

YOUR WAY TO EPR-COMPLIANCE

Checklist for your initial consultation

Dear reader,

You have decided to download this checklist - congratulations! It is your first step towards acting in compliance with national and international law and fulfilling your extended producer responsibility. Whether you already know, how we can help you or you are still unsure about how CERTIFY can best support you - in our non-binding initial consultation, we get an idea of your individual needs, and you benefit from an initial assessment. In order for us to best determine these needs, you should have documents ready that are listed in the checklist.

We look forward to hearing from you!

Your Certify Team

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CHECKLIST

In our initial consultation, we clarify important questions to offer you the best possible consulting or service for your needs. In addition to information about your company structure, we need to know:

- What quantities of what product you will sell
- What type of customers you will deliver to
- In which country you will sell
- At what time you want to start or may have already started
- Via which distribution channel you will sell your products

You should have the following ready:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Overview of the company structure <input type="checkbox"/> List of the products in question <input type="checkbox"/> Definition of the end consumer <input type="checkbox"/> Overview of distribution channels <input type="checkbox"/> Relevant countries for distribution <input type="checkbox"/> Sales figures overview <input type="checkbox"/> Only for dealers <input type="checkbox"/> Company's points of contact with EPR | <ul style="list-style-type: none"> ■ International branches of the company ■ Subsidiaries/parent companies abroad <p>Specify if:</p> <ul style="list-style-type: none"> ■ products are intended for use in private households ■ products are intended for use in professional environment only ■ you sell unfinished components <p>Who is usually the purchaser and/or consumer of the products?</p> <p>Which channels are used (multiple possible)?</p> <ul style="list-style-type: none"> ■ Your own branches ■ Distance selling to customers directly ■ Distributors & dealers <p>Which countries are the products sold in?</p> <ul style="list-style-type: none"> ■ Information in kilograms/pieces per country ■ Information about annual turn over for the respective country <p>Where are the products imported from?</p> <ul style="list-style-type: none"> ■ Have there been any EPR initiatives before? ■ If yes, which ones? ■ Are there any other contacts in your company? |
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INITIAL CONSULTATION AT CERTIFY - WHAT TO EXPECT FROM US

The process of a initial consultation usually looks like this:

Step 1: We get to know your product and distribution channels

During the meeting, we clarify initial details to assess whether and how we can best help you. This includes information on how and where your company sells (distribution channels). We also need to know exactly what is being sold - whether they are finished products or components. It is also relevant who uses the products. A special focus is placed on defining the end consumer. For dealers, we ask where the products are purchased (domestic or foreign). Finally, it is important to know since when sales have been taking place, as retrospective registrations may be possible, recommended, or even legally mandatory.

Step 2: We get an idea of your company

The more we know about the company structure, the better service and consulting we can offer. That's why, in the initial conversation, we usually ask whether there are branches, subsidiary/sister or parent companies at home and abroad, and if so, whether there have been any points of contact with the EPR topic already in order to make things easier and prevent processes from being triggered twice. If this is the case, we discuss what has actually already been implemented.

Step 3: We clarify your needs

Now we know enough to roughly say what you need from us - and whether that is a service or consultation. Based on this, we can provide a rough direction and estimate the possible solutions, the scope, effort, costs, and the timeframe it may take to fully implement everything.

Step 4: We plan the next steps with you

Thank you for the conversation! At the end, we will inform you about the next steps and send an email with details and a summary of the discussion. If possible, you will already receive initial offers from our side.

Afterwards, we will send you our Scope Assessment Tool (SAT) - an Excel data sheet that you can fill out and return to us so that we can review what has been discussed before preparing offers and contracts.

Often, due to the product type, company structure, and distribution channels, it needs to be checked whether the obligations of your company could be particularly extensive in some countries or (which is much more common) not applicable in some of them countries. We do not enter into contracts for services that we cannot actually provide because the legislature may have excluded it from the outset.

Only after we have received this SAT and checked all criteria again and in detail, will the customer receive a proposal. In a second appointment, we will specify the offer and services so that you as the customer receive the perfect range of services.

Good to know:

The better you have prepared for the initial conversation with our checklist, the quicker we can assess your needs, and the easier it will be for you to fill out the SAT. This is essential for a quick start of the registration and consultation processes.

OUR SERVICES

CERTIFY specializes in supporting industry and trade in the legally compliant implementation of EU-wide producer responsibility directives. We are not only familiar with the relevant German laws such as BattG, VerpackG and ElektroG, but also with the legal regulations of the other EU member states. In addition, we have extensive expertise of the legal requirements in Norway, Switzerland and the UK.

Your options with Certify:

- **Consulting service** on laws, requirements and obligations. Upon request, also individual workshops and reporting on changes.
- **Full service:** Certify assumes all obligations as authorized representative as well as liability for compliance.... All you need to do from now on is to provide us with regular volume reporting.
- **Advice and assistance** with labeling and information obligations. If necessary, individual workshops and reporting of changes.

Our services are available for the German and the international market. We would be happy to find out which option suits you best in your initial consultation.

We look forward to hearing from you.

CONTACT

Would you like to arrange an initial consultation or do you have any unanswered questions?
Simply call us without obligation or send us an e-mail! We will get back to you as soon as possible.

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