



## Reporting guidelines for portable batteries and accumulators put on the market in the Czech Republic (updated 1.9.2022)

### 1. Basic information

Please fill in the **VAT identification number**, company name, 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 period is set automatically, it is impossible to change it by the user.

### 3. Reporting

- a. Please fill in the number of kilograms (to three decimal places) **and** number of pieces in the appropriate battery group. Please fill in just NUMBERS and decimal point (no other marks such as kg...etc.).
- b. If you need to report exported batteries, please contact us at [retela@retela.cz](mailto:retela@retela.cz).
- c. The amount for invoicing is calculated automatically.
- d. There is a new possibility to report all types of batteries (that means also industrial and automotive batteries) from 1<sup>st</sup>Q/2021 via our website. In case of problems with the classification of the batteries, please contact us at [retela@retela.cz](mailto:retela@retela.cz).
- e. **All types of batteries should be reported** (sold separately, attached to the product, lose batteries, fixed batteries, batteries as spare parts).

### 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).

### 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 just “Basic information”.