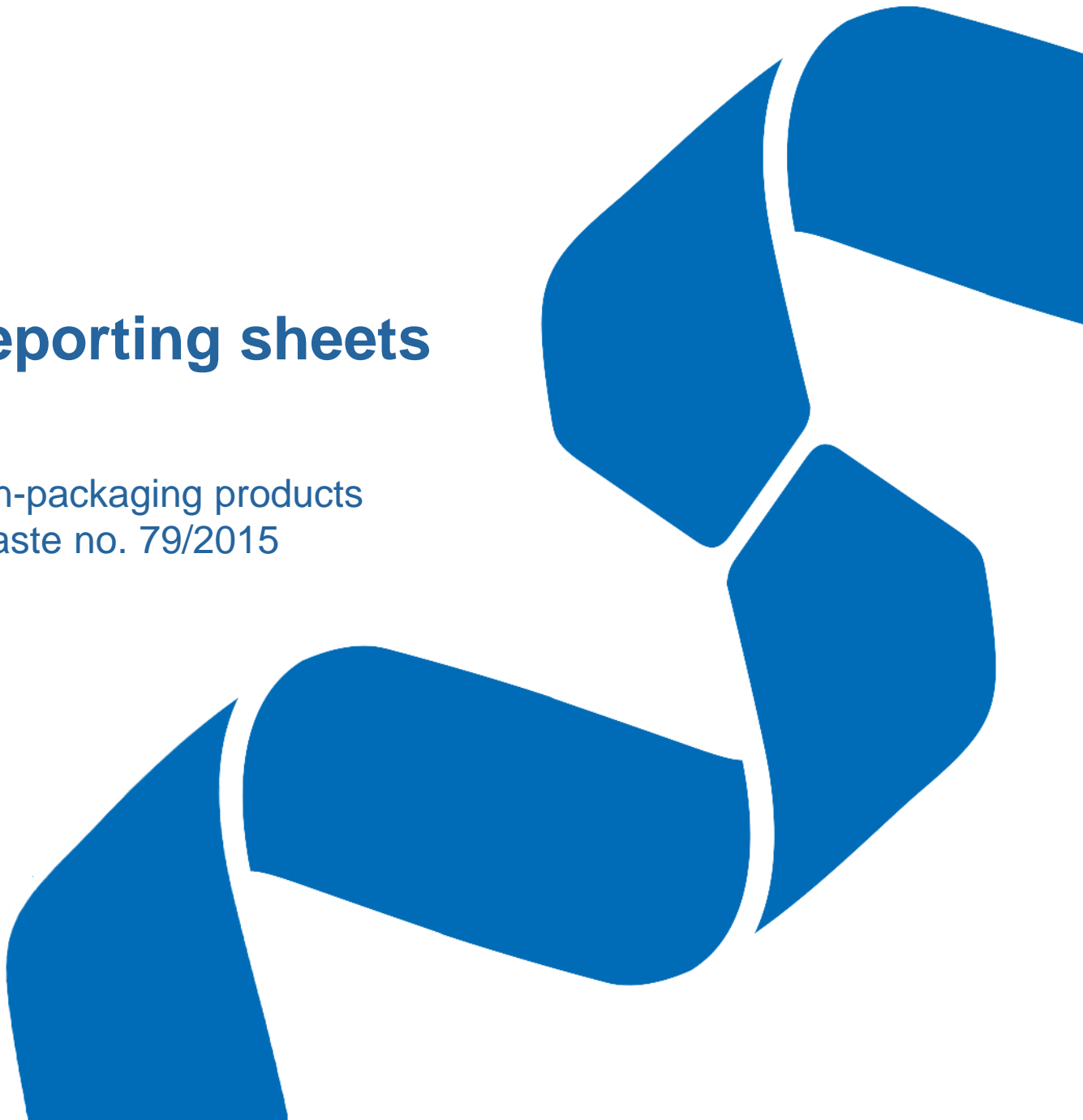


Manual for Reporting sheets completion

For packaging and non-packaging products
According to Act on waste no. 79/2015



PACKAGING



Sales
packaging



Group
packaging



Transport
packaging

PRODUCER OF PACKAGING – Key concepts

	Producer of packaging is a sole trader or legal person who:	Producer of packaging carries out...
A)	uses packaging for the packing of goods or putting goods into packaging and places these goods on the market under his or her trade name or mark	<ul style="list-style-type: none"> • Buying empty packaging from packaging producers and packing products under his/her trademark afterwards = product production (packaging) • Production of empty packaging and packing under his/her own trademark
B)	is a person for whom goods are packed or filled and under whose trade name or mark these goods are placed on the market	<ul style="list-style-type: none"> • Company is not packing on its own, but orders packing service from other company and is introducing good on the market under its own trademark
C)	places goods on the market other way than abovementioned	<ul style="list-style-type: none"> • Import of the goods in packaging – import of the complete product in the original packaging + group and transport packaging for imported goods • Import of empty packaging from abroad for purposes of packing goods
D)	places packaging on the market, except persons supplying empty packaging to persons referred to in a) and b) or to a person who packages or fills the goods for a person referred to in b)	<ul style="list-style-type: none"> • Import / production of empty packaging for usage “at home” <ul style="list-style-type: none"> • Plastic bags, waste bags • Food foil, food bags, etc.

Producer / Importer of packaging = responsible person

Extended producer's responsibility

Is the sum of obligations of producers of specified products laid down in Act on Waste that apply to these product throughout all stages of their life cycle, aimed at preventing waste from specified products and reinforcing reuse, recycling and other recovery of this waste stream.

Responsibilities of Producers of specified products:

- **Register in the Register of Producers of Specified Products** and **report** any changes in the registered data,
- **Designate an authorized representative**, if they are producers of specified products from outside of Slovakia,
- **Ensure** material composition, design and labeling of the specified product,
- **Fulfill their information obligation** in relation to the public and processors of specified waste streams,
