



Methodology of filling in the Entry statement about packaging production

This short methodology should serve as a guide for right filling in the Entry statement about packaging production. Fill in the weight of the packaging you have placed to the Czech market or into circulation in the Czech Republic for the last quarter. This Statement serves as a basis for determining the amount of the advance for the first quarter, starting with the quarter in which your company will enter into a Contract on Collective Compliance with an authorized packaging company EKO-KOM.

The Entry statement about packaging production contains 2 pages.

1. page of the Statement

On the first page of the Entry statement, you fill in general information about your company such as company name, business identification number, VAT number, address and statutory body. Furthermore, the contact person who will be in charge of communication with EKO-KOM, a.s. and who will be responsible for filling in the quarterly statement about packaging production. The telephone number and e-mail address should refer directly to the contact person provided.

Into the line “E-mail for receiving invoices” please fill in the e-mail address where we could send you invoices in electronic form.

The Contract on Collective Compliance and any other documents in paper form will be sent to your postal address for signature.

The first page of the Entry statement also contains the Branch of business table. In the Branch of business table, specify in more detail what your company deals with (what you produce or what you trade with, etc.) so that we can assign you the correct identification number. From the point of view of this breakdown, importers are understood as fillers.

2. page of the Statement

Fill in the table with the amount of disposable packaging that your company has placed on the Czech market in the previous quarter. Fill the weight of the packaging in tonnes to the nearest kilogram.

Statement columns

Non-beverage and beverage packaging

Non-beverage packaging includes all types of packaging except those containing beverages (see definition below).

Beverage packaging includes, for example, beverage bottles or beverage packaging made of composite materials used for alcoholic beverages, water, liquid refreshments, juices and nectars, instant drinks or milk.

Sales, group, transport and industrial packaging

Sales packaging is used to protect a single sales unit, the smallest possible sales units. They create a sales unit for consumers at a point of sale (e.g. yoghurt cup, PET bottle, toothpaste tube).

Group packaging group together multiple goods items – more than one sales unit. They can be removed from a product without affecting its properties (e.g. a corrugated cardboard box that holds a certain number of salesunits).

Transport packaging is used to make handling of sales units or group packaging easier (e.g. pallet, binding tape, stretch foil).

Industrial packaging used exclusively to deliver goods to production (i.e. for another end user). The goods in these packaging are exclusively intended for companies for their production business (another end user).

Soft and flexible packaging

This group of packaging includes all types of packaging foils and bags.

Rigid and hollow rigid packaging

All packaging that keeps its shape (in the case of plastics, for example, EPS fillings, pressings for various products, binding PET tapes, etc.) and packaging such as PET bottles, detergent bottles, buckets and cans.

For Sales packaging, the materials Plastics, Metals, Beverage carton and Composite material are further divided according to volume - up to 3 liters (including) and over 3 liters.

Statement rows

The rows of the table form individual groups and subgroups of materials from which the packaging is made.

Packaging made of one type of material

Packaging where one of the materials predominates by at least from 95 % by weight (when combining two different materials - for example plastic and metal).

Composite plastic

Composite packaging with a plastic part that predominates at least 70 % by weight over another material, but accounts for less than 95 %.

Composite Al

Composite packaging made up of aluminium and iron, where aluminium predominates, but accounts for less than 95 % by weight. Or aluminum predominates by at least 70 % and does not reach 95 % over other material.

Composite Fe

Composite packaging made up of iron and aluminium, where iron predominates, but accounts for less than 95 % by weight. Or iron predominates by at least 70 % and does not reach 95 % over other material.

Composite material

Composite packaging where none of the materials reaches 70 % of the weight.

Composite paper

Composite packaging with a paper part that predominates at least 70 % by weight over another material, but accounts for less than 95 %.

Composite packaging with non-wooden parts

Wooden composite packaging where more than 5 % by weight is made up of another material.

Transparent

Fully transparent packaging made from materials with no visible colouring.

PET – transparent coloured

PET packaging which is coloured (pigmented) but transparent.

PET – opaque coloured

PET packaging which is coloured (pigmented) and entirely opaque.

Coloured

Transparent packaging with tinting or fully coloured (pigmented).

Littering - Reimbursement of costs for cleaning up packaging waste

In the table in the lower right corner, fill in the weight of single-use plastic packaging and packaging means that are subject to the obligation to reimbursement of costs for cleaning up packaging waste according to § 10a of Act No. 477/2001 Coll., on packaging.

It applies to packaging and packaging means defined in parts C and D of Annex No. 4 to the Packaging Act, i.e. for listed single-use plastic packaging that is entirely or partly made from plastic and is not reusable packaging.

Fill in the amount of single-use packaging that your company placed on the market in the previous quarter. Fill in the weight of the packaging in tonnes to the nearest kilogram.

The rows of the table consist of packaging and packaging means defined in parts C and D of Annex No. 4 to the Packaging Act.



Beverage containers – it means containers with a capacity of up to 3 liters which are used to contain liquid, e.g. for beer, wine, water, liquid refreshments, juices and nectars, instant drinks and milk. Beverage bottles, including their caps and lids, and composite beverage packaging, including their caps and lids, but not glass or metal beverage containers that have caps and lids made from plastic, including their caps and lids.

Packets and wrappers - made from flexible material containing food that is intended for immediate consumption from the packet or wrapper without any further preparation.

Cups for beverages - including their caps and lids.

Food containers- i.e. receptacles such as boxes, with or without a lid, used to contain food which:

- a) is intended for immediate consumption, either on-the-spot or to take away,
- b) is typically consumed from the receptacle, and
- c) is ready to be consumed without any further preparation, such as cooking, boiling or heating, including food containers used for fast food or any other meal ready for immediate consumption, except for beverage containers, plates and packets and wrappers containing food.

Plastic carrier bags - shopping bags with or without handles made of plastic and provided to consumers at the point of sale of goods or products.

Lightweight plastic bag 15 < 50 microns provided by consumers at the point of sale of goods or products.

Lightweight plastic bag 15 < microns provided by consumers at the point of sale of goods or products.

Does not apply to thicker plastic carrier bags (≥ 50 microns).

Littering also applies to packaging that is partly made from plastic.

In the table, you always enter the total weight of the packaging in tonnes and, in the case of cups for beverages and food containers, also the weight of the plastic component in the packaging.

In the case of plastic carrier bags, in addition to the total weight in tonnes, you must also state the quantity in pieces.

Please send the completed entry statement by e-mail, fax, or by mail to the below mentioned contacts. We will handle your request as soon as possible.

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