



www.lightrecycle.ca/expansion

**Product Care Association (PCA) BC LightRecycle Program:
Supplier - Customer Remitter Determination Form**

Program Background:

The British Columbia Recycling Regulation requires the “producers” (typically brandowners or first importers, including retailers, distributors and manufacturers) of all lamps, ballasts and fixtures sold or supplied into the residential, commercial and industrial sectors in BC to be part of an approved stewardship program. The Product Care Association (“PCA”) BC LightRecycle program began in 2010 for residential-use fluorescent lamps. This program expands on October 1, 2012 to include all lamps, ballasts and fixtures sold into the residential, commercial and industrial sectors in BC. The program will be funded by the payment to PCA by members of “eco-fees” applied to the quantity new lamps (all lamp types, sales to all sectors), ballasts and fixtures supplied or sold in BC, effective October 1, 2012. Members of the program must report their sales and remit applicable eco-fees to PCA on a monthly basis.

Purpose of this Document:

- a) In some circumstances it is more convenient for an organization that is not the obligated party under the applicable regulation to become a member of PCA and to report and remit the fees payable to PCA.
- b) The Supplier and the Customer wish to record their agreement in this regard.

Remitter Options:

The Customer(s) of the Supplier has the choice of:

- **Supplier Remits:** Having the Supplier fulfill the responsibility of reporting sales/remitting fees on their behalf. If the Supplier remits fees to PCA on with respect to sales to a Customer, the cost of the fees may be included in product invoices after October 1, 2012.
- **Customer Remits:** Joining PCA as a member to report their sales/remit fees to the program directly.

As the seller of obligated products in BC, the Supplier (see below for company information) has registered as a member of PCA for the BC LightRecycle program. The Customer of the Supplier may choose to join Product Care directly to report their sales/remit fees or have the Supplier fulfill this responsibility on their behalf. If the Supplier remits fees to Product Care on behalf of a Customer, the cost of the fees may be included in product invoices after October 1, 2012.

The following Supplier-Customer Remitter Determination Form is provided as a template to determine which party will fulfill the responsibility to report sales and remit fees to PCA for the BC LightRecycle program. A copy of this document should be sent to PCA once signed by both parties.

In order to NOT be invoiced the cost of the fees remitted to PCA after October 1, 2012, the Supplier requires proof that the Customer has become a member of PCA by completing this form (including their PCA member registration number) by ____ [Date] ____.

If a company does not respond to this letter, the “Supplier Remits” option will be assumed.



It is the responsibility of any person using this sample document to obtain their own legal advice regarding the content and effect of this document and the obligations under the applicable regulations. Product Care Association does not hereby provide any legal advice or determination, does not waive any rights it may have against either party, and accepts no responsibility regarding the use of this document.

**Product Care Association (PCA) BC LightRecycle Program:
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(Sample Document)**

Dated: _____

Agreement between,

Name of Supplier: _____

Complete legal name (if different): _____

PCA Member Number: _____

Name of the contact person, phone number and email address:

Enterprise address: _____

(the "Supplier")

and,

Name of Customer: _____

Complete legal name (if different): _____

PCA Member Number: _____

Name of the contact person, phone number and email address:

Enterprise address: _____

(the "Customer")

Please check one of the following two options:

The Customer is the remitter: The Customer confirms that it takes responsibility to report sales and remit eco-fees directly to PCA as a program member on all obligated products supplied by the Supplier to the Customer and sold or distributed by the Customer in BC.

In order to remit eco-fees, the Customer acknowledges that he/she is registered as a PCA member (registration number included above).

The Customer acknowledges that in reliance on this agreement, the Supplier will not report to PCA on the supply of obligated products to the Customer, and the Supplier will not invoice the Customer for eco-fees relating to such supply.

The Supplier remits: The Customer requests that the Supplier report sales and remit eco-fees to PCA on all obligated products supplied by the Supplier to the Customer and sold or distributed by the Customer in BC. The Customer acknowledges that the Supplier will include the

cost of the eco-fees on invoices rendered to the Customer with respect to the obligated products.

The Supplier agrees that such reports and remittances are the Supplier's responsibility. In order to remit the eco-fees, the Supplier acknowledges that the Supplier is registered as a PCA member (see registration number above).

I, the under signed, authorized signatory of the **Supplier**, accept the conditions present in this Agreement.

Supplier Signature: _____
Supplier Signatory Name: _____
Supplier Signatory Title: _____
Date: _____

I, the under signed, authorized signatory of the **Customer**, accept the conditions present in this Agreement.

Customer Signature: _____
Customer Signatory Name: _____
Customer Signatory Title: _____
Date: _____

Next Steps Required:

Please complete and return this document by ____ [date] _____. This agreement can be sent to _____ [supplier contact information] _____.

Please also send a signed copy to Mary@productcare.org

If a company does not respond to this letter, the "Supplier Remits" option will be assumed.

More Information:

If you have any questions on this matter, please contact us at _____ [supplier contact information] _____.