

This document provides compliance guidance to obligated parties regarding registration and reporting deadlines. This document replaces Compliance Bulletin: Requests for Extensions, last updated May 1, 2020.

Registration and reporting are key components of the regulations under the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#). Failure to submit registrations and reports with the required program fee is a serious contravention. The Registrar has several compliance tools to address non-compliance ranging from late fees, compliance orders, prosecutions, or monetary penalties issued in accordance with the [Administrative Penalties Guidelines](#).

Individual Extension Requests

Effective February 6, 2023, RPRA will no longer accept requests for extensions to registration or reporting deadlines. Obligated parties should make every effort to ensure they meet all submission deadlines as part of their obligations under their associated regulation.

If a registration or reporting deadline is not met, the Registrar will exercise discretion in determining whether additional compliance tools should be applied. Accordingly, obligated parties are encouraged to retain records to demonstrate efforts made to meet submission deadlines or any mitigating factors. The Registrar may request these records as part of its review.

Supporting Compliance with Registration and Reporting Deadlines

In accordance with the [Risk Based Compliance Framework](#), RPRA will communicate to obligated parties, via email, about their reporting requirements in advance of submission deadlines. RPRA will also send deadline reminders and notify missed deadlines to obligated parties prior to taking further compliance action.

In considering the use of additional compliance tools, the Registrar will review any extenuating circumstances. This includes (but is not limited to) considering any mitigating circumstances such as:

- Disruption to the obligated party's business
- Efforts made by the obligated party to meet the registration or reporting deadline
- How close to the registration or reporting deadline the submission was made
- The obligated party's past compliance record, particularly with respect to timely submissions
- Any general extensions granted in connection with the late submission

Date	Revisions
Issued February 6, 2023	N/A