



Alberta's Electronics Recycling Program – Supplier Registration Information

Since 2004, Alberta Recycling has managed the province's electronics recycling program and is governed by provincial regulations and bylaws (enclosed). According to the Electronics Recycling Bylaw, 'suppliers', *defined as a manufacturer, distributor, wholesaler or retailer who supplies new electronics in or into the Province of Alberta, or an end user who imports electronics into Alberta*, are required to register with Alberta Recycling (specifically the Electronics Recycling Alberta division ('ERA')).

Please complete the enclosed registration form and forward it to our office via e-mail, fax or mail, along with the following documents:

- Copy of your certificate of incorporation (if your organization is incorporated)
- Copy of your business license (if you are not incorporated)
- Copy of list of directors of the company
- Copies of 5 different invoices for eligible electronics purchased from each of your suppliers, if applying for Payment on Purchase (POP) status (see attached).

This registration enables ERA to ensure there is a level playing field in the industry with all applicable suppliers following the same rules for remitting environmental fees for eligible electronics. It also equips us to better provide you important information regarding program updates. Upon receipt of the completed registration application, Alberta Recycling will enter your information into our system and if applicable will send you an Advance Disposal Surcharge ('environmental fee') package, along with an ERA registration certificate.

To-date Albertans have recycled approximately seven million units of computer equipment and televisions. The environmental fees collected on the sale of these electronics has ensured that over 140,000 tonnes of metal, plastic and glass generated through the processing of this material is kept out of landfills and made into new products.

Should you have any questions, please do not hesitate to contact our office at (780) 990-1111 or toll free 1-888-999-8762. We will be pleased to assist you.

Sincerely,

ERA Registrant Administration
Alberta Recycling

Electronics Supplier Registration Application

Supplier Information¹

| | | | | | |
|--|--|---------|---|---|--|
| APPLICANT (LEGAL BUSINESS NAME) | | | | | |
| Operating As (if different from Business Name) | | | | Franchise Name (if applicable) | |
| Physical Address: | | | | | |
| City/Town | Province | Country | Postal Code | Phone Number | Fax Number |
| Mailing Address: | | | | | |
| City/Town | Province | Country | Postal Code | Phone Number | Fax Number |
| President / Manager | | | | Company Website Address (URL) | |
| Accounting Contact | | | | Accounting Email Address (Required) ² | |
| Product Detail: | Sale or Supply in or into Alberta? (y/n) | | Date of first sale/supply if later than February 1, 2005 ³ | | Approx # of product sold per year (including internet / catalog sales) |
| Visual Display Device (less than 30" screen) ⁴ | | | | | |
| Visual Display Device (30" screen or larger) | | | | | |
| CPUs and Servers | | | | | |
| Printers/Printer combinations | | | | | |
| Laptops/Notebooks/Tablets | | | | | |
| Business Start Date (Required) | | | | Location of Customers (check all that apply): <input type="checkbox"/> In Alberta <input type="checkbox"/> Outside Alberta | |
| Primary Line of Business: Please check the single box below that best describes your primary line of business. <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer <input type="checkbox"/> Custom PC Builder <input type="checkbox"/> Distributor <input type="checkbox"/> Catalog Seller <input type="checkbox"/> Internet Seller <input type="checkbox"/> Importer <input type="checkbox"/> Courier/Transporter/Carrier/Mail Service (in or into Alberta) <input type="checkbox"/> Other: _____ | | | | | |
| Secondary Lines of Business: Please check all boxes below that describe your secondary lines of business. <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Manufacturer <input type="checkbox"/> Custom PC Builder <input type="checkbox"/> Distributor <input type="checkbox"/> Catalog Seller <input type="checkbox"/> Internet Seller <input type="checkbox"/> Importer <input type="checkbox"/> Courier/Transporter/Carrier/Mail Service (in or into Alberta) <input type="checkbox"/> Other: _____ | | | | | |

¹ For examples and answers to FAQ's please visit our website at www.albertarecycling.ca

² A valid email is required to set up an online account in order to report/remit your ADS on our online system

