

Guide to Completing the Registration Document

Part 1 – Company details

1. Contact Details

Please ensure that these are provided for the person who would answer all queries about the data from both Clearpak and the Environment Agency.

2. Applicant business

These are the details provided to the Agencies database from which they will identify whether a company is registered.

- Trading business name – the name by which the company would be listed for trading purposes.
- Full company name – the name of the registered company if different to the trading name.
- Address of registered office – for the serving of notices if required.
- Companies House Registration number – the number that would identify your company if you are a Limited Company.
- SIC Code – The code taken from the [2003 SIC](#) list that most closely identifies the sector your company operates in.
Turnover – the total reported turnover in the last set of accounts under the Companies Act 1985 Section 262(1) of the Company or Group if registering as a Group.
- Allocation method – this is explained below and is the system whereby you use a fixed weight per million pounds of turnover.

3. Subsidiaries

You should include here any subsidiaries that handle packaging and are included in this registration. If a subsidiary is registering separately, they should not be included here.

Main packaging activity – you need to identify whether the subsidiary predominantly acts as a raw material provider, convertor, pack/filler, seller, importer or service provider (leasing packaging to others) in relation to the packaging regulations.

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Part 2 - Data

4. Packaging activity

As detailed above.

5. Method of calculation

You should be able to demonstrate during a compliance monitoring check by Clearpak or the EA that your data has been based on some system of calculation and is not simply an estimate.

6. Calculation for Small Producers.

Any company with a turnover of between £2-5m in the last set of accounts can opt to calculate their data using the Allocation method. The Regulations contain a tonnage figure that increases each year and which must be multiplied by the turnover to achieve the figure that must be used as the obligation. The turnover is taken as the total turnover to the nearest £10k, divided by 1,000,000. Therefore, a company with a turnover of £3,573,864 would use the figure 3.57386 as the multiplier. For 2010, that would then be applied to the set tonnage of 29 tonnes = 103.64194 rounded to 104 tonnes.

7. Data tables

These should be confirmed with Clearpak before final completion and signature.

8. Declaration

The Regulations require all data supplied to schemes by Producers to have a signature from a Director or, if the company is registered outside the UK, a senior manager. Where the data is supplied electronically, an electronic signature may suffice although the exact nature of this is not clearly defined.

The Regulations state that:

(c) any requirement for a signature may be satisfied by an electronic signature incorporated into the document; and

(d) "electronic signature" means data in electronic form which are attached to or logically associated with other electronic data and which serve as a method of authentication.

On completion, both forms must be signed by a company director or approved person and returned to Clearpak's Sales team – contact details can be found at the foot of the final page of the each form.