***Company letterhead***

*Date*

Tamara Burns, SVP Western Operations

Recycle BC

405-221 West Esplanade
North Vancouver, BC V7M 3J3

Dear Ms. Burns:

**RE: Declaration that our organization is not a Packaging and/or Paper Product Producer in British Columbia**

*<****Insert company name****>* has determined that it is not a producerof packaging and paper product as defined in Part 1 Section 1 and Schedule 5 of the British Columbia Environmental Management Act Recycling Regulation and therefore is not required to participate in a packaging and paper product stewardship plan approved by the Ministry of Environment and Climate Change Strategy.

We believe that our organization is not a producer and therefore not obligated by the Regulation because we:

* Do not have residency in BC;
* Do not supply any packaged goods and/or printed paper to consumers in the BC residential market; and
* Are not a brand owner, first importer or franchisor of packaged goods and/or paper product.

We understand that penalties for noncompliance with the Recycling Regulation include fines up to $200,000 and/or prohibition from selling, offering for sale, distributing or using the product in a commercial enterprise in British Columbia.

 Sincerely,

<***signature of officer of company***>