



GREEN DOT (CYPRUS) PUBLIC CO LIMITED

GUIDE FOR THE COMPLETION OF THE DETAILED PACKAGING DECLARATION (VERSION V2-2008)

JANUARY 2008

Declaration Guide

This manual is provided to the members of Green Dot (Cyprus) Public Co Ltd, and it is aimed to guide them step by step to correctly and easily complete the detailed declaration form for their packaging. This Declaration must be completed and submitted to the System by the 28th of February of each year. The form is provided in a user friendly electronic form, designed in the commonly used Microsoft Excel Software. The electronic form contains automation and predefined fields which are to a great extent self-explanatory. This Guide's target is to make things even clearer and the life of the operator filling the form easier. Please feel free to suggest enhancements and improvements of the Guide to the following address: admin@greendot.com.cy.

Important Parameters

While you are completing the Declaration form please have in mind the following two simplifications that you can use for the primary packaging:

1. The cork or the cap and the label of any packaging can be declared as part of the total weight of the main material of the packaging. For example, a 400 gram glass wine bottle that has a 1 gram paper label and a 2 gram cork can be declared as 403 grams of glass.
2. If a packaging consists of two or more materials and the weight of one of them is at least 85% of the total packaging weight, then the packaging is declared as if it was made only out of that material. For example a 45 gram biscuit paper box that has a 5 gram plastic tray inside, can be declared as 50 grams of paper.

The easiest way to complete the Detailed Declaration is the following:

For a specific product we first declare the primary packaging in one or more lines. We then declare the secondary packaging of the same product in one or more lines as necessary.

We repeat the same procedure for all of our products.

In the end we declare in as many lines as necessary the tertiary packaging of all the products together.

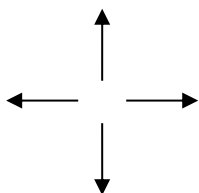
If we have the information necessary we could also declare the tertiary packaging for each product separately as we have done for the primary and secondary packaging and not declare it all together in the end.

Declaration Form Details

Also note the following important issues when completing the detailed declaration:

1. You only need to fill in the white cells (columns A-K). All grey cells are automatically calculated and completed by the program (columns L-O).
2. Use only the copy-paste-special-value functions for completing the IDs and Descriptions of the products (columns A-B). Do the same for the units sold column (column K).
3. For printing, select the actual area of the completed declaration and then print the specified selection. **DO NOT** print the whole spreadsheet because it contains a lot of background data and the printout will be huge.

4. Use the drop-down lists to make the right selections and fill in all cells in columns C to I. If you prefer to avoid using the mouse you can move around the spreadsheet with the four cursors.



You can also open any drop-down list by using Alt and ↓

DETAILED DECLARATION



Detailed Declaration

Company Name:	Weight in kilo - Household				Weight in kilo - Commercial		Office use only	
Registration Number:	Glass: 0,00	PVC: 0,00			Paper: 0,00		Received by:	
Declaration Year:	Paper: 0,00	PE: 0,00			Plastic: 0,00		Noted by:	
Date Of Completion:	Steel: 0,00	PP: 0,00			Wood: 0,00		Approved by:	
Contact Person:	Aluminium: 0,00	PS: 0,00			Other: 0,00		Invoice Net Amount: € 0,00	
Prepared By :	PET: 0,00	Other: 0,00						
Date Of Submission:	HDPE: 0,00	Non Recover.: 0,00						
Sales :	Drink cartons: 0,00	Total 0,00			Total 0,00			

Lines 5 to 12

ID	Description Of the Product	Category	Family	Type Of Packaging	Primary/ Secondary/Tertiary	Household or Commercial/ Industrial	One Way/ New Reusable	Material	Weight Of 1 Unit of the packaging (in gr)	# Units Sold	Total Weight (in kilo)	Cost of Unit Packaging €cent	Total Price €	Running Subtotal €

Lines 18 to ...

A B C D E F G H I J K L M N O

Declaration Details

As it is mentioned above, every organization has to complete a declaration form every year. Declaration year (N) is defined as the year that any organization designated Green Dot Cyprus to undertake its legal obligation regarding its packaging waste. In order to complete the declaration form for a declaration year every organization has to provide information that is based on the preceding year (N-1) of the declaration year. For example if the declaration year (N) is 2006, the organization should provide information to Green Dot Cyprus that is based on the packaging that was placed in the market in year 2005 (N-1).