³ If you began supplying eligible electronics prior to February 1, 2005 simply write February 1, 2005 in the space provided

⁴ Visual Display Device consists of TVs and Monitors

Eligible Electronic Product Supply Chain Information

| SUPPLIERS Please list the company name, contact, mailing address and phone number (use additional paper if necessary) Note: Please list only suppliers who supply you with Program Eligible Electronics | | | |
|--|--------------|---|---------------------------------------|
| Company Name | Contact Name | Complete Mailing Address (including Postal Code) | Phone Number (including Area Code) |
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| ALBERTA CUSTOMERS Please list the Company name, contact, mailing address and phone number (use additional paper if necessary) Note: Please list only customers to whom you are supplying Program Eligible Electronics. End Users are not to be included in this list. | | | |
|--|--------------|---|---------------------------------------|
| Company/Individual Name | Contact Name | Complete Mailing Address (including Postal Code) | Phone Number (including Area Code) |
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Supplier Registration Application Terms and Conditions

In consideration of Electronics Recycling Alberta, a division of Alberta Recycling Management Authority (“Alberta Recycling”) registering the applicant identified on the front side of this Registration Application (hereinafter, the “Supplier”) as a supplier under the Designated Material Recycling and Management Regulation (Alta. Reg. 94/2004) and in consideration of the Supplier’s agreement to carry out its duties set out in the *Environmental Protection and Enhancement Act* (the “Act”), any regulations made under the Act (the “Regulations”) and any bylaws made by Alberta Recycling (the “Bylaws”), and in consideration of the covenants contained herein and other good and valuable consideration, the Supplier hereby acknowledges and agrees as follows:

- 1 The Supplier represents and warrants that all information provided to Alberta Recycling in this application, and in all documents required by virtue of the Supplier’s registration with Alberta Recycling, or by virtue of the requirements of law, are true and accurate;
- 2 The Supplier agrees to indemnify and hold Alberta Recycling, its employees and agents, harmless for all costs, expenses claims, demands and actions that may arise as a result of any untrue or inaccurate statement or information provided by the Supplier;
- 3 Alberta Recycling has authority to make bylaws, policies and procedures and the Supplier agrees to be bound by any bylaws, policies and procedures applicable to it and made by Alberta Recycling;
- 4 For all supplies of eligible electronic products for which Alberta Recycling has prescribed an Advance Disposal Surcharge, the Supplier shall remit the prescribed Advance Disposal Surcharge to Alberta Recycling or to the person designated by Alberta Recycling unless the supply is of a kind that is exempt in the Bylaws. The Supplier shall account to Alberta Recycling for all Advance Disposal Surcharges that must be remitted, and shall remit the Advance Disposal Surcharges to Alberta Recycling or to the person designated by Alberta Recycling in the form and manner and at the times required;
- 5 All Advance Disposal Surcharges that the Supplier is obligated to remit are held in trust for Alberta Recycling;
- 6 The Supplier shall complete and file with Alberta Recycling as required, a return in respect of a reporting period not later than 30 days after the end of the reporting period, and shall remit to Alberta Recycling with the return all Advance Disposal Surcharges owing with respect to the supplies of electronics made by the Supplier in or into Alberta during the reporting period. The reporting period, unless Alberta Recycling otherwise directs, is a calendar month;
- 7 Any registration granted, or any payment made by or to Alberta Recycling, where there has been false or misleading information provided by the Supplier shall be considered to have been granted or paid in mistake. Any such registration is void and any such payment is held in trust by the Supplier for the sole and exclusive benefit of Alberta Recycling. Such payments shall be made forthwith to Alberta Recycling upon the discovery of the error;
- 8 Alberta Recycling has the right to withhold any registration of application until sufficient verification or information has been provided by the Supplier in relation to any matter reasonably requested to be verified by Alberta Recycling;
- 9 To secure payment and performance of all obligations of the Supplier to Alberta Recycling, the Supplier hereby grants to Alberta Recycling a security interest in all of the Supplier’s present and after acquired personal property of whatever description or kind and all proceeds thereof;
- 10 All outstanding Advance Disposal Surcharges and any interest owing in respect of it are recoverable by Alberta Recycling in an action in debt;
- 11 The Supplier shall:
 - a) keep records that may relate to or support the Supplier’s transactions in electronics and make them available for inspection by Alberta Recycling at all reasonable times; and
 - b) provide to Alberta Recycling upon request all such information that may relate to or support the Supplier’s transaction in electronics;
- 12 Alberta Recycling may from time to time require, and the Supplier shall pay, interest on outstanding Advance Disposal Surcharge(s) at the rate per annum established by Alberta Recycling from time to time, from the date the unpaid amount is due until it is paid;
- 13 Where the Supplier fails to remit any or all Advance Disposal Surcharges with respect to a reporting period, Alberta Recycling may assess the Advance Disposal Surcharges in an amount equal to the amount of the Advance Disposal Surcharges that the Supplier failed to remit. Where Alberta Recycling makes an assessment, the Supplier shall remit the amount of the assessment, or, where a return has been filed and a remittance made, the amount, if any by which the amount of the assessment exceeds the amount remitted. The remittance is due and payable from the time the Supplier receives notice of the assessment;

