



Guidelines for registration and reporting

Step-by-step guidelines for registration of new producers/importers and how to conduct the annual reporting.

DPA is short for Dansk Producentansvar (Danish Producer Responsibility). DPA oversees administrative tasks associated with the rules on producer responsibility under the Danish environmental law regarding waste from electrical and electronic equipment, end-of-life batteries and accumulators, and end-of-life vehicles.

The producer responsibility for these waste types has authority in the Danish Environmental Protection Act. This Act translates into three Statutory Orders for the different waste types: the WEEE Order, the Battery Order, and the End-of-life Vehicles Order (the current statutory texts can be found on www.producentansvar.dk.

The Danish Statutory Orders take offset in three EU directives for the same waste types: the so-called WEEE Directive, the Batteries Directive, and the ELV Directive. Also, these directives with exact titles and dates can be found on www.producentansvar.dk.

Producer responsibility rests on the principle that each producer or importer assumes responsibility for collection and management of WEEE, waste batteries, and end-of-life vehicles to the effect that products becoming waste are managed in an environmentally correct manner, with the highest possible utilisation of resources contained in such products.

Producers and importers are in the following referred to as producers as the rules applying to both types are the same.

In general, the following abbreviations are used: WEEE for waste electrical and electronic equipment, BAT for batteries and accumulators, ELV for end-of-life vehicles and FTT for filters for tobacco products.

Contents

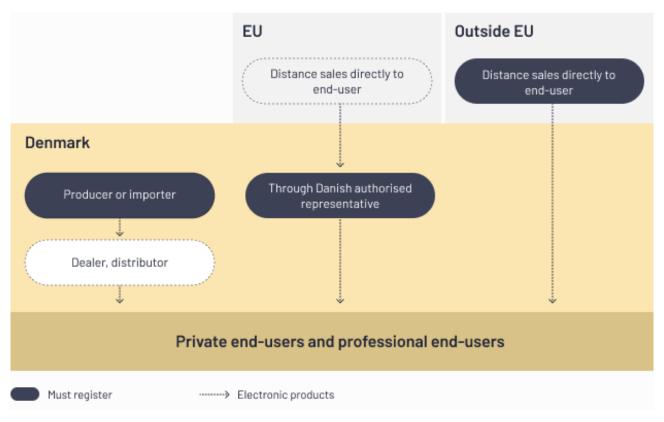
Important to note before registration	4
Product categories	5
Special for portable batteries	6
Special for vehicles	6
Special for tobacco product filters	6
Collective schemes	6
Admission requirements	6
Registration	7
How to get access to the producer register for Danish and foreign companies	9
Linking to categories and budget quantities	10
Join a collective scheme	11
Manage brands	11
Confirmation of registration in the DPA register	12
Reporting	13
How to start	13
Categories	14
Quantities placed on the market - mandatory	15
Re-exported quantities - optional	16
Special for batteries	16
Quantities subject to transfer of responsibility - optional	17
Collected quantities	18
End-of-life vehicles	18
Quantities treated	19
Special for batteries	20
Environmental treatment of vehicles	20
Reporting statement	21
Digital signature	21

Important to note before registration

Companies in the form of producers placing as the first level of the distribution chain electrical and electronic equipment, batteries, or vehicles on the market in Denmark are generally covered by the environmental legislation regarding producer responsibility.

The producer responsibility means that the company must register with DPA in order to legally place products on the market in the fields of electronics, batteries and vehicles. This also applies to foreign companies established in another EU country selling, for instance, through the internet in-scope products to end-users on the Danish market; they must register for producer responsibility in Denmark through an authorised representative with a Danish CVR number. Foreign businesses outside the EU must register directly in the register if they sell to end-users in Denmark.

Figure 1: Which types of businesses must register in Denmark?