You need to declare all your primary secondary and tertiary packaging. The definitions of these terms according to the Law are:

- (a) **Primary packaging** is the packaging that is designed so as to constitute a sales unit to the final user or consumer at the point of purchase.
- (b) **Secondary packaging** is the packaging that is designed so as to constitute a grouping of a certain number of sales units at the point of purchase.
- (c) **Tertiary packaging** is the packaging that is designed so as to facilitate handling and transport of a number of sales units or group packaging.

Another important element of the Declaration is the sorting of your packaging between the two main groups: **Household Packaging and Commercial / Industrial Packaging.**

Although the description of the packaging in the Law in the three categories: primary, secondary and tertiary provides a general framework, in reality things are more complicated in sorting between household and commercial packaging since sometimes what seems to be secondary packaging (therefore commercial / industrial packaging) becomes household packaging if the products are sold in groups at the point of sale. A good example is the beverages which are packed in aluminum tins or PET bottles, but are then grouped in paper board or plastic film in groups of 6 or 8 or even more and it is this group that consumers actually buy from the stores. In this case, this film or cardboard is secondary packaging but it is household packaging since this is sold at the point of sale.

Therefore, the rule for deciding which is household packaging and which is not, is the following:

- (a) All the packaging that goes in the shelves of the stores (at the point of sale), irrespective of whether it is only primary or primary and secondary, it is declared as household packaging.
- (b) All other packaging is declared as commercial / industrial packaging.

You should **not declare packaging for goods that your company purchased from another importer or local manufacturer in the Cyprus market unless it carries your private label.** Also **do not declare packaging of products that you have sold in foreign markets or have imported for resale in foreign markets. Do not declare the packaging of returned products.**

Declare packaging of products that you have given out as samples or gifts to customers, agents etc...

Step by Step Completion of the Form

General Data

On lines 5 to 12 you need to provide your company information. Fill in the complete name of your company, the Membership Number (which is the same as your Company's registration number), the declaration year which is the year that this declaration refers to, the date of completion which is the date that you have completed this declaration, the contact person that will be responsible for all communication with Green Dot in your company, the name of the person that has prepared the

declaration, the date of submission of the declaration to Green Dot Cyprus and finally your company's turnover for the declaration year.

Always remember that grey cells are automated calculation cells and you should not enter anything in these cells. The grey cells above the form and next to your company details automatically calculates as you fill in the rest of the form, the total packaging your company has placed in the market per material. You can use these numbers to complete the report form for the declaration to the Ministry of Agriculture Natural Resources and the Environment.

Packaging Data

- **Column A** the ID of the product as you keep it in your own information systems. This ID will help both you and us to recognize the product. In case you don't have a product ID for your products, then please assign them consecutive numbers starting from number 1.
- **Column B** requires the Description of the product as you keep it in your own information systems.
- **Column C** requires the Category of the product. This can be selected from a drop-down list with the options in the table below. You have to select the option that better describes your product.

COLUMN C	
1. Food	8. Clothing, Shoes, Textile and Accessories
2. Drinks	9. Electrical Appliances
3. Cleaning and Maintenance	10. Home Equipment
4. Personal care	11. Animals
5. Pharmaceutical	12. Miscellaneous
6. Garden implements	13. Service Packaging
7. DIY	

- **Column D** requires the family of the product. Depending on the selection you have made in **Column C** you will get a drop-down list with the options shown below. You have to select the option that better describes your product.

If in COLUMN C the selection was FOOD	If in COLUMN C selection was DRINKS
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ A.1 Spreads, jams and honey ▪ A.2 Fruit and Vegetable (fresh, frozen, canned and prepared) ▪ A.3 Biscuit, pastry, bread, pasta and similar products ▪ A.4 Coffee, tea, and other instant drinks ▪ A.5 Oils and fats ▪ A.6 Sugar Confectionary chocolate and similar products ▪ A.7 Soups and ready made dishes ▪ A.8 Sauces and spices ▪ A.9 Meat and Fish (fresh, frozen, canned, and prepared) ▪ A.10 Dairy products (excluding drinks), butter, cheese, and similar products ▪ A.11 Other food products (e.g. savoury biscuits, crisps, vinegar, soya based products, etc) 	<ul style="list-style-type: none"> ▪ B.1 Beer ▪ B.2 Fruit and vegetable juice ▪ Milk ▪ B.3 Sodas, Colas, lemonades and syrups ▪ B.4 Spirits aperitifs and brandies ▪ B.5 Wines, champagnes, sparkling wines and ciders ▪ B.6 Waters

