



Welcome to Recipo!

To register and fulfill your producer responsibility according to the regulations for electronics, batteries and packaging, follow these steps.

Step 1 - Agreements:

- **Framework Agreement:** Used to establish connections in multiple countries.
- **Agreement:** Used to establish connections in a single country.
- **Additional Customer Information**

Complete the 'Additional Customer Information' file and send it to info@recipo.com. Upon receipt, we will finalize the agreement and send it to you for e-signing. The registration process will be complete once the agreement is signed by both sides. A copy of the signed agreement will be sent to the email address provided.

Note: If your company is registered in the EU (excluding Denmark), you must appoint an Authorized Representative (AR). Companies registered outside of the EU are NOT allowed to appoint an AR according to Danish law.

Step 2 - Registration with the Danish DPA System:

- Regardless of the country in which your company is registered, a designated individual within your organization must complete the registration with the Danish DPA System. According to Danish law, no third-party organization (PRO) is permitted to register a company on your behalf.
Follow this link to complete the registration: [Log in to the Producer Responsibility Register - Dansk Producentansvar](#)
- Once your company is registered, please include us (Recipo) as your 'collective scheme' to facilitate reporting. If we are your Authorized Representative (AR), you will also need to designate us as your company's AR during the registration process. This will ensure that we can assist your company throughout the reporting process, including any additional steps.

Step 3 - Reporting:

We will provide you with login details for Recipo's reporting portal. Through this portal, you can report your sales figures on a monthly, quarterly, or annual basis, depending on the number of products you place on the market each year. Recipo will then submit your annual figures to the Danish DPA System, provided the reporting is complete.

Note: For monthly or quarterly reporting, reports must be submitted by the 15th day of the month following the reporting period. All annual or year-end reports must be submitted no later than January 21 of the following year to ensure accurate processing by the DPA.

Step 4 - Invoicing:

We will invoice your company for the annual fee and, if applicable, the Authorized Representative (AR) fee at the beginning of each reporting year. This invoice will pertain to the year for which you are reporting.

The POM (Put On Market) figures will be invoiced annually.

NOTE: The invoice frequencies will soon change and instead be invoiced depending on whether you report your sales figures monthly, quarterly, or semi-annually, your company will then be invoiced accordingly after each report is completed.

Additionally, there is an annual fee from the Danish DPA System. This fee is calculated by the DPA by multiplying the fee rate with the quantities sold by the producer in the previous calendar year. The quantities of electronics and batteries are stated in kilograms or tones. If the quantity of products sold by your business in Denmark last year is equal to or less than the specified weight limit, an annual minimum fee of DKK 250 will be applied.

For all customers whom we act as AR, we will receive the invoice from the DPA and subsequently invoice you. For the customers for whom we do not act as AR, you will receive the invoice directly from the DPA.

If you have any questions, please do not hesitate to contact us.

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Your Compliance Partner for Electronics