- 14 For the purpose of notices and assessments, the address provided by the Supplier on the front side of the Registration Application shall be the address at which Alberta Recycling may send all notices to the Supplier;
- 15 The Supplier acknowledges it may have a right of defence or limitation of claim under the *Limitations Act* or similar legislation, and specifically waives any rights or benefits it may have under that act in the event Alberta Recycling has a claim for unpaid Advance Disposal Surcharges;
- 16 Alberta Recycling may cancel or suspend the Supplier's registration if the Supplier:
 - a) fails to remit to Alberta Recycling or to the person designated by Alberta Recycling all Advance Disposal Surcharges the Supplier is required to remit;
 - b) ceases to carry on business;
 - c) applies to surrender the Supplier's registration to Alberta Recycling;
 - d) contravenes the Act, the Regulations or the Bylaws; or
 - e) provides inadequate, false or misleading information or representation in any application or Advance Disposal Surcharge Return;
- 17 The Supplier agrees to surrender the Supplier's certificate of registration to Alberta Recycling if the Supplier registration is cancelled or suspended. The Supplier understands that it may not carry on business as a supplier of electronics in Alberta unless the Supplier is registered and the Supplier's registration is not under suspension. The Supplier understands that failure to maintain a registration where it is required is an offence under the Designation Material Recycling and Management Regulation, and subject to a fine up to \$50,000 for an individual and \$500,000 for a corporation;
- 18 All information and documents submitted to Alberta Recycling will be in the custody of Alberta Recycling and therefore subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 (the "Act");
- 19 Unless otherwise required or authorized by law, Alberta Recycling shall not disclose to a third party personal information supplied by the Supplier where, as determined by Alberta Recycling, such disclosure would constitute an unreasonable invasion of personal privacy in accordance with s.17 of the Act;
- 20 Alberta Recycling reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein.

| | |
|-----------------------|--------------|
| Authorized Signature | Date |
| For internal use only | |
| Date | Reference ID |

Table of Fees for Electronic Products

The following table helps clarify which electronics products should be charged Advance Disposal Surcharges ('environmental fees') when sold or supplied in or into Alberta and which products should not be charged.

This is not considered an exhaustive list. If you require assistance in verifying whether or not a particular electronics product should be charged an environmental fee, please call Alberta Recycling at 1-888-999-8762 or email us at electronics@albertarecycling.ca

PROGRAM ANNOUNCEMENT - CHANGES EFFECTIVE JULY 1, 2013

1. **All-in-one computers:**
 - a) **The fee for units with a screen size of less than 30" will be \$4.40**
 - b) **The fee for units with a screen size of 30" or more will be \$10.00**

