

Application N°: WM 00001/15/A

Date: 20 December 2016

Applicant: Mr. Joe Attard
o.b.o. WEEE (Malta) Ltd

Address: WEEE (Malta) Ltd.,
Exchange Buildings,
Republic Street,
Valletta, VLT 1117

Application Type: WEEE Compliance Scheme Permit

Proposal: To operate a waste electrical and electronic (WEEE) compliance scheme under the name of WEEE Malta

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The Authority hereby grants a permit in terms of the Subsidiary Legislation 549.89 - the Waste Management (Electrical & Electronic Equipment) Regulations, 2014, as published by Legal Notice 204 of 2014, in accordance with the application described above, subject to the conditions specified in this document numbered from pages 1 to 10 and Annexes I and II.

Approved by:

A handwritten signature in black ink, appearing to read 'Michelle Piccinino', written over a large, faint circular stamp or watermark.

***Perit Michelle Piccinino
Director for Environment Affairs
Environment and Resources Authority***

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1. Preamble

- 1.1. The obligations and conditions arising from this Permit are without prejudice to any other regulations, codes of practice, conditions or requirements imposed by the Authority or any other competent authorities, including Malta Competition and Consumer Affairs Authority (MCCAA) and the National Statistics Office.
- 1.2. This Permit is being granted saving third party rights.

2. Scope

- 2.1. The following Permit (hereinafter referred to as the Permit) relates to the operation of a waste electrical and electronic equipment (WEEE) compliance scheme under the name of WEEE Malta, hereinafter referred to as the Scheme, by WEEE (Malta) Ltd, hereinafter referred to as the Permit Holder.

Status Log

Details on Permit WM 0001/15	Date
Date of Issuance	17 December 2015
Date(s) of Renewal of Permit	20 December 2016
Date(s) of Variation to Permit	

3. Objective

- 3.1. Subsidiary Legislation 549.89 - the Waste Management (Electrical & Electronic Equipment) Regulations, 2014, as published by Legal Notice 204 of 2014, put responsibilities on producers of electrical or electronic equipment or the WEEE compliance Scheme acting on their behalf, including the setting up of collection systems, the financing of the collection, treatment, recovery and environmentally sound disposal of WEEE both from private households and from users other than private households, the attainment of the collection target as well as the recovery and the preparing for reuse and recycling targets for WEEE from electrical and electronic equipment placed on the market.
- 3.2. The objective of the Permit Holder shall be to take over these responsibilities for all producers of electrical or electronic equipment who participate in the Scheme. This does not preclude the Authority from requesting individual producers to provide information related to electrical and electronic equipment (EEE) placed on the market by each producer who participates in the Scheme.

4. Duration of Permit

- 4.1. The Permit shall be valid as from its date of issuance until 31 December 2017.
- 4.2. The Permit Holder shall take over the responsibilities of its members for the year 2017.
- 4.3. Where it appears to the Authority that the Permit Holder is in breach of any conditions of the Permit, the Authority may by a decision revoke or modify the Permit in accordance with the Environment Protection Act (Cap. 549).
- 4.4. Where the Permit is due to expire, the Permit Holder shall, not later than one (1) month before the expiry of the permit make an application, in writing and duly signed by the Permit Holder, to the Authority to renew the Permit.
- 4.5. In processing the renewal application the Authority shall take into consideration adherence to reporting obligations and may delay the issue of the renewed permit in the case of previous outstanding reporting.
- 4.6. Before the Permit can be wholly or partially surrendered, an application for the surrender of this Permit shall be made by the Permit Holder.

5. Financial Guarantee

- 5.1. The Permit Holder shall provide a guarantee for the EEE placed on the market by the members of the Scheme showing that the management of all WEEE will be financed and ensuring that all obligations arising from the Permit are fulfilled. The guarantee shall cover all of the costs of the collection, treatment, recovery and environmentally sound disposal of WEEE that will arise from the electrical and electronic equipment placed on the market in Malta by the members of the Scheme and shall be to the satisfaction of the Authority.
- 5.2. The financial guarantee referred to in condition 5.1 of this Permit shall take the form of either a bank guarantee according to the rates prescribed in Schedule 14 of Subsidiary Legislation 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations or a recycling insurance in accordance with sub-regulation (5) of regulation 13A of Subsidiary Legislation 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations. The financial guarantee shall be submitted to the Authority within thirty (30) days of the beginning of the operational year 2017 of the Scheme.
- 5.3. The Permit Holder is to notify the Authority if the average weight of EEE placed on the market by its members, increases by twenty-five per cent

(25%) and shall thereafter within thirty (30) days review the financial guarantee to reflect such an increase.

