

Instructions to fill in the Statement

Statement on quantity of packing (Annex3a) creating the basis for collection, recovery and recycling duty serves the purpose of submitting quarterly reports on the actual quantity of packing introduced in the market or into circulation by a Client of the authorised organisation ENVI-PAK during the relevant calendar quarter.

The statement must be submitted to the authorised organisation ENVI-PAK not later than by the 10th day of the month following the end of the calendar quarter.

After you click on “**STATEMENT ON QUANTITY OF PACKING CREATING THE BASIS FOR COLLECTION, RECOVERY AND RECYCLING DUTY**” the heading of the statement appears and your Company data and the name of the authorised person are automatically uploaded in the single boxes.

Upon a change of the authorised person, in order to ensure the highest level of protection of your Company’s data from misuse by an unauthorised person, please kindly send us as soon as possible the “REQUEST TO CHANGE THE AUTHORISED PERSON FOR SUBMITTING STATEMENTS AND MAKING CHANGES IN THE REGISTER OF OBLIGED PERSONS WHO IS AUTHORISED TO COMMUNICATE WITH THE AUTHORISED ORGANISATION ENVI-PAK” signed by the statutory body of your Company. You can find the application form in the right-hand-side menu under “APPLICATION FORMS”.

Please fill in the following data in the following boxes:

Year Shall be uploaded automatically and cannot be changed.

Quarter State the quarter, for which records are kept about packaging and packaging waste, i.e. gradually January to March (I.), April to June (II.), July to September (III.), and October to December (IV.) of the relevant calendar year.

The system shall automatically suggest the current quarter, for which data need to be submitted to the authorised organisation ENVI-PAK. In case you want to input corrective data for a different quarter, please select the desired quarter from the drop-down menu.

Type The system shall provide you with two types of statements: regular or corrective. Please select the type of statement you want to input in the system.

A regular statement is the first statement submitted in the relevant quarter.
A corrective statement is any following statement concerning a quarter, for which you have already submitted a statement. A corrective statement may only be submitted to a regular statement concerning the relevant quarter, for which currently packaging waste collection, recovery and recycling limits are being met.

In the next step you are going to fill in the statement itself. The statement is filled in on a quarterly basis, separately for **consumer packaging** and separately for **wholesale and transport packaging**.

The term “consumer packaging” shall mean under the Act No. 119/2010 Coll. on packaging, Art. 2 (b): packaging intended for an immediate protection of goods or a group of goods that in the place of purchase constitutes a unit of goods intended for the final user or consumer.

The term “wholesale and transport packaging” shall mean under the Act No. 119/2010 on packaging, Art. 2 (c) and (d): wholesale packaging intended to constitute in the place of purchase a group counting a certain number of units of goods regardless of whether it is sold to the final user or consumer or whether it is a means to

restock the range of sold goods; it may be removed from the goods without having any effect on the goods characteristics; transport packaging is intended to simplify handling and transport of a certain number of units of goods or wholesale packages aimed at preventing physical damage in handling and transport; transport packaging does not include road containers, rail containers, ship containers and air containers.

The term “single use packaging” shall mean any packaging that is not included in the definition of repeatedly usable packaging.

The term “repeatedly usable packaging” shall mean under the Act No. 119/2010 Coll. on packaging Art. 2 (e): packaging intended to make at least two trips or cycles during its life that is repeatedly filled or repeatedly used for the same purpose, for which it was intended; such packaging becomes waste when it is no longer reused.

The volumes of repeatedly usable packaging under the Act No. 119/2010 Coll., Art. 7 par. 6 for the purpose of meeting binding limits are included in the volume of packaging introduced by your Company in the market or into circulation only once, namely at the time of their first use.

We inform you that the quantity of packaging must be stated in **whole kilograms**. The system shall sum up the quantities automatically.

Please state quantity excluding packaging filled with hazardous substances.