Product categories

In connection with the registration, the producer must state the category/-ies to which the equipment belongs and, in the case of EEE, inform whether the equipment can be used in private households or whether it is only for professional use. For batteries, the chemical substance group must be indicated.

Table 1: Reporting categories for electronics, batteries, and vehicles

Electronics categories	Sub-categories - End-user
1. Temperature exchange equipment	
2. Screens, monitors and equipment containing screens having a surface larger than 100 cm2	
3. Light sources	Households
4. Large equipment > 50 cm	or
5. Small equipment < 50 cm	Professional use
6. Small IT and telecommunication equipment <50 cm	
7. Photovoltaic panels	
Batteries	Sub-categories - Substance groups
Automotive batteries	Lead acid
	Nickel Cadmium (NiCd)
	Other (Lithium etc.)
Industrial batteries	Lead acid
	Nickel Cadmium (NiCd)
	Other (Lithium etc.)
Portable batteries	Mercury (Zinc / Mercury oxide / Silver oxide)
	Lead acid
	Nickel Cadmium (NiCd)
	Other (Lithium etc.)
Vehicles	Sub-categories
Passenger cars	None, but reported in number of units
Small trucks	nvone, but reported in number of units
Tobacco product filters	Sub-categories
Filters for tobacco products	None, but reported in number of units

Special for portable batteries

Producers placing portable batteries on the market must submit data on quantities of portable batteries placed on the market in the previous calendar year (in kilograms). This must be registered with the Danish Tax Agency in the period from 1 January to 15 February. Subsequently, the Danish Tax Agency transfers these data to DPA.

Special for vehicles

For imports of new and second-hand vehicles imported for use in Denmark for the first time, DPA receives data from the Motor Vehicle Agency no later than 15 March every year. Vehicles are reported in number of units.

Special for tobacco product filters

Businesses which put tobacco product filters on the market must register themselves in the producer register. The reporting itself must be carried out quarterly to the Danish Environmental Protection Agency (Miljøstyrelsen) via virk.dk. The marketed quantities should be reported in number of units.

Collective schemes

For producers registered under a collective scheme, this scheme will normally undertake registration and reporting to DPA on behalf of the producer. However, producers placing portable batteries on the market must themselves report such quantities to the Danish Tax Agency. Producers must also sign a digital confirmation of registration as well as the annual reporting declaration.

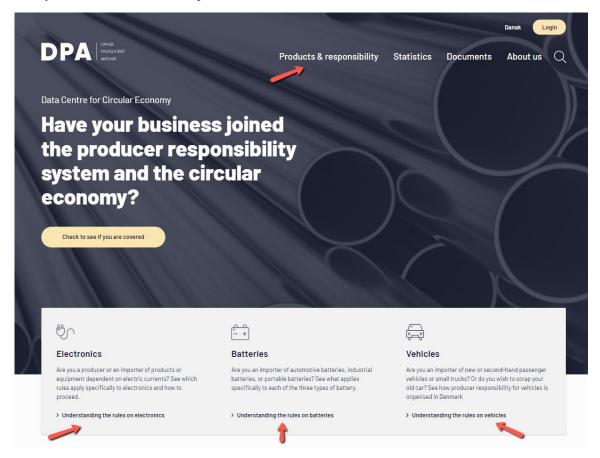
At any given time, it is the responsibility of the producer to control whether master data are accurate and updated.

Admission requirements

All businesses with a Danish CVR number must use the business' MitID Erhverv for login and signing, once the user access has been activated. Foreign businesses log in with an access code after activation of an access mail.

