



## Reporting guidelines for portable batteries and accumulators put on the market in the Czech Republic

1. Basic information
  - a. Please fill in the name of the company name, identification number, phone number, email and name of the contact person filling in the report
  - b. Identification number – please fill in only NUMBERS (no letters, e.g. HRB for German companies...)
2. Reporting period
  - a. The report shall be filled in quarterly.
  - b. The deadline is the last day of the month following the reporting quarter
  - c. The period is set automatically, it is impossible to change by the user
3. Reporting
  - a. Please fill in the number of kilograms or number of pieces in the appropriate battery group. Please fill in just NUMBERS ( no other marks such as kg...etc.). The minimum amount is 1 kg. In case you import 0,5kg, the final report shall be 0.
  - b. Due to the differences in the legislation, only sold batteries shall be reported (e.g. no export unlike in case of EEE)
  - c. In case of reporting lose batteries, please check that you have provided us with the Annex 4 – Announcement on lose batteries (Oznámení o volně ložených bateriích). It
  - d. The amount for invoicing is calculated automatically.
4. Saving the report
  - a. It is advisable to save the report prior sending (button under the list with groups)
5. Sending the report
  - a. Press the green „submit report“ button. The report shall be automatically sent for further processing. You shall receive an email note (in Czech) confirming receiving the report.
6. In case you have had 0 import/production during the period, please fill in the report as well!  
In such case, please fill in just the fading (company name, email, phone number).
7. In case of any changes, please contact us at [retela@retela.cz](mailto:retela@retela.cz)