If in COLUMN C selection was CLEANING AND MAINTENANCE	If in COLUMN C selection was PERSONAL CARE
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ C.1 Cleaning and maintenance products ▪ C.2 Accessories for Cleaning and maintenance products (brush, mop, buckets, sponge, etc) 	<ul style="list-style-type: none"> ▪ D.1 Hair care products ▪ D.2 Body and dental care products ▪ D.3 Accessories for body, hair and dental care products (e.g. toilet paper, paper tissue, toothbrush, hair brush, etc)
If in COLUMN C selection was PHARMACEUTICAL PRODUCTS	If in COLUMN C selection was GARDEN IMPLEMENTS
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ E.1 Medicine (including products for veterinary surgeons, dentists, physiotherapists, etc) 	<ul style="list-style-type: none"> ▪ F.1 Flowers, plants, seeds, garden products, etc) ▪ F.2 Tools and accessories for gardening (e.g. pots, parasol, barbecue, etc.) and camping
If in COLUMN C selection was DIY	If in COLUMN C selection was CLOTHING, SHOES, TEXTILE AND ACCESSORIES
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ G.1 Tools and general hardware ▪ G.2 Glues and similar products ▪ G.3 Paints and varnishes ▪ G.4 Miscellaneous DIY items (e.g. paint brushes, joinery items, cement < 10kg / 10L,..) 	<ul style="list-style-type: none"> ▪ H.1 Clothing, shoes, textile (e.g. bed, table and kitchen liner, rug, travel bag), leather goods (e.g. bag, purse, belt, etc.) and accessories (e.g. sewing accessories)
If in COLUMN C selection was ELECTRICAL APPLIANCES	If in COLUMN C selection was HOME EQUIPMENT
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ I.1 Large electrical appliances (e.g. television, hi-fi systems, video, fridge, washing machine, dryer ...) ▪ L.2 Small electrical appliances (e.g. radio, telephone, pocket calculator, pocket agenda, game console, camera, coffee machine, blender...) ▪ L.3 Accessories for electrical appliances and similar products (including light bulbs, batteries, film for cameras, CDs, extension leads, etc) 	<ul style="list-style-type: none"> ▪ J.1 Kitchen implements, tableware, home decoration articles (e.g. cutlery, table accessories, vases, serviettes, decoration articles) ▪ J.2 Indoor and outdoor furniture and accessories (e.g. slatted bed base, mattress) ▪ J.3 Light fittings (including torches)
If in COLUMN C selection was ANIMALS	If in COLUMN C selection was MISCELLANEOUS
COLUMN D options will be	COLUMN D options will be
<ul style="list-style-type: none"> ▪ K.1 Feed, care products and accessories for animals (e.g. toys, cat litter) 	<ul style="list-style-type: none"> ▪ Z.1 Matches, lighters ▪ Z.2 Jewellery, watches ▪ Z.3 Newspapers, magazine and books ▪ Z.4 Commercial gifts and promotion articles ▪ Z.5 Tobacco (e.g. cigarettes, cigars, cigarillos, loose tobacco, pipe)

	<ul style="list-style-type: none"> ▪ Z.6 Toys (e.g. electronic games) and musical instruments ▪ Z.7 Sports articles, bike and moped accessories (excluding clothing) ▪ Z.8 Drawing writing and DIY implements ▪ Z.9 Dispatch packaging (e.g. for mail orders selling) ▪ Z.10 Other
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If in COLUMN C selection was SERVICE PACKAGING	
COLUMN D options will be	
<ul style="list-style-type: none"> ▪ Y.1 Paper-cardboard < 5gr ▪ Y.2 Paper-cardboard between 6 and 15 grams ▪ Y.3 Paper-cardboard between 16 and 50 grams ▪ Y.4 Paper-cardboard > 50gr ▪ Y.5 Aluminium < 5gr ▪ Y.6 Aluminium between 6 and 15 grams ▪ Y.7 Aluminium between 16 and 50 grams 	<ul style="list-style-type: none"> ▪ Y.8 Aluminium > 50gr ▪ Y.9 Plastic < 5gr ▪ Y.10 Plastic between 6 and 15 grams ▪ Y.11 Plastic between 16 and 50 grams ▪ Y.12 Plastic > 50gr ▪ Y.13 Other types < 5gr ▪ Y.14 Other types 6 and 15 grams ▪ Y.15 Other types 16 and 50 grams ▪ Y.16 Other types > 50gr

- **Column E** requires the Types of Packaging. The cell has a drop down list with the following options. You have to select the option that best describes your product packaging.

