

# REGISTRATION AS A PRODUCER OF PACKAGING - 2013 (BASE YEAR 2012)

Completed forms together with the necessary recycling certificates, documents and payment are to be delivered to the Front Desk at MEPA, St. Francis Ravelin Floriana.

If your company is registered as self-compliant, kindly be informed that as of January 2013, all self-compliant producers are required to provide the Authority with:

- 1. The amount (in tonnes) of waste that is envisaged to be put on the market by the registered enterprise for the following year.
- 2. A method statement indicating the manner and means how the waste that is being put on the market by the registered enterprise is going to be retrieved and disposed.
- 3. A report by a certified auditor accounting for the waste produced by the registered enterprise, the means and method of collection and means of disposal.

No self-compliant registrations will be accepted by the Authority if any of the above requirements are not submitted by the applicant on the date of registration.

For more information, please contact the Enforcement Directorate on 2290 3103.



## REGISTRATION AS A PRODUCER OF PACKAGING – 2013 (BASE YEAR 2012)

Completed forms together with the necessary certificates and documents are to be delivered to the Front Desk at MEPA, St. Francis Ravelin, Floriana, accompanied by **proof of payment of €35** Payment could be made at the same Front Desk.

#### PLEASE COMPLETE IN BLOCK LETTERS

# Please read through this form before you start to fill it in.

#### When you need to fill in this form

L.N. 277 of 2006 defines packaging as all products made of any materials of any nature to be used for the containment, protection, handling, delivery and presentation of goods, from raw materials to processed goods, from the producer to the user or the consumer. "Non returnable" items used for the same purposes shall also be considered to constitute packaging.

A producer of packaging is any person who puts packaging or packaged goods, on a professional basis, on the market within the customs territory of Malta, for the first time, whether for his/her use or further distribution.

Producers of packaging are required to register with MEPA.

As a producer of packaging you will need to fill in the whole form. Your registration may be considered invalid if you fail to complete the form adequately.

Please ensure that the filled-up form reaches us by **31**<sup>st</sup> **March 2013**.

Failure to do this would mean that you are in breach of the Regulations.

A copy of the Regulations can be found on the MEPA website: <a href="https://www.mepa.org.mt">www.mepa.org.mt</a>

You can also apply online on www.mepa.gov.mt

### If you need help and advice

Please contact us if you need any advice on how to provide the information needed on email packaging@mepa.org.mt or on telephone no. 2290 3103.

#### Keeping a copy

You are obliged to keep a copy of the filled-up form and supporting information that you submit for 4 years. We may ask to see the copies when we monitor your performance.

_	istration □ Renewal □ hat is your Producer Registration No
Applicant Detail	ails of business (if applicable).
Full company	name if different from above
	f office er is not a company, the full address place of business is to be given).
Address:	
Postcode:	
Phone:	
Fax:	
E-mail:	
VAT Numl	per:
NACE Code	:
Company Reg	istration Number:
	he details of the person to whom to the details of the person to whom to the details about the details about the details are the details and the details are the details are the details are the details of the details
Title:	First name:
Last name:	
Position:	
Address:	
Postcode:	
Phone:	

E-mail:

(May be omitted only if you/your company was a member of an authorised packaging waste recovery scheme during 2012)

Amounts of packaging material placed on the market and packaging waste recovered and/or recycled.

Material		Packaging material put on the market (kg) (include all packaging material imported or manufactured)	Packaging waste sent for recovery (1) (kg)	Packaging waste sent for recycling <sup>(2)</sup> (kg)
GLASS (55%)				
PLASTIC (21.5%)				
PAPER/BOARD (55%)				
METAL (46%)	Aluminum			
	Steel			
WOOD (14%) (Pallets etc.)				
OTHER (jablo etc.)				
TOTAL				

#### Notes:

The data required in the shaded boxes is only voluntary. Provision of data in the other boxes is mandatory. If estimates have been made above, please describe briefly the methodology used.

- 1. The total quantity of packaging waste generated in Malta that is recovered, irrespective of whether the packaging waste is recovered within Malta, in another Member State or outside the Community (Provide recovery certificates).
- 2. The total quantity of packaging waste generated in Malta that is recycled, irrespective of whether the packaging waste is recycled within Malta, in another Member State or outside the Community (Provide recycling certificates). Recycling means the reprocessing in a production process of the waste materials for the original purpose or for other purposes including organic recycling but excluding energy recovery.

<sup>&</sup>lt;sup>2</sup>If you were not a member of an authorised packaging waste recovery scheme during **2012**, please state below the amount of packaging put on the market, as well as the amounts of packaging waste sent for recycling during the period 1st January and 31st December 2012, and attach copies of the additional documentation being requested overleaf.

<sup>&</sup>lt;sup>1</sup> This is not required if not a member of an authorised packaging waste recovery scheme.

<sup>&</sup>lt;sup>2</sup> Unless you were a member of an authorised packaging waste recovery scheme during the year 2012, attach copies of the waste recovery/recycling certificates as per LN 277 of 2006.

#### **Data Protection Clause**

PLEASE READ THE FOLLOWING BEFORE SIGNING

In terms of the Data Protection Act (Chapter 440 of the Laws of Malta), we will process any personal and/or sensitive data supplied on/in this application, request or notification form or subsequently supplied by yourself, whether orally or in writing, for all or any of the following:

- The proper processing of your application, request and/or notice as submitted;.
- Preventing, detecting and/or prosecuting fraud and any other criminal activity which the Authority is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
- 3. Establishing, exercising or defending any legal action:
- Internal management, research and statistics, systems administration, the development and improvement of our services;
- The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and
- 6. To make public the necessary information as specified in the relevant law and/or instrument.

Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above.

Every field on the form is mandatory. Should you fail to fill in any mandatory field, we reserve the right to refuse the application. Should any field be inapplicable to your particular circumstances please mark that field with the letters "N/A".

Failure to fill in this form in clear legible block letters may lead to additional processing times and delays.

You have the right to require that we provide you with access to your personal data as well as the right to rectify, or, in appropriate circumstances, erase/edit any inaccurate, incomplete or immaterial personal data which is being processed. However, you are required to inform us immediately of any alterations relating to your personal data which we are processing.

By signing this form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself and all the other persons specified in this form for the Authority to process your respective personal information as outlined above and you confirm that you have brought this Data Protection notice to the attention of these other persons and obtained their respective consents.

We undertake to implement the appropriate measures and safeguards for the purpose of protecting the confidentiality, integrity and availability of all data processed.

#### **Declaration**

It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The application must be signed by an 'approved person'.

I declare that the information in this application and data form is true to the best of my knowledge and belief.

I understand that registration may be refused if I give false or incomplete information/necessary documents.

I agree to inform you of any changes to the information given on this application within 20 working days of the change.

Signature of applicant
Name
Position
Date (DD/MM/YYYY)
For MEPA use only
Date stamp
Producer registration number
Producer registration number