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1 Dear producer

Every company is responsible to act for the benefit of the environment and to promote the circular economy. Welcome to join our team of responsible companies!

Your company has joined one of our three producer responsibility organizations: ICT Producer Co-Operative, SELT association or Flip association or has nominated Elker as authorized representative. The company will be registered in the Pirkanmaa Centre for Economic Development, Transport and the Environment's producer register. Upon joining the association as a member or nominating Elker as authorized representative, your company commits to the regulations of producer organization, which can be found at Elker's web page: [SELT](#), [ICT](#) and [Flip](#).

Elker Ltd is a service company for producer responsibility organizations co-funded by ICT Producer Co-operative, SELT association and Flip association. It organizes WEEE collection, operations, reporting, financial management, cost sharing and other tasks. ICT and SELT does not employ its own staff. Mr. Asko Rötsä is the Agent for Flip association. Elker Ltd employees will help you with affairs regarding producer responsibility.

Elker informs member companies about current issues and developments in the sector through a newsletter (*Topical matters of EEE compliance in Finland*) sent to reporting contacts about four times a year. The most important news is also available on the Elker website <https://elker.fi/en/home/> in the Topical issues section. You can also follow Elker on LinkedIn.

Please keep your contact details with producer organization up to date. Notify any changes in the reporting system or by email to membersupport (a) elker.fi. To ensure smooth communication, please add the address no-reply (a) elker.fi to your list of trusted senders so that our messages do not go into your spam folder.

The producer organizations SELT, ICT and Flip are organizations set up by their member companies, which elect their board members from among themselves for a one-year term. The Boards decide on a wide range of issues relating to the operation of the producer groups, including pricing and policies required by changes in waste legislation. The invitation to the annual/co-operative meeting is sent to the contact persons of the domestic member companies at least one month before the meeting. Welcome to the meeting, to influence and decide on the implementation of producer responsibility in Finland! The meetings will be held in Finnish language.

2 Contact info

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product categories

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3 Terminology

EPR = Extended producer responsibility: the obligation for manufacturers and importers of products to organize the disposal of their products at their own expense when they are discarded.

Products subject to producer responsibility: electrical and electronic equipment, batteries and accumulators, cars, tyres, packaging, paper products and certain single-use plastic products (beverage cups, caps and lids, wet wipes, balloons, filtered tobacco products and plastic containing fishing gear).

Producer: Regardless of the sale method, any physical or legal person who: a) manufactures, orders designs for, or makes manufactured, and markets electrical and electronic devices under its own brand name; b) sells devices, produced by others under its own name or trademark; (c) puts on the market the devices that are professionally manufactured in another member state or in a third country; (d) sells equipment electronically, or remotely, directly to households and to other consumers in another member state or to a third country; (e) is located in another member state of the Union, or in a third country, and from that location sells devices directly to users in Finland remotely. The definition of a producer, in this regulation, does not apply to those who only offer financing based on the financial agreement, unless they also operate as a producer, according to one of the aforementioned definitions.

PRO= Producer responsibility organization: An organization set up by producers to take care of producer responsibility obligations on behalf of its member companies.

POM reporting: Put on market reporting. The member company reports the number of devices placed on the market to the producer organization four times a year on a quarterly basis.

Product category: electrical and electronic equipment (EEE) is divided into six product categories and their subcategories based on their characteristics. POM reporting to the producer organization is done by product category and by subcategories.

B2C product: Consumer product. Electrical and electronic equipment, which can be used in households without any modifications. Whether the product was sold to a household or to a company is not relevant, meaning that the channel of sale or delivery is not important to determine the product category of the device.

B2B product: A product designed for professional use only. Electrical and electronic device, applicable for use solely in professional setting (e.g. for industry). A device that does not meet the definition of a B2C device.

Dual-Use product: A device that can be used both in households and in professional setting. Dual-Use devices are reported as products suitable for household use (B2C).

B2B Producer: A company that manufactures or imports devices, applicable solely for professional use, to the Finnish market (does not manufacture or import any B2C equipment to the Finnish market).

EEE = Electrical and electronic equipment: device that requires electric power or electromagnetic field in order to operate properly, or a device that is intended to produce, transfer or

measure such power or field, and is designed for use with alternating voltage with limit not exceeding 1000 Volt for alternating current and 1500 Volt for direct current.

Producer responsibility also covers components, sub-assemblies and authorized materials of EEE that are installed or assembled by the end-user as part of a functioning piece of equipment (covered by producer responsibility).