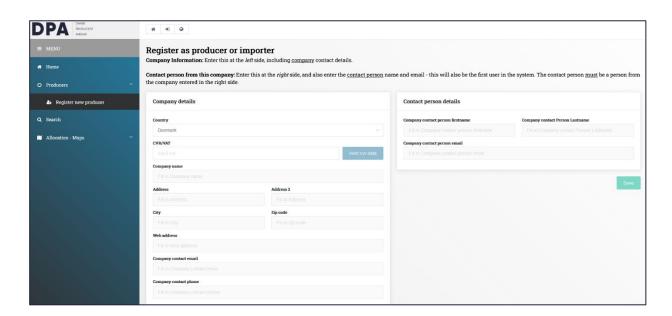
Registration

1. To create your business, you must enter <u>www.producentansvar.dk - registrering</u> or use the entries indicated by arrows. Click Establish registration.



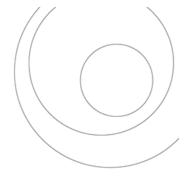
NOTE! You may go through the short test on the website $\underline{producentansvar.dk}$ to know more about your producer responsibility.

2. Enter CVR number whereafter data can be retrieved from the central business register. Fill in all requested fields. Click Save.



3. After approx. two minutes, you will receive an email with an activation link that you click (you may check your spam filter).





Kære Ole Olsen.

Du har oprettet virksomheden Company APS med cvr.nr XXXXXXXX i Producentansvarsregistret hos DPA og modtager derfor denne mail.

For at fuldføre registreringen, skal du gøre følgende, efter du har aktiveret nedenstående link:

- 1. Angiv produktkategorier
- 2. Angiv budgetmængder i kg (forventede solgt i indeværende år)
- 3. Tilknyt eventuelt en kollektiv ordning
- 4. Angiv eventuelt fjernsalg
- 5. Angiv varemærker
- 6. Signér bekræftelsen

Vigtigt: Registreringen er først endelig fuldført, når bekræftelsen er underskrevet.

For at fortsætte med oprettelsen, skal du klikke på dette link: Aktivér registrering

How to get access to the producer register for Danish and foreign companies

4. Foreign company:

Enter Username and Password. (Foreign companies are now logged in.)

5. **Danish company:**

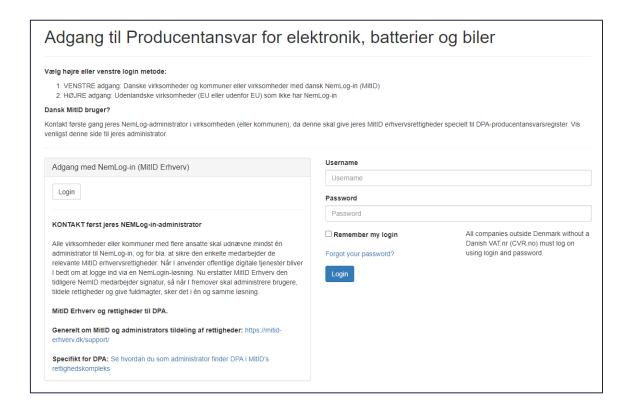
Companies with a Danish CVR number should use their company's MitID Erhverv.

To get assigned rights to access the producer register, contact your company's NemLog-in administrator.

How to do for the company's NemLog-in administrator:

- Log onto MitID Erhvery
- Find the relevant staff member of your company and select 'Edit user'
- Select 'Give rights' under the section Rights
- Find category: 'Environment and agriculture'
- Tick 'Producer responsibility W/E/B/F: Company'
- Select 'Give rights'

The staff member can now access the producer register through the DPA login page and MitID on the left-hand side of the page.

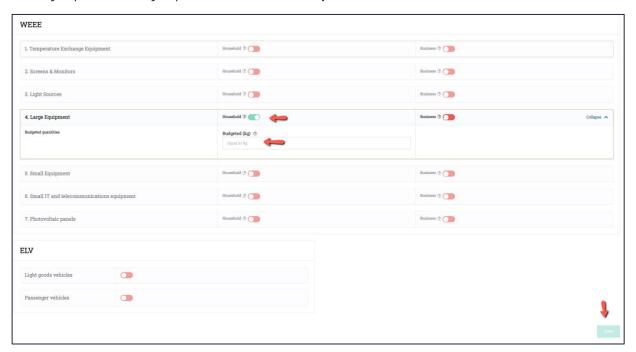


Linking to categories and budget quantities

Under the menu item 'Categories and quantities', mark the product categories of electrical equipment (WEEE) and/or batteries (BAT) and/or ELV relevant to your business' product range and thus, are subject to producer responsibility. Read more about categories at producentansvar.dk.

