

DECLARATION FORM FILLING-IN INSTRUCTIONS

Please report the total volumes of packaging used in the companies covered in your agreement.
Please note: deposit beverage packaging (plastic, metal, glass) is not reported to Rinki.

► Check the actual weights of all packaging used by your firm as accurately as possible. You can find examples of various types of packaging at Rinkiin.fi. However, first and foremost you should use the actual weights of the packaging in your calculations.

► Remember to include all packaging and packaging materials used for preserving, protecting, handling and transporting, and for the display of your products. For example, a product may be packed in sales packaging, sales packaging in grouped packaging and these may be transported together in transport packaging.

► Declare packaging used for packing or transporting your products even if you may have contracted the packaging or logistics services from another firm.

► Declare both new packaging used for the first time and reused packaging already in circulation. They each have their own column on the form.

Please note:
Do not declare packaging for products that your company imported to Finland and then returned to another country in their original packaging. Packaging used in transfers within the same company in Finland is not declared either. An internal transfer means that a packed product is transferred in Finland within the same business ID.

CHECK from the definition of materials for which row to enter the type of packaging materials or packaging on the form.

ENTER here the packaging that is:

- new and used for the first time
- packed in-house or by subcontractor, remains in Finland and contains a product owned by your firm at the time of packing.

ENTER here the packaging for all products imported including for own use that remain on the Finnish market. Enter here also the packaging for products imported from the Åland Islands.

ENTER here the packaging for all products packed in-house or by a subcontractor that is exported from Finland. You should also enter here the packaging for tax-free sales and for products exported to the Åland Islands.

ENTER here the packaging that your firm has reused to pack its products. Also enter the packaging that your firm has leased or borrowed for its own use (e.g. leased pallets or post office roller cages). Add up all the times they were used and multiply this by the packaging weights.
Note. Reuse refers to the use of packaging after its first use or the reuse of packaging for imported products.

Name of firm

Customer number Business ID code

Use the actual weights of packaging used by your firm in calculations. Remember to include all packaging used for the preservation, protection, handling and transport as well as the display of a product.

DECLARATION FORM

Report the xxxx packaging data as totals. Include the volumes of packaging used in the companies covered in your agreement.

► PLEASE DECLARE PACKAGING DATA BY xx.xx.xxxx AT THE LATEST.

		Packed in-house or by subcontractor for the Finnish market	Import to Finland	Export from Finland	Reuse as packaging in Finland
PAPER FIBRE	Corrugated cardboard packaging for consumers				
	Corrugated cardboard packaging for firms				
	Industrial wrapping and sacks				
	Industrial cores				
	Carton and paper packaging				
	Carton liquid packaging				
PLASTIC	Plastic packaging for consumers:				
	Conventional plastic packaging*				
	Biodegradable plastic packaging				
	Conventional shopping bags*				
	Biodegradable shopping bags				
	Conventional small bags*				
	Biodegradable small bags				
	Plastic packaging for firms				
METAL	Aluminium packaging for consumers				
	Aluminium packaging for firms				
	Tinplate packaging for consumers				
	Tinplate packaging for firms				
	Steel packaging				
GLASS	Glass packaging (non-deposit)				
	WOOD				
	FIN pallets (stamped 100 x 120 cm)				
	EUR/EPAL pallets (stamped 80 x 120 cm)				
	Rental pallets				
	Other wooden pallets				
	Cable reels				
	Other wooden packaging				
OTHER	Other packaging				
<small>Other packaging, specify material:</small>					

*) Conventional plastic packaging refers to non-biodegradable plastic packaging. The definition includes bio-based plastic packaging that is not biodegradable.

ADDITIONAL INFORMATION (e.g. reasons for significant changes in packaging data)

Telephone and Email: _____

Signature: _____

Name in block capitals: _____

The quickest way to submit the data is via RINKI Ltd's extranet: extranet.rinkiin.fi

You may return the form as an email attachment.
 Email: info@rinkiin.fi Post: Finnish Packaging Recycling RINKI Ltd, Mikonkatu 15 B, FI-00100 HELSINKI, FINLAND

FINNISH PACKAGING RECYCLING RINKI LTD

FINNISH PACKAGING RECYCLING RINKI LTD

DEFINITIONS OF MATERIALS

PAPER FIBRE PACKAGING

Corrugated cardboard packaging comprises packaging and packaging accessories made of corrugated cardboard. For example, various cardboard boxes, platforms, display racks, layer boards, corner supports and pallets.

► **There are separate rows on the form for corrugated cardboard packaging FOR CONSUMERS and FOR FIRMS.** See the side panel for the distinction.

Industrial wrapping and sacks

comprise packaging for products supplied to industry. They are fibre-based and often plastic coated or laminated. For example, wrapping and end labels for paper rolls, wrapping for sheets of paper, edge reinforcements and corner supports, wrapping laminates and paper sacks for the timber, plywood, board and steel industries.