Please divide the quantity of packaging introduced in the market in the relevant quarter in the single columns as follows:

<p>Column A Production (kg)</p>	<p>Please state the quantity of single use empty packaging purchased from packaging producers in the Slovak Republic or from suppliers that originates from domestic production and the quantity of packaging produced and filled by the obliged person introduced in the market or into circulation.</p>
<p>Column B Import (kg)</p>	<p>Please state the quantity of single use, both filled and empty packaging that has been introduced in the market or into circulation, imported across a border in the territory of the Slovak Republic from EU Member States and from third countries.</p>
<p>Column C Export (kg)</p>	<p>Please state the quantity of single use packaging, both filled and empty, that has been exported from the territory of the Slovak Republic to third countries (non-EU Member States) or exported across a border outside the territory of the Slovak Republic.</p>
<p>Column G SINGLE USE PACKAGING (kg) TOTAL</p>	<p>The system shall automatically summarize the total quantity of single use packaging introduced in the market or into circulation (columns A+B-C)</p>
<p>Column D Producing (kg)</p>	<p>Please state the quantity of reusable packaging at the time of its first use that has been purchased from packaging producers in the Slovak Republic or from suppliers that originates from domestic production, and the quantity of reusable packaging produced and filled by the obliged person introduced in the market or into circulation for the first time.</p>
<p>Column E</p>	<p>Please state the quantity of reusable packaging at the time of its first use, both filled and empty, introduced in the market or into circulation</p>

Import (kg)	for the first time, imported across a border in the territory of the Slovak Republic from EU Member States and from third countries.
Column F Export (kg)	Please state the quantity of reusable packaging at the time of its first use, both filled and empty, that has been exported from the territory of the Slovak Republic to third countries (non-EU Member States) or exported across a border outside the territory of the Slovak Republic.
Column H REUSABLE PACKAGING FIRST USE (kg) TOTAL	Systém automaticky zosumarizuje celkové množstvo opakovane použiteľných obalov v čase ich prvého použitia uvedených na trh alebo do obehu (stĺpce D+E-F)
Column I Basis for the collection, recovery and recycling (kg)	The system shall automatically summarize the total quantity of packaging including reusable packaging introduced in the market or into circulation (columns G+H), for which the Client has ordered from the authorized organization ENVI-PAK to meet its packaging waste collection, recovery and recycling duty.

MCM (Beverage cartons) – composites based on paper and cardboard, the main component of which makes up for at least 70% of the packaging volume

Other composites – composites, the main component of which makes up for less than 70% of the packaging volume

After you have completely filled in the statement, please click on “**SUBMIT**”. The statement shall be automatically sent to the authorised organisation ENVI-PAK for processing and you shall be notified by “Statement has been submitted successfully”.

The Ordering Party’s stamp and its authorised person’s signature are replaced by the secured access in the Client Zone of the authorised organisation ENVI-PAK, protected by a log-in and password that are known only to the Ordering Party’s authorised person.

Your statement submitted for processing can be printed by clicking on “**PRINT**”. All electronically submitted statements via the Client Zone continue to be archived and you can subsequently review or reprint them. The archive is located in the right-hand-side menu under ARCHIVE.

Please note:

We recommend that you print and file the submitted statement in your records for the purpose of an inspection by waste management supervision authorities.

You shall receive a confirmation of the processing of your statement electronically submitted via the ENVI-PAK web page to your email address indicated in the heading of the submitted Statement on quantity of packing creating the basis for collection, recovery and recycling duty.

Should you fail to receive a confirmation of the processing of your statement electronically submitted via the ENVI-PAK web page within three working days from its submission, please contact Customer Service of the authorised organisation ENVI-PAK at customer.service@envipak.sk or at 02/ 333 22 722.

Should you have any questions concerning electronic submission of the Statement on quantity of packing creating the basis for collection, recovery and recycling duty, please contact our Customer Service at the contact details above.