



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

1. Basic information
 - a. 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 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 amount of tons (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 within 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 was 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. This procedure cannot be used in case of changes in 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 our annual report, which is processed by RETELA compliance-scheme for the producers each year.
 - e. Please note that only numbers shall be filled in. Otherwise, please leave the columns empty. Do not fill in any marks (x, -, t or backspace...)
 - f. The minimum amount is 1kg (0,001t).
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 period, please fill in the report as well! In such case, please fill in just the fading (company name, VAT ID, email).