For electrical equipment, the categories are registered under end-user 'Households' or 'Businesses' – depending on whether this equipment **may** be found in private households or similar or is specifically manufactured for professional use. It is possible to mark both types of end-users under each relevant category.

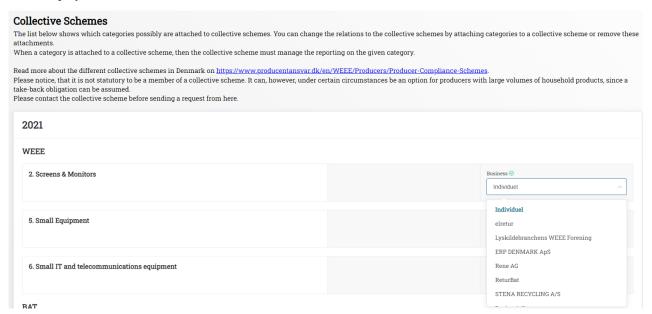
6. Select or add year by the tabs in the top panel. You mark the categories by switching from red to green. Enter budget quantities in kg (expected sold in the current year). Click Save at the bottom.



Join a collective scheme

If you wish to become a member of a collective scheme, you can select one under the menu item Collective schemes in the menu on the left-hand side. The selected scheme will receive an email which they can accept or reject.

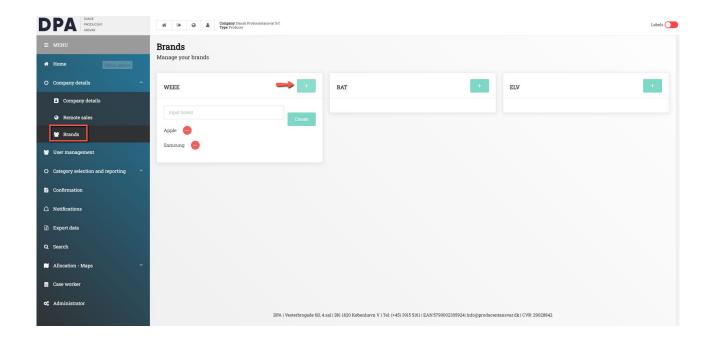
7. Select the menu item "Collective schemes" on the left-hand side, select the right collective scheme off each category, Click Save



Manage brands

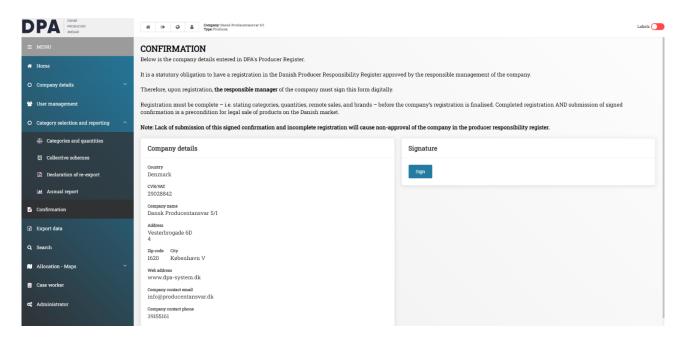
8. Select the menu item "Company details" on the left-hand side, select "Brands", create brand by clicking on "+" outside the product area, type brand name, click Create.

Repeat for several brands or other product names.



Confirmation of registration in the DPA register

9. After selecting categories, click Confirmation in the menu on the left-hand side. Here you must digitally sign the confirmation in order to have your registration approved.



