

GREEN DOT (CYPRUS) PUBLIC CO LIMITED

GUIDE FOR THE COMPLETION OF THE CATALOGUE PACKAGING DECLARATION (VERSION V2-2011)

APRIL 2011

**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**

The main characteristic of the catalogue declaration is that it only needs the category and the quantity of product in order to be completed.

In the catalogue declaration form we only fill in the cell with the quantity of primary packing of the product. The secondary and tertiary packing is calculated with a proportion which is approximately 20% of total weight of materials on the declaration.

**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-E). All grey cells are automatically calculated and completed by the program (columns F-H).
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 from 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

CATALOGUE DECLARATION



Lines 23 to …

Lines 5 to 18

A B C D E F G H

**Declaration Details**

As it is mentioned above, every organization must complete a declaration form each 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 2011, the organization should provide information to Green Dot Cyprus that is based on the packaging that was placed in the market in year 2010 (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 18 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 calculate as you fill in the rest of the form, the total packaging your company has placed in the market by 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 2. Cleaning and Maintenance 3. Personal care 4. Pharmaceutical 5. Garden implements 6. DIY | 1. Clothing, Shoes, Textile and Accessories 2. Electrical Appliances 3. Home Equipment 4. Animals 5. Miscellaneous 6. Service Packaging |
|  |  |

* + **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** |  |
| **COLUMN D** options will be |  |
| * **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) |  |

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| --- | --- |
| 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 |
| * **C.1** Cleaning and maintenance products * **C.2** Accessories for Cleaning and maintenance products (brush, mop, buckets, sponge, etc) | * **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) |

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| 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 |
| * **E.1** Medicine (including products for veterinary surgeons, dentists, physiotherapists, etc) | * **F.1** Flowers, plants, seeds, garden products, etc) * **F.2** Tools and accessories for gardening (e.g. pots, parasol, barbecue, etc.) and camping |

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| 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 |
| * **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,..) | * **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) |

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| 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 |
| * **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) | * **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) |

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| If in **COLUMN C** selection was **ANIMALS** | If in **COLUMN C** selection was **MISCELLANEOUS** |
| **COLUMN D** options will be | **COLUMN D** options will be |
| * **K.1** Feed, care products and accessories for animals (e.g. toys, cat litter) | * **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) * **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 |  |
| * **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 | * **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 number of units sold for every product. Please remember here the rule for the declaration of reusable packaging explained earlier.

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

* **Column F** calculates the contribution to the system for one unit of that specific product in EU cents.
* **Column G** calculates the total contribution to the system for all the products sold and declared in the specific line.
* **Column H** 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.**