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ANNEX 1

ANNEX

to the

**COMMISSION IMPLEMENTING REGULATION (EU) .../...
of **XXX****

**establishing the format for registration and reporting of producers of electrical and
electronic equipment and the frequency of reporting to the register**

Annex I

Format for registration in a Member State

Core information elements are marked with M.

Filter dependent information elements marked with F are part of the core information elements but only apply when a specific response under a previous information element is selected.

Additional information elements are marked with M*

PART A

Format for registration of a producer

Information element	Description	Reporting
Name of producer	Official name of the producer as linked to the national tax number	M
<ul style="list-style-type: none"> - If the producer is a legal person (company) provide the name of the company 		
<ul style="list-style-type: none"> - If the producer is a natural person provide: <ul style="list-style-type: none"> - First name - Last name 		M
Trading name of producer	The name the producer uses for advertising and sales purposes that is different from the legal name in its articles of incorporation or other organizing documents	M*
Legal address of producer	Official address of the producer	
<ul style="list-style-type: none"> - Street name 		M
<ul style="list-style-type: none"> - Street number 		M
<ul style="list-style-type: none"> - Postal code 		M
<ul style="list-style-type: none"> - Location/City 		M
<ul style="list-style-type: none"> - Province 		M*
<ul style="list-style-type: none"> - Municipality 		M*
<ul style="list-style-type: none"> - Website address (if a website address exists) 		M

Categories of EEE related turnover of the previous year	Indication of the annual EEE related turnover of the producer for the year before the year of registration. Member States requesting this information element shall provide different categories for producer to indicate in which category falls the EEE related turnover of the previous year.	M*
Contact person of producer	A person associated with the producer as a point of communication. It is a particular individual who is selected as the point of initial or regular communication with that producer.	
- First name		M
- Last name		M
- Phone number	Business phone	M
- Email address	Business e-mail address	M
- Address	Business address of the contact person	
- Street name		M
- Street number		M
- Postal code		M
- Location/City		M
- Province		M*
- Municipality		M*
National identification code/ Business registration code	For producers that are legal persons, the identification code/ number provided upon registering in business' register in the Member State	F
National tax number	Tax number of the producer in the Member State	M
European tax number	For producers established in another Member State, the tax number of the producer in the Member State where the producer is established	F
Other	For producers established in third countries an official registration number/code	F

Category(ies) of EEE	Description of the category or categories of EEE by numbers as per Annex III to the Directive 2012/19/EU the producer places on the market of the Member State	M
Sub-category(ies) of EEE	Description of the sub-category or sub-categories of EEE the producer places on the market of the Member State as applied in the Member State	M*
Type of EEE (household EEE or other than household EEE)	For each one of the categories and if applicable the sub-categories, of EEE the producer places on the market of the Member State indication of household and other than household EEE	M*
Brand name of EEE	For each one of the categories of EEE the producer places on the market of the Member State the arbitrarily adopted name that is given by a producer to the EEE to distinguish it as produced or sold by that producer and that may be used and protected as a trademark	M*
Producer responsibility	Identification of the way how the producer meets the responsibilities set out in Directive 2012/19/EU in the Member State	
The producer has set up an individual compliance scheme yes/no		M
The producer has joined collective compliance scheme(s) yes/no		M
Financing responsibility	Information on the form of the guarantee that each producer provides when placing a product on the market of the Member State pursuant to Article 12 of the Directive 2012/19/EU	
The producer participates in one or more collective compliance schemes yes/no		M

The producer provides a recycling insurance yes/no		M
The producer provides a blocked bank account yes/no		M
Other, please specify:	If the financial guarantee in a Member State does not have any of the forms mentioned above the producer shall describe the form of the financial guarantee	M
Distance selling:		
The producer uses distance selling technique to sell EEE directly to private households or to users other than private households to another Member State yes/no	The producer established in the Member State shall indicate if at the time of registration also sells EEE by means of distance communication directly to private households or to users other than private households to another Member State.	M
List of Member State(s) in which the producer sells EEE by distance selling technique	If the producer established in the Member State sells EEE by means of distance communication directly to private households or to users other than private households to another Member State, to provide the name of the Member State(s)	F
Name of the authorised representative in the Member State(s) in which the producer sells EEE by distance selling	If the producer established in the Member State sells EEE by means of distance communication directly to private households or to users other than private households to another Member State, to provide the name of the authorised representative in that Member State(s)	F
Declaration <i>“I/We declare that the information provided in this document is true and provides accurate information on the above named producer and an accurate reflection of the type of electrical and electronic equipment placed on the market of _____(add the name of the Member State) by the above named producer.”</i>	Declaration of the producer or where applicable of the third party acting on behalf of the producer that the information provided is true and accurate. In case of electronic forms this declaration shall be marked (check-box).	M