NOTE! Once the confirmation is signed, the registration is approved and the menu item changes from *Confirmation* to *Registration certificate*.

Reporting

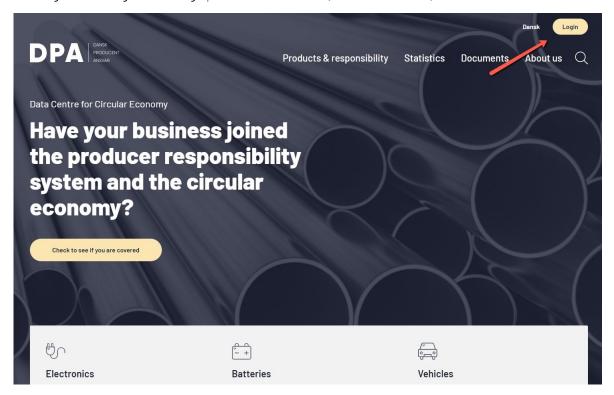
In the period **1 January to 31 March**, the system is open for entry of the data which form the basis of the national producer responsibility legislation. In this period, all producers, their collective schemes or their authorised representatives (other EU countries) must report quantities of electrical equipment, batteries or vehicles that have been placed on the market in Denmark as well as any quantities collected/taken back and sent for environmental treatment in the previous calendar year.

NOTE!

- ✓ The collective schemes report to the producer register on behalf of the producers who are members of
 the scheme.
- ✓ The Danish Tax Agency transfers data to the producer register on behalf of producers of portable batteries and vehicles.
- ✓ Portable batteries must be reported to the Danish Tax Agency no later than 15 February.

How to start

1. Log into the register through producentansvar.dk (See item 4 above)



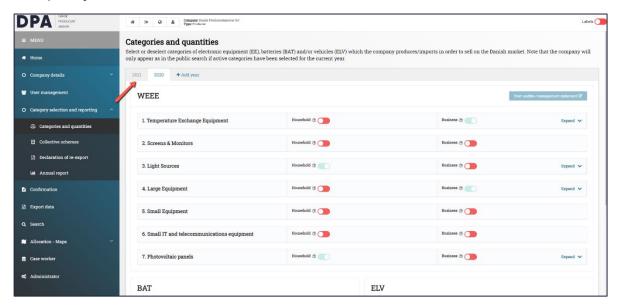
Companies not registered themselves in due time may report for previous years for which they have been subject to producer responsibility.

13 Dansk Producentansvar

Categories

Under the menu item 'Categories and quantities' you will find an overview of the categories under which the company is registered under the tab in the year in question. It is possible to select or de-select categories in relation to the range of products of the business.

2. Tabs in the top panel show the reporting year. If you have corrections for the previous year, you select this year. Corrections can only be made in the reporting period. Click Expand on the right-hand side to see reporting fields.



Fill in the quantity in kilograms placed on the Danish market for the entire previous calendar year.

Quantities placed on the market - mandatory

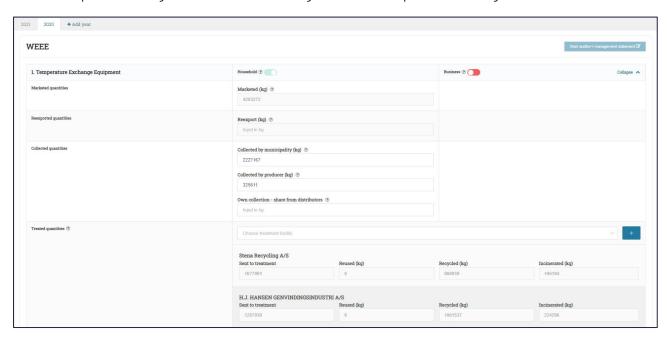
Quantities of **electrical equipment** placed on the market must be entered in kilograms and broken down on categories and end-users, i.e. within each category, how many kilograms can be used in households and quantities of equipment manufactured exclusively for professional use.

