

## Registration Form 2011

### Part 1 – Company details

The following details are required in order for Clearpak to be able to register your company. Please answer all questions.

#### 1. Contact details

Name	
First Name	
Last Name	
Position	
Address	
Postcode	
Phone/mobile	
Fax	
Email	

#### 2. Applicant business

Trading business name	
Full company name (if different)	
Address of registered office	
Postcode	
Authorised Signatory	
Position	
Email	
Companies House Registration number	
VAT Registration Number	
SIC Code (2007)	
Turnover (if Group registration, total Group turnover)	

Are you registering as (please place x in as many boxes as apply):

Sole trader	
Partnership	
Individual company	
Small producer (using allocation method of data calculation)	
Subsidiary of holding company	
Holding company (on behalf of one or more subsidiaries)	

If your turnover last year was between £2-5m and you are using the allocation method, please state which is your predominant material by placing a cross in the relevant box below.

Paper	Glass	Aluminium	Steel	Plastic	Wood

What was your total recovery obligation (tonnes) in 2010 (this helps us to consider your data)	
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### 3. Subsidiaries

**Please give details of all subsidiaries you want to include in this application for registration.**

You can copy the following page or continue on separate sheet(s) if you need to.

How many subsidiaries are you registering?	
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#### Subsidiary 1

Subsidiary Name	
Registered address	
Postcode	
<i>Contact details</i>	
First name	
Last name	
Address	
Postcode	
Phone	
Email	
SIC code	
Main packaging activity (raw material, convertor etc)	
Company registration no.	
Turnover	

#### Subsidiary 2

Subsidiary Name	
Registered address	
Postcode	
<i>Contact details</i>	
First name	
Last name	
Address	
Postcode	
Phone	
Email	
SIC code	
Main packaging activity (raw material, convertor etc)	
Company registration no.	
Turnover	

### Subsidiary 3

Subsidiary Name	
Registered address	
Postcode	
<i>Contact details</i>	
First name	
Last name	
Address	
Postcode	
Phone	
Email	
SIC code	
Main packaging activity (raw material, convertor etc)	
Company registration no.	
Turnover	

### Subsidiary 4

Subsidiary Name	
Registered address	
Postcode	
<i>Contact details</i>	
First name	
Last name	
Address	
Postcode	
Phone	
Email	
SIC code	
Main packaging activity (raw material, convertor etc)	
Company registration no.	
Turnover	

## Part 2 – Data

### Packaging activity

Clearpak must declare which is the predominant packaging activity. Please place a cross in one box in the first column and one in the second column.

Packaging activity	Primary	Secondary
Manufacturing		
Conversion		
Packing/filling		
Selling		
Importing		
Service provider		

### Method of Calculation

Please state how you worked out your packaging handled. Please place a cross next to each method used.

Supplier data	
Sample weighing	
Sales records	
Trade associations methodology	
Data system (such as DHL). If this method is used, please state which one in the box below.	
Other Please explain in the box below)	

### Calculation for Small Producers

If you are registering as a Small Producer using the Allocation method, your obligation will be calculated by multiplying your turnover (in millions of pounds) by a tonnage fixed by the Government.

In 2011, this tonnage is set at 29 tonnes. Therefore, if you are a business that in your most recent accounts, recorded a turnover of £3.7m and your predominant packaging material was cardboard, then for 2010, you would have an obligation of:

$$3.7 \times 29 = 107.3 \text{ rounded to the nearest tonne} = 107 \text{ tonnes of cardboard}$$

**Data Tables**

**Table 1 – UK**

This should include data for all packaging activity carried out in the UK BY YOUR BUSINESS OR GROUP OF BUSINESSES including activity performed on:

- Material you have imported and included in Table 3
- Material subsequently exported which you must then include in Table 2

**Table 1** Packaging and packaging materials supplied (total in tonnes)

Activity	Paper	Glass	Alu	Steel	Plastic	Wood	Other
Raw material							
Conversion							
Pack Filling							
Selling							

**Table 2a – Packaging Exported by the producer**

Details of packaging and packaging materials you exported

- yourself
- through an agent acting on your behalf (where you have retained ownership of the goods and packaging).

Write the tonnage against the activity which you performed before export.

Do not forget to ensure these tonnages are include in the corresponding box in Table 1 above

**Table 2a** Packaging and packaging materials exported by the producer (total in tonnes)

Activity	Paper	Glass	Alu	Steel	Plastic	Wood	Other
Raw material							
Conversion							
Pack Filling							
Selling							

**Table 2b – Packaging Exported by a third party**

Packaging and packaging materials exported by a third party in tonnes  
Do not include Packaging materials you import and subsequently export – list them in Table 3c below.

No assumptions must be made on third-party exports.

You will be required to maintain documentary evidence that supports these figures and produce it at our request

**Table 2b** Packaging and packaging materials exported by a third party (total in tonnes)

Activity	Paper	Glass	Alu	Steel	Plastic	Wood	Other
Raw material							
Conversion							
Pack Filling							
Selling							

**Tables 3 - Imported materials**

In Table 3a, write the tonnage figure in the activity row to reflect the purpose for which the packaging was imported. (For example, if you import plastic granules to make into plastic bags, place the figure in the ‘conversion/plastic’ answer cell. If you go on to perform the conversion activity in the UK, add the tonnage in the ‘conversion’ row of Table 1 on page 4 as well.) In Table 3b, write the amount of importing packaging (primary, secondary or transit) of which you are the end user.

Transit packaging that you are the end user of should be entered in Table 3b below.

**Table 3a** Packaging and packaging materials imported for the purpose of the following activities in tonnes

Activity	Paper	Glass	Alu	Steel	Plastic	Wood	Other
Conversion							
Pack Filling							
Selling							

**Table 3b** Packaging around UK imports of which you are the end user in tonnes

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

**Table 3c** Imported packaging which is subsequently exported in tonnes

Include only the specific packaging items that have been imported then exported whether or not further activities have been performed on them.

Paper	Glass	Aluminium	Steel	Plastic	Wood	Other

**Table 4** Recycling and Recovery obligations

Clearpak will calculate these obligations and complete this table before returning the form to you for the Directors Signature.

	Paper	Glass	Alu	Steel	Plastic	Wood
<b>Material Recycling obligations</b>						

<b>Total Recycling obligation</b>	
<b>Total Recovery obligation</b>	
<b>Net recycling obligation</b>	
<b>Net recovery obligation</b>	

It is an offence if you deliberately give false or misleading information - you may be liable to prosecution. The application must be signed by an 'approved person' – a Director for a UK registered company or a senior manager if foreign based.

**Declaration**

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

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

I agree to inform you of any changes to the information given on this application within 28 days of the change.

Signature of approved person	
Title	
First name	
Last name	
Position	
Date	

Please return the completed and signed form to Clearpak's Sales Team.

Jenny.Weston@clarity.eu.com / Fax 01509 813 936