PART B

Format for registration of an authorised representative

Information element	Description	Reporting
Name of authorised representative	Official name of the authorised representative as linked to the national tax number	M
<ul style="list-style-type: none"> – If the authorised representative is a legal person (company) provide the name of the company 		
<ul style="list-style-type: none"> – If the authorised representative is a natural person provide: <ul style="list-style-type: none"> - First name - Last name 		M
Legal address of the authorised representative	Official address of the authorised representative. The authorised representative shall be established on the territory of the Member State.	
<ul style="list-style-type: none"> – Street name 		M
<ul style="list-style-type: none"> – Street number 		M
<ul style="list-style-type: none"> – Postal code 		M
<ul style="list-style-type: none"> – Location/City 		M
<ul style="list-style-type: none"> – Province 		M*
<ul style="list-style-type: none"> – Municipality 		M*
<ul style="list-style-type: none"> – Website address (if a website address exists) 		M
Contact person of the authorised representative	A person associated with the authorised representative as a point of communication. It is a particular individual who is selected as the point of initial or regular communication with that authorised representative. The contact person shall be established on the territory of the Member State.	
<ul style="list-style-type: none"> – First name 		M
<ul style="list-style-type: none"> – Last name 		M
<ul style="list-style-type: none"> – Phone number 	Business phone	M
<ul style="list-style-type: none"> – Email address 	Business e-mail address	M
<ul style="list-style-type: none"> – Address <ul style="list-style-type: none"> - Street name 	Business address of the contact person	M

- Street number		M
- Postal code		M
- Location/City		M
- Province		M*
- Municipality		M*
National identification code/ Business registration code	For authorised representatives that are legal persons, the identification code/ number provided upon registering in business' register in the Member State	F
National tax number	Tax number of the authorised representative in the Member State	M
Name of the represented producer/ producers : <ul style="list-style-type: none"> - If the producer is a legal person (company) provide the name of the company - If the producer is a natural person provide: <ul style="list-style-type: none"> - First name - Last name 	Official name of the producer/producers represented by the authorised representative as linked to the national tax number of the producer. If the authorised representative represents more than one producer and the Member State provides for the authorised representative to be registered once then, the authorised representative shall mention separately the name and the contact details of each one of the represented producers.	M
Contact details of the represented producer/producers	Official contact details of the producer/producers represented by the authorised representative as linked to the national tax number of the producer.	M
- Phone number		M
- Email address		M
- Address		M
- Street name		M
- Street number		M
- Postal code		M
- Location/City		M

- Country		M
- Website address (if a website address exists)		F
Category(ies) of EEE	<p>Description of the category or categories of EEE by numbers as per Annex III to the Directive 2012/19/EU the represented producer places on the market of the Member State.</p> <p>If the authorised representative represents more than one producer and the Member State provides for the authorised representative to be registered once then, the authorised representative shall describe separately the categories of EEE each one of the represented producers places on the market of the Member State.</p>	M
Sub-category(ies) of EEE	<p>Description of the sub-category or sub-categories of EEE the producer places on the market of the Member State as applied in the Member State.</p> <p>If the authorised representative represents more than one producer and the Member State provides for the authorised representative to be registered once then, the authorised representative shall describe separately the sub-categories of EEE each one of the represented producers places on the market of the Member State.</p>	M*
Type of EEE (household EEE or other than household EEE)	<p>For each one of the categories and if applicable the sub-categories, of EEE the represented producer places on the market of the Member State indication of household and other than</p>	M*

	household EEE	
Brand name of EEE	For each one of the categories of EEE the represented producer places on the market of the Member State the arbitrarily adopted name that is given by a producer to the EEE to distinguish it as produced or sold by that producer and that may be used and protected as a trademark	M*
Producer responsibility	Identification of the way how the represented producer meets the responsibilities set out in Directive 2012/19/EU in the Member State	M
The producer or the authorised representative on behalf of the producer has set up an individual compliance scheme in the Member State yes/no		M
The producer or the authorised representative on behalf of the producer has joined collective compliance scheme(s) in the Member State yes/no		M
Financing responsibility	Information on the form of the guarantee that the authorised representative provides for the products that the represented producer places on the market of the Member State pursuant to Article 12 of the Directive 2012/19/EU	
The producer or the authorised representative on behalf of the producer participates in a collective compliance scheme yes/no		M
The producer or the authorised representative on behalf of the producer provides a recycling insurance yes/no		M
The producer or the authorised representative on behalf of the producer provides a blocked		M

