



Reporting guidelines for portable batteries and accumulators put on the market in the Czech Republic (valid from 1stQ/2021)

1. Basic information

Please fill in the company name, **VAT identification number**, email and name of the contact person filling in the report.

2. Reporting period

- a. The report must be filled in quarterly.
- b. The deadline is the last working day of the month following the reporting quarter.
- c. The period is set automatically, it is impossible to change 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 (no other marks such as kg...etc.).
- b. Due to the differences in the legislation, only sold batteries shall be reported (e.g. no export as in case of EEE).
- 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 1stQ/2021 via our website. In case of problems with the classification of the batteries, please see examples on our web.
- 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 „submit report“ button. The report will be automatically sent for further processing. You will receive an email note (in Czech) confirming receiving the report.

5. In case you have had 0 import/production during the reported period, please fill in the report as well! In such case, please fill in just the company details.

6. In case of any changes, please contact us at retela@retela.cz.