2. **Stand-alone scanners, fax machines and photocopiers will be added to the same environmental fee category as printers and will therefore be subject to a \$4.80 fee**

| Category of eligible electronics | Environmental fees | Definitions; additional detail |
|--|--------------------|---|
| COMPUTERS (CPU) & SERVERS (also see "All-in-one" computers on page 2) | \$4.40 | This category includes but is not limited to: <ul style="list-style-type: none"> CPUs/servers which are not physically embedded or contained within industrial, commercial point-of-sale (POS), medical imaging, diagnostic, monitoring or control equipment which can also function as stand-alone CPU's/servers outside of an industrial, commercial POS, medical Imaging, diagnostic, monitoring or control equipment function. Blade (rack mount), desktop and floor standing servers |
| PRINTERS (As of July 1, 2013, stand-alone scanners, fax machines and photocopiers will be included in this fee category) | \$4.80 | This category includes but is not limited to: <ul style="list-style-type: none"> All printers/printer combinations weighing less than 1,000 kilograms Large multi-function printer copiers: document centres & facsimile machines with computer direct or networked printing function Printers which are not physically embedded or contained within industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment which can also function as stand-alone printers outside of an industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment function. Label, barcode and card printers that are <u>not</u> handheld with computer-direct or networked printing function Desktop photo printer (including dock printers) Commercial plotter |
| LAPTOP, TABLET PC AND NOTEBOOK COMPUTERS | \$1.20 | Tablet definition: <ul style="list-style-type: none"> A portable computer with an integrated touch screen display which can connect wirelessly, WiFi and/or via cellular network for purposes of data exchange and transfer. A tablet does not have cellular phone capability. |

Date published: March 26, 2013. This table does not include changes made after the date published. For the most up-to-date information, please refer to Alberta Recycling's website www.albertarecycling.ca or call the office toll-free at 1-888-999-8762.

| | | |
|-------------------------------|------------|---|
| Visual Display Devices | | <p>This category includes but is not limited to:</p> <ul style="list-style-type: none"> • Devices with built-in components necessary to operate as a monitor. • Closed circuit monitor screens (security or multi-purpose). • Devices with a television tuner or a device that can operate as both a computer monitor and television. • Monitors or televisions which are not physically embedded or contained within industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment which can also function as stand-alone monitors outside of an industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment function. |
| a) Less than 30" screen | a) \$4.00 | |
| b) 30" screen and larger | b) \$10.00 | |

All-in-One Computers

Fees effective to June 30, 2013

- When a computer and visual display device with a screen size of less than 30" are combined in one unit, the all-in one fee is \$8.40 (based on the computer fee of \$4.40 and the visual display device fee of \$4.00 added together).
- When a computers and visual display device with a screen size of 30" and larger are combined in one unit, the all-in-one fee is \$14.40 (based on the computer fee of \$4.40 and the visual display device of \$10.00 added together).

Fees effective July 1, 2013

When a computer and visual display device are combined in one unit, the following fees will apply:

- for units with a screen size of less than 30", the all-in-one fee will be \$4.40
- for units with a screen size of 30" and larger, the all-in-one fee will be \$10.00

Environmental fees do not apply to:

| |
|--|
| The individual sale or supply of a keyboard, mouse, cables or speakers (the \$4.40 fee charged on the sale of computers covers the recycling of these peripheral items). |
| Cellular enabled PDA |
| Computer/server which is physically embedded or contained within: <ul style="list-style-type: none"> — Industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment. — ATM kiosk, self-service kiosk, gas station pump |
| Digital Photo Frames |
| Digital Press |
| Handheld device with a printing function (e.g. label makers, calculators) |
| Interac printer |
| Monitors and TVs designed for use solely in a motor vehicle, boat or RV, such as: <ul style="list-style-type: none"> ▪ In-vehicle DVD monitors, ▪ DVD navigation systems |
| Monitors and TVs that are physically embedded or contained within: <ul style="list-style-type: none"> — Industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment. — ATM kiosks, Self-service kiosks, exercise equipment, refrigerators |