The legislation also covers gas discharge lamps, fluorescent lamps (mercury, mixed, sodium and poly-metallic lamps and various types of plug-in and energy saving lamps) and LED lamps. Incandescent and halogen lamps and automotive lamps are not covered by the producer responsibility.

A list of electrical and electronic equipment not covered by the producer responsibility legislation can be found on the [Elker website](#). These include devices to be sent into space.

WEEE: Waste Electrical and Electronic Equipment. WEEE includes all the components, component assemblies and materials that wear and are a part of the product when it is taken out of use.

Pirkanmaa Centre for Economic Development, Transport and the Environment: Pirkanmaa ELY-centre is the authority that supervises producer responsibilities in Finland.

WEEE Directive: The European union Directive of electrical and electronic equipment (2012/19/EU).

4 Producer responsibility of EEE (electrical and electronic equipment)

Manufacturers, importers, and distributors of electrical and electronic equipment (EEE) are subject to product compliance in Europe. It means that producers are obliged to organize the waste management of their devices, at their own expense, when the devices are disposed. In other words, the producer of electrical and electronic equipment organizes collection, reuse, recycling, and waste management of the products it delivers to the market and is also responsible for expenses associated with them. The easiest way for a Finnish company to meet its producer responsibility obligations is to join a producer organization, which collects and handles WEEE and fulfils other producer responsibility obligations on behalf of its member companies.

A foreign company that sells to Finland by EU distance selling takes care of its producer responsibility obligations by appointing an authorized representative (Elker Oy) in Finland. Similarly, if a domestic company sells to another European country, it must take care of its producer responsibility obligations in the country of sale.

Producer responsibility is regulated by the EU WEEE Directive (2012/19/EU), the Finnish Waste Act (646/2011) and the Government Decree on Waste Electrical and Electronic Equipment (214/519) and has begun in mainland Finland on 13 August 2005 and in Åland on 1 January 2007.

4.1 What does the PRO do on behalf of the producer?

PRO puts out to tender such services, as collection points, transportation, reporting, reuse, and waste management for the member company, as well as makes the service contracts with municipalities and firms in the industry and handles the required information notices and reporting to the authorities.

PRO:

- Arranges the separate collection, necessary storage, and delivery to the pre-processing facility for WEEE that needs to be gathered. It maintains a nationwide collection network, so that the last user of the product gets a reasonable opportunity to dispose of the product, which needs to be discarded, for reuse, recycling, or other waste management.
- Provides pre-processors and household users with the information on collection systems and locations. Informs and advises consumers on how to reduce the of waste and its harmfulness, as planned.
- Ensures that the producer responsibility obligations are shared between producers equally. Charges are scaled based on the environment and taking into consideration sustainability, repairability, reusability, recyclability, and occurrence of harmful substances.
- Makes sure that the collection goals are met.
- Maintains the required member, product, and other data in the public network.
- Reports annual follow-up data to the supervising authority (Pirkanmaa Centre for Economic Development, Transport, and the Environment).
- Provides the supervising authority with sufficient guarantee of compliance with waste management obligations, such as recycling insurance or closed bank accounts, in regard of appliances used in households.
- Prepares a self-supervision plan for implementation of obligations set in law for the supervising authority.

4.2 Producers' obligations

The producer must:

- Report the POM data to the producer organization quarterly.
- Mark the products, put on the market, with the separate recycling label. For more information, see 4.2.2. Product labelling
- Handle producer responsibility separately for each section of producer responsibility (e.g. in addition to EEE, batteries and packaging). More on the subject 4.5 Other producer responsibilities.

- Appoint an authorized representative and/or become a member of producer responsibility organization in the destination country, if it sells EEEs remotely to other European countries. More on this topic in 4.3 Managing producer responsibility in other European countries.
- Inform the distributor that they belong to a producer organization. More on this topic in 4.2.1 Producer's obligation to notify the distributor.
- Provide information on the features of the device in a manual or electronic format. The information shall identify the components and materials of the electrical and electronic equipment and the location of hazardous substances and mixtures in the equipment.

4.2.1 Producer's obligation to notify the distributor

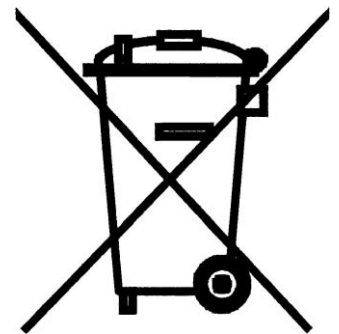
The producer must inform the distributor that it is a member of a PRO. Elker issues certificates for this purpose. The certificate shows the member number of the company and the registration number of the producer association at the Pirkanmaa Centre for Economic Development, Transport, and the Environment.