- 5.4. Should the Permit Holder fail to achieve the obligations for the financing of the collection, treatment, recovery and environmentally sound disposal of WEEE both from private households and from users other than private households, the Authority shall seize the financial guarantee to finance the operations related to the management of WEEE that has not been collected, treated, recovered and disposed of in an environmentally sound manner by the Scheme.
- 5.5. In the event that the Permit Holder:-
- (i) ceases to trade, or
 - (ii) goes into liquidation,
 - (iii) the financial guarantee shall not be used by any person or persons, including the liquidator, concerned for any purpose, including the discharge of liabilities to creditors, whether secured creditors, preferential creditors, creditors claiming under retention of title, creditors with claims supported by guarantees or indemnities, ordinary creditors or, subordinated creditors, other than for fulfilling the obligations of the producers concerned for financing the collection, treatment, recovery and environmentally sound disposal of WEEE, both from private households and from users other than private households.

6. Recovery Targets

- 6.1. In order to comply with the objective of the Permit, the Permit Holder, in accordance with regulation 11 of Subsidiary Legislation 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations, shall take the necessary measures to attain the minimum targets set out in Part 2 of Schedule 5 of the aforementioned Regulations for the year 2017.
- 6.2. For the purpose of calculating the targets referred to in condition 6.1 of this Permit, the Permit Holder shall:
- (i) take into consideration regulation 11 of Subsidiary Legislation 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations;
 - (ii) keep records on the weight of WEEE, its components, materials or substances when leaving (output) the collection facility, entering (input) and leaving (output) the treatment facility and when entering (input) the recovery or recycling facility; and
 - (iii) maintain records on the weight of products and materials when leaving (output) the recovery or recycling/preparing for re-use facility should also be kept.

- 6.3. For WEEE treated in Malta, the Permit Holder shall submit a signed declaration from a local authorised waste management undertaking that the WEEE has been recovered and/or prepared for reuse and recycled in an environmentally sound manner as well as shall provide details on the actual amount that has been recovered and/or prepared for reuse and recycled.
- 6.4. Pursuant to sub-regulation (2) of regulation 10 of S.L. 549.89, in cases of exports of WEEE for further treatment in other Member States or third countries, the Permit Holder must provide to the Authority:
- (i) a declaration issued by the facility in the Member State or third country recovering and/or recycling the WEEE, which declaration may be provided to the Scheme by local authorised waste brokers/dealers exporting WEEE for treatment, indicating that the operations are taking place in conditions that are equivalent to the requirements of Directive 2012/19/EU
 - (ii) the actual amount that has been recovered and/or recycled by the facility in the Member State or third country; and
 - (iii) a copy of the permit issued by the competent authority in which the facility is situated for WEEE exported within the EU or in the cases of WEEE exported to third countries a declaration by the competent authority in which the facility is situated stating that the facility receiving the WEEE is authorised to conduct WEEE treatment operations in accordance with national procedures, including any applicable legal requirements.
- 6.5. WEEE treated locally or abroad shall only count towards the fulfilment the targets referred to in condition 6.1 of this Permit if the proof of recovery and/or preparing for reuse and recycling in accordance to conditions 6.3 and 6.4 of this Permit is presented by the Permit Holder.
- 6.6. Residues from the production of electrical and electronic equipment, or from any other production, which are sent for recovery and/or recycling shall not be counted as recovered or recycled for the purpose of the Permit.
- 6.7. WEEE exported out of Malta shall only count towards the fulfilment of the obligations and the targets referred to in condition 6.1 of this Permit if, in compliance with Regulation (EC) No 1013/2006 and (EC) No 1418/2007, the exporter can prove that the treatment took place in conditions that are equivalent to the requirements of these regulations.

7. Return and Collection Systems

- 7.1. In accordance to regulation 7 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations, the Permit Holder shall take the necessary measures to achieve by 31 December 2017 a rate of

separate collection of 45%, which collection rate shall be calculated on the basis of the total weight of WEEE collected in 2017, expressed as a percentage of the average weight of EEE placed on the market by its members in the three preceding years within Malta.