Industrial cores comprise inner cardboard cores for rolls. They are used, for instance, in the paper, plastic and textile industries.

Cardboard packaging comprises, for example, cores for WC and kitchen rolls, cereal and biscuit boxes, sweet boxes, egg boxes, one-way fibre packaging filled at the point of sale such as hamburger boxes, plates and coffee mugs. Paper packaging comprises, for example, paper bags and wrapping such as sugar and flour bags as well as paper labels and wrapping for copier paper.

Carton liquid packaging comprises, for example, cartons and trays for milk, cream, sour milk, yoghurt, juice, syrup, seasoning, laundry liquids and fabric softeners. The packaging may contain other substances than liquids, such as powders, spices or foodstuffs.

PLASTIC PACKAGING

Plastic packaging comprises, for example, shrink and other wrapping film, pallet hoods, plastic shopping and smaller bags, mugs, tubes, bottles, trays and their lid films, closures, caps, canisters, plastic sacks and big bags, strapping, plastic boxes, crates, pallets, trays used for transporting deposit plastic bottles, bubble packaging and EPS (styrox) packaging. Do not forget to declare packaging made of biodegradable plastic. Plastic IBCs and containers with a volume of over 1000 l should not be declared.

► **There are separate rows on the form for plastic packaging FOR CONSUMERS and FOR FIRMS.** See the side panel for the distinction.

The rows for plastic packaging for consumers

are used for declaring conventional and biodegradable plastic packaging as well as conventional and biodegradable shopping bags and small bags. **Conventional plastic packaging** refers to non-biodegradable plastic packaging. The definition includes bio-based plastic packaging that is not biodegradable.

Bio-based plastic packaging is made of bio-based plastic. Bio-based plastic refers to plastics that are made from renewable raw materials of biological origin. The raw material may also be wood-based. Bio-based plastic packaging can be biodegradable or non-biodegradable.

Biodegradable plastic packaging is made of biodegradable plastic. Biodegradable plastic packaging decomposes in a physical, chemical, thermal or biological process so that most of the material is decomposed into carbon dioxide, biomass and water. Biodegradable plastic packaging must meet the requirements of

EN13432 or a similar internationally approved standard. Oxo-degradable plastic packaging is not considered biodegradable. Biodegradable plastic packaging can be bio-based or oil-based.

Shopping bags are large bags regardless of the plastic used in their production. **Please note:** reusable shopping bags are not reported as they are products, not packaging.

Small bags are those used for fruit and vegetables, for example, as well as small bags used in speciality shops such as pharmacies.

METAL PACKAGING

Aluminium packaging comprises, for example, aluminium trays and food, aerosol and beverage cans made of aluminium as well as aluminium foil and lids for beakers and trays, bakery trays and aluminium closures such as screw caps for bottles.

► **There are separate rows on the form for aluminium packaging FOR CONSUMERS and FOR FIRMS.** See the side panel for the distinction.

Tinplate packaging comprises, for example, food cans, certain aerosol and beverage cans, cigar boxes, paint pails and cans, canisters and closures such as crown caps and lids for glass jars.

► **There are separate rows on the form for tinplate packaging FOR CONSUMERS and FOR FIRMS.** See the side panel for the distinction.

Steel packaging comprises, for example, steel drums and containers (max. 1000 l), metal strapping and bale wiring, various metal transport units such as roller cages, container trolleys, beverage dollies, pallets, steel shelf supports for wooden pallets, metal cores, pressurised casks for carbonated beverages and gas bottles (excl. fire extinguishers).

GLASS PACKAGING

Glass packaging comprises pots and jars and non-deposit bottles.

WOODEN PACKAGING

FIN pallets are stamped wooden pallets that confirm to the standard (100 x 120 cm).

EUR/EPAL pallets are stamped wooden pallets that confirm to the standard (80 x 120 cm).

Rental pallets are different types of pallets that can be rented. Please check with your pallet supplier who operates in Finland what proportion of the pallets you have used were completely new and used for the first time, and what proportion have been used before. Enter the data on the correct column.

Please note: Do not declare pallets owned by an overseas pallet provider that were used for importing products into Finland if you return them empty to another country. Transfers within the same company are not declared either.

Other wooden pallets include other pallets of different sizes, including FIN and EUR-sized disposable pallets.

Cable reels are used to pack various cables.

Other wooden packaging include boxes, lids, collars, stickers, bearers, barrels, etc.

OTHER PACKAGING

Other packaging includes packaging made of less commonly-used materials such as ceramic packaging and jute sacks.

Please note: Declare the material that the other packaging is made of.

Packaging made of biodegradable plastic is entered with the plastic packaging.