You must report quantities of **batteries** placed on the market distributed on type of battery and chemical substance groups, i.e. how many kilograms were placed on the market distributed on the following substances: Lead acid, Nickel Cadmium, Mercury and Othes (i.a. Lithium).

Portable batteries must be reported to the Danish Tax Agency **no later than 15 February**. Quantities of portable batteries placed on the market must be reported to the Danish Tax Ageny who transfers data to DPA. Find more details on reporting to the Danish Tax Agency at <u>our website under batteries</u>

Imported and sold new or second-hand **vehicles** are reported in numbers distributed on passenger cars and light trucks. The Motor Vehicle Agency submits data to DPA every year before 15 March.

3. Click Expand on the right-hand side next to categories and enter quantities in kilograms. Click Save.



Re-exported quantities - optional

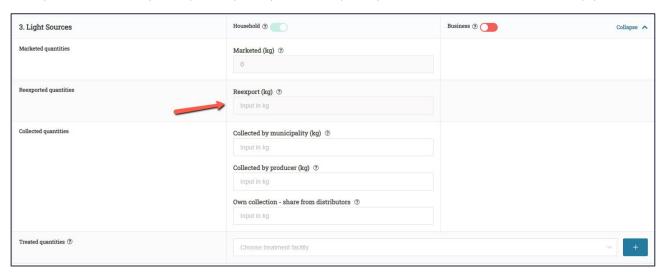
A registered producer or importer who can document that a share of the quantities of electrical equipment registered as placed on the market in Denmark has been sold and exported out of the country by a subsequent dealer can report this re-exported quantity and get a refund. Exported quantities must be reported under the same year as other quantities placed on the market. Reporting of re-exported quantities is not subject to a statutory requirement.

Note! Documentation must be presented when reporting the re-exported quantity. To document quantities re-exported, you need to fill in a form and upload it in connection with your annual reporting no later than **31 March**. You can find the forms for the present reporting year and the previous years under the menu "Declaration on re-export"; this is also where you upload the filled-in form.

Special for batteries

Portable batteries reprocessed into industrial batteries (in battery packs used exclusively for industrial purposes) or exported by the purchaser (subsequent level) can be deducted from the quantity of portable batteries placed on the market, provided that documentation is available. This documentation must be presented to the Danish Tax Agency. If an adjustment is made, the Danish Tax Agency will transfer the adjusted data to DPA.

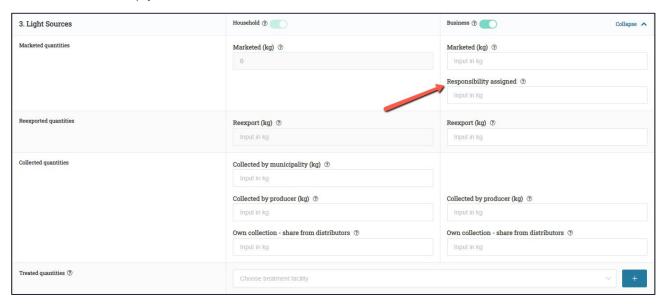
4. If you can document your exported quantity, enter the quantity and click Save or leave the field empty.



Quantities subject to transfer of responsibility - optional

Producers placing electrical equipment for professional use or automotive or industrial batteries on the market may enter into agreements with a subsequent level in the distribution chain about transfer of the take-back duty under the producer responsibility scheme. This is known as 'quantities subject to transfer of responsibility' and is a contractual issue between the producer and his customer, not involving DPA. Quantities subject to transfer of responsibility make up a fraction of the quantities placed on the market, so the quantity must always be lower than or equal to quantities placed on the market in the calendar year in question. If no quantities have been subject to transfer of responsibility, then leave the field empty.

5. If you have transferred the responsibility for products for professional use, enter the quantity and click Save or leave the field empty.



