

Instructions

- You must use this form to request a revision of a Material report(s) already submitted. Each revision request form must be signed by the designated primary contact of the company;
- You must send the completed form and all supporting documents (please refer to “Supporting documents” section) and include all revisions request because any subsequent filing will engender administrative fees as per section 7.2.4 (2022 Schedule of contributions) or 6.2.4. (2023 Schedule of contributions) of the [Schedules in effect](#);
- Each revision request must be transmitted to Éco Entreprises Québec no later than one (1) year after the reporting deadline for the obligation year in question;
- When the purpose of the revision request is to correct a situation where more than one Targeted Person has submitted a Material report form relating to the same Material(s) (double reporting), the request is admissible up to two (2) years following the reporting deadline for the obligation year in question.

Supporting documentation

Note that ÉEQ must be able to reconcile the requested changes for each relevant material and reconcile the items (ex.: SKU) that were included, the quantities marketed per item, the weight and material of each item, any deduction or exclusion applied. You must provide supporting documentation for the previously submitted and revised quantities.

The following elements must accompany any revision request:

- Original detailed working documents (in Excel format), that served to establish the generated quantities, as well as the revised versions on these documents;
- A summary of the requested changes for each material;
- If applicable, relevant studies, data and calculation to support assumptions, exclusions and deductions.

Next Steps

ÉEQ will review your revision request and assess if it is complete, eligible and send a written notice to the primary contact indicating its decision. If is deemed receivable, the request will be transferred internally for a complete analysis.

Following ÉEQ’s analysis, we will inform the primary contact of any findings and whether if any credit note or invoice will follow. The delay to analyze may vary, depending on the complexity of the request and the number of requests currently processed.

Report(s) to amend: Confirm the year(s) to review here

Identification

No.: 5 digit number

Company name: Name of your company or organisation

Name of the division(s): Name of the division concerned (if applicable)

Impact of the request

Please indicate the impact of the revision request here below:

- Increase in declared quantities;
- Decrease in declared quantities;
- No impact on declared quantities.

Summary of the request

Please indicate the reason(s) to request a revision here below:

- Correct double-reporting situation;
- Add designated materials omitted in the initial report for a divisions or business units;
- Correct typing and/or calculation errors*;
- Correct weights and/or material of components*;
- Change in number of units sold or marketed in Quebec*;
- Request additional deductions or exclusions (sections 3.2 and 3.4 of the [Schedules in effect](#)) in your reported quantities*;
- Other(s)*.

* Please, provide more details on the circumstances that led to the revision request along with a justification for this revision (data, study, etc.):

- Explanations provided in a separate appendix or:

Click here to justify

Certification and Authorization

1. I understand that the request will be deemed “transmitted” once the Material report revision request form and all working documents have been received by ÉEQ at service@eeq.ca;
2. I understand that all requests received after the deadlines will be refused (please see section 7.2.4. (2022 Schedule of contributions) or 6.2.4. (2023 Schedule of contributions) of the Schedules in effect or [ÉEQ’s website](#));
3. I understand that ÉEQ will review the adjustment request in accordance with sections 7.3.1. and 7.3.2. (2022 Schedule of contributions) or 6.3.1. and 6.3.2. (2023 Schedule of contributions) of the [Schedules in effect](#). I also understand that additional documents and information may be requested and must be provided to ÉEQ within sixty (60) days or else administrative fees will be applied;
4. I understand that the review of the request by ÉEQ might result in a credit note or an invoice;
5. I understand that if the company submits more than one (1) adjustment request form for each Material report, the company is subject to paying administration fees, as per section 7.2.4. (2022 Schedule of contributions) or 6.2.4. (2023 Schedule of contributions) of the [Schedules in effect](#).

X

Primary Contact: *First and last name*

Date: *Click here to enter a date*