DECLARE ALL PACKAGING ON ITS OWN MATERIAL-SPECIFIC ROWS

A product's packaging may consist of several types of packaging that can be separated from one another or of packaging material types.

For example: Microwave soup (plastic bowl and film with carton sleeve and yogurt (plastic cup, cardboard wrap, aluminium lid).

COMPOSITE PACKAGING

Composite packaging materials cannot be manually separated from one another. Declare composite packaging on the material-specific row according to the material which is larger by weight.

For example: Composite packaging material which consists of 99% plastic and 1% aluminium should be declared on the row for plastic packaging.

The form has separate rows for **CORRUGATED CARDBOARD, PLASTIC, ALUMINIUM and TINPLATE PACKAGING** for consumers and for firms.

► **PACKAGING FOR CONSUMERS** comprises the packaging for products that are intended to go to consumers or households such as sales packaging, as well as some grouped and transport packaging.

► PACKAGING FOR FIRMS

comprises the packaging for products that are only intended for use in the trade between firms or to display products in retail outlets.

NOTE!

1. PACKAGING FOR CONSUMERS AND PACKAGING FOR FIRMS

If a product's packaging can be declared on the rows for both Packaging for consumers and Packaging for firms, report both packaging quantities separately. If you are unable to determine the relative distribution, report the quantities on the row for Packaging for consumers.

2. PACKAGING USED AT THE POINT OF SALE

Report on the row Packaging for consumers packaging used to pack products at the point of sale (e.g. in a retail store) such as paper and plastic bags, cardboard and plastic punnets, disposable plates and mugs, film wrap, aluminium foil wrap and corresponding packaging that the consumers take with them. If the packaging remains at the at the point of sale, report this on the row for Packaging for firms. If you are unable to determine the relative distribution, report the quantities on the row for Packaging for consumers.

PACKAGING COMPRISES AN INTEGRAL WHOLE

It consists of many different types of packaging.

PACKAGING has been defined in the Council of State Packaging and Packaging Waste Decree (no.518/2014) and its annex. Packaging preserves and protects a product, enables product handling and transport from producer to consumer or other users. Packaging provides information on the product and helps in the selling and marketing and in-store display of the product. All reinforcement and components of packaging, such as labels, constitute packaging. In addition, any product or one-way product that fulfils the functions of a particular package is considered to be packaging.



PACKAGING

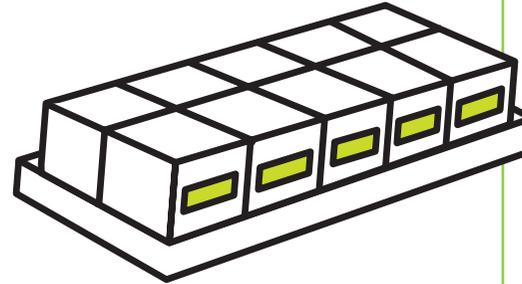
- Glass jar
- Lid
- Labels



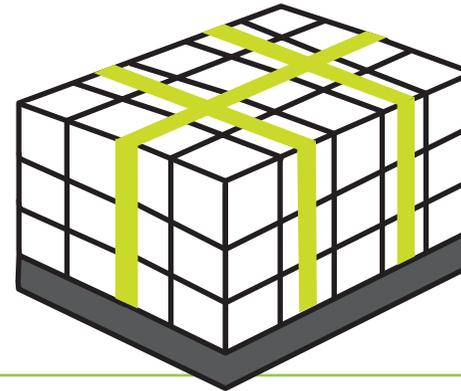
SALES PACKAGING

- Cardboard box
- Plastic filling (e.g. styrox)

SALES PACKAGING is intended to be used to pack a product for sale. Examples include milk cartons, cereal packaging, washing agent bottles, food cans, paint pails and herring cans.



GROUPED PACKAGING comprises packaging used for product collation in addition to sales packaging. Grouped packaging may either be used at the point of sale or a product line may be sold collated in grouped packaging. Grouped packaging containing products packed in sales packaging may be intended for use by consumers or firms. Examples include corrugated cardboard trays, display racks, and plastic or cardboard wrapping material, such as packs for collating beer cans.



TRANSPORT PACKAGING comprises packaging used to transport products in addition to sales and grouped packaging. Examples include wooden, plastic or corrugated cardboard pallets, metal roller cages, corrugated cardboard, plastic or wooden boxes or crates, plastic pallet hoods and metal or plastic strapping.

Note! Containers with a volume of over 1000 l used in road, rail, sea or air freight are not classified as packaging.

GROUPED PACKAGING

- Corrugated cardboard tray
- Plastic shrink-wrap

TRANSPORT PACKAGING

- Wooden, plastic or corrugated cardboard pallet
- Corrugated cardboard pallet collar
- Plastic pallet hood or shrink-wrap
- Plastic or metal strapping