7.2. In order to comply with the objective of the Permit, pursuant to sub-regulation 2 of regulation 5 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations, for WEEE from private households, the Permit Holder shall ensure that:

- (i) systems are set up allowing final holders and distributors to return such waste at least free of charge;
- (ii) when supplying a new product, distributors are responsible for ensuring that such waste can be returned to the distributor at least free of charge on a one-to-one basis as long as the equipment is of equivalent type and has fulfilled the same functions as the supplied equipment; and
- (iii) distributors provide for the collection, at retail shops with sales areas relating to EEE of at least 400m², or in their immediate proximity, of very small WEEE free of charge to end-users and with no obligation to buy EEE of an equivalent type.

7.3. The Permit Holder shall ensure that all WEEE collected is properly treated as stipulated in regulation 8 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations.

7.4. In accordance to regulation 12 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations, the Permit Holder shall provide for the financing of the collection, treatment, recovery and environmentally sound disposal of WEEE from private households that has been deposited at collection facilities either referred to in condition 7.2 of this Permit or those operated by either Local Councils or by any other local agency.

7.5. In order to comply with the objective of the Permit, pursuant to sub-regulation 5 of regulation 5 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations, in the case of WEEE, other than WEEE from private households, the Permit Holder shall provide for the collection of such waste and shall finance the costs for the collection, treatment, recovery and environmentally sound disposal of WEEE from users other than private households resulting from products placed on the market after 31 August 2005.

8. Membership

8.1. The Permit Holder shall sign an agreement with each producer who participates in the Scheme. The Permit Holder shall bind himself to carry out

the activities agreed to and on behalf of the producer in accordance with any existing laws and regulations as well as all the conditions of this Permit. The Permit Holder shall keep a copy of these signed agreements readily available for inspection by the Authority.

- 8.2. The Permit Holder shall submit an updated list of producers who participate in the Scheme to the Authority in the quarterly reports and annual report in accordance to conditions 11.1 and 11.2 of this Permit.
- 8.3. The Permit Holder shall provide the Authority by 31st March of each year with the required information in respect of electrical and electronic equipment placed on the market by each producer participating in the Scheme, in the previous year.

9. Notifications by Permit Holder

- 9.1. The following information shall be notified in writing within five (5) working days to the Authority:
- (i) where the Permit Holder is an individual or named individuals:
 - (ii) where the Permit Holder consists of more than one named individual, the death of any of those individuals;
 - (iii) any change in the Permit Holder's name(s) or address(es); and
 - (iv) any steps taken with a view to the Permit Holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership.
 - (v) where the Permit Holder is a registered company:
 - (vi) any change in the Permit Holder's trading name, registered name or registered office address; and
 - (vii) any steps taken with a view to the Permit Holder going into administration, entering into a company voluntary arrangement or being wound up.
 - (viii) where the Permit Holder is a corporate body other than a registered company:
 - (ix) any change in the Permit Holder's name or address; and
 - (x) any steps taken with a view to the dissolution of the Permit Holder.
- 9.2. For the purposes of issuing and signing official documentation including correspondence, the Authority shall only accept documentation from the Permit Holder that is signed by a Director or a company secretary.
- 9.3. Except where otherwise specified, all notifications and submissions to the Authority under the requirements of the conditions of the Permit shall be made in writing to the address specified below, or as subsequently specified by written notification to the Permit Holder:

The Director for Environment Affairs
Environment and Resources Authority
Hexagon House, Spencer Hill,
Marsa MRS 1441

10. Records

- 10.1. The Permit Holder shall keep records for at least three (3) years in relation to electrical & electronic equipment placed on the market by each producer who participates in the Scheme and in relation to WEEE collected, including WEEE that has been received by collection and treatment facilities; WEEE received by distributors; and WEEE separately collected by the Scheme, WEEE recovered, WEEE prepared for reuse and WEEE recycled as well as disposed of, by weight for each category of material specified, so as to ensure compliance with the conditions as specified under Part 11 – Reporting of this Permit.
- 10.2. All records that are required to be made under the other conditions of the Permit shall be made available for inspection at the place where they are kept immediately upon request from the Authority.

