



## STEWARD INITIATED QUALIFYING EVENT REQUEST FORM: DIVESTITURE AND ACQUISITION 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 future invoices periods due to a **Divestiture of a Business Subsidiary/Product Line**.

Prior to submitting your request please review the [Policy for Simplified Fee Setting](#) and be aware of relevant deadlines<sup>1</sup>. Requests have a non-refundable administrative fee per the Policy<sup>2</sup>. The Policy also requires that steward's reporting and payments are up to date.

Please contact us with any questions: [Wecycle@stewardshipontario.ca](mailto:Wecycle@stewardshipontario.ca).

Your request is initiated by completing Step 1 of the form and sending it to [wecycle@stewardshipontario.ca](mailto:wecycle@stewardshipontario.ca) with the subject line "**Request for Modified Allocation due to a Divestiture.**" Please include the following in your email:

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

It is important to note that Qualifying Divestiture of a Business Subsidiary or Product Line(s) must include an attestation from the acquiring steward. The acquiring steward must accept the reporting obligation for the Business Subsidiary Product line that was divested, with the result that there will be a corresponding increase in the Allocation of the acquiring Steward. As per the Policy, consideration to this request will not be given without this condition being met. Please ensure that the acquiring steward completes sections of this form. A completed form must be submitted to [wecycle@stewardshipontario.ca](mailto:wecycle@stewardshipontario.ca).

<sup>1</sup>**Time Limits & Documentation Requirements:** In order for a qualifying event to be considered, a complete request package (i.e., a completed and comprehensive 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 31<sup>st</sup> of a calendar year to be considered for the invoice issued in relations to the subsequent year.

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



### Step 1 - Notification

**To be completed by the Divesting Steward. Once Part 1 completed and signed please submit to [wecycle@stewardshipontario.ca](mailto:wecycle@stewardshipontario.ca).**

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

**1. Please complete the information in the table below.**

Divestiture of a Brand after 2021 Report was filed/invoiced	Comments
(a) Describe the Divestiture in sufficient detail for the Program to validate that it meets the qualifying event criteria.	
(b) Identify the date on which the Divestiture took effect. Including the impacted report and invoice years.	
(c) Identify corporate entity (including corporate name and corporate contact person) that assumed responsibility for the affected brand(s).	
(d) The Steward’s rationale (with supporting data) for its belief that the Divestiture meets with qualifying financial terms (reduction in Stewardship Fees of at least 5 percent or \$1,000 whichever is greater). Please attach any relevant information.	
(e) Is the Steward who acquired Brand willing and able to accept the reporting obligation?	



**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.**

**To be signed by Divesting steward:**

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 the divesting 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.

In the case of a divestiture by signing this form, I confirm that Stewardship Ontario has permission to speak to the company that acquired the brand to discuss the acquisition of the obligation to the program regarding the brand.

In the case of a divestiture, I agree that, unless or until the acquiring company has confirmed that it is assuming responsibility for the divested brand, there will be no reduction in the allocation amount.

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 Divesting Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Party in Print



**To be completed by the Acquiring Steward.**

Acquiring Steward’s Company and Contact Information	
<b>Company Name:</b>	
<b>Steward Number:</b>	
<b>Contact Name:</b>	
<b>Title:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Date of Request:</b>	

**2. Please complete the table below.**

Acquisition of a Product Line or Business Subsidiary	Comments
(a) As the acquiring steward, are you willing and able to accept the reporting Obligation for the divested business subsidiary or product line?	
(b) Describe the Acquisition in sufficient detail for the Program to validate that it is related to a Divestiture of a Product Line or Business Subsidiary.	
(c) Identify the date on which the Acquisition took effect.	
(d) Identify corporate entity (including corporate name and corporate contact person) that Divested the Business Subsidiary or Product Line, including names of brands where applicable.	
(e) Demonstrate with supporting validation data that the acquired Product Line or Business Subsidiary shows a corresponding increase in your percent share allocation.	



**To be signed by Acquiring steward:**

- 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 the divesting 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.
- In the case of a divestiture by signing this form, I confirm that Stewardship Ontario has permission to speak to the company that divested the brand to discuss the acquisition of the obligation to the program regarding the brand.
- In the case of a divestiture, as the acquiring company I confirm that I am assuming responsibility for the divested brand including a revised present share calculation.
- 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 Acquiring Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Party in Print



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## **Step 2 - Preliminary Assessment by the Program**

*To be completed by Stewardship Ontario and returned to steward.*

*Has the steward provisionally qualified for Divestiture?*

**Assessment: If the divesting steward provisionally qualified, both the divesting and acquiring stewards 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 divesting steward once Preliminary approval is received

1. Once a steward provisionally qualified, they will attach a report providing the details of the divestiture, including a list of divested brands, as well as their associated weights and material categories supplied in Ontario. This will ensure there is a corresponding increase in the allocation of the acquiring Steward. If the space below is not sufficient, please email a separate document to [werecycle@stewardshipontario.ca](mailto:werecycle@stewardshipontario.ca)

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

<b>Programs:</b> <b>Stewardship Ontario BB</b>	<a href="#">Adjustment Worksheet Templates</a>
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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



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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.

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Signature of Authorized Party

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Date

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Name and Title of Authorized Party in Print





### To be completed by the acquiring steward

I attest to the accuracy and completeness of the information provided in Step 3, Section 5 of this document 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 both:

**Divesting Company Name:** \_\_\_\_\_

and

**Acquiring 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 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



Stewardship Ontario

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

*To be completed by Stewardship Ontario and provided only to Divesting Steward*

**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



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**Step 4 b) Recalculation of Acquiring Stewards Allocation Amount.**

*To be completed by Stewardship Ontario and provided only to Acquiring Steward*

**The calculations below will constitute new percent share allocation for invoice years, 2023, 2024 and 2025.**

\_\_\_\_\_  
Signature of Authorized Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Party in Print