

## Policy and Procedure for Reviewing Exemption Request eFiles

All exemption requests must include a letter describing the desired assessment type. The three types of exemption assessment are described in the table below. If no letter is attached to the initial eFile submission, it will be deemed incomplete and the docket will be returned to the sender. The turnaround time begins once the submission is deemed complete by PAAB.

	<b>Just tell me if it is exempt</b>	<b>In the event that it is not exempt, how do I make it exempt?</b>	<b>In the event that it is not exempt, please review to approval</b>
Why a client might consider this service	For assurance that this piece is exempt in its existing form. This one time assessment is requested when the piece cannot be modified.	For assurance that this piece is exempt in its current form. <u>If not exempt</u> , the client wishes to revise the piece such that it meets the pre-clearance exemption criteria.	For assurance that this piece is exempt in its current form. <u>If not exempt</u> , the client wants the piece to go through the pre-clearance process.
Timeline to first response	Within 4 business days	Within 4 business days	Within 10 business days
Timeline to subsequent responses	N/A. File closed once PAAB responds.	Within 3 business days	Within 3 business days
Type of direction provided by PAAB	No direction is provided. Instead, PAAB provides an explanation why the APS is not exempt.	How to render the piece exempt from pre-clearance as per section 1.4 or 1.5 of the PAAB code	How to render the piece acceptable (i.e. consistent with all applicable provisions of the PAAB code)
Can it contain the PAAB logo?	No	No	Yes if reviewed to approval
Review Fee	Click here for: <a href="#">Fee schedule</a>		
Does original submission require references?	No	No	Yes
What if client wishes to change the assessment type after a PAAB reviewer has begun the assessment?	The file will be closed once a PAAB response is provided. Any additional assessment would incur a new file/fee.	A change to the left column (i.e. “just tell me if it is exempt”) <u>does not</u> incur a new file/fee.  A change to the right column (i.e. “in the event that it is not exempt, please review to approval”) <u>does</u> incur a new file/fee*	A change to any other assessment type in this table doesn’t incur a new file/fee*  Similarly, a standard pre-clearance docket which becomes exempt during the revision process wouldn’t incur a new file/fee.

\* In cases where a new file/fee is assessed, the client will be requested to direct PAAB on how to proceed with the initially submitted file (i.e. continue to completion or cancel). The billing set for the initially submitted eFile will remain unchanged as per the current billing schedule.