



2012 Procedures for Re-filing of Steward's/Remitter's Reports

Condition for Re-filing	Procedure to Re-file Online EEE Data Reports
<p>A company who has included in one of their Reports obligated EEE Brands/units where the company is not the Obligated Steward and for which it does NOT have any type of Agreement or Obligation to Report.</p>	<p>Example</p> <ul style="list-style-type: none"> ▪ A company (Remitter or Sub-Remitter), includes in their Report, branded EEE for which it has not signed a Remitter's or Sub-Remitter's Agreement with the Steward/Remitter. <p>Remitter/Sub-Remitter Action</p> <ul style="list-style-type: none"> ▪ The company that filed in error is to notify OES by email and complete the Application for Re-filing (see below). Once OES approves the application for Re-filing, OES will then change the Report on your behalf. <p>Re-filing Time line</p> <ul style="list-style-type: none"> ▪ There is a limit on the length of time adjustments due to reporting errors will be allowed; ▪ Remitters/Sub-Remitters will have 36 months from the time of original filing to have any applicable adjustments made to any Steward's/Remitter's Report filed.
<p>A company (Steward or Remitter) who has already reported and included obligated EEE Brands/units for which it has an Agreement (either a Remitter's or Sub-Remitter's) to Report and should not have included those units in their Report.</p>	<p>Example</p> <ul style="list-style-type: none"> ▪ A company (Steward or Remitter), includes in their Report branded EEE for which it has an Agreement that requires the other company to remit fees to OES on their behalf. <p>Steward/ Remitter Action</p> <ul style="list-style-type: none"> ▪ The company that filed in error is to notify OES by email and complete the Application for Re-filing (see below). Once OES approves the application for Re-filing, OES will then change the Report on your behalf. <p>Re-filing Time line</p> <ul style="list-style-type: none"> ▪ There is a limit on the length of time adjustments due to reporting errors will be allowed; ▪ Remitters/Sub-Remitters will have 36 months from the time of original filing to have any applicable adjustments made to any Steward's/Remitter's Report filed.
<p>A company who has already reported and included obligated EEE Brands/units that were</p>	<p>Example</p> <ul style="list-style-type: none"> ▪ A company, Remitter or Sub-Remitter, includes files on data where no Remitter's or Sub-Remitter's Agreement exists with the Steward for the particular Brand. <p>Steward/Remitter/Sub-Remitter Action</p>



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<p>subsequently determined by the Company, Steward/Remitter/Sub-Remitter to not have been supplied for use in Ontario (EEE was shipped outside the province of Ontario)</p>	<ul style="list-style-type: none"> ▪ Company to notify OES by email of error and provide verifiable supporting reasons for the change. Once OES approves the application for Re-filing, Once OES approves the application for Re-filing, OES will then change the Report on your behalf OES Data Review team and / or Auditors will assess the new data and may follow up directly. <p>Ontario Electronic Stewardship Action</p> <ul style="list-style-type: none"> ▪ Review the adjusted data ▪ Credits issued within the current year and applied to future invoice(s) ▪ Issue outstanding invoice(s) ▪ No interest will be paid to Stewards/Remitters/Sub-Remitters with respect to re-filing on calculation and or reporting errors ▪ OES has the discretion to issue credits in subsequent years if the adjustments cannot be managed within the current year's funding envelope. <p>Limitations</p> <ul style="list-style-type: none"> ▪ There is a limit on the length of time adjustments due to reporting errors will be allowed ▪ Remitters/Sub-Remitters will have 36 months from the time of original filing to have any applicable adjustments made to any Steward's/Remitter's Report filed.
<p>Double Reporting on a Brand/units</p>	<p>Example</p> <ul style="list-style-type: none"> ▪ Steward files on the Brands for which they have an active Remitter's Agreement, while the Remitter already filed. ▪ Remitter files on the Brands for which they have a Sub-Remitter's Agreement, while the Sub-Remitter already filed. <p>Steward/Remitter/Sub-Remitter Action</p> <ul style="list-style-type: none"> ▪ Notify OES by email of error and provide verifiable supporting reasons for the change. Once OES approves the application for Re-filing, Once OES approves the application for Re-filing, OES will then change the Report on your behalf. Supporting documentation will need to be provided to OES. OES Data Review and / or Auditors team will assess the new data and may follow up directly. <p>Ontario Electronic Stewardship Action</p> <ul style="list-style-type: none"> ▪ Review the adjusted data ▪ Credits issued within the current year and applied to future invoice(s)



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Verifiable Calculation or Reporting Error	<p>Example</p> <ul style="list-style-type: none"> ▪ Allocation errors (i.e. Reported on total Canadian units, not Ontario units only) ▪ Errors made in allocating units into the correct EEE material category ▪ Errors made by third party (i.e. consultant used incorrect data) ▪ Steward/Remitter/Sub-Remitter erred in units – missed brands, units etc. ▪ As in the Rules, OES has the right to review and modify any submitted Report. <p>Steward/Remitter/Sub-Remitter Action</p> <ul style="list-style-type: none"> ▪ Notify OES by email of error and provide verifiable supporting reasons for the change. Once OES approves the application for Re-filing, OES will then change the Report on your behalf. Supporting documentation will need to be uploaded onto this screen prior to submission. OES Data Review team will assess the new data and may follow up directly. <p>Ontario Electronic Stewardship Action</p> <ul style="list-style-type: none"> ▪ Review the adjusted data ▪ Credits issued within the current year and applied to future invoice(s) ▪ Issue outstanding invoice(s) ▪ No interest will be paid to Stewards/Remitters/Sub-Remitters with respect to re-filing on calculation and or reporting errors ▪ OES has the discretion to issue credits in subsequent years if the adjustments cannot be managed within the current year's funding envelope. <p>Limitations</p> <ul style="list-style-type: none"> ▪ There is a limit on the length of time adjustments due to reporting errors will be allowed



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