



STEWARD INITIATED QUALIFYING EVENT: DISCONTINUANCE REQUEST FORM

KEY FEATURES:

- For invoice years 2023, 2024 and 2025 the calculation of fees for steward invoices will be governed by a Simplified Fee Setting Model.
- Please review the current Policy for Simplified Fee Setting prior to completing and submitting the forms.

Please complete Step 1 of this form to provide details regarding your request for a modified percent share allocation under simplified fees for a future invoice period due to a **Discontinuance of a Product Line**.

Prior to submitting your request please review the [Policy for Simplified Fee Setting](#) and be aware of the relevant deadlines¹. Requests have a non-refundable administrative fee per the Policy². The Policy also requires that a steward's reporting and payments are up to date.

Please contact us with any questions: Wecycle@stewardshipontario.ca.

Your request is initiated by completing Step 1 of the form and sending it to wecycle@stewardshipontario.ca with the subject line "Request for Modified Allocation due to a Discontinuance of a Product Line." Please include the following in the body of your email:

- steward number and name
- any substantiation documents that will help the adjudication process.

Step 1 - Notification

To be completed by the steward. Once signed please submit to wecycle@stewardshipontario.ca.

¹**Time Limits & Documentation Requirements:** In order for a qualifying event to be considered, a complete request package (i.e., a completed and comprehensible qualifying event request form accompanied by sufficient documentation to support the requested changes) must be received by NSS – Stewardship Ontario prior to the deadline of July 31st of a calendar year to be considered for the invoice issued in relations to the subsequent year.

² A **\$500.00** administrative fee will be invoiced by Stewardship Ontario upon the submission of this request form.



Company and Contact Information	
Company Name:	
Steward Number:	
Contact Name:	
Title:	
Phone Number:	
Email Address:	
Date of Request:	

1. Please complete the table below.

Discontinuance after filing 2021 Report, discontinued one or more SKUs	Comments
(a) Describe the Discontinuance in sufficient detail for the Program to validate.	
(b) Identify the date on which the Discontinuance took effect.	
(c) Please identify the impacted Stewardship Ontario Years and invoices	
(d) Identify the date on which no further residual stock of the discontinued brand will be supplied to Ontario consumers.	
(e) The Steward's rationale (with supporting data) for its claim that the Discontinuation meets with qualifying financial terms (reduction in Stewardship Fees of at least 5 percent or \$1,000 whichever is greater).	



Stewardship Ontario

By submitting this request form, you acknowledge that a \$500 administrative fee will be charged, and an invoice will be issued to you by Stewardship Ontario.

I attest to the accuracy and completeness of the information provided and accept that the qualifying event request may be subject to review before it is processed. Further, I accept the information contained within this form, any attachments to it, and information provided by:

Steward Company Name: _____

to Resource Recovery Alliance (RRA) will on behalf of Stewardship Ontario review the information provided in the request above and provide a preliminary assessment for the request.

I have not sold/divested the discontinued brand to another entity

In addition, I accept that the steward will be invoiced by Stewardship Ontario \$500 as per the Policy for Simplified Fee Setting During The Blue Box Wind Up. Should the qualifying event be approved I understand that my percent share calculation under the simplified fee model will change. This calculation will be provided to me by Stewardship Ontario.

I certify that by signing this document, I am declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

Signature of Authorized Party

Date

Name and Title of Authorized Party in Print



Stewardship Ontario

Step 2 - Preliminary Assessment by the Program
To be completed by Stewardship Ontario and returned to steward.

Has the steward provisionally qualified for Discontinuance?

Assessment: If the steward provisionally qualified, they may proceed to Step 3.

Signature of Authorized Party

Date

Name and Title of Authorized Party in Print



Step 3 - Steward Report Completion

To be completed by the steward who has been granted a preliminary approval by Stewardship Ontario.

- 2. Once a steward provisionally qualified, they will attach a report providing the details of the discontinuance including a list of discontinued brands, as well as their associated weights and material categories supplied in Ontario. This will ensure the Paper and Packaging is properly accounted for. If the space below is not sufficient, please email a separate document to werecycle@stewardshipontario.ca

- 3. Please complete each spreadsheet (click on link for access to Excel docs in the Forms section of the page) as it relates to your adjustment request. You need only complete the white cells, and only the materials that are undergoing changes:

Program: Stewardship Ontario BB	Adjustment Worksheet Templates
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I attest to the accuracy and completeness of the information provided and accept that the qualifying event request may be subject to review before it is processed. Further, I accept the information contained within this form, any attachments to it, and information provided by:

Steward Company Name: _____

to Resource Recovery Alliance (RRA) will on behalf of Stewardship Ontario review the information provided in the request above and provide a preliminary assessment for the request.

In addition, I accept that my percent share calculation under the simplified fee model will



Stewardship Ontario

change. This calculation will be provided to me by Stewardship Ontario.

I certify that by signing this document, we are declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

Signature of Authorized Party

Date

Name and Title of Authorized Party in Print

Step 4 – Recalculation of Divesting Steward’s Allocation Amounts or recalculation of the Discontinued Product Line.

To be completed by Stewardship Ontario.

The calculations below will constitute new percent share allocation for applicable invoice years.

Signature of Authorized Party

Date

Name and Title of Authorized Party in Print