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| |
|--|
| OEM television supplied on the original sale of a recreational vehicle |
| Photo developing machine |
| Photocopier that is not computer networked or equipped with computer direct printing function. <i>(Note: as of July 1/13 this product will be eligible for the \$4.80 environmental fee)</i> |
| Portable DVD player with display |
| Print server |
| Printer that is physically embedded or contained within: <ul style="list-style-type: none"> — Industrial, commercial POS, medical imaging, diagnostic, monitoring or control equipment — ATM kiosk, self-service kiosk, gas station pump |
| Printer that weighs more than 1000 kilograms. |
| Thin client |

Pursuant to the Environmental Protection and Enhancement Act, Electronic Designation Regulation & the Electronic Recycling Bylaw, environmental fees must be remitted on all sales/supplies of designated eligible electronics in or into Alberta. “Electronics” means all electrical and electronic equipment or devices, whether intended for consumer, industrial or commercial use.

For more information, please refer to our website www.albertarecycling.ca for information bulletins, bylaws and regulations or call us toll-free at 1-888-999-8762.

Date published: March 26, 2013. This table does not include changes made after the date published. For the most up-to-date information, please refer to Alberta Recycling’s website www.albertarecycling.ca or call the office toll-free at 1-888-999-8762.

APPENDIX 2

ALBERTA RECYCLING MANAGEMENT AUTHORITY

Electronics Recycling Bylaw

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1. DEFINITIONS

1.1 In this Bylaw,

- (a) “advance disposal surcharge” means the advance disposal surcharge referred to in section 4.1;
- (b) “applicant” means a supplier who applies for registration with the Authority;
- (c) “Authority” means the Alberta Recycling Management Authority;
- (d) “Designated Material Regulation” means the *Designated Material Recycling and Management Regulation* (Alta. Reg. 93/2004) or any replacement thereof as may be amended from time to time;
- (e) “end user” means a person who purchases new electronics for the end user’s intended use;
- (f) “POP registrant” has the meaning set out in section 4.7 of this Bylaw;

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- (g) “Regulation” means the *Electronics Designation Regulation* (Alta. Reg. 94/2004) or any replacement thereof as may be amended from time to time;
 - (h) “security interest” means a security interest within the meaning of the *Personal Property Security Act* (Alberta) (R.S.A. 2000, c P-7) or *Bank Act* (Canada) (S.C. 1991, c 46) or any replacement thereof as may be amended from time to time;
 - (i) “supplier” means
 - (i) a manufacturer of electronics who supplies the manufacturer’s own brand of electronics to a retailer, or an end user, in or into Alberta;
 - (ii) a marketer who supplies new electronics to a retailer, or an end user, in or into Alberta, where the electronics were manufactured for the marketer by another person and the marketer owns the brand or is the licensee of the brand;
 - (iii) a wholesaler, including a retail distributor, who supplies electronics to a retailer, or an end user, in or into Alberta;
 - (iv) a retailer who supplies to the end user electronics that the retailer has imported in or into Alberta;
 - (v) any other supplier of electronics in or into Alberta; or
 - (vi) an end user who is described in section 4.6 of this Bylaw.
- 1.2 Terms that are defined in the Regulation have the same meaning when they are used in this Bylaw.
- 1.3 For the purposes of this Bylaw, all references to “Alberta” include the whole of the City of Lloydminster.

2. REGISTRATION

- 2.1 All suppliers shall be registered with the Authority.
- 2.2 The Authority may cancel or suspend a supplier’s registration if the supplier:

