontinuances. The Company will be advised of the cost of the audit before it proceeds, at which time the Company can withdraw its request for fee relief. If the Company fails to pay the costs associated with the third-party audit, these costs will be added to the Company's program fees and will be subject to penalties and interest.

¹ Term is defined via the [Policy for Brand Discontinuances](#).

² Please note that this fee is non-refundable, even in the event that the Company later withdraws its request for fee relief at any time after submission of this form. Please ensure payment is made out to Circular Materials at the time of submission. If an invoice is required prior to submitting payment, please email info@circularmaterials.ca and one will be sent via email to the Primary Contact on the account.

Brand Discontinuance Details

- Please select the program(s) you are requesting a discontinuance for.

Program	Circular Materials in Nova Scotia	Circular Materials in New Brunswick	Circular Materials in Ontario	Circular Materials in Alberta	Circular Materials in The Yukon
Is it affected?					

Program	Multi-Material Stewardship Manitoba	SK Recycles	Recycle BC
Is it affected?			

- Describe the Discontinuance in sufficient detail for the Program(s) to validate that it was a Discontinuance. Please ensure the specific brand(s) associated with the discontinuance are clearly listed below.

- Please attest to the date(s) on which your organization discontinued manufacturing the brand(s) associated with the discontinuance. You may be asked to provide supporting documentation if requested by the Program(s).

Program	Circular Materials in Nova Scotia	Circular Materials in New Brunswick	Circular Materials in Ontario	Circular Materials in Alberta	Circular Materials in The Yukon
Date:					

Program	Multi-Material Stewardship Manitoba	SK Recycles	Recycle BC
Date:			

4. Please attest to the date that your organization stopped supplying the designated material associated with the discontinuance below. *For example, where the discontinued brand will be continued to be supplied to consumers after the date the Company has stopped manufacturing the brand (e.g. because stock remains with retailers), please provide an estimate as to when all supply of the Company's brand will end.* You may be asked to provide supporting documentation if requested by the Program(s).

Program	Circular Materials in Nova Scotia	Circular Materials in New Brunswick	Circular Materials in Ontario	Circular Materials in Alberta	Circular Materials in The Yukon
Date:					

Program	Multi-Material Stewardship Manitoba	SK Recycles	Recycle BC
Date:			

5. Please provide your rationale (with supporting data) to validate that your discontinuance meets the Qualifying Financial Terms in the Policy for Brand Discontinuances (*e.g. that, for each Province in which you are seeking fee relief, the fees associated with the discontinued brand are at least 5 per cent of your companies' total fee obligation in each Program in which fee relief is being sought*). If the below space is not sufficient, please attach additional documents at the time of notice.

6. For each applicable province, in what year did you start supplying the discontinued brand to consumers in that province?

Province	Nova Scotia	New Brunswick	Ontario	Alberta	The Yukon
Date:					

Province	Manitoba	Saskatchewan	British Columbia
Date:			

Attestation

I, (Signing Officer's First and Last Name) have the authority to bind (Company's Legal Name) and can confirm that the above information is accurate.

I understand that despite any fee relief arising from the Discontinuance, I remain responsible for ensuring that (Company's Legal Name) remains responsible for ensuring that our individual Minimum Management Targets imposed by some provincial Program regulators are met. I understand that a provincial Regulator may require to purchase credits or incur other obligations to remain compliant with the provincial regulations.

Signing Officer's Signature

Signing Officer's Title

Date