



WEEE CYPRUS LIMITED

**COMPLETION GUIDE
FOR WEEE DECLARATION FORM**

(VERSION V3- 2018)

JUNE 2018

Introduction

This manual is provided to the Members and Shareholders of WEEE Cyprus Ltd and it aims to guide them, step by step, in order to complete their Declaration. This Declaration must be completed and submitted to WEEE Cyprus four times per year. The following table shows the reporting period that each declaration must be referred to, as well as the last date of Declaration's submission for each reporting period.

S/N	Reporting Period	Last Date of Submission
1	January - March	10 th of April
2	April - June	10 th of July
3	July -September	10 th of October
4	October – December	10 th of January

Specifically, the first declaration must be submitted by the 10th of April and must be referred to the sales of the period January - March, the second declaration must be submitted by the 10th of July and must be referred to the sales of the period April – June, the third declaration must be submitted by the 10th of October and must be referred to the sales of the period July – September and the last Declaration must be submitted by the 10th of January and must be referred to the sales of the period October - December. The Declaration form will be checked by the System and thereafter an invoice will be issued. The invoice should be payable in 30 days from the issued date.

Depending on the size of your company, WEEE Cyprus will decide whether you should submit your Declaration annually rather than quarterly. In the case that you will submit your Declaration annually, then your Declaration form must be submitted by the 20th of January and will be referred to the sales of the previous year. The Declaration Form is provided in a user - friendly format, designed in the commonly used programme of Microsoft Excel.

You can find the Declaration as well as the letter that should accompany your declaration in the Organisation's website www.weeecyprus.com.cy and sent them both to the email address: declarations@weeecyprus.com.cy. For further help and clarification, you may need, you can contact the Organisation through the national service line 7000 9333 or via email at: admin@weeecyprus.com.cy.

HOW TO COMPLETE THE DECLARATION

The following form is the Declaration for the Electrical and Electronic Equipment that all Members and Shareholders of WEEE Cyprus must complete. The Declaration is divided in two parts as it is shown below.



QUARTERLY DECLARATION From.....Until								
Household:		Commercial:						
1	Company name:			Official use only				
2	Register number:			Received date	Net €	0.00		
3	VAT number:			Received by	Vat €	0.00		
4	Reporting period:			Noted by	Total €	0.00		
5	Date of completion:			Approved by				
6	Contact person:							
7	Telephone number:							
8	Sales in € for the reporting period:							
A/A	WEEE Fee Categories	Tonnes <50CM	>50CM	Fee per tonne <50CM	>50CM	Net €	VAT €	Total €
1	Household appliances			131.32	77.8	0.00	0.00	0.00
1a	Air conditioners			77.75		0.00	0.00	0.00
2	Information technology & telecommunications equipment			131.32	77.8	0.00	0.00	0.00
3	Consumer goods			131.32	77.8	0.00	0.00	0.00
4	Lighting fittings			131.32	77.8	0.00	0.00	0.00
5	Electric & electronic tools			131.32	77.8	0.00	0.00	0.00
6	Toys, recreation equipment and sports equipment			131.32	77.8	0.00	0.00	0.00
7	Medical equipment			131.32	77.8	0.00	0.00	0.00
8	Surveillance and control equipment			131.32	77.8	0.00	0.00	0.00
	Automatic vending machines			131.32	77.8	0.00	0.00	0.00
10	Energy saving lamps			476.48		0.00	0.00	0.00
11	Refrigerators			217.63		0.00	0.00	0.00
12	TVs and monitors			229.34		0.00	0.00	0.00
						NET €	0.00	
						Vat €	0.00	
						Total to be paid in €	0.00	

Declaration's First Part:

In the beginning, you should complete the first yellow box, by putting X or √, where you declare the type of the equipment (household or commercial) that it will be reported in the Declaration. We remind you that:

Household equipment is any equipment that can be found in a household.

