

Eco Fee Remittance Procedures

REPORTING PERIODS

Reporting periods for members are as follows:

1. **General Rule:** All members are required to report and remit on a monthly basis (report and payment received by Product Care within 30 days of calendar month end) unless they receive written approval for other arrangements from Product Care.
2. **“Small” Members:** Members with annual fees of less than \$10,000 in the prior calendar year, who are in good standing with a record of timely and accurate fee reporting and payment may request a change to reporting on a calendar quarterly basis. Prior written approval by Product Care is required.

OVERDUE CHARGES

Late report and late payment procedures:

- Overdue remittances will bear interest at the rate of 1% per month (12% per annum)
- In addition, overdue reports will be subject to administrative fees as follows:
 - a) Written reminder issued at any time (by email, fax or mail) after due date: \$100
 - b) Next reminder for same report issued after 10 or more days after a): \$200
 - c) Next reminder for same report issued after 10 or more days after b): \$625.

The interest rate and administrative penalties are the same or lower than those applied in other stewardship programs.

MEMBER AUDITS

As in any system based on self-assessment, it is necessary for Product Care to audit its members to ensure correct reporting. The articles of Product Care give Product Care the right to audit the records of a member with respect to the sale of products and remittance of fees. Most members will be audited about once every 3 years. Members may be audited more or less frequently depending upon size and track record.

Product Care may make an assessment of unpaid fees based on projections derived from audit results. If a member is shown on an audit to have under-remitted fees by more than 5% or \$500 (whichever is greater) of the correct amount (for the period being audited), then the member shall pay the amount due, the cost of the audit and a further 20% of the assessed fees by way of administrative fee. In the case of over-remittances, Product Care will credit the member for the overpaid amount.

FOR MORE INFORMATION

For forms or other information, go to www.productcare.org.

If you have any questions regarding reporting periods, please do not hesitate to contact Truong Le, at +1 888 604 2624, or info@recycfluo.ca