11. Reporting

- 11.1. The Permit Holder shall compile and submit a digital copy and a hard copy of the information contained in Part A and Part B of Annex I of this Permit, in accordance to the template in the said Annex on a quarterly and annual basis. The quarterly and annual reports shall be issued and signed by any of the authorised signatories referred to in condition 9.2 of this Permit.
- 11.2. The tables shall cover the whole of each reporting period. Quarterly reports shall be submitted to the Authority within forty (40) working days following the end of that period. In the case of annual reporting, the annual report must be submitted within six (6) calendar months of the closing year.
- 11.3. The Authority may reserve the right to withdraw the Permit if the Permit Holder fails to abide to conditions 11.1, and 11.2 of this Permit.
- 11.4. Without prejudice to commercial and industrial confidentiality, a copy of the quarterly and annual reports referred to in conditions 11.1 and 11.2 of this Permit shall be made available in accordance with Cap. 549 – the Environment Protection Act; provided that only the information relating to Part A of Annex I of this Permit shall be made available.



- 11.5. The Permit Holder shall send, in accordance to the reporting template in Annex I, an appropriate description of how the data has been compiled. That description shall also give an explanation of any estimates used.
- 11.6. The Permit Holder shall submit any other additional information, including revised reporting, significant corrections and financial information, as may be requested from time to time by the Authority. Any information requested by the Authority shall be submitted by the Permit Holder within one (1) calendar month following the request made by the Authority.
- 11.7. The Permit Holder may provide, on a voluntary basis, such further data on waste electrical and electronic equipment as is available.
- 11.8. The Permit Holder shall by 31st March 2018 provide the Authority with a statement of compliance, with the provisions of S.L. 549.89 - Waste Management (Electrical & Electronic Equipment) Regulations, 2014, as published by Legal Notice 204 of 2014, for each producer who participates in the Scheme during the period covered by this permit.

12. Audit

- 12.1. The Permit Holder shall use the services of an independent auditor, approved by the Authority, to certify all of the information reported to the Authority as specified under Part 11 – Reporting of this Permit.
- 12.2. The Audit Report must be submitted within six (6) calendar months of the closing year together with the submission of the annual report referred to in conditions 11.1 and 11.2 of this Permit.
- 12.3. The Permit Holder shall ensure that a sound auditing procedure for traceability, monitoring and control is put into place for all waste electrical and electronic equipment managed by the Permit Holder for the purpose of the Permit.
- 12.4. The auditors shall cover the terms of reference for Compliance Audits outlined in Annex II of this Permit, which terms of reference may be amended by the Authority from time to time. Any changes will come into force immediately, and shall be communicated to the Permit Holder accordingly.

13. Shipments of WEEE

- 13.1. Transboundary movement of WEEE shall be carried out in accordance with Regulation (EC) No 1013/2006 and Commission Regulation (EC) No 1418/2007 concerning the export for recovery of certain waste listed in Annex III or IIIA to Regulation (EC) No 1013/2006 to certain countries to

which the OECD Decision on the control of transboundary movements of wastes does not apply; and any other applicable legislation.

14. Use of Authorised Waste Management Undertakings

- 14.1. The Permit Holder shall only use waste management undertakings and, or establishments (including facilities, carriers and brokers) authorised by the Authority in accordance with Subsidiary Legislation 549.63 – the Waste Regulations.
- 14.2. The Permit Holder shall submit an updated list of all authorised waste management undertakings and, or establishments for the carrying out of the waste management operations in the quarterly and annual reports referred to in Part 11 – Reporting of this Permit.

15. Movements and Disposal of WEEE

- 15.1. The Permit Holder shall not dispose of separately collected WEEE that has not yet undergone proper treatment specified in Regulation 8 of Subsidiary Legislation 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations, 2014.
- 15.2. Any movements of WEEE carried out by the Permit Holder shall be covered by a valid Consignment Permit (CP) issued by the Authority and each transfer shall be accompanied by a Consignment Note (CN) as proof of such movement, pursuant to the provisions of Subsidiary Legislation 549.63 – the Waste Regulations and to any administrative procedures set by the Authority.
- 15.3. The Permit Holder is to provide a copy of the documentation referred to in condition 15.2 of this Permit to the Authority, as part of its reporting obligations referred to in Part 11 – Reporting of this Permit.

