# Accessibility Compliance Report

You can use one form to file an accessibility compliance report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

**Note:** While business and non-profit organizations with 1-19 employees are not required to submit an accessibility compliance report, they must still comply with the AODA.

## Organization information

### Table 1: Organization category, number of employee range and reporting year

| Organization Category (required) | Number of employee range (required) | Reporting year (required) |
|---|---|---|
| Business or Non-profit | 20-49 employees | 2026 BNP |

## Business details

### How to count your employees?

In your employee count, include all:

- full-time employees
- part-time employees
- seasonal employees
- contract workers

Do not count:

- employees outside Ontario
- volunteers
- independent contractors

### How can I find my CRA business number or AODA Identifier?

You can find your BN9 number by:

- Logging into the CRA My Business Account
- Checking your GST/HST or Corporation Notice of Assessment under Notice Details
- Checking your GST/HST credit notice
- To learn more, visit Business number - Canada.ca (https://www.canada.ca/en/services/taxes/business-number.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_business-number ↗)

If you do not have a BN9, please contact aoda.assistance@ontario.ca to receive an AODA identifier.

### How to find your industry?

You can search for North American Industry Classification (NAICS) codes using the Statistics Canada website (https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825 ↗).

**Table 2: Organization business details (maximum up to 20)**

| Item Number | Organization legal name (required) | Number of employees in Ontario (required) | Business number (BN9) or AODA identifier (required) | Operating / business name | Organization Sector (required) | Subsector (required) | Industry Group (required) |
|---|---|---|---|---|---|---|---|
| Item # 1 | PSI Peripheral Solutions Inc. | 40 | [redacted] | PSI Engineering | 31-33 - Manufacturing | 333 - Machinery Manufacturing | 3333 - Commercial and Service Industry Machinery Manufacturing |

## Business address

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

### Table 3: Organization business address (maximum up to 20)

| Item Number | Organization legal Name (required) | Address line 1 (required) | Address line 2 | City (required) | Province or State (required) | Postal code or Zip code (required) | Country (required) |
|---|---|---|---|---|---|---|---|
| Item # 1 | PSI Peripheral Solutions Inc. | 9 - 3535 Laird Road | N/A | Mississauga | ON (Ontario) | L5L 5Z4 | Canada |

## Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

### Table 4: Organization mailing address (maximum up to 20)

| Item Number | Organization legal name (required) | Address line 1 (required) | Address line 2 | City (required) | Province or State (required) | Postal code or Zip code (required) | Country (required) |
|---|---|---|---|---|---|---|---|
| Item # 1 | PSI Peripheral Solutions Inc. | 9 - 3535 Laird Road | N/A | Mississauga | ON (Ontario) | L5L 5Z4 | Canada |

## Certification statement

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

**Note:** It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise, the certifier will be the main contact.

**Certifier:** Someone who can legally bind the organization(s).

**Primary Contact:** The person who will be the main contact for accessibility issues.

## Acknowledgement

☑ I certify that all the information is accurate, and I have the authority to bind the organization (required)

Certification date (yyyy-mm-dd) (required) 2026-10-08

## Certifier information

### Table 5: Certifier information

| Last name (required) | First name (required) | Position title (required) | Business phone number (required) | Business phone number extension | Email (required) | Alternate phone number | Alternate phone number extension | Fax number |
|---|---|---|---|---|---|---|---|---|
| Hughes | Gary | Chief Executive Officer | [redacted] | N/A | [redacted] | [redacted] | N/A | N/A |

## Primary contact for the organization(s)

☐ Check if the primary contact is same as the certifier

### Table 6: Primary contact information

| Last name (required) | First name (required) | Position title (required) | Business phone number (required) | Business phone number extension | Email (required) | Alternate phone number | Alternate phone number extension | Fax number |
|---|---|---|---|---|---|---|---|---|
| Ly | Wendy | Manager, Human Resources | [redacted] | N/A | wly@psiengineering.com | [redacted] | N/A | N/A |

## Compliance questions

### Customer Service Standards

Question 1. Is your organization in compliance with all applicable requirements of the Customer Service Standards?

☑ Yes ☐ No

**Resources for Question 1**

- Read Ontario Regulation 191/11, Part IV.2: Customer Service Standards (https://www.ontario.ca/laws/regulation/110191#BK148 ↗)
- Learn more about your requirements for question 1 (https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7 ↗)
- The Accessibility Standards Checklist (https://forms.mgcs.gov.on.ca/dataset/on00125 ↗)

**Comments for Question (Please provide additional details to support your answer)**

N/A