

NEWSLETTER

Exchange for Change (ACT) Pty Ltd

April 2018



Welcome to the first newsletter from Exchange for Change (ACT). The ACT Government announced earlier today that Exchange for Change (ACT) will be the Scheme Coordinator for the ACT CDS. The team performing the ACT role is an expansion of the EFC (NSW) team, so all of the key people are involved in both the ACT and NSW.

Summary of critical information

Below is the critical information you need:

1. The ACT CDS commences on Saturday 30 June
2. Your first invoice will be issued on Monday 2 July
3. This invoice must be paid within 7 days
4. If you are supplying containers into ACT then you must enter into a new contract with Exchange for Change (ACT). The link to the contract portal Supplier Sign-up tab at www.actcnds.com.au
5. You will be required to provide EFC (ACT) with historical volumes to enable the forecast component of your invoice to be calculated. EFC (ACT) will preload the reporting portal with 6% of your NSW historical volumes (if any) as the default position. Your July invoice will be based on March, April and May 2018. We strongly encourage you to log into the portal once you have been provided access and amend this data to reflect your actual supply volumes to improve the accuracy of your advance contribution forecast.
6. You will need to enter your actual sales volumes for July 2018 by 15 August, then by the 15th of each month after that.

Contracts & signing up process

Companies that supply beverage containers into ACT need to enter into a contract with Exchange for Change (ACT). These contracts are very similar to the supply contracts that are utilised in the NSW CDS. To ensure that all suppliers are treated equally, the same standard form, non-negotiable agreement will be used for all suppliers.

The process to obtain a contract is as follows:

1. A link that you'll find at www.actcnds.com.au will take you to a data entry portal where you enter your company details. If you will be using the same company/business as used in the NSW CDS please indicate this by ticking the appropriate box. This will streamline the sign-up process for the ACT as EFC (ACT) will be able to reuse much of the information that you have previously provided. If there are no changes to your signatories you will not need to provide proof of identity documentation again
2. If you are using different Company Directors or a different company name to NSW, or you are a new supplier, then you will need to provide proof of identity for your signatories in addition to the details of your business.
3. Once these steps are completed you will be sent a copy of the contract for your review

4. We are utilising docu-sign to sign the contracts. You will receive an email with a link to allow you to complete the sign-up process
5. Contacts must be signed by 1 June 2018 to ensure a smooth transition for the ACT CDS.

Invoicing

The scheme invoicing is slightly different from NSW in that you will be invoiced for the current month, on the first business day of that month, rather than a month in advance as per the NSW scheme. The invoice that will be issued on 2 July will be for the month of July. As the invoice is still a forecast of the volumes expected to be collected during the month, you will still receive a true-up invoice one month after the end of the nominated month. For example:

First invoice	1 July Containers collected in July
True up	1 September; Network Operator Component The kerbside true-up will happen after the end of quarter

As noted above under Summary of Critical information, EFC (ACT) will preload the reporting portal with 6% of your NSW historical volumes (if any) as the default position. Your July invoice will be based on March, April and May 2018. We strongly encourage you to log into the portal once you have been provided access and amend this data to reflect your actual supply volumes to improve the accuracy of your advance contribution forecast.

If you have not previously provided supply volumes in NSW you will be required to provide your actual supply volumes in the ACT for the months of March, April and May 2018. You must then report your volumes each month within 15 calendar days of month end. Your first reporting obligation after scheme commencement will be to report you June 2018 actuals on or before 15 July.

First invoices will be issued on Monday 2 July, despite the scheme starting on 30 June. Invoices need to be paid within 7 days or interest will be charged.

If a beverage supplier does not pay their invoices for a period of over 20 days they can be prevented from supplying beverage containers into ACT.

Pricing

The first 3 months of the scheme pricing is available on the Supplier Sign-up tab at www.actcnds.com.au.

The advertised pricing is an estimate based on all available information. Once the scheme commences if the assumptions prove to be substantially different to actual events then the pricing will be adjusted.

The advertised pricing is exclusive of GST.

Please note that Exchange for Change ACT is not in a position to accurately predict what the cost per container will be in the medium to long term, and each scheme participant should make their own assumptions to this end.

Uploading containers supplied

Beverage suppliers must upload the number of containers supplied in Exchange for Change ACT each month by the 15th of the following month. This will be carried out using the Exchange for Change web portal. You will be given access arrangements for this process closer to the date of upload.

Container Registration

A valid container approval must be in place for each unique beverage container supplied into the ACT once the ACT CDS commences. The container approval contains a description of the container and the product within, its material (e.g. aluminium, glass, PET, HDPE) its physical attributes (e.g. size, weight) and other attributes that can be used to identify the container (e.g. barcode). The container approval is required so that containers which are eligible for a refund can be identified.

The ACT Government can issue a container approval however, to reduce the burden on business, the ACT CDS will recognise other state or territory container approvals. If you already have a container approval for your beverage product in another state/territory, you will not be charged a registration fee, and will only need to quote the approval number and the state/territory of registration to Exchange for Change ACT.

Definition of a Supplier into ACT

The ACT Government has provided guidelines around the definition of a supplier into ACT. These guidelines provide clarity as to who is responsible for reporting container volumes into ACT as well as the process around container registration. These guidelines can be found on the Supplier Sign-up tab at www.actcnds.com.au.

Information Session

The ACT Government, as well as the Scheme Coordinator and the Network Operator of the ACT CDS will be holding an information session for all interested parties on Wednesday 11 April at the National Gallery of Australia in Gandel Hall. The session will commence at 9.00 am, concluding at midday.

Stakeholders who are unable to attend in person will be able to participate via a webinar. Contact arrangements for the webinar will be distributed ahead of the event.

To register your attendance for the session, please RSVP to jasmine.demartin@act.gov.au by Friday, 6 April.