



# Notice of Change to PCA Member Policy re Overdue Fee Reports and Payments

New policy changes were approved by the PCA board of directors and will be implemented effective November 1, 2017 with respect to overdue reports and overdue payments (see s. 4 of the PCA Member Rules and Policies for current wording).

These changes are intended to provide members with clarity around EHF reporting and payment obligations, and to minimize late- and non-reporters. The current policy for overdue payments will continue to apply to fee reports submitted up to and including October 31, 2017.

The revised Section 4 of the PCA Member Rules and Policies, "Overdue Reports and Payments" will include a provision for 'Overdue Reports' (subsection 4.1), to specifically refer to the late filing of EHF reports, as well as late payments (now subsection 4.2).

The revised Section 4 of the PCA Member Rules and Policies will read as follows:

## **4. Overdue Reports and Payments**

### **4.1 Overdue Reports**

Pursuant to section 5.3 of the PCA Membership Agreement, EHF reports must be received by PCA by the end of the month following the reporting period.

PCA may apply administrative charges to overdue reports at the following rates:

- An initial administrative charge of up to \$25 applied at the beginning of the month following the date a report should have been received by PCA.
- An additional administrative charge of up to \$25 for each additional thirty (30) days that a report is overdue.

### **4.2 Overdue Payments**

EHF remittances must be received by PCA by the end of the month following the reporting period.

Pursuant to section 5.2 of the PCA Membership Agreement, PCA may apply a penalty to overdue EHF remittances at the rate of 1% per month, non-compounding, (12% per annum) applied at the beginning of each month following the date or dates the EHF's should have been remitted.

PCA appreciates the continued support of its members in PCA's mission to divert special waste from Canada's landfills and waterways, and ensure that the program is funded in a way that is efficient and equitable for all members.

Please direct any questions and comments regarding this matter to Stephen Chin, Director of Finance at [stephen@productcare.org](mailto:stephen@productcare.org).