

## Processor Registration Form Guide

Here are instructions to complete the paper-based Ontario Tire Stewardship registration form. The numbered boxes provide some details to help you complete the form. Note that all fields need to be completed. For further details about terms and conditions of registration, please refer to the Agreement section. To complete this form online, go to: [www.ontarioTS.ca](http://www.ontarioTS.ca).



### Processor Registration Form

Complete all the fields on this form if you are applying to be a Processor under the program. For more information, refer to [www.ontarioTS.ca](http://www.ontarioTS.ca).

#### 1. Complete the Business Location Address information.

This is the physical location where Processors process scrap tires under the Used Tires program.

**Please note:** The **Legal Business Name** is the legal name of the business that is registering with OTS and is eligible to claim Processor Incentives.

The **Business Operating Name** is the name under which the company commonly operates and may be different from the legal name of the business.

The **Franchise Name** is the name of the Franchise which the company operates in affiliation with or with the permission of.

#### 1 PRINT in black ink.

<b>Business Location Address</b> (This is the physical location where scrap tires are processed according to the terms and conditions of the Used Tires Program)			
Legal Business Name			
Business Operating Name (if different from legal business name)		Franchise Name (if applicable)	
Location Address			
City			
Province/State		Postal Code/Zip/Other	Country
Phone Number ( )	Fax Number ( )	E-mail Address	

<b>Primary Contact Information</b> (This is the primary contact information that should be used for communication)			
Name			
Position			
Contact Address	<input type="checkbox"/> Same as Business Location Address above, or complete details below		
City			
Province/State		Postal Code/Zip/Other	Country
Phone Number ( )	Fax Number ( )	E-mail Address	
Preferred Contact Method			
<input type="checkbox"/> E-mail		<input type="checkbox"/> Fax (Note 1)	

**Note 1:** Fax number must not be on Canada's National Do Not Call List.

<i>For OTS office use only</i>		
Date received (MM DD YYYY)	Activation Date (MM DD YYYY)	Confirmation Mailed (MM DD YYYY)
Registration Number		

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2. Complete the **Primary Contact Information** Section. The Primary Contact is the key person who will be the primary contact for communication with OTS.

**Please note:** The Fax numbers should not be on Canada's National Do Not Call List.

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General Information	
Business Start Date (MMM DD, YYYY)	Ontario Business Number (please provide if applicable)
Certificate of Approval Number	
Are you planning to, or already registered for, another role in the Program? Check all boxes that apply. <input type="checkbox"/> Dealer <input type="checkbox"/> Steward <input type="checkbox"/> Collector <input type="checkbox"/> Recycled Product Manufacturer <input type="checkbox"/> Processor	
Company Year End (MMM DD, YYYY)	
Name of Commercial Liability Insurer	Expiry Date of Commercial Liability Insurance (MMM DD, YYYY)
Worker Health and Safety Certification (WSIB Registration Number)	
Describe Relevant Permits and Worker Certifications	
GST Registration Number	

3. Enter the **Start Date** when your business became operational.

6. If you qualify for **another role in the program**, please indicate the role(s) here.

8. Enter the **Name of Commercial Liability Owner**.

10. Enter the **Worker Health and Safety Certification Number** (9 digit number) or **Work place Safety and Insurance Board (WSIB) registration number** in Ontario. (Can be 5 digits or more).

13. Do you have:

- **Tires in Storage?**
- **Finished Product Inventory?**
- **Work in Process Inventory?**

If so, OTS will require a declaration of opening inventory as of end of day August 31, 2009.

4. The **Ontario Business Number** is assigned when registering the Business name with ServiceOntario. For more information, please visit the ServiceOntario Gateway for Business website.

5. Enter the **Certificate of Approval: Waste Disposal Site (Processing) number**, for processing scrap tires. For more information, refer to the Ministry of Environment.

7. Enter the **Company Year End**.

9. Enter the **Expiry Date of the Commercial Liability Insurance**.

11. Enter a brief description of **Relevant Permits and Worker Certifications** associated with the storage, handling and processing of used tires.

12. Enter the **GST Registration Number**. (This is a 9 digit number that ends in RT001 e.g. 123456789 RT001). For more information, contact Canadian Revenue Agency (CRA).