- **Ensure** that the objectives of waste management in the field of packaging are met,
- **Ensure** management of specified waste streams,
- **Ensure** recovery and recycling of specified waste streams at least at the level of the binding recovery and recycling limits for the specified waste stream,
- **Keep and retain information** records and report to the Ministry,
- Fulfill their information obligation in relation to end-users of specified,
- **Calculate** their collection and market shares,
- **Ensure** that the whole quantity of a separately collected component of municipal waste falling within a specified waste stream is collected in the municipality in which they are responsible for this specified waste stream.

Authorized Representative

- Producers of specified products who do not have their registered office or place of business in the Slovak Republic shall designate an **authorized representative** to perform the obligations imposed under this Act. This shall be a legal person or a sole trader with registered office or place of business in the Slovak Republic.
- The authorization must be granted in writing and within a scope providing the authorized representative access to all rights and obligations of the producer of a specified product arising from this Act. The authorization shall be granted for a minimum of 1 year.
- The authorized representative, acting in his/her own name, shall be responsible for the fulfillment of all obligations of the producer of a specified product under this Act.

Packaging

Packaging means a product used for the containment, protection, handling, delivery and presentation of goods, from raw materials to processed goods, from the producer to the user or the consumer.



Consumer
packaging



Group
packaging



Transport
packaging

1) Basic data

Basic data about Producer

Producer	
Business name:	
Registered office:	
Company ID No.:	
Contact person:	
Telephone:	
E-mail:	
Registration-No. (Packaging):	
Registration-No. (Non-Packaging):	

Managing director	
Name and surname:	
Telephone:	
E-mail:	

Authorized representative according to § 27 (19) Waste Act	
Supplier:	Reclay Slovensko, s.r.o.
Company ID No.:	36332852
Registered office:	Bohrova 1, SK-85101 Bratislava, Slovakia
Telephone:	00421/2/ 4342 2151
E-mail:	ohlasenia@recobal.sk

Producer Responsibility Organisation	
Packaging, Non-Packaging	RECobal s.r.o.

select the quarter:

1Q

2021

Explanatory notes to complete reporting sheets:

Please **select the quarter** reported first.

