

The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007



2010 Registration & Data Form

An application can be accepted without the signature of an 'authorised person' (see back page) but we must receive a signed copy of this document as soon as possible. Group registrations are not allowed therefore individual registrations should be made for each subsidiary of a group.

If you send in an application with information missing or incomplete, your registration may be delayed or rejected.

Section 1 – Registration Details

Full (legal) Company Name:

Business Name or Trading Name:

Full address of registered office:	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Company Registration No:

SIC Code:

For your SIC Code go to www.companieshouse.gov.uk/webcheck or www.biffa.co.uk/findsic.php

Are you registering as a	
<input type="checkbox"/> Individual Company	Name of Owner / Names of Partners <input type="text"/>
<input type="checkbox"/> Sole Trader	
<input type="checkbox"/> Partnership	

Website Address:

Total UK turnover: £

Figure should be in pounds i.e. one hundred & fifty thousand is £150,000

Obligation Type:

Our products are used by Domestic Households only

Our products are used by Businesses only

Our products are used by both Domestic Households & Businesses

Please tick the obligation that applies to your company

Vat Registered: Yes No

WEEE Registration No:

(If previously registered with a WEEE Compliance Scheme)

First Contact

Please provide details below of the person who will be the main contact for Transform and the Environment Agency

Title:	First name:
Surname:	
Position:	
Address:	
<input type="text"/>	
<input type="text"/>	
Postcode:	
Tel:	Fax:
Mobile No:	
Email:	

Second Contact

Please provide details below of a second contact within your business who can be contacted in the absence of the First Contact to discuss the Registration

Title:	First name:
Surname:	
Position:	
Address:	
<input type="text"/>	
<input type="text"/>	
Postcode:	
Tel:	Fax:
Mobile No:	
Email:	

Are you an existing Biffa Customer? Yes No Account Number(s):

(If yes please provide account number)

Section 2 – Producer Identification Mark

The Environment Agency require a graphic file(s) portraying the brand mark(s) you are responsible for to be submitted with your registration. This is for the purposes of their public register and they have stipulated strict criteria for the file. The smallest side should be no smaller than 120 pixels and no larger than 232 pixels and be in a JPG format. The file size should be 250kb or less. Please submit this in the correct format to transform@biffa.co.uk

Have you submitted your graphic file(s)?

Yes

The file(s) must be received before we can process your registration

Please list all brand names for which you are responsible:

<input type="text"/>

Section 3 – Sales Data

Please report the amount of new EEE product placed onto the UK marked previously by category and end-user in **tonnes** to 3 decimal places. **We need data from the last 4 quarters to be submitted to us, please use a separate copy of this page for each quarter.** Although direct sales into other EEA states should not be reported you should keep records of these sales for four years.

If an item is sold as individual parts for assembly by the user, the weight should include all the individual parts. Packaging and instructions should be excluded from the weight. The weight should reflect the weight of the item(s) at the time of disposal. For further information please refer to the guidance documents available at www.transform-uk.net

You are also required to document and keep your basis for deciding to include products in your EEE data or not including them in the EEE data

This data is for the period: Year: 20__

(Please only submit data for one period. Use another form for other periods)

Q1
January to March

Q2
April to June

Q3
July to September

Q4
October to December

	For use by domestic households	For use by businesses
	Tonnes	Tonnes
Category 1 - Large Household Appliances (other than cooling equipment)		
Category 2 - Small Household Appliances		
Category 3 - IT and Telecoms equipment (excluding displays i.e. televisions and monitors)		
Category 4 - Consumer Equipment (excluding displays i.e. televisions and monitors)		
Category 5 - Lighting equipment (excluding gas discharge lamps)		
Category 6 - Tools		
Category 7 - Toys, leisure and sports equipment		
Category 8 - Medical Devices		
Category 9 - Monitoring and Control equipment		
Category 10 - Automatic dispensers		
Displays (televisions and monitors)		
Cooling equipment containing refrigerants		
Gas discharge lamps		
Totals		

Section 4 – Basis of Assessment

How has the EEE sales weight data been obtained? (Please tick)

Supplier data

Sample weighing

Weighing all products

Pareto analysis

e.g. Top 80% of lines

Trade Organisations (please specify)

Other (please specify)

Section 5 – Transform Website – Members Area Login Details

When you are fully registered with Transform, you will be able to access your registration and sales data on our website at www.transform-uk.net via our members area.

Please specify the username and e-mail address that you would like to use to access the members area. Please note that all notifications sent and relating to your account will be sent to this e-mail address.

We will provide you with a password once you have been set up on our system. If you require more than one user to be set up on our members area please provide details of the username and e-mail address for each additional user.

Username:	
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N.B – your username can only contain letters and numbers

E-mail address:	
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Section 6 – Additional Information

How did you hear about Transform?

Please tick all that apply

- Word of Mouth
- Conference
- Leaflet
- Biffa Waste Services Ltd
- Internet Search
- Other (please specify) _____

Additional information, comments or queries in relation to your application

Section 7 – Declaration by Authorised Person

It is an offence if you deliberately give false or misleading information. You may be liable to prosecution. This registration form must be signed by an 'approved person' (see below).

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

I understand that registration with Transform may be refused or cancelled if I give false or incomplete information and that the Environment Agency may take enforcement action, which could result in prosecution.

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

For the purpose of signing the registration document, the 'approved person' is:

- a director of the company
- a partner or sole trader

Details of Approved Person

Signature:

Title:	First name:
Surname:	
Position:	
Date:	

**Please return this completed form to:
Transform, Biffa Waste Services Ltd, Coronation Road, High Wycombe, Bucks, HP12 3TZ**