

# RQP APPLICATION FORM

## BEFORE YOU START

Use this form to apply for:

- Approval as a **New Primary Recycler**;
- A **Scope Amendment** to an existing approval; or
- Approval of a **New Downstream Recycler**.

**Note:**

- All sections of the form must be completed and all required documentation attached.
- An incomplete form will cause delays in processing, and may result in the rejection of the application.
- Approval under the RQP does not guarantee a contract with, or allocation of material from, any program.

## APPLICATION FEE

A non-refundable fee of **\$1,500 + tax** applies to the submission of this application, or

**\$1,100 + tax** for registered not-for-profit organizations.

## IF YOU NEED HELP

Additional info available at: [www.rqp.ca](http://www.rqp.ca)

Questions may be sent to: [info@rqp.ca](mailto:info@rqp.ca)

## BEFORE SUBMITTING THE APPLICATION

Confirm that you have:

- Completed all applicable sections;
- Attached all required supporting documentation;
- Arranged for payment of the application fee (an invoice will be issued after receipt of the application); and
- Signed and dated the form; verifying that all information provided is accurate and current.

## APPLICATION SUBMISSION

### SEND YOUR COMPLETED APPLICATION TO:

[info@rqp.ca](mailto:info@rqp.ca)

*\* The applicant is responsible for ensuring that adequate information is provided as incomplete applications will not be assessed.*

### SEND CHEQUE FOR APPLICATION FEE TO:

Electronic Products Recycling Association  
5750 Explorer Drive, Suite 301  
Mississauga, ON, L4W 0A9

To arrange payment via transfer, please contact:  
[finance@epra.ca](mailto:finance@epra.ca)

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APPLICANT INFORMATION			
Company Name:		Representative:	
Address:		Phone:	
City:		Email:	
Province/State:		Postal/Zip:	
If applicable, Not-for-Profit Registration #:			
Other than the facility indicated above, indicate below all other sites/facilities this application applies to:			

To determine the applicable audit standard(s), indicate below all programs that the organization currently contracts with, and/or is seeking to contract with:

<input type="checkbox"/>	EPRA BC	<input type="checkbox"/>	OES	<input type="checkbox"/>	EPRA NS
<input type="checkbox"/>	EPRA SK	<input type="checkbox"/>	EPRA QC	<input type="checkbox"/>	EPRA PEI
<input type="checkbox"/>	EPRA MB	<input type="checkbox"/>	EPRA NFLD	<input type="checkbox"/>	Other:

Does the facility conduct reuse/refurbishing operations? Y  / N

DESCRIBE THE DETAILS OF THE APPLICATION, INCLUDING THE SPECIFIC MATERIALS AND PROCESSING METHODS

DOWNSTREAM RECYCLER INFORMATION (IF APPLICABLE)			
Company Name:		Representative:	
Address:		Phone:	
City:		Email:	
Province/State:		Postal/Zip:	

FOR NEW PRIMARY OR DOWNSTREAM RECYCLERS, PROVIDE THE FOLLOWING INFORMATION	
Certificate of General Liability Insurance	<input type="checkbox"/>
Worker's Compensation coverage	<input type="checkbox"/>
Policy and/or practice to prohibit the use of child and prison labour	<input type="checkbox"/>
Procedure to provide notice of reportable incidents (New primary recyclers and focus material downstreams only)	<input type="checkbox"/>
Closure Plan Financial Assurance (New primary recyclers only)	<input type="checkbox"/>

CONFIRMATION OF ACCURACY OF THE APPLICATION AND SUPPORTING INFORMATION			
Signature of Applicant:		Date:	