Then check all basic datas regarding your company in this sheet. In case of any changes, **update the datas and highlight - colour** them.

In each sheet fill in **only the yellow boxes (data cells)**, which have open format in excel table.

Please **round off** the sums to 3 decimal places to avoid disparities between the evidence and invoicing.

Do not forget to enter the **date of reporting**.

In case of any technical problem during the completing forms we send you a new opened form at your request.

Please save your completed file under the **same name** as it was mailed by us and send it back to the address ohlasenia@recobal.sk.

Thank you for your time and co-operation.

Structure of reporting form of PRO RECobal

No.	Title of Reporting Form		Comment
1)	Basic data of Producer		
2)	Packaging	TAB 1 – Basic Report Form – for all type of packaging total	According original reporting form <i>(basic for invoicing)</i>
		TAB 2 – Specific division – consumer packaging	New reporting form – necessary to record
		TAB 3 – Specific division - group / transport packaging	New reporting form – necessary to record <i>(automatically calculated)</i>
3)	Non-packaging		Original reporting
	Extra – Year report about reusable packaging and their cycles		New reporting – producer or importer of reusable packaging are recording the number of their cycles. Reporting is once of year.

2) Packaging reporting sheet

TAB 1 - BASIC REPORTING FORM – for all type of packaging total

Producers who do not have registered office in Slovakia are filling most commonly only IMPORT column for the purposes of the Extended producer's responsibility!

Please, state the **date** of submitted reporting

Date of the report
regular:
correction:

Check the box, if you have zero report

Confirm a ZERO report: PACKAGING

TAB 1	BASIC Report: PACKAGING WEIGHT TOTAL (consumer, group and transport packaging total)					
consumer, group and transport packaging total	Production ¹⁾ (packed in Slovakia)	Import ¹⁾ (import to Slovakia)	Export ¹⁾ (export from Slovakia)	Introduced to Slovak market ²⁾	Reusable packaging ³⁾ from introduced to Slovak market	Packaging filled with hazardous substances from introduced to Slovak market
Packaging material	[tonnes]	[tonnes]	[tonnes]	[tonnes]	[tonnes]	[tonnes]
A	B	C	D	E (=B+C-D)	F	G
Glass				0,000 t		
Plastics without PET				0,000 t		
PET plastics				0,000 t		
Paper and cardboard				0,000 t		
Composite on the basis of cardboard ⁴⁾				0,000 t		
Metals - Aluminium (Alu)				0,000 t		
Metals - Steel (Fe)				0,000 t		
Wood				0,000 t		
Other				0,000 t		
TOTAL	0,000 t	0,000 t	0,000 t	0,000 t	0,000 t	0,000 t

IMPORT to Slovak market:

- 1) Weight of the empty packaging** if producer is importing empty packaging for final customer on Slovak market. (for example: empty bottles, empty plastic bags, etc.)
- 2) Weight of the product's original packaging** imported to Slovak market.
- 3) Weight of the group / transport packaging** which is used for transport of the goods imported to Slovakia for respective quarter. (for example: cardboard boxes, plastic foil, wooden pallet, etc.)

EXPORT / Re-export- if you export or re-export packaging from Slovakia

Introduced to Slovak market : – formula – (E) = Production (B) + Import (C) – Export (D) - This formula is already inserted in the column; it will be **filled in automatically**.

Please fill only for record - the columns F or G – if you delivery reusable packaging or packaging filled with hazardous substances