Elker provides PDF certificates in Finnish, English and Swedish. Certificates are free of charge and can be requested from Elker by e-mail at *membersupport (a) elker.fi*.

The fulfilment of producer responsibility can be mentioned on company's website, in the customer magazine and product brochures, among others. For this purpose, the logo of the producer association can be obtained from Elker.

4.2.2 Product labelling

Electrical and electronic equipment must be marked with a symbol indicating separate collection (a crossed trash bin with wheels), so that the user is aware that the equipment marked with the symbol is collected separately from the other waste. The symbol must be noticeable, readable, and permanent. In special cases, due to the size or functionality of the product, a separate collection label may appear on the packaging, in the user manual, or in the warranty certificate of the device. The label does not mean that the producer's responsibility has been taken care of.



The producer must also ensure that EEE, placed on the market on or after 14 August 2005, is labeled as placed on the market on or after the mentioned date. If necessary due to the size or functionality of the device may, in exceptional cases, be put on the packaging, in the manual, or in the warranty information of the device.

The producer must provide information on the characteristics of the appliance in a manual or in electronic form. The information shall identify the components and materials of the equipment and the location of hazardous substances and mixtures in the equipment. Information on the new type of equipment must be provided within one year of the first placing of the equipment on the European Union market. This information must be freely available for use in the preparation, recycling, upgrading, renewal, and re-use of waste equipment by the businesses in the sector.

4.3 Managing Producer Responsibility in Other EU Countries

Producer responsibility is a legal obligation in all EU countries as well as in the UK, Norway, and Switzerland. A producer selling EEE, remotely to these countries, straight to the end user, must appoint an [authorized representative](#) and/or become as a member of a producer responsibility organization in the destination country. For each country, producer responsibilities must be handled according to the regulations of that country.

EU-distance selling means selling EEE straight to the end user to another country. The end user can be a business or a person who is buying the product for its own use and does not resale. Authorized representative is not a part of the sales chain. It can be a local producer compliance organization or a service company who is organizing the collection and recycling of WEEE. If the country of destination does not require the appointment of an authorized representative, the company is registered with the local producer organization.

Companies need to register separately in each country, as legislation and practices vary slightly from country to country. It can be handled on a one-stop-shop basis through our partner, WEEE Europe AG which is the collaboration network of European PROs. WEEE Europe helps companies in registration process as well as in reporting to 30 countries.

More information about WEEE Europe and its services and price list: [info \(a\) weee-europe.com](mailto:info(a)weee-europe.com)

4.4 Elker as an authorized representative for foreign producers

Elker can act as an authorized representative for a company registered abroad that imports, manufactures or sells electrical and electronic equipment and batteries and accumulators under its own brand in Finland. Correspondingly, a Finnish company that sells products to another member country by distance selling must appoint an authorized representative for all the member countries to which the products are sold.

As an authorized representative, Elker takes care of all obligations related to producer responsibility, such as waste management and reporting of monitoring data to the authority, on behalf of the foreign company. The foreign company reports, on a quarterly basis the number of devices it has placed on the market in Finland and Åland, in Elker's reporting system.

A foreign company that has authorized Elker as its representative for electrical and electronic equipment may also report batteries and accumulators (excluding large industrial accumulators) with the same authorization. It is possible for a parent company to report on behalf of its subsidiary, in which case only the parent company is registered in Finland. The basic information of the subsidiaries is informed to the producer organization on a separate form. The contract between the authorized representative and the company can be transferred to another company if, for example, the company merges with another company.

Elker's authorization is in writing and the necessary documents are available from Elker's member support: [membersupport \(a\) elker.fi](mailto:membersupport(a)elker.fi).

4.5 Other producer responsibilities

In addition to EEE, producer responsibility applies to manufacturers and importers of the following products: vehicles, tires, batteries, accumulators, paper products, packaging, and certain single-use plastic products (beverage cups, caps and lids, wet wipes, balloons, filter-containing tobacco products and plastic containing fishing gear). You can use the Tuuri chatbot on the Pirkanmaa ELY Centre's website to check whether other producer responsibilities apply to your company. Tuuri opens automatically on the home page of the [Pirkanmaa ELY Centre](#). A producer of EEE typically must fulfil producer responsibilities for batteries and accumulators and packaging.