16. Information and Awareness Campaigns

- 16.1. The Permit Holder shall organise information and awareness campaigns for the general public and economic operators to promote:
- (i) the measures and targets referred to in condition 6.1 of this Permit;
 - (ii) the requirement not to dispose of WEEE as unsorted municipal waste and to collect such WEEE separately;
 - (iii) the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment;
 - (iv) the return and collection systems available to them, ensuring the proper treatment of all collected WEEE; and

- (v) their role in contributing to reuse, recycling and other forms of recovery of waste electrical and electronic waste.
- 16.2. The Permit Holder shall keep the Authority informed of the information and awareness campaigns referred to in condition **Error! Reference source not found.** of this Permit.
- 17. Licence Fee**
- 17.1. The Authority reserves the right to attach a license fee to this Permit or to any subsequent renewals of this Permit.
- 18. Transferability of Permit**
- 18.1. This Permit is not transferable.
- 19. Variations to Permit**
- 19.1. The Authority may modify the conditions in this Permit in accordance with Cap. 549 - the Environment Protection Act.
- 19.2. The Permit Holder may request a modification to this Permit in accordance with Cap. 549 – the Environment Protection Act.
- 20. Interpretation**
- 20.1. In this Permit, the terms, “distributor”, “electrical and electronic equipment or EEE”, “producer”, “waste electrical and electronic equipment or WEEE” and “WEEE from private households”, shall have the same meaning as that assigned to them in Subsidiary Legislation 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations.
- 20.2. All other terms shall have the same meaning as that assigned to them in Subsidiary Legislation 549.63 – the Waste Regulations and Chapter 549 of the Laws of Malta – the Environment Protection Act.
- 20.3. The periods referred to in this permit shall have the following meaning:
- (i) annually or per year: 1 January to 31 December; and
 - (ii) quarterly: 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, 1 October to 31, December.
- 20.4. In the Permit, except where the context shows otherwise, words in the singular also mean in the plural and the other way round and words in the masculine also mean in the feminine and neuter.

Annex I



**Operation of a Waste Electrical and
Electronic Compliance Scheme in terms**

of

S.L. 549.89

**Waste Management (Electrical and
Electronic Equipment) Regulations**

(L.N.204 of 2014)

[Name of Scheme]

[Annual/Quarter] Report

For

[Reference Year]



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Declaration

[Name of Permit Holder] hereby understands and agrees that the information provided under Part A of this report is of public nature and shall be made publicly available in accordance with Chapter 549 of the Laws of Malta - the Environment Protection Act.

Full Name: _____

Signature: _____

Date: _____



**Part A of the *[Annual/Quarter]* Report for *[Reference
Year]***



Section A.1 – Statement of Compliance

[Name of Permit Holder] hereby declares that all the information provided is correct and complete in terms of S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Full Name: _____

Signature: _____

Date: _____



Section A.2 – Quantities of electrical and electronic equipment (EEE) placed on the market by the producers who participate in the Scheme (kg)

[Name of Permit Holder] hereby declares that the following information refers to the total amount of EEE placed on the market during the period/year [Insert Quarter/Year] pursuant to S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Product category	Quantities of EEE placed on the market (in numbers)	Total weight of EEE placed on the market (kg)
1. Large household appliances		
2. Small household appliances		
3. IT and telecommunications equipment		
4. Consumer equipment		
5. Lighting equipment		
6. Electrical and electronic tools*		
7. Toys, leisure and sports equipment		
8. Medical devices**		
9. Monitoring and control instruments		
10. Automatic dispensers		

*with the exception of large-scale stationary industrial tools

**with the exception of all implanted and infected products

Date of Submission: _____

Signature: _____

Section A.3 – The quantities of WEEE collected (kg)

[Name of Permit Holder] hereby declares that the following information refers to the total amount of WEEE collected during the period/year [Insert Quarter/Year] pursuant to S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Product category	Collected WEEE from private households ¹		Collected WEEE other than WEEE from private households		Total WEEE collected	
	Quantities (in numbers)	Weight (kg)	Quantities (in numbers)	Weight (kg)	Quantities (in numbers)	Weight (kg)
1. Large household appliances						
2. Small household appliances						
3. IT and telecommunication s equipment						
4. Consumer equipment						
5. Lighting equipment						
6. Electrical and electronic tools*						
7. Toys, leisure and sports equipment						
8. Medical devices**						
9. Monitoring and control instruments						
10. Automatic dispensers						

¹Shall include the collection of WEEE from private households deposited at: (i) collection facilities operated either by Local Councils or by any other local agency, (ii) distributors, (iii) retailers, or (iv) any other facility set up for the collection of WEEE from private households.

