

# IMPORTANT – PLEASE READ BEFORE USE

To our customers who buy KILOTECH Legal for Trade scales, thank you!

There is some new information from Measurement Canada that you should be aware of.

Measurement Canada has now made it easier for the general public to transfer devices. If you have a legal for trade scale and need the certificate to be made in your name, you can now simply go online and have the device transferred to you. Below are Measurement Canada's instructions on what you need to do:

## Instructions for reporting the transfer of ownership of a measuring device

This device was examined by an authorized service provider who is recognized by Measurement Canada to examine and certify weighing and measuring devices. A copy of the device examination certificate has been included with your new device.

Your device has been certified as meeting the requirements of the *Weights and Measures Act*. As per section 8 of the Act, the device can now be used in trade when goods or services are purchased or sold on the basis of measure. If this device will not be used in trade, Measurement Canada must be notified and the device must be marked "Not for Use in Trade" accordingly.

You should notify Measurement Canada of the change in location and ownership of your device in order to ensure that your device is assigned the correct mandatory examination period, if applicable.

You will need to refer to information found on the device examination certificate, so make sure you have it handy. Measurement Canada needs this information to perform an electronic transfer of the device from the manufacturer, distributor or authorized service provider to your establishment.

The transfer allows Measurement Canada to maintain accurate records of device ownership and location.

### Process for reporting a new measuring device

#### Online:

1. Go to Measurement Canada's website.
2. Click on Selling measured goods, then [Reporting the transfer of ownership of a measuring device](#).

3. **Follow the prompts to provide the requested information and submit your form.**

**By telephone:**

1. **Call 613-952-2626 during business hours (8:30 a.m. to 5:00 p.m. Eastern Time).**
2. **Provide the support desk agent with the requested information about your business or establishment, and your new device.**

Measurement Canada will issue a device transfer notice to you by email or fax within five business days.

**Important information**

If your device is used for trade in one of the trade sectors subject to mandatory periodic examinations, the device transfer notice you receive may have a revised next examination due date. Your device will require recertification by that date.

If your device is subject to mandatory periodic examinations, the next examination due date on the device transfer notice and the expiry date on the examination sticker affixed to your device may not match. In such a case, the next examination due date on the device transfer notice is the one that applies. To understand more about your responsibilities as a device owner, visit the Measurement Canada website.

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