

**Open Letter to Electronics Distributors in the Northwest Territories (NWT)**  
**RE: Electronics Recycling Program – Distributor Registration Package**

The Government of the Northwest Territories (GNWT) has passed the [Electronics Recycling Regulations](#) and, on February 1, 2016, launched the Electronics Recycling Program in the Northwest Territories (NWT). Under the regulations any person manufacturing, distributing and/or selling electronics in or into the NWT must be registered as an electronics distributor and must collect environmental handling surcharges (environmental fees) on designated electronics. Having all electronics distributors register helps the GNWT ensure a level playing field in the industry.

To improve efficiency and reduce costs, the Alberta Recycling Management Authority (Alberta Recycling) has been contracted by the GNWT to administer the revenue portion of the Electronics Recycling Program and will be the main point of contact for distributors. Alberta Recycling registers distributors and collects environmental fees on the GNWT's behalf.

Upon receipt of the completed registration application and confirmation that your company is eligible for registration as per the Regulations, Alberta Recycling will register your company with the NWT Electronics Recycling Program. You will receive a registration certificate and if your company is required to remit environmental fees you will receive further information and instructions on your reporting obligations - known as [the remittance process](#). Registration information will be used to help determine if your company is eligible for a reduced reporting requirement.

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

Should you have any questions, please email us at [nwtelectronics@albertarecycling.ca](mailto:nwtelectronics@albertarecycling.ca), call toll-free 1-888-999-8762 and ask for the NWT distributor assistance team or visit [www.rethinkitnwt.ca/electronics-distributors](http://www.rethinkitnwt.ca/electronics-distributors).

Sincerely,

NWT Electronics Program Distributor Administration,  
Alberta Recycling (in partnership with the Government of the Northwest Territories)

**Alberta Recycling Management Authority**  
**Mailing Address:** P.O. Box 189 Edmonton, AB T5J 2J1  
**Courier Address:** 1800 Scotia 1 Tower, 10060 Jasper Avenue, Edmonton, AB  
**Phone:** 888.999.8762 or 780.990.1111 / **Fax Number:** 866.990.1122 or 780.990.1122  
**Email:** [nwtelectronics@albertarecycling.ca](mailto:nwtelectronics@albertarecycling.ca)



Government of  
Northwest Territories

## ELECTRONICS DISTRIBUTOR REGISTRATION APPLICATION

<b>APPLICANT (LEGAL BUSINESS NAME)</b>					
<b>Operating As</b> (if different from Business Name)				<b>Franchise Name</b> (if applicable)	
<b>Physical Address:</b>					
City/Town	Province	Country	Postal Code	Phone Number	Fax Number
<b>Mailing Address:</b>					
City/Town	Province	Country	Postal Code	Phone Number	Fax Number
President / Manager				Company Website Address (URL)	
Accounting Contact				Accounting Email Address <b>(Required)</b> <sup>1</sup>	
<b>Supporting Documentation Required:</b>					
<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Business License (Copy of, if not incorporated) <input type="checkbox"/> List of Directors (Copy)					
<b>Product List</b>	Does your company Sell or Supply in or into the NWT? yes / no		Date of first sale/supply if later than February 1, 2016		Approx. # of product sold per year (including internet / catalog sales)
Computers (CPU) and servers					
Portable computers (e.g., laptops, tablets, notebook computers)					
Display devices: less than 30" (e.g., computer monitors, TVs, all-in-one computers)					
Display devices: 30" to 45" (e.g., computer monitors, TVs, all-in-one computers)					
Display devices: greater than 45" (e.g., computer monitors, TVs, all-in-one computers)					
Desktop printing, copying, scanning and faxing devices, whether stand-alone or multi-function					
Floor standing printing, copying, scanning and faxing devices, whether stand-alone or multi-function (less than 1,000 kg)					
<b>Business Start Date (Required)</b>				Do you supply electronics to customers located outside of the NWT? yes <input type="checkbox"/> no <input type="checkbox"/>	
				Does your company Sell or Supply in or into the NWT? yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Primary Line of Business:</b> Please check the <b>single</b> 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: _____					
<b>Secondary Lines of Business:</b> Please check <b>all</b> 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: _____					

<sup>1</sup> A valid email is required to set up an online account in order to report/remit your environmental handling fees (if applicable) on our online system. Please contact Alberta Recycling if you do not have an email address.

**ELIGIBLE ELECTRONIC PRODUCT SUPPLY CHAIN INFORMATION**

**WHO DO YOU GET YOUR ELECTRONICS SUPPLIES FROM?** Please provide the list of suppliers you obtain your eligible electronics inventory from including any companies located outside the NWT.

Please include the company name, contact, mailing address and phone number (use additional paper if you need more room).

Note: this section is not applicable to distributors outside the NWT that supply into the NWT.

Company Name	Contact Name	Complete Mailing Address (including postal code)	Phone Number (including area code)

**Do you have any special arrangements with your suppliers (e.g., do you have electronics shipped to a location other than your business address)?** Yes / No (if yes, explain below)

**WHO DO YOU SUPPLY ELECTRONICS TO?** Please provide the list of distributors you sell electronics to (if any). This applies only to your customers/companies that resell the electronics you have supplied them and are not the end user of the electronics. For example, customers that buy at a retail store are not to be included in this list.

Please include the company/individual name, contact, mailing address and phone number (use additional paper if you need more room).