*with the exception of large-scale stationary industrial tools;

**with the exception of all implanted and infected products

Date of Submission: _____

Signature: _____

Section A.4 – Annual Collection Rate [%] achieved by the Scheme

[This Section is to be provided **ONLY** in the Annual Report to be submitted in accordance with the conditions referred to Part 11 of the Permit]

Total EEE (in kg) placed on the market (POM) in the three preceding years by the producers who participate in the Scheme:

Year A-3 (POM _{A-3}):	<input type="text"/>
Year A-2 (POM _{A-2}):	<input type="text"/>
Year A-1 (POM _{A-1}):	<input type="text"/>

Average weight of EEE placed on the market in the three preceding years (POM_{AVG}) (in kg):

(Indicate the amount of WEEE collected in Year A)

_____ Multiplied by 100 =

(Indicate the amount of POM_{AVG})

Indicate the collection rate in % achieved by the Scheme in Year A

N.B. Year A refers to the reporting year

Date of Submission: _____

Signature: _____

Section A.5 – The quantities of WEEE treated (kg)

[Name of Permit Holder] hereby declares that the following information refers to the total amount of WEEE treated during the period/year [Insert Quarter/Year] pursuant to S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Product category	Treated WEEE in Malta		Treated WEEE in another EU Member State		Treated WEEE outside the Union	
	Quantities (in numbers)	Weight (kg)	Quantities (in numbers)	Weight (kg)	Quantities (in numbers)	Weight (kg)
1. Large household appliances						
2. Small household appliances						
3. IT and telecommunications equipment						
4. Consumer equipment						
5. Lighting equipment						
6. Electrical and electronic tools*						
7. Toys, leisure and sports equipment						
8. Medical devices**						
9. Monitoring and control instruments						
10. Automatic dispensers						

*with the exception of large-scale stationary industrial tools

**with the exception of all implanted and infected products

Date of Submission: _____

Signature: _____

Section A.6 – The quantities of WEEE recovered, prepared for reuse and recycled (kg)

[Name of Permit Holder] hereby declares that the following information refers to the total amount of WEEE recovered, reused and recycled during the period/year [Insert Quarter/Year] pursuant to S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Product category	WEEE Recovered		WEEE Prepared for Reuse and Recycled	
	Quantities (in numbers)	Weight (kg)	Quantities (in numbers)	Weight (kg)
1. Large household appliances				
2. Small household appliances				
3. IT and telecommunications equipment				
4. Consumer equipment				
5. Lighting equipment				
6. Electrical and electronic tools*				
7. Toys, leisure and sports equipment				
8. Medical devices**				
9. Monitoring and control instruments				
10. Automatic dispensers				

*with the exception of large-scale stationary industrial tools

**with the exception of all implanted and infected products

Date of Submission: _____

Signature: _____

Section A.7 – List on Information and Awareness Campaigns

[Include list of any Information and Awareness campaigns set up to for general public and economic operators in accordance to condition 16 of the Permit]



**Part B of the *[Annual/Quarter]* Report for *[Reference
Year]***



Section B.1 – List of Producers participating in the Scheme during the reporting period

[Name of Permit Holder] hereby declares that the following list refers to all the producers of electrical and electronic equipment who participated in the Scheme during the period/year *[Insert Quarter/Year]* in terms of S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014.

Name of Producer	Address	License Agreement No.

Date of Submission: _____

Signature: _____

Section B.2 – Financing of WEEE

[The financial guarantee to be provided by the Permit Holder for Year A may vary subject to condition 5.3 of the Permit]

Indicate the method opted as your financial guarantee during the year [Insert Year] pursuant to S.L. 549.89 – Waste Management (Electrical and Electronic Equipment) Regulations as published by Legal Notice 204 of 2014:

Recycling Insurance *[if opted for, please provide a copy of agreement with insurance together with this form]*

Bank Guarantee *[if opted for, please provide the information below]*

Total EEE (in kg) placed on the market (POM) in the three preceding years by the producers who participate in the Scheme:

Year A-3 (POM _{A-3}):	<input type="text"/>
Year A-2 (POM _{A-2}):	<input type="text"/>
Year A-1 (POM _{A-1}):	<input type="text"/>

Average weight of EEE placed on the market in the three preceding years (POM_{AVG}) (in kg):

(Indicate the amount of POM_{AVG} [in kg])

1000

multiplied by

the rate for Year A referred to in Schedule 14 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations

equals the Guarantee (in Euro (€)) to be provided for Year A by the Permit Holder in accordance to condition 5.2 of the Permit

Date of Submission: _____

Signature: _____



Section B.3 – Return and Collection Systems

[Include an appropriate description of how the data has been compiled, including an explanation of any estimates used.]