A company that sells both household and commercial/professional appliances must complete two separate declaration forms, one for each type of equipment. Then, having completed the first yellow box, the rest yellow boxes of the first part of the Declaration must be completed with your company's details:

- the company's name
- the registration number
- the VAT number
- the reporting period that the Declaration refers to (the reporting period will be reported also in the first green line)
- the date that the declaration was completed
- the name of the person that is responsible for the completion of this form

- the telephone number
- the company's total sales, in euro, for the period that the Declaration refers to. The total sales of your company are used only by the Organisation and only for statistical purposes. This information is also important for your company concerning the way that you will complete your next declarations.

Declaration's Second Part:

In the second part of the Declaration you must complete only the yellow boxes. In each one of the 12 categories you must calculate the weight (in tonnes) of electrical and electronic equipment that you have sold and you have imported or manufactured.

Additionally, for the categories 1 to 9, you must separate the total weight of this category's equipment to the subcategories <50 cm and >50 cm. In the **subcategory <50 cm** are included all the electrical and electronic devices with dimensions (length, width and height) less than 50 centimetres, whereas in the **subcategory >50cm** are included all the electrical and electronic devices that at least one of their dimension is more than 50 centimetres. Only the subcategory "Air Conditioners" is not divided in the two subcategories. In the Appendix, all the equipment that each category includes can be found. In order to complete the yellow boxes, you must calculate the total weight of all devices that you have sold per subcategory from each specific category. You should save your calculations, which you use to complete the declaration form, so as to be able to justify the payable amount that you have place on the declaration in case of an audit.

The Declaration does not allow you to complete the grey boxes because they are used in order to provide information. For example, the grey boxes in the first part of the Declaration are used only from our Organisation. Also, the grey boxes on second part, in the column "Fee per tonne" show the charges per category. In the columns "Overall", "VAT" and "Total" that are on the right of the Declaration's second part, the overall amount that must be paid in each one of the twelve categories as well as the VAT and the total amount including VAT are calculated. In the bottom part of the Declaration the overall amount that your company should pay to WEEE Cyprus for the period that the Declaration refers to, is shown.

According to the period that the Declaration refers to, you must select the appropriate declaration from those listed on page 6. All the declaration forms are competed in the same way as described above. The declaration forms are differentiated among each other as follows: In Declaration 2, the air conditioners have been moved from the category "Refrigerators and Air Conditioners" that was in Declaration 1, to their own category, which is sub category of the category "Household Appliances". Declaration 3 has the same categories as Declaration 2 differentiated only on the column "Fee per tonne" for each category.

Declaration according to the reporting period

QUARTERLY DECLARATION From.....Until								
Household: Commercial:								
1	Company name:	Official use only						
2	Register number:	Received date	Net €	0.00				
3	VAT number:	Received by	Vat €	0.00				
4	Reporting period:	Noted by	Total €	0.00				
5	Date of completion:	Approved by						
6	Contact person:							
7	Telephone number:							
8	Sales in € for the reporting period:							
A/A	WEEE Fee Categories	Tonnes		Fee per tonne		Net	VAT	Total
		<50CM	>50CM	<50CM	>50CM	€	€	€
1	Household appliances			142.74	84.51	0.00	0.00	0.00
2	Information technology & telecommunications equipment			142.74	84.51	0.00	0.00	0.00
3	Consumer goods			142.74	84.51	0.00	0.00	0.00
4	Lighting fittings			142.74	84.51	0.00	0.00	0.00
5	Electric & electronic tools			142.74	84.51	0.00	0.00	0.00
6	Toys, recreation equipment and sports equipment			142.74	84.51	0.00	0.00	0.00
7	Medical equipment			142.74	84.51	0.00	0.00	0.00
8	Surveillance and control equipment			142.74	84.51	0.00	0.00	0.00
9	Automatic vending machines			142.74	84.51	0.00	0.00	0.00
10	Energy saving lamps			517.91		0.00	0.00	0.00
11	Refrigerators and Airconditioners			236.55		0.00	0.00	0.00
12	TVs and monitors			249.28		0.00	0.00	0.00
						NET €	0.00	
						VAT €	0.00	
						Total to be paid in €	0.00	

