



All Members of UOMA PE,

Exemption of one Member to another regarding reports and EHC payments

It is possible for two Members to form an agreement whereby the first Member exempts the second Member from his reports and EHC charges on sales between the two and consequently, the first agrees to supply reports and EHC payments directly to UOMA PE.

Because the responsibility is incumbent upon brands owners or first suppliers, it is **imperative** to have a written agreement that would specify:

That COMPANY A, who is a Member of UOMA PE and whose UOMA PE # is XYZ..., releases COMPANY B, also a UOMA PE Member # from his responsibility to report and remit EHCs to UOMA PE on quantities purchased by A and that A takes on the responsibility of reporting and remitting the EHCs to UOMA PE according to his commitments as a Member.

In doing so, the two companies are protected by this document that will serve as proof of conformity when the auditors inspect their books.

If there is no written agreement, the responsibility to report and remit EHCs to UOMA PE remains on the brand owner or first supplier.

Please find attached a sample letter to use if the need should arise.

On company A Letterhead

City, month day year

Payment and report exemption Agreement between UOMA PE Members

This is to inform you that *COMPANY A (UOMA PE Member #)* is a registered Member of UOMA PE. For confirmation, please consult the list of Members posted on our website (www.uoma-atlantic.com in the Members section of Prince Edward Island).

Consequently, *COMPANY A (UOMA PE Member #)* releases *COMPANY B (also a UOMA PE Member #)* from his responsibility to report and remit EHCs on quantities purchased by *COMPANY A* and that *COMPANY A* takes on the responsibility of reporting and remitting the EHCs to UOMA PE according to his commitments as a Member.

I, the under signed, authorized representative of *COMPANY A (UOMA PE ID #)*, accept the conditions present in this Agreement.

Representative's signature for Company A:

Name of Company A's representative

Title of Company A's representative

I, the under signed, authorized representative of *COMPANY B (UOMA PE ID #)*, accept the conditions present in this Agreement.

Representative's signature for Company B:

Name of Company B's representative

Title of Company B's representative