As regard to the return and collection systems, include details on the collection of WEEE from private households deposited at:

- (i) collection facilities operated either by Local Councils or by any other local agency,*
- (ii) distributors*
- (iii) retailer; and*
- (iv) any other facility set up for the collection of WEEE from private households.]*

Date of Submission: _____

Signature: _____



Section B.4 – List of Authorised Waste Management Undertakings or Establishments used during the reporting period for the carrying out of the waste management operations involved in the Scheme

Name of authorised waste management undertakings or establishments ¹	Permit number of authorised waste management undertakings or establishments ¹

¹ The Permit Holder is to ensure that all waste management undertakings and, or establishments used during the reporting period are duly authorised by the Environment and Resources Authority.

Date of Submission: _____

Signature: _____

Section B.5 – Proof of recovery or recycling

[Provide the documentation requested under conditions 6.5 and 6.6 of the Permit.]



Section B.6 – Details on Information and Awareness Campaigns

[Include details of any Information and Awareness campaigns set up to for general public and economic operators in accordance to condition 16 of the Permit]

Annex II



**Terms of reference for Compliance Audits related to authorised
Waste Electrical and Electronic Equipment Compliance Scheme**

The independent, certified auditor shall be approved by the Environment and Resources Authority, and should fulfil the requirements set by the Authority.

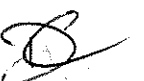
The auditor would be required to certify that all the information reported to the Authority by the Waste Electrical and Electronic Equipment Compliance Scheme as specified in the Permit itself.

A sound auditing procedure for traceability, monitoring, and control should be in place for all the waste electrical and electronic equipment managed pursuant to S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations and as specified in the Scheme's Permit.

The audit trail should cover all waste electrical and electronic equipment from the point of generation or collection to the end recovery or disposal facility (local or foreign).

The points overleaf shall be covered by the auditors in such audits, providing a **detailed** report of their findings. The Authority may reserve the right to request clarifications and further information from the auditors other than that provided in the audit report.

The terms of reference may be amended by the Authority from time to time. Any changes will come into force immediately, and shall be communicated to the Permit Holder accordingly.



	<i>Nature and extent of audit procedures</i>	<i>Timing</i>	<i>Done by and date</i>
1	<p>Objective: To confirm that there is a signed agreement between the WEEE compliance scheme and its members.</p> <p><i>1.1. Choose a random sample of 10% of the total no. of members, confirming that all members have signed the relevant agreements with the Permit Holder and verify the period for which such members have been represented by the Scheme.</i></p> <p><i>1.2. Choose a random sample of 10% of the total no. of members and confirm that the participation fee charged by the Permit Holder is in line with the schedule of fees in the agreement.</i></p> <p><i>1.3. For the sample chosen, inspect the file containing communications between the selected members and the WEEE Compliance Scheme and report any notifications of inaccuracies or inconsistencies.</i></p> <p>The stratified sample should represent the members as follows:-</p> <ol style="list-style-type: none"> 1. 6% of the sample representing those member who place on the market less than 1 tonne; 2. 2% of the sample representing those members who place on the market more than 1 tonne but less than 10 tonnes; 3. 2% of the sample representing those members who place on the market more than 10 tonnes <p><u>The documentation related to the chosen sample shall be attached to the Audit Report.</u></p>		
2	<p>Objective: To confirm that members have provided the Permit Holder with the relevant information on the quantities of electrical or electronic equipment placed on the market.</p> <p><i>2.1. Choose a random sample of 10% of the total no. of members, confirming that the members have</i></p>		

