



## 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](mailto: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, you must appoint an Authorized Representative (AR). This requirement does not apply to companies registered outside of the EU (including Norway).

### Step 2 - Registration with the Norwegian Environmental Protection Agency (Miljødirektoratet):

- We (Recipo) will manage the registration process with the Norwegian Environmental Protection Agency on behalf of all companies, including those based in the EU, outside the EU, and in Norway.

### 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 semi-annually, depending on the number of products you place on the market each year. Recipo will then submit your figures semi-annually to the Norwegian EPA, provided the reporting is complete.

In Norway the EPA requires half year reporting periods. This means that your company needs to complete a minimum of two reports per year. The first one is due date the 15<sup>th</sup> of July each year (this is for reporting period Q1 & Q2) the second one is due date the 15<sup>th</sup> of January the year after the reporting period (this is for reporting period Q3 & Q4).

**Note:** Norwegian registered companies are not required to report in our Recipo's reporting portal and therefore will not be provided with login details. For Norwegian registered companies, the Norwegian Customs (Toll) will report your figures on your behalf when they

enter the country. We will then receive this figures from them and after all necessary handling report this to the Norwegian EPA. Consequently, there is no need for Norwegian registered companies to report directly.

#### **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.

i.e. In Norway there is no annual fee from the Norwegian EPA.

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

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Your Compliance Partner for Electronics