2) Packaging reporting sheet

TAB 2 - SPECIFIC DIVISION of packaging – CONSUMER PACKAGING

New reporting duty
For record only

Check the box, if you have zero report

Confirm a ZERO report: PACKAGING

Specific division of the packaging : CONSUMER PACKAGING WEIGHT ONLY						
TAB 2	Production ¹⁾ (packed in Slovakia)	Import ¹⁾ (import to Slovakia)	Export ¹⁾ (export from Slovakia)	Introduced to Slovak market ²⁾	Reusable packaging ³⁾ from Introduced to Slovak market	Packaging filled with hazardous substances from Introduced to Slovak market
CONSUMER PACKAGING	[tonnes]	[tonnes]	[tonnes]	[tonnes]	[tonnes]	[tonnes]
A	B	C	D	E (=B+C-D)	F	G
Packaging material						
Glass				0,000 t		
Plastics without PET				0,000 t		
PET plastics				0,000 t		
Paper and cardboard				0,000 t		
Composite on the basis of cardboard ⁴⁾				0,000 t		
Metals - Aluminium (Alu)				0,000 t		
Metals - Iron (Fe)				0,000 t		
Wood				0,000 t		
Other				0,000 t		
TOTAL	0,000 t	0,000 t	0,000 t	0,000 t	0,000 t	0,000 t

IMPORT to Slovak market :

1) **Weight of the empty packaging if** producer is importing empty consumer packaging for final customer on Slovak market. (for example: empty bottles, empty plastic bags, etc.)

2) **Weight of the product's original consumer packaging** imported to Slovak market.

EXPORT / Re-export- if you export or re-export consumer packaging from Slovakia

Introduced to Slovak market : – formula – (E) = Production (B) + Import (C) – Export (D) - This formula is already inserted in the column; it will be **filled in automatically**.

Please fill only for record - the columns F or G – if you delivery reusable consumer packaging or consumer packaging filled with hazardous substances

NON-PACKAGING PRODUCTS



Non-packaging products

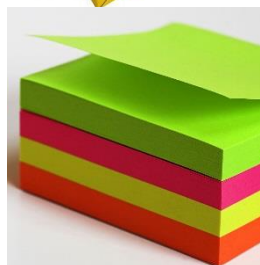
Non-packaging product is product which:

- 1) is not a packaging or not intended to be used for packaging
- 2) belongs to one of the following groups of products (plastic, paper and glass)
- 3) and waste from which will become a part of municipal waste.

Plastic



Paper



Glass



Types of non-packaging products

- **articles of plastics** consisting of polyethylene terephthalate, except raw materials, preforms and fibers intended for industrial use, and articles of plastics consisting of polyethylene, polypropylene, polystyrene, polyvinyl chloride or polyamide except raw materials, fibers and products intended for industrial use,
- **paper and paperboard**, imported articles of paper and paperboard, including printing products, **except**
 - 1. hygienic and sanitary paper,
 - 2. articles of paper used for hygiene and sanitary purposes,
 - 3. cigarette paper,
 - 4. carbon copy paper,
 - 5. filter paper,
 - 6. paper and paperboard for the production of tarred or asphalted paper,
 - 7. fiscal stamps,
 - 8. books
- **glass, including sheet window glass,**

Non-packaging key concepts

	Key concepts	explanation
A)	Producer of non-packaging products	A person who, in the context of his or her commercial activity, irrespective of the selling technique used, including sales on the basis of distance contracts, places on the market non-packaging products.
B)	Placing non-packaging products on the market (import, distribution)	<u>The first transfer</u> of a non-packaging product, for payment or free of charge, from the stage of production, cross-border transport from another Member State to the Slovak Republic or import from other than Member state to the stage of distribution, consumption or use on the market in the Slovak Republic in the context of commercial activity.

3) Non-Packaging products - reporting sheet

Filling in whole weight of non-packaging products, which were imported to Slovak market, either to the distributor, or to the final consumer

Please, state the **date** of submitted reporting

Date of the report

regular:
correction:

Check the box, if you have zero report

Confirm a ZERO report: NON-PACKAGING

NON-PACKAGING WEIGHT TOTAL				
weight in tonnes	Production (produced in Slovakia)	Import (import to Slovakia)	Export (export from Slovakia)	Introduced to Slovak market ¹⁾
	[tonnes]	[tonnes]	[tonnes]	[tonnes]
A	B	C	D	E (=B+C-D)
Glass				0,000 t
Plastics				0,000 t
Paper and cardboard				0,000 t
SPOLU	0,000 t	0,000 t	0,000 t	0,000 t

Introduced to Slovak market :

- formula - (E) = Production (B) + Import (C) - Export (D) -
This formula is already inserted in the column; it will be **filled in automatically**.