	<p><i>provided the necessary information to the Permit Holder and that the amounts for 'electrical and electronic equipment placed on the market' declared to the Scheme tally with the weight of electrical and electronic equipment actually placed on the market by the members.</i></p> <p><u>The same sample approach highlighted under Objective 1 shall be applied.</u></p> <p><i>2.2. The auditor is to highlight any over-/under-estimations reported by both the members and the WEEE Compliance Scheme.</i></p> <p><i>2.3. The auditor is to reconcile the quantities of electrical and electronic equipment placed on the market by each member with the global declaration for electrical and electronic equipment placed on the market in the Scheme's Annual Report, by category of EEE.</i></p> <p><i>2.4. The audit is to indicate whether the total amount of electrical and electronic equipment placed on the market declared in the Annual Report by the Permit Holder requires re-calculation for correctness and accuracy purposes.</i></p>		
<p>3</p>	<p>Objective: To ensure that the WEEE Compliance Scheme has only used waste management undertakings or establishments authorised by the Authority in accordance with Subsidiary Legislation 549.63 – the Waste Regulations.</p> <p><i>3.1. To obtain and submit together with the Audit Report a list from the Authority of waste management undertakings or establishments, duly authorised by the Authority during the time period covered by the Audit Report.</i></p> <p><i>3.2. To confirm with the list provided by the Authority that the WEEE Compliance Scheme has only used authorised waste management undertakings or establishments.</i></p>		

<p>4</p>	<p>Objective: To ensure that the amounts being reported are indeed reflecting WEEE being declared as collected, treated and recovered/prepared for reuse and recycled.</p> <p><i>4.1 The auditor is to check and confirm that the amounts of WEEE being declared as being collected and treated are indeed WEEE as defined in Schedule 1 of S.L. 549.89 – the Waste Management (Electrical and Electronic Equipment) Regulations.</i></p> <p><i>4.2. The auditor is to provide a detailed calculation of the amount of WEEE collected and confirm whether the collection rate stipulated in the Permit in accordance to regulation 7 of S.L. 549.89 – the Waste Management (Electrical & Electronic Equipment) Regulations has been attained.</i></p> <p><i>4.3. The auditor is to ensure that the amounts quoted as being recovered/prepared for reuse and recycled, for each category, are indeed reflecting the actual amounts being recovered and prepared for reuse and recycled, and do not represent the total amounts collected and sent for further treatment, either locally or overseas.</i></p> <p><i>4.4. The auditor is to verify that the total weight, for each category, declared as recovered/prepared for reuse and recycled by the WEEE Compliance Scheme reconciles with the amount of waste processed at the authorised waste management undertakings or establishments, and that such amounts are supported by evidence issued by such undertakings or establishments.</i></p> <p><i>4.5. To establish, by providing detailed workings, and to confirm whether the Permit Holder has achieved the recovery and the preparation for reuse and recycling targets, for each category, in accordance to regulation 11 of S.L. 549.89 -</i></p>		
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	<i>the Waste Management (Electrical and Electronic Equipment) Regulations.</i>		
5	<p>Objective: To check and confirm that the WEEE compliance Scheme has abided to the conditions 6.5 and 6.6 of the Permit.</p> <p><i>5.1. The auditor is to verify and confirm that for WEEE treated in Malta, the WEEE compliance Scheme have submitted to the Authority a signed declaration(s) from a local authorised waste management undertaking(s) that the WEEE has been recovered and/or prepared for reuse and recycled in an environmentally sound manner.</i></p> <p><i>5.2. The auditor is to verify and confirm that in cases of exports of WEEE for further treatment in other Member States or third countries, the WEEE compliance Scheme has submitted to the Authority:</i></p> <ul style="list-style-type: none"> <i>i. a declaration issued by the facility in the Member State or third country recovering and/or recycling the WEEE indicating that the operations are taking place in conditions that are equivalent to the requirements of Directive 2012/19/EU;</i> <i>ii. a copy of the permit issued by the competent authority in which the facility is situated for WEEE exported within the EU or in the cases of WEEE exported to third countries a declaration by the competent authority in which the facility is situated stating that the facility receiving the WEEE is authorised to conduct WEEE treatment operations in accordance with national procedures, including any applicable legal requirements.</i> <p><i>5.3. The auditor is to verify and confirm that in cases of non-compliance to conditions 6.5 and 6.6 of the Permit by the WEEE compliance Scheme, the amount of such WEEE treated has not been counted towards the fulfilment of obligations and targets of condition 6.1 of the Permit.</i></p>		

<p>6</p>	<p>Objective: To check and confirm that the WEEE compliance Scheme has abided to the conditions 15.2 and 15.3 of the Permit.</p> <p><i>6.1. The auditor is to verify and confirm that any movements of WEEE carried out by the Permit Holder was covered by a valid Consignment Permit (CP) and each transfer was accompanied by a Consignment Note (CN) as proof of such movement.</i></p> <p><i>6.2. The auditor is to verify and confirm that the Permit Holder has provided a copy of the documentation referred to in condition 15.2 of the Permit to the Authority.</i></p>		
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