Collected quantities

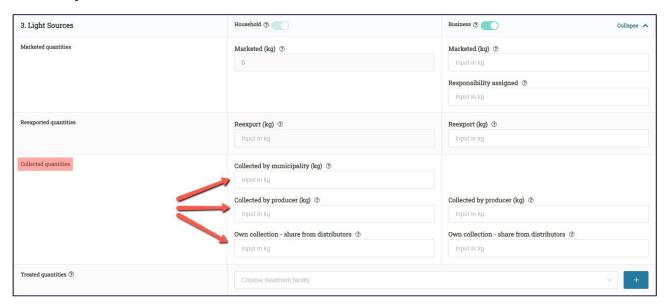
In addition to quantities sold in kilograms, it is in your own interest to report quantities of electronics or batteries which you have taken back or received as used, defect or end-of-life products, since these quantities are offset in your take-back obligation.

For household products and portable batteries, the producer or the collective scheme must register the share of WEEE/waste batteries that the producer has collected from the municipal collection sites. This quantity is stated as collection from "municipal collection".

In addition, the producer may have initiated his own collection of end-of-life products/waste batteries, or he may have received such quantities through a distributor. This quantity must be registered under 'Producer's own collection'. The sum of these three figures per category represents total quantity per category taken back by the producer.

Correspondingly, the producer under a collective scheme has a share in WEEE from households and waste portable batteries collected at the collection sites of the collective scheme (regional collection sites). This quantity is reported by the collective scheme and can be seen in the Annual report under "collective collection".

6. If you have taken back defect or end-of-life products, you must report this quantity under 0wn collection. Do not forget to click Save!



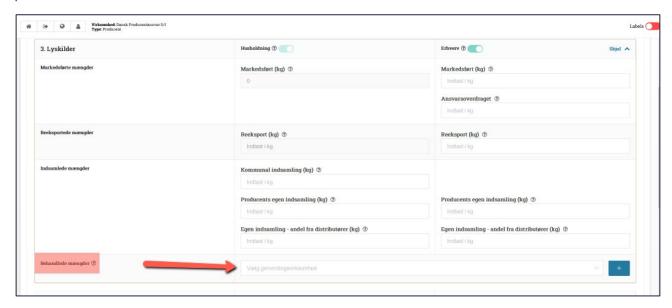
End-of-life vehicles

Statements of quantity of collected vehicles are executed through the Digital disbursement system for scrapping premium (DUS).

Quantities treated

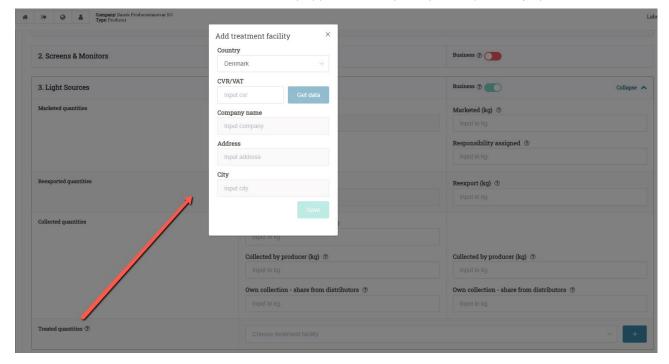
The collected quantities must be sent to environmentally approved treatment facilities in view of preparation for reuse, recycling or recovery of the resources contained in the electrical equipment and the batteries - this is also called environmental treatment.

For the categories previously registered, the producer must report which recycling facility/-ies the waste products have been sent to for environmental treatment.



It is possible to select between already registered recycling facilities or to add a new one with country code, CVR number, name and address.

7. Enter information about which environmentally approved facility/-ies you use per category. Click Save.



After selection of recycling facility, state per category for electrical equipment and at substance level for batteries procentthe size of the quantities of WEEE/waste batteries 'Sent for treatment'.