Declaration 1
01/12/09– 30/06/10

QUARTERLY DECLARATION From.....Until								
Household: Commercial:								
1	Company name:	Official use only						
2	Register number:	Received date	Net €	0.00				
3	VAT number:	Received by	Vat €	0.00				
4	Reporting period:	Noted by	Total €	0.00				
5	Date of completion:	Approved by						
6	Contact person:							
7	Telephone number:							
8	Sales in € for the reporting period:							
A/A	WEEE Fee Categories	Tonnes		Fee per tonne		Net	VAT	Total
		<50CM	>50CM	<50CM	>50CM	€	€	€
1	Household appliances			142.74	84.51	0.00	0.00	0.00
1a	Airconditioners			84.51		0.00	0.00	0.00
2	Information technology & telecommunications equipment			142.74	84.51	0.00	0.00	0.00
3	Consumer goods			142.74	84.51	0.00	0.00	0.00
4	Lighting fittings			142.74	84.51	0.00	0.00	0.00
5	Electric & electronic tools			142.74	84.51	0.00	0.00	0.00
6	Toys, recreation equipment and sports equipment			142.74	84.51	0.00	0.00	0.00
7	Medical equipment			142.74	84.51	0.00	0.00	0.00
8	Surveillance and control equipment			142.74	84.51	0.00	0.00	0.00
9	Automatic vending machines			142.74	84.51	0.00	0.00	0.00
10	Energy saving lamps			517.91		0.00	0.00	0.00
11	Refrigerators			236.55		0.00	0.00	0.00
12	TVs and monitors			249.28		0.00	0.00	0.00
						NET €	0.00	
						VAT €	0.00	
						Total to be paid in €	0.00	

Declaration 2
01/07/10 – 31/12/12

QUARTERLY DECLARATION From.....Until								
Household: Commercial:								
1	Company name:	Official use only						
2	Register number:	Received date	Net €	0.00				
3	VAT number:	Received by	Vat €	0.00				
4	Reporting period:	Noted by	Total €	0.00				
5	Date of completion:	Approved by						
6	Contact person:							
7	Telephone number:							
8	Sales in € for the reporting period:							
A/A	WEEE Fee Categories	Tonnes		Fee per tonne		Net	VAT	Total
		<50CM	>50CM	<50CM	>50CM	€	€	€
1	Household appliances			131.32	77.75	0.00	0.00	0.00
1a	Airconditioners			77.75		0.00	0.00	0.00
2	Information technology & telecommunications equipment			131.32	77.75	0.00	0.00	0.00
3	Consumer goods			131.32	77.75	0.00	0.00	0.00
4	Lighting fittings			131.32	77.75	0.00	0.00	0.00
5	Electric & electronic tools			131.32	77.75	0.00	0.00	0.00
6	Toys, recreation equipment and sports equipment			131.32	77.75	0.00	0.00	0.00
7	Medical equipment			131.32	77.75	0.00	0.00	0.00
8	Surveillance and control equipment			131.32	77.75	0.00	0.00	0.00
9	Automatic vending machines			131.32	77.75	0.00	0.00	0.00
10	Energy saving lamps			476.48		0.00	0.00	0.00
11	Refrigerators			217.63		0.00	0.00	0.00
12	TVs and monitors			229.34		0.00	0.00	0.00
						NET €	0.00	
						Vat €	0.00	
						Total to be paid in €	0.00	

Declaration 3
01/01/13–Today

A helpful example for the completion of your Declaration is following below:

Example

In the following example, we use Declaration 3. We assume that our company has sold the following devices:

Table 1: Company's sales per piece

Devices	Pieces	Device's Weight (Kg)
Washing Machines	500	85
Clothes Dryers	70	80
Televisions	500	80
Televisions	200	40
Electric Knives	150	2
Refrigerators	1000	70

As the following table shows the company has sold devices from the 3 out of the 12 categories.

