

**CHECKLIST TO COMPLETE SRBP RF3:
DEFECTIVE BAG REFUND REPORT - DISTRIBUTOR**

Please follow the instructions below to report defective or unusable single-use retail bags:

1. Please provide to the Department of Environment and Natural Resources (ENR):

- SRBP RF1 'Defective Bag Refund Report - Retailer' form completed by retailer
- Original proof of retailer payment of surcharge on defective bags

If defective bags were not returned to distributor, please include:

- Completed SRBP RF2 'Defective Bag Refund - Returned Bag Report'

Please Note:

If the defective single-use retail bags (SRB) are discovered before the distributor has remitted the surcharges to the Environment Fund, the distributor may reimburse the retailer directly and note the refund on the SRBP D2 - Distributor Quarterly Report. A completed SRBP RF3 form including all supporting documentation detailed above must be submitted to ENR.

For assistance in completing this form or to submit a completed application form, please contact:

Environment Division
Department of Environment and Natural Resources
Government of the Northwest Territories
P.O. Box 1320
Yellowknife NT X1A 2L9
Attention: Waste Reduction Coordinator
Phone: (867) 873-7654
Fax: (867) 873-0221

Or, visit your local Environmental Protection Officer or Renewable Resources Officer.



FOR OFFICIAL USE ONLY Date Received: Registration Number: Distributor:

DEFECTIVE BAG REFUND REPORT - DISTRIBUTOR

1. Applicant (Distributor): _____
2. Name refund should be addressed to (if different from name of applicant): _____
3. Mailing Address: _____

4. Name of Contact Person: _____
5. Telephone: _____ Fax: _____ Email: _____
6. Please tick the appropriate box:
 - Retailer reported defective bags **BEFORE** distributor remitted the surcharge to the Environment Fund. Refund is reported in the SRBP D2 - Distributor Quarterly Report form. A **refund is not required from the Environment Fund.**
 - OR**
 - Retailer reported defective bags **AFTER** distributor remitted the surcharge to the Environment Fund. A **refund is required from the Environment Fund.**
7. Number of unusable or defective single-use retail bags (SRB) reported: _____
8. Total number of single-use retail bags in shipment (defective and non-defective): _____
9. Total value of surcharges paid by retailer on purchase of SRBs _____
10. Total value of refund requested: _____
11. What material(s) are the SRBs in questions made of? (For example: kraft paper, #2 plastic - high density polyethylene (HDPE), #4 plastic - low density polyethylene (LDPE), etc.)

12. Please attach original proof of payment of SRB surcharge to distributor

13. Please indicate where defective or unusable single-use retail bags were sent:

All defective bags are in the distributor's possession

All defective bags were delivered to the local beverage container depot

NB If defective bags were delivered to the local beverage container depot, a completed SRPB RF2 form must be submitted with this report.

14. Reason for refund request (please provide details of how bags are flawed or faulty):
(please attach additional pages if necessary)

CERTIFICATION

I/We hereby certify that:

- 1. The above statements are true to the best of my/our knowledge and belief; and**
- 2. I am/We are the applicant(s) applying for the refund or I am/we are authorized to make this application on behalf of the applicant.**

Applicant's Name(s): _____

Applicant's Signature(s): _____

Date: _____

Please note that additional relevant information may be required to determine if a refund is in order. Should this be the case, the Chief Environmental Protection Officer, or his or her authorized delegate, will contact you.

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