

Procedure for the implementation of Registrations and Renewals as per:

SL549.43 – Waste Management (Packaging and Packaging Waste) Regulations,
SL549.89 – Waste Management (Electrical and Electronic Equipment) Regulations, and
SL549.54 – Waste Management (Waste Batteries and Accumulators) Regulations

New Registrations and Renewals

1. PROs are to utilise the relevant excel sheets, as provided by the Authority for the registration and renewals of producers for Packaging, EEE and Batteries. It is important that all the information and attachments which are already a requirement in the registration/renewal forms are submitted to the Authority accordingly with the excel sheets.
2. Registration/Renewal submissions to the Authority are to be done no later than a month after the producer joins a PRO, i.e. submissions made with the PRO in for example in May 2022, can only reach the Authority at the latest by the end of June 2022. Applications beyond one month from the date of registration with the PROs shall not be accepted by the Authority.
3. For renewals received after 31st March 2022, late fees shall be applied accordingly until the date of receipt of the renewal, provided that all the requirements are fulfilled. A producer shall only be considered renewed upon submission of all requirements, submission of registration/renewal fee, and payment of late fees where applicable.
4. In the case of registrations received during December, these shall be accepted until 31 December and processed by the Authority during the month of January of the following year. Payment of any pending dues related to the registrations/renewals received during the month of December shall be accepted until the end of January of the following year, and any pending documentation beyond 31st December for the previous year, shall not be accepted and the producer would be considered as non-compliant.
5. All registrations and renewals of producers with ERA are also to be supplemented with the following:
 - a. In the case of new members with the PRO, a copy of the full agreement is to be provided.
 - b. In the case of a member renewing its membership with the PRO, the PRO is to ensure that a written affirmation/declaration between both parties is signed each year, and a copy of such written affirmation/declaration signed during the year the renewal is being made, is submitted to the Authority with the producer's renewal.

6. In cases where a producer was self-compliant in the previous year, the PRO can renew the producer as a PRO member, however **the producer himself is to submit all relevant information and documentation covering the previous year, when the producer was self-compliant**, as prescribed in the renewal application forms. A producer shall only be considered as having registered/renewed upon provision of all information and documentation, and upon payment of all relevant fees.
7. For the year 2022, the deadline for renewals is of 31st March 2022. The late renewal fees shall be applied as follows:
 - i. For SL SL549.43 – Waste Management (Packaging and Packaging Waste) Regulations: An additional fee of seventy euro (€70) per month or part thereof applicable accordingly from the 1st of April 2022 until the end of 2022
 - ii. For SL549.89 – Waste Management (Electrical and Electronic Equipment) Regulations: An additional fee of twenty euro (€20) per month or part thereof applicable accordingly from the 1st of April 2022 until the end of 2022
 - iii. For SL549.54 – Waste Management (Waste Batteries and Accumulators) Regulations: An additional fee of twenty euro (€20) per month or part thereof applicable accordingly from the 1st of April 2022 until the end of 2022