Company/Individual Name	Contact Name	Complete Mailing Address (including postal code)	Phone Number (including area code)

### DISTRIBUTOR REGISTRATION APPLICATION TERMS AND CONDITIONS

In consideration of the Government of the Northwest Territories (“GNWT”) registering the applicant identified on the front side of this Registration Application (hereinafter, the “Distributor”) as a distributor in accordance with the *Electronics Recycling Regulations* (“the Regulations”) under the NWT *Waste Reduction and Recovery Act* (“the Act”), and in consideration of the Distributor’s agreement to carry out its duties set out in the Regulations, and in consideration of the covenants contained herein and other good and valuable consideration, the Distributor hereby acknowledges and agrees as follows:

1. The Distributor represents and warrants that all information provided in this application, and in all documents required by virtue of the Distributor’s registration, or by virtue of the requirements of law, are true and accurate;
2. The Distributor agrees to indemnify and hold Alberta Recycling Management Authority (“Alberta Recycling”) and the GNWT, its Ministers, officers, employees, servants and agents from and against all claims, actions, causes of action, demands, costs, losses, damages, expenses, suits or other proceedings by whomever made, brought or prosecuted in any manner based upon or related wholly or partially to the acts or omissions of the Distributor in its performance of its duties as set out in the Act or Regulations, or that may arise as a result of any untrue or inaccurate statement or information provided by the Distributor;
3. For all supplies of electronics for which the GNWT has prescribed an environmental handling surcharge (“surcharge”) pursuant to the Regulations, the Distributor shall remit the surcharge to Alberta Recycling. The Distributor shall account to Alberta Recycling for all surcharges that must be remitted, and shall remit the surcharges to Alberta Recycling in the form and manner and at the times required;
4. A Distributor registration expires five years after the date of the registration or such earlier date as may be specified by the GNWT, and may be renewed in accordance with the Regulations;
5. All surcharges that the Distributor is obligated to remit are held in trust for the GNWT;
6. The Distributor 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 surcharges owing with respect to the supplies of electronics made by the Distributor in or into the Northwest Territories during the reporting period. Reporting periods are a calendar month unless a less frequent period is established by the GNWT in accordance with subsection 30(3) of the Regulations ;
7. Where a Distributor has collected a surcharge that has been paid in mistake, the Distributor shall hold the payment in trust for the sole and exclusive benefit of Alberta Recycling on behalf of the GNWT. Such payments collected by a Distributor in mistake shall be forthwith paid to Alberta Recycling immediately upon discovery of the error;
8. Alberta Recycling, on behalf of the GNWT, has the right to withhold any registration of application until sufficient verification or information has been provided by the Distributor in relation to any matter reasonably requested to be verified;
9. It is a condition of the Distributor Registration that the Distributor shall pay all outstanding surcharges for electronics distributed or sold in the Northwest Territories from the date on which section 17 of the Regulations comes into force (February 1, 2016 - “the coming into force date”). GNWT reserves the right to recover any such surcharges and interest owing in respect of such surcharges as calculated from the coming into force date, through: (i) an administrative process or processes established by Alberta Recycling; and (ii) an action in debt.
10. All outstanding surcharges and any interest owing in respect of it are recoverable by GNWT in an action in debt;

11. The Distributor shall:
  - a) keep records that may relate to or support the Distributor's transactions in electronics and make them available for inspection in accordance with the Act and the Regulations; and
  - b) provide to Alberta Recycling upon request all such information that may relate to or support the Distributor's transaction in electronics;
  
12. GNWT may from time to time require, and the Distributor shall pay, interest on outstanding surcharges at the rate per annum established by the GNWT from time to time, from the date the unpaid amount is due until it is paid;
  
13. The GNWT may cancel or suspend the Distributor's registration if:
  - a) the registration was issued in reliance on a false or misleading representation, or was issued contrary to the Regulations,
  - b) the Distributor was not eligible to be registered when the registration was issued or has become ineligible to be registered;
  - c) the registration was made in error;
  - d) the Distributor has failed to comply with the Act or the Regulations or a term or condition of its registration;
  - e) the suspension or cancellation is in the public interest; or
  - f) the Distributor has ceased to carry on business and/or has applied to surrender its registration.

As per section 15(1) of the Regulations, prior to amending, suspending or cancelling a registration, the GNWT shall send a written notice to a Distributor and invite a Distributor to respond within 30 days.
  
14. The Distributor agrees to surrender the Distributor's certificate of registration to the GNWT, or Alberta Recycling on its behalf, if the Distributor registration is cancelled or suspended. The Distributor understands that it may not carry on business as a Distributor of electronics in the Northwest Territories unless the Distributor is registered and the Distributor's registration is not under suspension. The Distributor understands that failure to maintain a registration where it is required is an offence under the Act and Regulations and subject to a fine up to \$50,000 or to imprisonment for a term not exceeding six months, or both;
  
15. The Distributor acknowledges that it may have a right of defense or limitation of claim under limitation of actions legislation, and specifically waives any rights or benefits it may have under any such legislation in the event that GNWT has a claim for unpaid surcharges;
  
16. GNWT reserves all rights and remedies provided to it under law that may be in addition to any terms contained herein;
  
17. All information, including documents, submitted to the GNWT, or to Alberta Recycling on behalf of the GNWT, are considered to be in the custody and control of the GNWT and thus subject to the protection and disclosure provisions of the NWT *Access to Information and Protection of Privacy Act*, specifically section 24 of the Act, which prohibits the disclosure of information that would reveal trade secrets and commercial information of a third party.

Authorized Signature	Date
For internal use only	
Date	Reference ID