Table 2: Devices per Declaration Category

Devices	Declaration Category	Subcategory	
		<50 cm	>50 cm
Washing Machines	1 (Household Appliances)		√
Clothes Dryers	1 (Household Appliances)		√
Televisions	12 (Screens and Televisions)		
Televisions	12 (Screens and Televisions)		
Electric Knives	1 (Household Appliances)	√	
Refrigerators	11 (Refrigerators)		

From the category "Household Appliances" have been sold washing machines, clothes dryers and electric knives. The two first items belong to the subcategory more than 50



centimetres, while the electric knives belong to the subcategory less than 50 centimetres. The overall weight that must be declared in the category "Household Appliances" is:

a. >50 cm

$$(500 * 85) + (70 * 80) = 48100 \text{ kilos} = 48.100 \text{ tonnes}$$

b. <50 cm

$$150 * 2 = 300 \text{ kilos} = 0.300 \text{ tonnes}$$

From the category "Screens and Televisions", the company has sold 2 types of televisions. The overall weight that you must declare in the category above is:

$$(500 * 80) + (200 * 40) = 48000 \text{ kilos} = 48 \text{ tonnes}$$

From the category "Refrigerators" the company has sold 1000 refrigerators. The overall weight that you must declare in the category above is:

$$1000 * 70 = 70000 \text{ kilos} = 70 \text{ tonnes}$$

The completed Declaration is shown below. As you can see, for the category "Household Appliances" the company should pay the amount of 4459,42 euro, including VAT. For the category 11, "Refrigerators", the company should pay the amount of 17976,24 euro and for the category 12, "Screens and Televisions", the amount of 12989,82 euro. Totally, the company should pay for the recycling of these devices that has sold, the amount of 35425,48 euro including VAT.

QUARTERLY DECLARATION From.....Until								
Household:				Commercial:				
1	Company name:			Official use only				
2	Register number:			Received date		Net €	19,013.27	
3	VAT number:			Received by		Vat €	3,232.26	
4	Reporting period:			Noted by		Total €	22,245.53	
5	Date of completion:			Approved by				
6	Contact person:							
7	Telephone number:							
8	Sales in € for the reporting period:							
A/A	WEEE Fee Categories	Tonnes		Fee per tonne		Net	VAT	Total
		<50CM	>50CM	<50CM	>50CM	€	€	€
1	Household appliances	0.300	48.100	131.32	77.75	3,779.17	680.25	4,459.42
1a	Airconditioners			77.75		0.00	0.00	0.00
2	Information technology & telecommunications equipment			131.32	77.75	0.00	0.00	0.00
3	Consumer goods			131.32	77.75	0.00	0.00	0.00
4	Lighting fittings			131.32	77.75	0.00	0.00	0.00
5	Electric & electronic tools			131.32	77.75	0.00	0.00	0.00
6	Toys, recreation equipment and sports equipment			131.32	77.75	0.00	0.00	0.00
7	Medical equipment			131.32	77.75	0.00	0.00	0.00
8	Surveillance and control equipment			131.32	77.75	0.00	0.00	0.00
9	Automatic vending machines			131.32	77.75	0.00	0.00	0.00
10	Energy saving lamps			476.48		0.00	0.00	0.00
11	Refrigerators	70.000		217.63		15,234.10	2,742.14	17,976.24
12	TVs and monitors	48.000		229.34		11,008.32	1,981.50	12,989.82
						NET €		30,021.59
						Vat €		5,403.89
						Total to be paid in €		35,425.48

It is important to calculate the recycling fee for each device that has been sold and to add it on the cost of each device adjusting accordingly its selling price.

For example, the recycling fee for a washing machine that weighs 75 kilos, based on the fee of Declaration 3, is calculated as follows:

$$\frac{1000 \text{ kilos}}{85 \text{ kilos}} \quad \Bigg| \quad \frac{77.75 \text{ euro}}{X}$$

$$X = (85 \text{ kilos} * 77.75 \text{ euro}) / 1000 \text{ kilos} = \mathbf{6.61 \text{ euro}}$$

The amount of 6.61 euro is the recycling fee for the specific washing machine and it can be added to the selling price.

Concerning the devices that work with batteries (i.e. laptops), the weight of the batteries should be excluded from the weight of the device.