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- (a) fails to remit to the Authority or to the person designated by the Authority all advance disposal surcharges the supplier is required to remit under this Bylaw;
 - (b) ceases to carry on business as a supplier;
 - (c) applies to surrender the supplier's registration with the Authority and the supplier does not carry on business as a supplier;
 - (d) contravenes the Act, the Designated Material Regulation, the Regulation or this Bylaw; or
 - (e) provides inadequate, false or misleading information or representations in any application, return or other form required by the Authority.
- 2.3 The Authority may withhold any registration until sufficient verification or information has been provided by the supplier in relation to any matter reasonably requested by the Authority to be verified or supplied.
- 2.4 An application for registration by a supplier must be in a form acceptable to, or provided by, the Authority and must contain the information required by the Authority.
- 2.5 If the Authority registers an applicant it shall assign a registration number and shall notify the supplier in writing of the number and the effective date of registration.
- 2.6 A supplier who supplies new electronics prior to the supplier's registration with the Authority is required to:
- (a) complete any and all reports that may be required by the Authority with respect to such supply of electronics prior to the supplier's registration;
 - (b) remit to the Authority any outstanding advance disposal surcharges that arise from such supply of electronics prior to registration, regardless of whether the supplier has collected the advance disposal surcharges in respect of such supply; and
 - (c) pay to the Authority any interest that has accrued on any outstanding advance disposal surcharges as calculated in accordance with this Bylaw.

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3. SECURITY INTEREST

3.1 The Authority may require an applicant or a supplier:

- (a) to provide a security interest to the Authority, or
- (b) to provide to the Authority evidence of a security interest in a form and amount that is acceptable to the Authority for the purpose of ensuring that the applicant or supplier exercises the powers and carries out the duties as supplier in accordance with the Act, the Designated Material Regulation, the Regulation and this Bylaw.

4. ADVANCE DISPOSAL SURCHARGE

4.1 The advance disposal surcharge to be remitted by a supplier is:

- (a) Visual Display Devices
 - Less than 30" screen \$4.00
 - 30" screen and larger \$10.00
- (b) desktop computer (including CPU, mouse, keyboard, cables and other components in the computer) \$4.40
- (c) laptops, tablets and notebooks (including CPU, mouse, keyboard, cables and other components in the laptop or notebook) \$1.20
- (d) printers (including printers that have scanning fax capabilities, or both) \$4.80

4.2 Subject to section 5, below, the advance disposal surcharge applies to any supply of new electronics regardless of where the sale, gift or other transfer occurs.

4.3 A supplier shall levy and collect as a surcharge from the person to whom the electronics are supplied the advance disposal surcharge in the amount prescribed for that class or type of electronics as set out in this Bylaw.

4.4 A supplier in section 4.3 of this Bylaw shall remit to the Authority with the returns required by the Authority all advance disposal surcharges the supplier has collected or for which the supplier is required to have collected under section 4.3 of this Bylaw.

4.5 A supplier or end user who purchases new electronics from someone who is not

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registered with the Authority is required to remit the advance disposal surcharge in the amount prescribed for that class or type of electronics as set out in this Bylaw.

- 4.6 An end user who imports electronics into Alberta for the end user's own use shall pay to the Authority as a surcharge an advance disposal surcharge in the amount prescribed for that class or type of electronics as set out in this Bylaw.
- 4.7 A supplier may be registered by the Authority as a "Payment on Purchase" or "POP registrant" where that supplier meets the criteria for such registration as established by the Authority from time to time.
- 4.8 Where a supplier is a POP registrant, that supplier shall remit all advance disposal surcharges to a registered supplier. Where a POP registrant purchases electronics from a supplier which is not a registered supplier, the POP registrant shall remit all applicable advance disposal surcharges to the Authority.
- 4.9 Without limiting the generality of section 4.3, a supplier who supplies to a POP registrant described in section 4.8 of this Bylaw is liable to remit to the Authority all advance disposal surcharges applicable to supplies of electronics made to the POP registrant.
- 4.10 A supplier is required to remit the advance disposal surcharge to the Authority unless that supplier supplies to another supplier who is registered with the Authority under this Bylaw and who provides evidence of his registration number and certifies in writing that the electronics are not to be used by him, but are for supply to a third person
- 4.11 A supplier or end user in sections 4.4 or 4.6 of this Bylaw is not required to remit the advance disposal surcharge to the Authority where the supplier or end user has paid the advance disposal surcharge to a supplier registered with the Authority.
- 4.12 A courier, transporter, carrier or mail service who carries or supplies electronics in or into Alberta shall be liable to remit the advance disposal surcharge in respect of those new electronics where the supplier on whose behalf or under whose direction the electronics are supplied or carried, is not registered with the Authority or the advance disposal surcharge is not paid by that supplier to the Authority.
- 4.13 It is the intent of this Bylaw that the advance disposal surcharge in respect of a particular electronics product be paid to the Authority only once.

