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.

	Just tell me if it is exempt	In the event that it is not exempt,	In the event that it is not exempt,
		how do I make it exempt?	please review to approval
Why a client might consider this	For assurance that this piece is exempt in	For assurance that this piece is	For assurance that this piece is
service	its existing form. This one time assessment	exempt in its current form. If not	exempt in its current form. If not
	is requested when the piece cannot be	exempt, the client wishes to revise the	exempt, the client wants the piece to
	modified.	piece such that it meets the	go through the pre-clearance process.
		pre-clearance exemption criteria.	
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,	How to render the piece exempt	How to render the piece acceptable
	PAAB provides an explanation	from pre-clearance as per	(i.e. consistent with all applicable
	why the APS is not exempt.	section 1 or 6.6 of the PAAB code	provisions of the PAAB code)
Can it contain the PAAB logo?	No	No	Yes if reviewed to approval
Review Fee	See schedule: http://www.paab.ca/en/paab_resources/fee_schedule/		
Does original submission require	No	No	Yes
references?			
What if client wishes to change the	The file will be closed once a PAAB	A change to the left column (i.e. "just	A change to any other assessment
assessment type after a PAAB	response is provided. Any additional	tell me if it is exempt") does not incur	type in this table doesn't incur a new
reviewer has begun the assessment?	assessment would incur a new file/fee.	a new file/fee.	file/fee*
		A change to the right column (i.e. "in	
		the event that it is not exempt, please	Similarly, a standard pre-clearance
		review to approval") does incur a	docket which becomes exempt during
		new file/fee*	the revision process wouldn't incur a
		11011 1110/100	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.