COLUMN E	
<ol style="list-style-type: none"> 1. Bottle, flask 2. Jar, pot 3. Box, crate, case, tub 4. Drinks can, tin 5. Drink cartons 6. Packet 7. Film, cover 8. Blister, skin-pack 9. Aerosol 	<ol style="list-style-type: none"> 10. Cup, plate 11. Tube, sleeve 12. Cubitainer, flag-in-box 13. Drums 14. IBC'S 15. Bag 16. Pallets 17. Cages, covers, octabin 18. Others (wrapping item, gift-wrap, basket, etc.)

- **Column F** requires the declaration of the type of packaging in the three categories specified in the Law: **primary**, **secondary** or **tertiary**. A drop-down list allows you to choose any of the above three options.
- **Column G** requires the declaration of the type of packaging in the two main categories: **household** or **commercial / industrial**. You should make the choice according to the basic rule described earlier. A drop down list allows you to choose one of the two options.
- **Column H** requires the declaration of the type of packaging according to whether it is **one-way** or **reusable packaging**. A drop-down list allows you to choose one of the two options.

It is important here to remember that all one way packaging that you have put in the market must be declared in the next column (Column K), since you are responsible and must pay fees to the system for all this packaging. On the contrary, for reusable packaging you only need to declare in Column K the **NEW reusable packaging** you put in the market every year. New

reusable packaging needs to be put in the market because of increase in the sales of the product, or because packaging is destroyed, or not all of the packaging has returned to you for refill. You will only pay for this New reusable packaging and not for the rest of the reusable packaging that is recirculated in the market.

- **Column I** requires the declaration of the Material(s) the packaging is made of. Depending of what you have declared in Column G a drop-down list will give you the following options and you have to choose the appropriate for your product.

If in COLUMN G the selection was HOUSEHOLD	COLUMN G selection was COMMERCIAL/ INDUSTRIAL
COLUMN I options will be	COLUMN I options will be
1. Glass 2. Paper/ Cardboard 3. Steel 4. Aluminium 5. PET 6. HDPE 7. Drink cartons 8. Other Recoverable PVC 9. Other Recoverable PE 10. Other Recoverable PP 11. Other Recoverable PS 12. Other Recoverable, Other 13. Other Non-Recoverable	1. Paper/ Cardboard 2. Plastic 3. Wood 4. Other

Rules for Material Declaration

1. For household packaging, in the Paper/Cardboard category you should only include cardboard boxes and cartons. All other types of paper packaging (wrapping paper, other thin paper etc) should be declared in the **'other recoverable, other'** category.
 2. For household packaging, in the PET and HDPE categories you should only include bottles and flasks and not other types of PET or HDPE packaging. Any other PET or HDPE packaging (films or wrappings etc) should be declared in the 'other recoverable, other' category.
 3. Packaging that does not belong to any of the 12 first categories of material shown in the list or is composite packaging (made of more than one materials and the materials of which cannot be sorted by hand), should be declared in the 'other non-recoverable' category (examples are, packaging made of ceramic, composite packaging for food (i.e. potato chips packaging made of a mixture of plastic and aluminum etc))
- **Column J** requires the Weight of each material of the packaging. Please provide the weight in grams.

In the case that the packaging of your product(s) is heavier than it could be, and the reason for being heavier is the fact that the manufacturer of the packaging is using for the production of the packaging recycled raw materials at a rate higher than 20% of the total raw materials used for its production, then you can apply for a 10% discount on the fees for that product(s). You have to apply to the system with a separate letter, submitted along with your packaging declaration, indicating for which products you apply for a discount and giving detailed written supportive documents from the manufacturer of the packaging that prove the use of the raw materials in the manufacturing of the packaging.

- **Column K** requires the number of units sold for every product. Please remember here the rule for the declaration of reusable packaging explained earlier.

Figures in Columns L to Column O will be automatically calculated by the program IF ALL THE INFORMATION IN THE PREVIOUS COLUMNS IS COMPLETED.

- **Column L** calculates the total weight of the specific material in Kilos.
- **Column M** calculates the contribution to the system for one unit of that specific product in CY cents.
- **Column N** calculates the total contribution to the system for all the products sold and declared in the specific line.
- **Column O** calculates your total contribution to Green Dot for all the products included in the declaration at each point in time.

We are at your disposal for any further information you may need.