<p>bank account</p> <p>yes/no</p>		
<p>Other, please specify:</p>	<p>If the financial guarantee in a Member State does not have any of the forms mentioned above the authorised representative shall describe the form of the financial guarantee</p>	<p>M</p>
<p>Declaration</p> <p><i>“I/We declare that the above named authorised representative has been appointed with a written mandate by the represented producer/ producers pursuant to Article 17(3) of Directive 2012/19/EU on WEEE.”</i></p>	<p>Declaration of the authorised representative or where applicable of the third party acting on behalf of the authorised representative that the appointed of the authorised representative has been by written mandate according to Article 17(3) of Directive 2012/19/EU on WEEE.</p> <p>In case of electronic forms this declaration shall be marked (check-box).</p>	
<p>Declaration</p> <p><i>“I/We declare that the information provided in this document is true and provides accurate information on the above named authorised representative and an accurate reflection of the type of electrical and electronic equipment placed on the market of _____(add the name of the Member State) by the producer(s) represented by the above named authorised representative.”</i></p>	<p>Declaration of the authorised representative or where applicable of the third party acting on behalf of the authorised representative that the information provided is true and accurate.</p> <p>In case of electronic forms this declaration shall be marked (check-box).</p>	<p>M</p>

Annex II

Format for reporting to the register of a Member State on EEE placed on its market

Core information elements are marked with M.

Filter dependent information elements marked with F are part of the core information elements but only apply when a specific response under a previous information element is selected.

Additional information elements are marked with M*.

Information element	Description	Reporting
Name of the producer or the authorised representative <ul style="list-style-type: none"> – If the producer or the authorised representative is a legal person (company) provide the name of the company 	Official name of the producer or the authorised representative as linked to the national tax number	M
<ul style="list-style-type: none"> – If the producer or the authorised representative is a natural person provide: <ul style="list-style-type: none"> - First name - Last name 		M
National identification code/ Business registration code	For producers or authorised representatives that are legal persons, the identification code/ number provided upon registering in business' register in the Member State	F
National tax number	Tax number of the producer or the authorised representative in the Member State	M
Reporting period	The producer or the authorised representative shall note the relevant reporting period. If the reporting is on the basis of Article 3(1) of this Implementing Regulation the producer or the authorised representative shall indicate the relevant period: 1 st quarter: 1/1/____ to 31/3/____ or 2 nd quarter: 1/4/____ to 30/6/____	M

	<p>or</p> <p>3rd quarter: 1/7/____ to 30/9/____</p> <p>or</p> <p>4th quarter: 1/10/___ to 31/12/____</p> <p>If the reporting is on the basis of Article 3(2) of this Implementing Regulation the producer or the authorised representative shall indicate the relevant reporting year (calendar year):</p> <p>Year_____: 1/1/___ to 31//12/___</p>	
Contact person for the reporting	A person associated with the producer or the authorised representative as a point of communication in relation to reporting. It is a particular individual who is selected as the point of initial or regular communication with that producer or authorised representative.	
– First name		M
– Last name		M
– Phone number	Business phone	M
– Email address	Business e-mail address	M
Quantity of EEE placed on the market of the Member State (in tonnes)	<p>The weight of EEE in tonnes as defined in Article 2(a) of the Commission Implementing Regulation (EU) 2017/699.</p> <p>In case this information is provided by third parties acting on behalf of more than one producer or authorised representatives, this information shall be reported for each represented producer or authorised representative.</p>	
per category of EEE	The weight of EEE in tonnes the producer places on the market of the Member State per category of EEE as per Annex III to the Directive 2012/19/EU with photovoltaic panels and lamps to be reported separately.	M

per sub-category of EEE	The weight of EEE the producer places on the market of the Member State per sub-category of EEE as applied in the Member State	M*
per type of EEE (household and other than household)	The weight of EEE the producer places on the market of the Member State per type of equipment (household and other than household)	M*
Distance selling:		
List of Member State(s) in which the producer sells EEE by distance selling technique	If the producer established in the Member State sells EEE by means of distance communication directly to private households or to users other than private households to another Member State, to provide the name of the Member State(s)	F
Name of the authorised representative in the Member State(s) in which the producer sells EEE by distance selling	If the producer established in the Member State sells EEE by means of distance communication directly to private households or to users other than private households to another Member State, to provide the name of the authorised representative in that Member State(s)	F
Declaration <i>“I/We declare that the information provided in this document is true and provides an accurate reflection of the type and quantity of electrical and electronic equipment placed on the market of _____(add the name of the Member State) by the above named producer(s).”</i>	Declaration of the producer or the authorised representative or where applicable the third party acting on their behalf that the information provided is true and accurate. In case of electronic forms this declaration shall be marked (check-box).	M