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5. EXEMPTIONS

- 5.1 Suppliers who supply less than the amount of electronics prescribed by the Authority from time to time in or into the Province of Alberta may be exempt from the requirement to pay the surcharge to the Authority, upon application by the supplier and acceptance in writing by the Authority, and other terms acceptable to the Authority.
- 5.2 No advance disposal surcharge is payable in the following supply transactions:
- (a) where the supply is effected solely to create a security interest;
 - (b) where the electronics are supplied directly to a point outside of Alberta; or
 - (c) in any other transaction where the Authority determines, and which otherwise give effect to the Designated Material Regulation, the Regulation and this Bylaw.

6. RETURN AND PAYMENT OF SURCHARGE

- 6.1 Each supplier required to pay to the Authority the advance disposal surcharge under this Bylaw shall
- (a) complete and file with the Authority at its head office a return in respect of a reporting period not later than 30 days after the end of a reporting period, and
 - (b) remit to the Authority at its head office with the return all advance disposal surcharges owing in respect of all supplies by the supplier during the reporting period.
- 6.2 A return shall be in a form acceptable to the Authority.
- 6.3 Unless the Authority directs otherwise, the reporting period for the purposes of this section is a calendar month.
- 6.4 Notwithstanding section 6.3 above, a reporting period for a POP registrant shall be annually, unless the Authority otherwise directs.
- 6.5 The Authority may in writing at any time extend the time for filing a return.
- 6.6 At its sole discretion, the Authority may apply any amount remitted by a supplier first to the supplier's outstanding debts to the Authority (including, without limitation, unpaid advance disposal surcharges and interest) with the amount remitted being applied to the oldest debts first, and second to the amounts owing

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by the supplier for the current reporting period

7. RECORDS

7.1 A supplier shall

- (a) keep records of the supplier's transactions in electronics and of the amount of the applicable advance disposal surcharge, and
- (b) make such records available:
 - (i) for inspection by the Authority and representatives of the Ministry of Environment and Sustainable Resource Development, and
 - (ii) for audit at the times and by a person designated by the Authority, and
 - (iii) provide to the Authority on request information in respect of the supplier's transactions in electronics.

8. ASSESSMENTS

8.1 Where

- (a) a supplier fails to file a return in accordance with section 6.1, or
- (b) the Authority reasonably believes a return that has been filed is incorrect or misleading, or
- (c) the Authority reasonably believes any person or organization required to remit the advance disposal surcharge under this Bylaw has failed to do so in whole or in part,

the Authority may assess the amount of advance disposal surcharges to be remitted by the supplier in respect of a reporting period or reporting periods.

8.2 Where a supplier fails to collect or remit an advance disposal surcharge with respect to a reporting period, the Authority may assess the advance disposal surcharge in an amount equal to the amount of the advance disposal surcharge that the supplier failed to collect or remit.

8.3 Where the Authority makes an assessment under section 8.1 or 8.2, the supplier shall remit

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- (a) the amount of the assessment, or
- (b) where a return has been filed and a remittance made, the amount, if any by which the amount of the assessment exceeds the amount remitted

and the remittance is due and payable from the time the supplier receives notice of the assessment.

9. INTEREST

- 9.1 Interest is payable by a supplier on advance disposal surcharges that the supplier fails to remit as required by this Bylaw, and is payable at the rate per annum established by the Authority from time to time, from the date the unpaid amount is due until it is paid.

10. CHARGES IN TRUST

- 10.1 A supplier holds all advance disposal surcharges in trust for the Authority.

11. RECOVERY OF CHARGE

- 11.1 An advance disposal surcharge and any interest owing in respect of it are recoverable by the Authority in an action in debt.