

This document provides compliance guidance to obligated parties regarding registration and reporting deadlines.

Registration and reporting are key components of the Regulations under the Resource Recovery and Circular Economy Act. Failure to register and report is a serious contravention. The Registrar has several compliance tools to address non-compliance ranging from compliance orders to prosecutions.

Any obligated party who does not meet the registration and annual reporting deadlines will be considered out of compliance. However, the Registrar recognizes that there may be circumstances where an obligated party may seek more time to register or report.

Any request for an extension must be submitted by email to [registry@rpra.ca](mailto:registry@rpra.ca). The request must include:

- (a) The applicable regulation and deadline;
- (b) An explanation of why extra time is needed; and
- (c) How much extra time is needed.

A Compliance Officer will follow up to confirm whether the request is approved and, if so, the length of the extension.

An obligated party who has been granted an extension is still considered out of compliance. The explanation they give for why more time is required will be a factor considered by the Registrar in determining what compliance action, if any, may be appropriate.

	<b>Revisions</b>	<b>Next review</b>
<b>Issued August 31, 2018</b>	N/A	March 2019
<b>Reviewed March 25, 2019</b>	Modified to apply to producer annual reporting	March 2020
<b>Reviewed March 9, 2020</b>	Modified to apply to all regulations	May 2021