



September 2002

## ADDRESS FILING - DO'S AND DONT'S

We are requesting that all registered companies comply with the following when filing their WDO Inspection & Completion Activity Report Forms or WDO Report Form Statement with diskette. To simplify the process, we are providing a list of DO's and DON'T's.

### WHEN FILING WDO INSPECTION & COMPLETION ACTIVITY REPORT FORMS

- E Do type each entry.
- E Do send checks with each activity report.
- E Do complete each box on activity report, including the activity code and prefix for inspector License No. FR or OPR. If there is not a building number enter "none".
  - E The Inspector's License Prefixes OA, OB & OC are no longer in use. They have been changed to one uniform prefix: OPR.
  - E The Inspector's License Prefixes RA, RB & RC are no longer in use. They have been changed to one uniform prefix: FR. NOTE: The inspector's pocket license can be checked for the correct license prefix.
  - E Do use complete prefix: eg. F, O & OP are incomplete.
- E Don't fold activity report, send flat.
- E Don't enter more than one building number per line.
- E Don't develop your own activity reports; only use the Board's printed form with the yellow termite in the upper left corner.
- E Don't put lines through any part of the activity report. Scanner cannot read the report if lines are through any of the information.
- E Don't staple or affix checks to the activity report. Only paper clipping the stamps is acceptable, otherwise, remember to lay the stamps loose in the envelope or wrap in a piece of paper so they are enclosed.
- E Don't send any other listing of addresses with the activity reports.
- E Don't use quotation marks to indicate repetition. Each field must have its own entry.
- E Don't add new addresses on **resubmitted** forms.

## **WHEN FILING WDO REPORT FORM WITH DISKETTE**

- E Do send disk in padded diskette mailer.
- E Do label diskette with registered company name and address, Company Registration No. (PR) or Branch Office No. (if applicable) and date of export.
- E Do send checks with each activity report. Do not affix to the activity report.
- E Do send invoice generated with diskette.
- E Do send one export with one diskette.
- E Do insert diskette into mailer with gate towards bottom of mailer.
- E Do turn on printer and insert paper before exporting.
- E Don't send activity report form with disk, only report form statement generated after exporting.
- E Don't staple or tape invoice around the diskette.
- E Don't staple envelope closed.