For WEEE, you must state per category the size of the quantity (in kilograms) sent for treatment and the size of the quantity prepared for reuse, recycling or incinerated with energy recovery (in kilograms).

Subsequently, the system calculates the remaining field, i.e. either the recycled/recovered quantity or the efficiency rate. Waste incineration with heat and electricity combined with recycling sum up the recovery definition. Any remaining quantity is computed automatically in the system.

8. First enter the quantity you have sent to the facility, then enter what this facility has reported (generally in %) as the result of the treatment. You have to convert from percentage to kilograms yourself.



The calculations will appear from the producer's annual statement that also shows whether they comply with current environmental targets.

Special for batteries

For waste batteries you must state at substance level the size of the quantity sent for treatment, including the share treated in view of recycling.

Note! Incineration is not a permitted treatment option for batteries.

Environmental treatment of vehicles

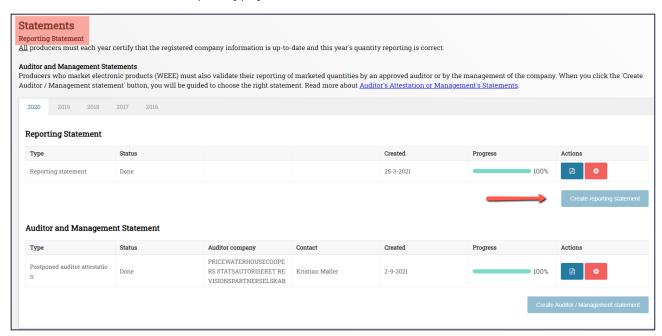
Car dismantler's reporting of recovered substances in connection with environmental treatment is carried out through producentansvar.dk which links to the former bilordning.dk. This reporting is referred to as IMB under the menu "For car dismantlers".

The reporting procedure is now completed - click Save.

Reporting statement

To finish the reporting you must create a reporting statement. You create this declaration by clicking Save in connection with your reporting, or you can do so in the menu under Statements - Create Reporting statement.

9. Select at the bottom of the reporting page or under the menu on the left-hand side under "Statement"

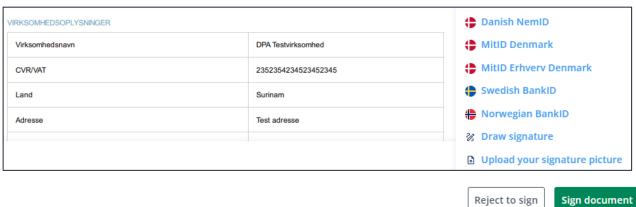


You must sign with a digital signature. When you have approved the report with your signature "100%" will appear in Present status.

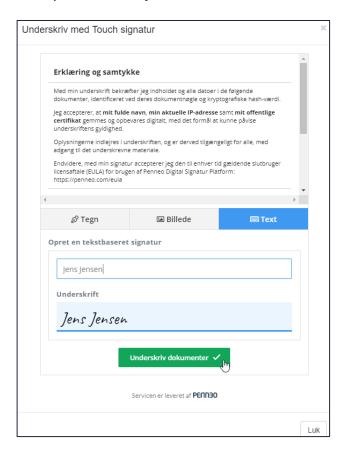
Digital signature

You must sign with a digital signature in various situations in the producer register. Here you can see how to do it and the options available to you. We use the system Penneo.

- When you are to sign, the text you are going to sign will be shown to you. Click Sign. 1.
- 2. A PDF document is created. Click Move on to signature.
- 3. If you do not log on with or do not have a company MitiD Erhvery, you can choose Touch signature that activates your mouse and keyboard.



Below you can see a signature with Touch.



Click Sign document and your reporting is completed.

22 Dansk Producentansvar

Dansk Producentansvar, 2023

Vester Farimagsgade 3, 2. DK-1606 Copenhagen V Denmark

Tel: +45 39155161

E-mail: <u>info@producentansvar.dk</u>

Web: www.producentansvar.dk