REGISTERING AS A MEASUREMENT CANADA AUTHORIZED SERVICE PROVIDER

Would you like to bill the electricity consumed by the kilowatt-hour (kWh)? The Measurement Canada-certified SMP panel makes it possible. However, **you must register with Measurement Canada as an authorized supplier**.

Why?

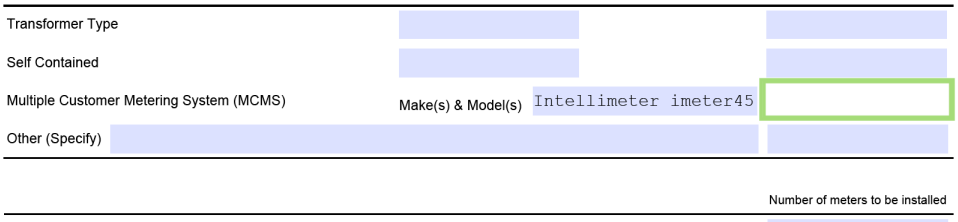
→ Any person or organization wanting to sell electricity or gas (excluding gasoline) on the basis of measurement must hold a certificate of registration issued under the authority of subsection 6(2) of the Electricity and Gas Inspection Act.[1]

Here's how to register:

01. Go to: **https://ised-isde.canada.ca/site/measurement-canada/en/register-sell-electricitygas**

02. Download the form “Application for Certificate of Contractor Registration”
03. Open the form with Adobe Acrobat Reader
04. Fill out the form with all the required information

a. Section “2. Application”
   i. At this line: *Application concerns the supply of*, check "Electricity".
   ii. Section “Type of Metering”: Fill in the required fields as follows:



   iii. In the field marked in green (see above), enter the total number of relays on the SMP panel(s) installed. For example, if one (1) SMP-12 has been installed, enter 12 in this field; if two (2) SMP-21s have been installed, enter

[1] Measurement Canada, https://ised-isde.canada.ca/site/measurement-canada/en/register-sell-electricitygas

42 in this field. To find out which model of SMP panel has been installed, consult your purchase invoice.

iv. If you intend to register for more than one site (i.e. if several SMP panels are installed at different addresses), check "Additional Site(s)" and fill in the required fields in the same way as for the previous site.

b. Section “Signing Officer”
   i. Please sign and date the form.
c. Section “4. Acknowledgement”
   i. Leave this section blank. It must be completed by Measurement Canada.

05. Save the form.

06. Send the form to this email address:
mcelectricityeast2-electriciteestmc2@ised-isde.gc.ca
with the following RVE email address copied (CC): **commissioning@rve.ca**

a. Here is a sample email:

Subject: Application for Certificate of Contractor Registration

Hello,

Attached is the completed Application for Certificate of Contractor Registration form.

Please confirm receipt of this email.

Regards,

07. If any information is missing from your form, Measurement Canada will contact you to ask you to complete it. Otherwise, you'll receive your certificate within a few weeks.

Important notes:

- The form must be completed and signed in the name of the corporation that will be selling the electricity, i.e. the owner of the SMP panel (e.g. the condominium association).
- If a new SMP panel is installed at the same address, you must notify Measurement Canada of the addition of meters to your file by email at **mcelectricityeast2-electriciteestmc2@ised-isde.gc.ca**.
- If a new SMP panel is installed at a different address, but the owner remains the same, you must inform Measurement Canada of the addition of a new site and new meters to your file by email at **mcelectricityeast2-electriciteestmc2@ised-isde.gc.ca**.
- Be sure to enter the company's name in the same way as it is entered with the Business Registry.
- Make sure you fill in all the required fields in the form, so as not to slow down the registration process.

Please note that RVE is not affiliated with or an official representative of Measurement Canada and is not responsible for the information contained herein. This information is subject to change without notice.

If you have any questions about registration, please consult the Measurement Canada website or contact the organization directly.

https://ised-isde.canada.ca/site/measurement-canada/en/buying-and-selling-measured-goods/measurement-canada-authorized-service-providers

REVERIFICATION OF THE SMP BY MEASUREMENT CANADA AFTER 10 YEARS

The SMP is a Measurement Canada-certified panel, making any person or organization eligible to sell electricity based on kWh measurements.

Measurement Canada requires an initial reverification of metering devices after a period of ten (10) years. Therefore, 10 years after the date of your SMP panel order, its metering module must be recalibrated and sealed by Measurement Canada.

It is the responsibility of the SMP panel owner to ensure that the product is recalibrated BEFORE the end of this 10-year period to comply with Measurement Canada requirements.

To do so, please contact RVE **no later than one (1) year before this deadline**, i.e. nine (9) years after the date the SMP panel was ordered, by email at **support@rve.ca** or by phone at **(450) 902-1355**.