



## APPLICATION FORM TO OPERATE AN EXTENDED PRODUCER RESPONSIBILITY COMPLIANCE SCHEME

Your application shall be **accompanied** by:

- The **documents** requested in *Section 2*.
- A **work plan** of how you intend to fulfil your obligations, according to the Terms of References set by the Authority [*Refer to Section 3*].

**Should you require assistance in completing your application please contact us on:**

Phone: 2292 3500

Email: [contact.waste@era.org.mt](mailto:contact.waste@era.org.mt)

### 1. Details of Applicant [*Please complete in BLOCK letters*]

**Name of Proposed Extended Producer  
Responsibility Compliance Scheme**

**FULL Name of Applicant or Contact  
Person**

**I.D. Card or Passport No. of Applicant**

**Name of Company on behalf of which  
the Application is being made**  
*[if applicable]*

**Registered address of Applicant/Company**

*Address (Door number/Building  
Name & Street):*

*Locality & Postcode:*

<input type="text"/>	<input type="text"/>
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*Country:*

*Phone/Mobile number:*

*E-mail Address:*

**VAT Number**

**Company Registration Number**  
*[if applicable]*

## 2. Requested Documents

Kindly submit the following documents together with the application form	For Office Use Only
A copy of the memorandum of articles of association	<input type="checkbox"/>
A copy of the Certificate of Registration issued by the Registry of Companies	<input type="checkbox"/>
A copy of the applicant's I.D. card or passport	<input type="checkbox"/>
A copy of the applicant's police conduct	<input type="checkbox"/>
A copy of a valid development permit issued under CAP. 552 – the Development Planning Act	<input type="checkbox"/>
A copy of the rules of membership of the proposed Scheme and the proposed membership fee structure	<input type="checkbox"/>
A business and financial plan in relation to the proposed scheme	<input type="checkbox"/>
One (1) hard copy & one (1) digital copy of the Work Plan according to the Terms of Reference in <b>Section 3</b>	<input type="checkbox"/>

## 3. Terms of Reference for the Work Plan to be submitted by an applicant to operate an EPR Compliance Scheme

### General Requirements:-

- The Work Plan should be considered as a '*living document*' since it may need to be reviewed and amended by the Scheme from time to time.
- The information given in the Work Plan must be clear and unambiguous, providing quantifiable and enforceable instructions, procedures and standards for the Scheme to comply with and covering all aspect in **Sections A to D**.
- Each page of the Work Plan must be numbered and uniquely identified by date and/or version number. Each section of the Work Plan should be arranged and numbered in sequence, according to **Section A to D** of these Terms of Reference.
- Each document needs to be authenticated by an original signature in **BLUE**. The Work Plan must be duly signed by the Contact Person.
- The Work Plan must make specific reference to the relevant national Legislation under which the Applicant would like to operate a Compliance Scheme, mainly:-
  - i. Subsidiary Legislation 549.43 – the Waste Management (Packaging and Packaging Waste) Regulations, 2006;
  - ii. Subsidiary Legislation 549.54 – the Waste Management (Waste Batteries and Accumulators) Regulations, 2010; **OR**
  - iii. Subsidiary Legislation 549.89- the Waste Management (Electrical and Electronic Equipment) Regulations, 2014.
- The Work Plan must abide by ONE of the abovementioned Legislation as well as Subsidiary Legislation 549.63 – the Waste Regulations, 2011 and the *Waste Management Plan for the Maltese Islands, 2014 -2020*.

### **A. General Details & Information on Applicant**

This section of the Work Plan should provide specific information on the person applying to operate the Compliance Scheme, namely address, contact number, e-mail address as well as the details of the contact person to whom the Competent Authority may address communications.

### **B. Details on Operations & Management of the Scheme**

1. To indicate the projected date of commencement for the operations of the Scheme;
2. To include a list of all the waste management undertakings in compliance with regulations 19 to 24 of S.L. 549.63 – the Waste Regulations, 2011 which shall be used;
3. To provide a description of the type of waste to be handled and incorporated in the Scheme;
4. To provide an estimation of the projected quantities and weights of waste to be collected, treated and recovered by the Scheme;
5. To provide a description of the procedure which will provide for the acceptance, at no net cost to the consumer, segregation, storage and transportation of the waste;
6. To provide information on the waste recovery and recycling targets to be achieved by the Scheme and a proposal on how the levels of recovery and recycling of the waste generated will be determined and verified, including estimations and assumptions to be made in this process;
7. To provide details of any system to be adopted in order to ensure the return of waste by end-users;
8. To describe the public awareness campaigns to be carried out by the proposed scheme;
9. To provide a description of the agreement between the Scheme and its members, including details of the responsibilities which the Scheme intends to respect on behalf of the producers;
10. To incorporate Quality Control and Quality Assurance measures to be adopted for the process;
11. To describe the administrative measures to be in place to ensure effective control of the process;
12. To provide details on the qualifications, experience and technical competence of the staff to be employed by the Scheme as well as information on whether any professional or technical training is to be provided or undertaken by the operator of the Scheme.

### **C. Details on Record Keeping & Reporting**

Provide a detailed description of the record keeping and reporting procedures to be adopted within the compliance Scheme, particularly on how the information will be compiled and made available to the competent authority.

### **D. Other Information**

The Work Plan may also contain any other information, which the applicant deems necessary to include and which is not listed above.

### Declaration Statement


*By signing this form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself and all the other persons specified in this form for the Authority to process your respective personal information.*

*It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. The application must be signed by the Applicant/Contact Person.*

I declare that the information in this application form and in the work plan is true to the best of my knowledge and belief.

I understand that application may be refused if I give false or incomplete information.

I agree to inform the Environment and Resources Authority of any changes to the information given, in writing and duly signed, while my application is being considered.

Name & Surname	Signature of Applicant	Date (DD/MM/YYYY)
Complete forms are to be handed in or sent by post to:	<b><u>For Office Use Only</u></b> Date Stamp	
<b>Environment &amp; Resources Authority, Hexagon House, Spencer Hill, Marsa, MRS 1441</b>		
	Application Status:	
	Accepted <input type="checkbox"/>	Refused <input type="checkbox"/>

### **DATA PROTECTION ACT, 2001**

The Environment & Resources Authority will process any personal and/or sensitive data supplied in this application for all or any of the following:

1. Preventing, detecting and/or prosecuting fraud and any other criminal activity which the Authority is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
2. Establishing, exercising or defending any legal action;
3. Internal management, research and statistics, systems administration, the development and improvement of our services;
4. The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and
5. To make public the necessary information as specified in the relevant law and/or instrument.

Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above.