



Reporting guidelines for EEE put on the market in the Czech Republic

1. Basic information
 - a. Please fill in **VAT identification number**, name of the company, name and email of the contact person, who submits the report.
2. Reporting period
 - a. The report must be submitted quarterly.
 - b. The deadline is the last working day of the month following the reported quarter.
 - c. The reported period is set automatically, it is impossible to change it by the user.
3. Reporting
 - a. Please fill in the amount of tons (e.g. 0,001) and number of pieces in the group for which you have been registered in the List of Producers in the column „own production“ or/and „import“. The “import” is both import from EU as well as from the non-EU countries. In case of any change of the reporting groups, please contact us at retela@retela.cz.
 - b. It is possible to fill in the “export” in case of exporting the products outside the Czech Republic. Export is fundamentally reported in the period, when at least part of the filled amount is reported as an “Import”. Exceptionally it is possible to report “Export”, if this EEE was imported in the previous one, two or maximum three quarters and for this amount the recycling fees were paid to CS Retela. This procedure cannot be used in case of changes in the Price List during this period. In extraordinary cases the exception can be confirmed by the statutory representative of Retela.
 - c. The amount for invoicing is calculated automatically.
 - d. The tons and pieces are required due to the obligatory Annual report to MoE, which is processed by RETELA compliance-scheme on behalf of the producers each year.
 - e. Please note that it is necessary only numbers and decimal point shall be filled in columns. The columns can be left empty in case of zero values.
 - f. The minimum amount is 1 kg (filled in as 0,001 (tons)).
4. Sending the report

Press the green button „submit report“. The report will be automatically sent for further processing. You will receive an email confirmation (in Czech) of received the report.
5. Correction of the report

In case of mistaken values, it is possible to send correction within the reporting period, which will replace the original report. To apply this possibility it is necessary to state exactly the same VAT ID and all data to the newly send report.

The mistake in VAT ID is not a reason for the correction! If the VAT ID was “corrected” via new report, the previous report wouldn’t be replaced, but both reports would be accepted by system. In case of mistake in VAT ID (or in some other detail in Basic information) the report will be processed manually.

The correction of the mistaken values after deadline is possible only after individual arrangement with statutory representative of Retela.

6. Zero report

In case you have had zero import/production during the reported period, please submit the report as well! In such case, you can fill in only "Basic information" (company name, VAT ID, email, phone number).