



## **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, head office, business identification number, VAT number 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 physical form will be sent to your correspondence 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 tons to the nearest kilogram.

## Statement columns

### Non-beverage and beverage packaging

Non-beverage packaging includes all types of packaging except those used for alcoholic beverages, water, liquid snacks, juices and nectars, instant beverages or milk.

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

Group packaging group together multiple goods items – more than one sales unit. They can be removed from a product without affecting its properties.

Transport packaging is used to make handling of sales units or multi-packs easier.

Industrial packaging used exclusively to deliver goods to production (ie 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 film 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 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 aluminium 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 predominates by more than 70 % by 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).

Please send the completed Entry Statement by e-mail, fax or by mail to the contacts below.

We will process your request as soon as possible.

EKO-KOM, a.s.

Na Pankráci 1685/17, 140 21 Praha 4

Tel: +420 729 848 444, +420 261 176 256

E-mail: [info@ekokom.cz](mailto:info@ekokom.cz)

+420 729 848 445, +420 261 176 285

Web: [www.ekokom.cz](http://www.ekokom.cz)

Fax: +420 729 848 439, +420 261 176 274