# Material report(s) to amend : 2017 2018 2019

**Instructions**

1. You must use this form to request a revision to a 2017, 2018 or 2019 Material report(s) already submitted;
2. Each revision request form must be signed by the designated primary contact of the company;
3. You must send the completed form and all supporting documents (please refer to “Supporting documents” section) no later than one year after the reporting deadline for the obligation year in question at [service@eeq.ca](mailto:service@eeq.ca);
4. It is important to send a complete request that includes all revisions because any subsequent filing will engender administrative fees as per section 5.2.4 of the Schedules in effect.

**Supporting documents**

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.

|  |
| --- |
| **All revisions requests must be accompanied with the following elements:**   * Detailed working documents (in Excel format), listing all items that were originally reported and the revised calculations; * 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 asses if it is complete, eligible and send a written notice to the primary contact indicating its decision. If the request is deemed receivable, it will be transferred internally for a complete analysis.

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

Identification

|  |  |
| --- | --- |
| **Company name :** | **No. :** |
| **Name of the division (if applicable) :** | |

Summary of the requested revision(s)

Please indicate the reason(s) to request a revision. More than one reason may be selected here below:

Correct a situation where more than one Targeted Person has submitted a Material report form relating to the same Material(s) (double-reporting) (N.B. revision requests of this type may be allowed up until two years after the reporting deadline for the obligation year in question);

Add designated materials, divisions or business units that were omitted in the initial report;

Correct typing and/or calculation errors\*;

Correct weights and/or material of components\*;

Change in reporting methodology (includes changes from/to calculators, actual or ABOM)\*;

Change in number of units sold or marketed in Quebec\*;

Request additional deductions or exclusions (sections 3.3 and 3.6 of the Schedules in effect) in your reported quantities\*;

Others\*.

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

Explanations are provided in a separate appendix (letter, document).

|  |
| --- |
|  |

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](mailto:service@eeq.ca);
2. I understand that all requests received after the deadlines will be refused (please see section 5.2.4. of the Schedules in effect or ÉEQ’s website);
3. I understand that the adjustment request will be reviewed by ÉEQ in accordance with sections 5.3.1 and 5.3.2 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 5.2.4 of the Schedules in effect.

|  |  |
| --- | --- |
| **Signature :** | |
| **Name of the primary contact :** | **Date :** |