



**AUTOMOTIVE MATERIALS STEWARDSHIP
ADJUSTMENT REQUEST FORM**

Please review the current Program Policies [available here](#) before completing and submitting the forms.

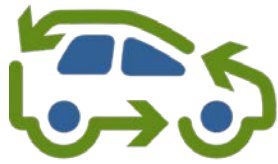
Please use the space below to provide details regarding your request for an adjustment to an AMS report submitted in a previous quarter. Members are limited to one adjustment request per report. Please note the time limits on adjustments - ensure this form is completed and submitted to the National Steward Services Team prior to the relevant deadlines.ⁱ If you have questions, please contact Steward Services: adjustments@cssalliance.ca

Company and Contact Information	
Company Name:	
Steward Number:	
Contact Name:	
Title:	
Phone Number:	
Email Address:	
Initiation Date:	

- Please describe the nature of each adjustment request, data period, type (credit or debit or both); provide details about each type of error (e.g., product classification, volume, duplicate reporting, under-reporting, logic error, etc.) and its root cause (e.g., used incorrect reporting units, incorrect information provided by supplier, etc.), for all affected periods (unless the same across all affected periods in which case you need only provide the information once):**

(e.g., AMS 2017 Q2 Report (Q1 Data) up until and including 2017 Q4 Report (Q3 Data) duplicate reporting - Reported in error on resident brands.)

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2. How was each error(s) detected? What work was performed to ensure all errors were identified?

(e.g., Internal Audit of Report – yes, the audit was comprehensive, and this adjustment request corrects for all identified errors.)

3. Please describe the documentation available to substantiate your adjustment request (sales reports that include all SKU numbers affected; vendor documentation of volumes; internal audit report; etc.):

(e.g., Sales Report, Spreadsheet of materials and volumes by SKU, Adjustment)

4. Please list the attachments to this document that you are submitting to support this adjustment request:

(e.g., Adjustments Worksheet, Sales Report, Original material component and volume data, Data restated in correct units by SKU)

5. Please complete the spreadsheet workbook (see [Adjustment Policy page](#)) as it relates to your adjustment request. You only need to complete the white cells, and only the materials that are undergoing changes:



I attest to the accuracy and completeness of the information provided, and I understand that adjustments based on it may be subject to review or audit either before or after such adjustments are processed. Further, I understand the information contained within this form, any attachments to it, and information provided by

(Member Company Name: _____)

to Automotive Materials Stewardship (AMS) that is related to this adjustment request may be shared with a third party professional services firm (auditing and risk management services) for the sole purpose of providing assurance services with respect to the requested adjustment(s), and with which AMS has executed an appropriate contractual arrangement and/or non-disclosure agreement to ensure this information is held in confidence. Also, I understand the Member will be invoiced by AMS for the third party assurance work AMS may require to validate the Member's adjustment request; such invoicing would be made in accordance with an agreement executed between AMS and the Member prior to execution of the third party assurance work. Also, I understand AMS's Adjustment Policy ([see link](#)). Last, I understand reports may be adjusted once only by Members; previously adjusted reports may not be adjusted a second time¹.

We certify that by signing this document, we are declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

Signature of Authorized Party

Date

Name and Title of Authorized Party in Print

¹ **ADJUSTMENT REQUESTS**

Time Limits & Documentation Requirements: AMS policy allows stewards to request adjustments to their reports for a period of up to two years from the associated report submission due date (regardless of the date the steward submitted its report), however the two year time limit has been modified in light of the transition to a new producer responsibility [regulatory framework](#) on July 1, 2021 or such other date as may be directed. Please refer to the table on the Adjustment Policy page ([see link](#)). Stewards must submit a completed adjustment request package to AMS by the deadline in order to enable the subsequent review, processing, and/or approval of the adjustment request.