

# How to Register as a Producer of Packaging

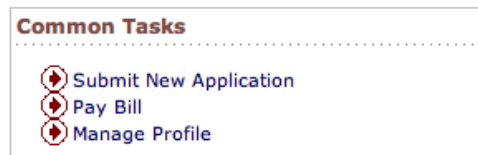
1. Go to <http://www.mepa.gov.mt/>



Login to Desktop

e-ID Number:  Password:

2. Log in using your e-ID credentials
3. From the 'Common Tasks' pane, choose 'Submit New Application'.



**Common Tasks**

- Submit New Application
- Pay Bill
- Manage Profile

4. You will be prompted with the following choices. Select '**Register as a Producer of Packaging**'



**Select Type of Application**

Please select the type of application for which you want to apply by clicking

- Register as a Producer of Packaging**  
Register as a Producer of Packaging
- Register as a Producer of Electrical and Electronic Equipment  
Register as a Producer of Electrical and Electronic Equipment
- Register as a Producer of Batteries and Accumulators  
Register as a Producer of Batteries and Accumulators

5. On the left hand side, you will now see the **Forms Sections** pane which lists out the different sections of the form. This will allow you to know at which stage in the form you are currently in.



**Form Sections**

- Registration as a producer of Packaging
- When You Need To Fill This Form
- Applicant Details
- Packaging and Packaging Waste Data
- Declaration
- Attachments
- Confirm Details
- Payment

6. You will be first directed to the “When you need to fill this Form” section, which gives relevant information on the form. Read it thoroughly and click on the next section, **Applicant Details**.

| 1 Applicant Details                               |                         |
|---|-------------------------|
| Registration Type:                                | First Time Registration |
| If renewal what is your Producer Registration No. | <input type="text"/>    |
| Trading Name of Business                          | <input type="text"/>    |
| *Full Company Name                                | <input type="text"/>    |

7. You will need to fill out the **applicant details, full address of office and contact details**. When this is complete, click next.

8. The next section is the **Packaging and Packaging Waste Data**. Here you will be asked to fill out details of amounts of packaging waste sent for recycling, in kilograms and other data.

*Amounts of packaging material placed on the market and packaging waste recovered and/or recycled. In kilograms*

| Material          | Packaging material put on the market | Packaging waste sent for recovery * | Packaging material sent for recycling ** |
|-------------------|--------------------------------------|-------------------------------------|--|
| GLASS             | <input type="text"/>                 | <input type="text"/>                | <input type="text"/>                     |
| PLASTIC           | <input type="text"/>                 | <input type="text"/>                | <input type="text"/>                     |
| PAPER / BOARD     | <input type="text"/>                 | <input type="text"/>                | <input type="text"/>                     |
| Metal - Aluminium | <input type="text"/>                 | <input type="text"/>                | <input type="text"/>                     |

9. If estimates were used in gathering this data, a brief description of the methodology used is required. If there are materials, for example wood, which you do not use, simply put zero (0) in the form.

| Material | Packaging material put on the market | Packaging waste sent for recovery * | Packaging material sent for recycling ** |
|----------|--------------------------------------|-------------------------------------|--|
| GLASS    | <input type="text" value="2300"/>    | <input type="text" value="1700"/>   | <input type="text" value="1200"/>        |
| PLASTIC  | <input type="text" value="0"/>       | <input type="text" value="0"/>      | <input type="text" value="0"/>           |

10. The next page is the **Declaration**, in which you will be asked to declare that you have provided true information, as well as other details. You will also be asked to fill out your name and position in this section. Once completed, click next.

\*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 20 working days of the change.

11. On the **Attachments** section you can upload new documents that will be added to the case file. Select the type of document you want to upload from the pre-selected lists and **'Upload New Document'**

**Document Attachments**

Upload NEW documents that will be added to the case file. Select the type of document from the pre-selected lists and click 'Upload New Document' button.

Photo  
Letter or Report  
✓ Drawing  
GIS Map  
Form

Upload New Document

Next Back

12. You will be taken to an upload page from which you will select the document type from a pre-selected list, the title of the document and the actual file you want to upload. After making the selection click **'Upload'**.

**Upload File**

**Upload New Document**

\* Document Category: Drawing

\* Document Type: Block Plan  
Side Elevation  
Front Elevation  
Floor Plan  
Plan  
Section Plan  
Scheme Plan  
Alignment Plan  
Leveling Scheme  
Site Levels  
Attachment to Consultation

\* Title:

\* Upload File:

Upload Back

13. Following the upload of the file, you will be allowed to upload any other file you deem necessary for the case file. If there are no more documents to upload, click next.

14. On the **Confirm Details** section you will be shown when you need to fill the form once more, as well as the entire form as you submitted it. It is important that you check the details you've entered in the form are correct. You may even print the form for your reference.

15. The final section is the **Payment Page**. The total amount for the registration will be calculated and displayed and you will be asked to enter your credit card details. This data will be treated according to MEPA's privacy policy and in terms of the Data Protection Act (Chapter 440 of the Laws of Malta). After filling out the necessary details and agreeing to the Terms and Conditions, click on Submit to finalise the registration.

| Bill Details        |          |            |                |
|---------------------|----------|------------|----------------|
| Description         | VAT Rate | VAT Amount | Net Amount     |
| Producer of packing | 0%       | 0.00       | 10.00          |
| <b>Total</b>        |          |            | <b>€ 10.00</b> |

| Payment Details  |   |
|--|---|
| * Card Holder Name:  | <input type="text"/>  |
| * Contact e-Mail:  | <input type="text"/>  |
| * Card Brand:  | <input type="text" value="v"/>                                |
| * Card Number:   | <input type="text"/>  |
|  | <input type="button" value="Show Number"/>                    |
| CVV2 Number:   | <input type="text"/> What is the CVV2 Number?                 |
| * Expiry Date:   | <input type="text" value="v"/> <input type="text" value="v"/> |
| <input type="checkbox"/> I agree to the Terms and Conditions |   |

| Data protection clause   |
|--|
| In terms of the Data Protection Act (Chapter 440 of the Laws of Malta), note that MEPA will process any personal and/or sensitive data supplied to it as detailed in here. |

|   |                                     |
|---|-------------------------------------|
| <input type="button" value="▶ Submit"/> <input type="button" value="◀ Back"/> | <input type="button" value="Save"/> |
|---|-------------------------------------|