

Primary Contact Authorization Forms

This document includes forms to:

1. Change an Existing Primary Contact
2. Register a Primary Contact for a New Steward

Please review the current Program Policies and Rules [available here](#) before completing and submitting the forms.

- Telephone or email requests to complete primary contact changes cannot be accepted.
- Complete applicable form by providing requested information, printing the form and having it signed by a Signing Officer who has authority to bind your organization
- Submit form via email to wecycle@stewardshipontario.ca or fax to 1-844-471-1836, including your Company name and “Primary Contact” in the subject line or cover page

FORM 1 - Change an Existing Primary Contact

- If the current Primary Contact is still with the company, they may complete the form.
- If the Primary Contact is no longer with the company, only the signature of the Signing Officer is required
- Primary Contact changes take up to three (3) business days to process
- New Primary Contacts will receive an email with their login ID and password once the changes are completed

FORM 2 - First Time Registration of Primary Contact (New Steward Accounts Only)

- Please register your organization on the portal at <https://wecycle.circularmaterials.ca/irj/portal>.
- Complete and submit this form
- National Steward Services will contact all new registrants to verify their information

FORM 1 – Change an Existing Primary Contact:

1. Please provide the following information:

Company Name:	
Steward Number:	
Company Address:	
Name of Former Primary Contact:	
Name of New Primary Contact:	
Title:	
Email Address:	
Phone Number:	

2. Indicate if the former Primary Contact is being reassigned to one of the other Roles, or if they should be removed from the account

Secondary	Billing	Environmental Lead	Signing Officer	Remove from Account
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3. Declaration

I declare that I am a Signing Officer or the current Primary Contact and that the Primary Contact named above has been authorized to act on behalf of the Company named above in the submission of their Steward Reports and has the authority to attest to the accuracy of the data contained within these reports thereby binding our organization to our financial obligations under the respective program's stewardship legislation and regulation:*

Name of Signing Officer*

Title

Signature

*(*must have authority to bind the Company's Canadian operations)*

FORM 2 - Register a Primary Contact for a New Steward Account:

1. Please provide the following information:

Company Name:	
Steward Number:	
Company Address:	
Name of Primary Contact:	
Title:	
Email Address:	
Phone Number:	

2. Declaration

I declare that I am a Signing Officer and that the Primary Contact named above has been authorized to act on behalf of the Company named above in the submission of their Steward Reports and has the authority to attest to the accuracy of the data contained within these reports thereby binding our organization to our financial obligations under the respective program's stewardship legislation and regulation:*

Name of Signing Officer*

Title

Signature

*(*must have authority to bind the Company's Canadian operations)*