Appendix

Categories of the electrical and electronic equipment and what is included in each one of them.

1 Household Appliances

- Washing machines
- Clothes dryers
- Dish washing machines
- Cooking
 - Electric stoves
 - Electric hot plates
 - Microwaves
- Other large appliances used for cooking and other processing of food
- Electric heating appliances
 - Electric radiators
 - Other large appliances for heating rooms, beds, seating furniture
- Electric fans
- Other fanning, exhaust ventilation and conditioning equipment
- Vacuum cleaners
- Other cleaning appliances
- Appliances used for sewing, knitting, weaving and other processing for textiles
- Irons and other appliances for ironing, mangling and other care of clothing
- Toasters
- Fryers
- Grinders, coffee machines and equipment for opening or scaling containers or packages
- Electric knives
- Appliances for hair-cutting, hair drying, tooth brushing, shaving, massage and other body care appliances – Clocks, watches and equipment for the purpose of measuring, indicating or registering time
- Scales

1a Air Conditioners

- Large cooling appliances
- Air Conditioners

2 IT and telecommunications equipment

- Centralised data processing
- Mainframes
- Mini computers
- Printer units
- Personal computers (CPU, mouse and keyboard included)
- Laptop computers (CPU, mouse and keyboard included)
- Notebook computers

Notepad computers
Copying equipment
Electrical and electronic typewriters
Pocket and desk calculators and other products and equipment for the collection, storage, processing, presentation or communication of information by electronic means
User terminals and systems
Facsimile
Telex
Telephones
Pay telephones
Cordless telephones
Cellular telephones
Answering systems and other products of transmitting sound, images or other information by telecommunications

3 Consumer goods

Radio sets
Video cameras
Video recorders
Hi-fi recorders
Audio amplifiers
Musical instruments
Other products or equipment for the purpose of recording or reproducing sound or images, including signals or other technologies for the distribution of sound and image than by telecommunications

4 Lighting fittings

Luminaires for fluorescent lamps with the exception of luminaires in households
Other lighting or equipment for the purpose of spreading or controlling light with the exception of filament bulbs

5 Electrical and electronic tools (with the exception of large-scale stationary industrial tools)

Drills
Saws
Sewing machines
Equipment of turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials
Tools for riveting, nailing or screwing or removing rivets, nails, screws or similar uses
Tools for welding, soldering or similar use
Equipment for spraying, spreading, dispersing or other treatment of liquid or gaseous substances by other means
Tools for mowing or other gardening activities

6 Toys, leisure and sports equipment

Electric trains or car racing sets

Hand-held video game consoles
Videogames
Computers for biking, diving, running, rowing etc...
Sports equipment with electric or electronic components
Coin slot machines

7 Medical devices (with the exception of all implanted and infected products)

Radiotherapy equipment
Cardiology
Dialysis
Pulmonary ventilators
Nuclear medicine
Laboratory equipment for in-vitro diagnosis
Analysers
Fertilization tests
Άλλες συσκευές για την ανίχνευση, την πρόληψη, την παρακολούθηση, την αντιμετώπιση ή την ανακούφιση ασθενειών, τραυματισμού ή αναπηριών

8 Surveillance and control instruments

Smoke detector
Heating regulators
Thermostats
Measuring, weighing or adjusting appliances for household or as laboratory equipment
Other monitoring and control instruments used in industrial installations (e.g. in control panels)

9 Automatic dispensers

Automatic dispensers for hot drinks
Automatic dispensers for hot or cold bottles or cans
Automatic dispensers for solid products
Automatic dispensers for money
All appliances which deliver automatically all kinds of products

10 Fluorescent lamps

Straight fluorescent lamps
Compact fluorescent lamps
High intensity discharge lamps, including pressure sodium lamps and metal halide lamps
Low pressure sodium lamps

11 Refrigerators

Large cooling appliances
Refrigerators
Freezers (all types)
Other large appliances used for refrigeration, conservation and storage of food

12 Monitors and television sets

Television sets (all types)

Monitors (all types)