



**MANUAL FOR BATTERY DECLARATION
(VERSION V3-2019)**

FEBRUARY 2019



Introduction

This manual is provided to the Members and Shareholders of AFIS Cyprus Ltd and its aim is to guide them step-by-step to complete correctly and easily the Declaration on the Electric Batteries and Batteries they have placed on the market. The Declaration should be completed and submitted to the AFIS by the dates listed below. The Statement is provided in a user-friendly format designed in the Microsoft Excel.

The Declaration of AFIS Cyprus Ltd can be found on the website www.afiscyprus.com.cy and should be sent to e-mail at declarations@afiscyprus.com.cy. For any assistance or clarification you may need, you can contact the Organization via the Pancyprian service line **70002347** or via the e-mail address: admin@afiscyprus.com.cy.

Information Systems

It is important that all companies set up their IT systems accordingly so that they can pricing retail customers and display the recycling fee on the invoice, as well as to easily extract from their system information which will be given as a Declaration to the System.



Deadlines for Declaration and Payment of Fees

The Declarations to the Organization and the corresponding charges begin from 1st May 2009. Companies are divided into two categories depending on the quantities they import into the Cypriot market and while they complete their 1st Declaration they are informed about the category which they belong to.

A' Category

Companies which belong to the A' Category will have to submit a declaration every Quarter. The following table gives the period to which each statement should be mentioned and the deadline it should be delivered to the Organization.

A/A	Reference Period	Final Submission Date
1	January - March	10 April
2	April - June	10 July
3	July -September	10 October
4	October - December	10 January

More specifically, the first statement will be submitted by the 10th of April and will refer to sales in January - March, the second will be submitted by the 10th of July and will refer to sales in April - June, the third will be submitted by the 10th of October and will refer to sales in July and September, and the last one will be submitted by the 10th of January and will refer to October-December sales of the previous year. The Declaration will be reviewed and an invoice will be issued by the Organization, which should be payable within 30 days of its issue.

B' Category

Companies of B' Category will have to submit a Declaration once a year for the previous year. This simplifies procedures for companies in this category. The Declaration should be submitted to the System by the 31st of January of each year and will refer to Batteries and Accumulators that were placed on the market the previous year. Only in the case of 2009, the Declaration will refer to Batteries and Accumulators that were placed on the market from 1st of May 2009 until the 31st of December 2009, and not on Batteries and Accumulators that were being placed in the market the whole year. For the rest of the years, each statement will refer to the whole year. The fee will be paid 30 days after the invoice is issued by the Organization.



How to complete the Declaration

The following form is the Declaration of Batteries and Accumulators which all the companies, members and shareholders of AFIS Cyprus Ltd must fill in.

COMPANY NAME									
VAT NUMBER									
DECLARATION PERIOD									
CONTACT PERSON									
CONTACT NUMBER									
EMAIL									
									
A) Category - Non rechargeable	Genre	Type	Usual type of battery	Number of items	Contribution per item (€)	Weight (grams./item)	Total weight (kilos)	Total cost (€)	
UP TO 5 GRAMS	BUTTONCELLS	Buttons			0,02		0,00	0,00	
6 UP TO 30 GRAMS	R 03	Carbon Zink	AAA		0,04		0,00	0,00	
	R 6	Carbon Zink	AA		0,04		0,00	0,00	
	LR 03	Alcaline	AAA		0,04		0,00	0,00	
	LR 6	Alcaline	AA		0,04		0,00	0,00	
31 UP TO 150 GRAMS	OTHER BATTERIES		Lithium	Li	0,04		0,00	0,00	
	R 14	Carbon Zink	C		0,08		0,00	0,00	
	R 20	Carbon Zink	D		0,08		0,00	0,00	
	6F 22	Carbon Zink	E (9V)		0,08		0,00	0,00	
	LR 14	Alcaline	C		0,08		0,00	0,00	
	LR 20	Alcaline	D		0,08		0,00	0,00	
	6LR 61	Alcaline	E (9V)		0,08		0,00	0,00	
	OTHER BATTERIES		Lithium & Other	Li		0,08		0,00	0,00
OVER 150 GRAMS	OTHER BATTERIES	Lithium & Other	Li		0,40		0,00	0,00	
B) Category - Rechargeable									
UP TO 150 GRAMS	LEAD-ACID	LEAD-ACID	Alarms, Tools		0,10		0,00	0,00	
	NICKEL - CADMIUM	NiCd	Tools, Mobile phones, Laptops		0,10		0,00	0,00	
	NICKEL - METAL	NIMH	AAA/AA/C/D/E		0,10		0,00	0,00	
	OTHER BATTERIES		Lithium & Other	Li-Ion		0,10		0,00	0,00
OVER 150 GRAMS	LEAD-ACID	LEAD-ACID	Alarms, Tools		0,40		0,00	0,00	
	NICKEL - CADMIUM	NiCd	Tools, Mobile phones, Laptops		0,40		0,00	0,00	
	NICKEL - METAL	NIMH			0,40		0,00	0,00	
	OTHER BATTERIES		Lithium & Other	Li-Ion		0,40		0,00	0,00
TOTAL				0			0,00	0,00	
								VAT 19%	0,00
								TOTAL	0,00

The first information to be filled in at the top of the declaration in green boxes, is the name of the company submitting the Declaration, its VAT number, the period to which the Declaration refers, as well as its contact person, telephone number and email.

As shown in the form, the Electric Columns and Batteries have been divided into two major categories: non-rechargeable and rechargeable. These two major categories have been subdivided according to their weight and type. The type of each subcategory and the usual battery types included in each subcategory are given for your own help.

For each subcategory, the company submitting the Declaration should declare in the column "Number of items" the total number of items it has placed on the market for the period mentioned in the Declaration. This means that the total number of items for each subcategory has been previously calculated by you and the final number is simply transferred to your statement. If you have not place in the market materials from any category simply state "0" in the "Number of Items" column.

The Organization fees per subcategory are presented in the column "Contribution per item €" of the Declaration and are incorporated in the Declaration as well as the



formulas for calculating the total fees. In the "weight" column, you must declare the weight of each item in grams. The weight can be requested from your supplier or by weighing a piece. The Declaration alone calculates the total weight for each subcategory by multiplying the pieces by weight per piece, and your Company Levy per subcategory by multiplying the pieces you declare by the fee per item. The result for each subcategory is given in the column "Total Contribution €". At the bottom of the Declaration is the total number of items sold on the market, the total weight and the total financial contribution. Finally, VAT is added, and the last line is the Total Amount (including VAT) your company will have to pay to the Organization.

Important Clarifications

The following data are given to provide clarifications and to guide you on how to calculate the items your company should declare:

1. A card containing **4 AA alkaline batteries**, must be declared as **4 pieces** in the **6 to 30 gram LR6** subcategory, in the **non-rechargeable** category.
2. A card containing **4 AA batteries plus 2 free**, non-rechargeable batteries must be declared **as 6 items** in subcategory **6 to 30 grams R6** in the **non-rechargeable** category.
3. If in a subcategory you have sold batteries that have different weight (batteries of different brands) then the weight column indicates the average weight of the batteries as follows:

I sold 3000 batteries weighing 10 grams and 2000 batteries weighing 15 grams

Average weight calculation = $(3000 * 10 + 2000 * 15) / (3000 + 2000) = 12\text{gr}$