We will require a declaration of opening inventory on August 31, 2009 if you have any of the following:

1. Tires in Storage
2. Finished Product Inventory
3. Work in Process Inventory

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<b>Storage or Processing Location Details</b> If you operate 1 or more Storage or Processing Locations, provide the details below. Please attach an additional sheet if more room is required.			
Primary Business Address Storage Capacity (in tonnes at your <b>Primary Business Address</b> shown above)			
Number of Storage or Processing Sites		Maximum Capacity for <b>all Storage or Processing Sites</b>	
Storage or Processing Location 1			
	City	Province	Postal Code
	Storage/Processing Location 1 Capacity (in tonnes (scrap tires))		
Storage or Processing Location 2			
	City	Province	Postal Code
	Storage/Processing Location 2 Capacity (in tonnes (scrap tires))		
Storage or Processing Location 3			
	City	Province	Postal Code
	Storage/Processing Location 3 Capacity (in tonnes (scrap tires))		
Storage or Processing Location 4			
	City	Province	Postal Code
	Storage/Processing Location 4 Capacity (in tonnes (scrap tires))		
Storage or Processing Location 5			
	City	Province	Postal Code
	Storage/Processing Location 5 Capacity (in tonnes (scrap tires))		

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14. If you operate one or more Storage or Processing Locations, please indicate each location, along with the capacity in number of tires that can be stored at each location.

A **Storage Location** is the address where scrap tires are stored.

A **Processing Location** is the address where scrap tires are processed into end use materials.

**Please note:** The **Primary Business Address Storage Capacity** refers to the capacity of scrap tires, in tonnes, that can be accommodated in your primary storage location.

**Maximum Capacity for all Storage or Processing Sites** refers to the total amount of scrap tires, in tonnes, that can be accommodated in all locations.

**Note:** If there are more than five storage or processing locations, please include an additional copy of this page with your application.

**Processor Details** (If you are a processor, please provide the following additional information)

Processor Type Please check the **one** box that best applies.

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Fabrication  
 Crumb Rubber  
 TDA  
 Other - Please specify: \_\_\_\_\_

Products Produced Please check **all** products that apply. Definition of products produced available at [www.ontarioTS.ca](http://www.ontarioTS.ca)

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TDP1  
 TDP2  
 TDP3  
 TDP4  
 TDP5  
 TDF  
 Land Fill Cover  
 Other - Please specify: \_\_\_\_\_

Types of Tires Handled. Check **all** boxes that apply. Definition of tire types available at [www.ontarioTS.ca](http://www.ontarioTS.ca)

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Passenger & Light Truck Tires  
 Medium Truck Tires  
 Agricultural Drive and Logger Skidder Tires  
 Small and Large Industrial Tires  
 Small OTR Tires  
 Medium OTR Tires  
 Large OTR Tires  
 Giant OTR Tires  
 None

**Note: we will require a declaration of opening inventory on Aug. 31, 2009.**

15. If you are a Processor, please select **ONE Processor Type** that best describes your primary function.

16. If you are a Processor, indicate **ALL** Tire Derived Products (TDP), Tire Derived Fuel (TDF), Land Fill Cover and/or other products that your business produces.

17. What types of tires does your business handle? Please select **ALL** that apply.

**Please note:** The dimensions for the Off-the-Road (OTR) tires are as follows:

- **Small OTR Tires**= 1300R24 to 23.5R25 Rim Size
- **Medium OTR Tires**= Above 23.5R25 to 3321.3inch Rim Size
- **Large OTR Tires**= Above 33 inch to and including 39 inch Rim Size
- **Giant OTR Tires**= Over 39 inch Rim Size

**Note:** OTS will require a declaration of opening inventory as of end of day August 31, 2009.

**Acknowledgment of Agreement**

The applicant hereby acknowledges reading and understanding the "Agreement of Registration with Ontario Tire Stewardship as a Processor" set out below, has the authority to bind the company, and agrees to be bound by them.

Authorized signature	Print name	Date
<b>18</b>	<b>19</b>	<b>20</b>
	Position	(MMM DD, YYYY)
Name (form completed by)	Phone (form completed by)	
<b>21</b>	( ) <b>22</b>	

18. **Signature** of company representative who has signing authority.

21. Print **Name** of person who completed this form.

19. Print **Name** and **Position** of signing authority.

20. Enter today's **Date**.

22. Enter **Phone** number of person who completed this form.