4.5.1 Batteries included in EE equipment fall under the producer responsibility of battery and accumulator

Producer responsibility for batteries and accumulators (BATT) cannot be handled through EEE producer responsibility organization. BATT fall under separate legislation, therefore Finnish companies must join BATT producer organization. Foreign companies who nominate Elker as their authorized representative can handle both EEE and BATT through Elker.

Recser Ltd is a producer organization for companies that put portable BATT on the Finnish market. More information about Recser: www.paristokierratys.fi and [info \(a\) recser.fi](mailto:info(a)recser.fi)

Akkukierratys Pb is the only producer association for automotive and industrial lead-acid batteries in Finland. To report these items, joining Akkukierratys Pb, as a member of the producer association, is required. More information about Akkukierratys: www.akukierratyspb.fi and info (a) akkukierratyspb.fi.

ICT Producer Co-operative, SELT association, Flip association, Recser ja Akkukierratys Pb are using the same reporting system of Elker Ltd.

4.5.2 Packaging producer responsibility applies to companies of all sizes

With the abolition of the one-million-euro turnover threshold, producer responsibility for packaging was extended to the 30 000 companies that were previously excluded from producer responsibility in the packaging sector. The changes entered into force on 1 January 2024, meaning that companies had to join the packaging producer organisation by 31 December 2023.

Producer responsibility for packaging applies to companies that pack in Finland, import packaged products into Finland or sell their products in Finland by distance selling. A company is also responsible for its packaging if the packaging or logistics of its products is outsourced to another company. In future, the producer of the packaging will be the manufacturer or importer, not the business using the packaging, unless it is also the manufacturer or importer.

The easiest way to handle packaging producer responsibility obligations is to join the producer organization through the service company Rinki Oy. There are two packaging producer associations in Finland, Sumi Oy and Suomen Pakkaustuottajat Oy. All three organizations also provide additional advice on the producer responsibility issues of packaging sector.

4.6 The group's producer responsibility

It is possible for a Finnish parent company to register and report on behalf of its domestic subsidiaries in Finland, in which case only the parent company is registered as a member of the producer organization. The basic information of the subsidiaries is informed to the producer organization on a separate form available from Elker's Member support: membersupport (a) elker.fi

4.7 Changes in the company structure and resignation from the PRO

Membership of a PRO can be transferred to another company if, for example, companies merge into one. If a company is no longer a producer and no longer considers that it needs to be a member of a PRO, it can resign from the organization. The PRO notifies changes and resignations to the appropriate places, such as the Pirkanmaa ELY Centre, i.e. the official producer register. For matters relating to the transfer or termination of membership, please contact Elker's member support: member support (a) elker.fi

5 Reporting to the producer organization

A member of a producer organization must report quarterly on the quantities of equipment put on the Finnish market in the Elker's reporting portal. The report shall indicate separately the quantities of equipment placed on the market in mainland Finland and in Åland. Reporting is always done by equipment category and equipment is reported as either professional or domestic.

Based on these reports, producer organization charges for recycling fees, which covers the cost of collection transportation and pre-processing of EEE. The PROs are non-profit, and recycling fees are calculated according to the matching principle, matching recycling costs for each device category. Recycling fees are shown in the reporting system, and a price list will also be sent to member companies by email at the end of the year.

If the company had placed EEE on the Finnish market before joining the producer association already, the reports must be filled for the current calendar year retrospectively. If the producer responsibility has been taken care of through another PRO before joining, the company begins to report to new PRO starting on the joining date.

5.1 Reporting of devices, placed on the Finnish market, in online system

Reports of EE devices placed on the Finnish (and Åland) market are filled out in online reporting system. Each three-month reporting period must be submitted in a separate form. If during any reporting period the company has not put on the Finnish market any EEE, **the company must still submit a report and enter 0 amount in the report form for that period.** Otherwise, an open report for that specific period will stay in the system and bill with a reminder fee will be sent to the producer.

5.1.1 Reporting periods

Companies must submit reports according to the following reporting periods:

Reporting timetable:

Devices put on market between **1.1. – 31.3.** report by **30.4.**

Devices put on market between **1.4. – 30.6.** report by **31.7.**

Devices put on market between **1.7. – 30.9.** report by **31.10.**

Devices put on market between **1.10. – 31.12.** report by **15.1.,** (at the latest **31.1.**)

Due to the strict deadlines for our annual financial statements, reporting for the period 1.10. - 31.12. is wished by 15 January.

The reporting timetable is annually repeated the same.

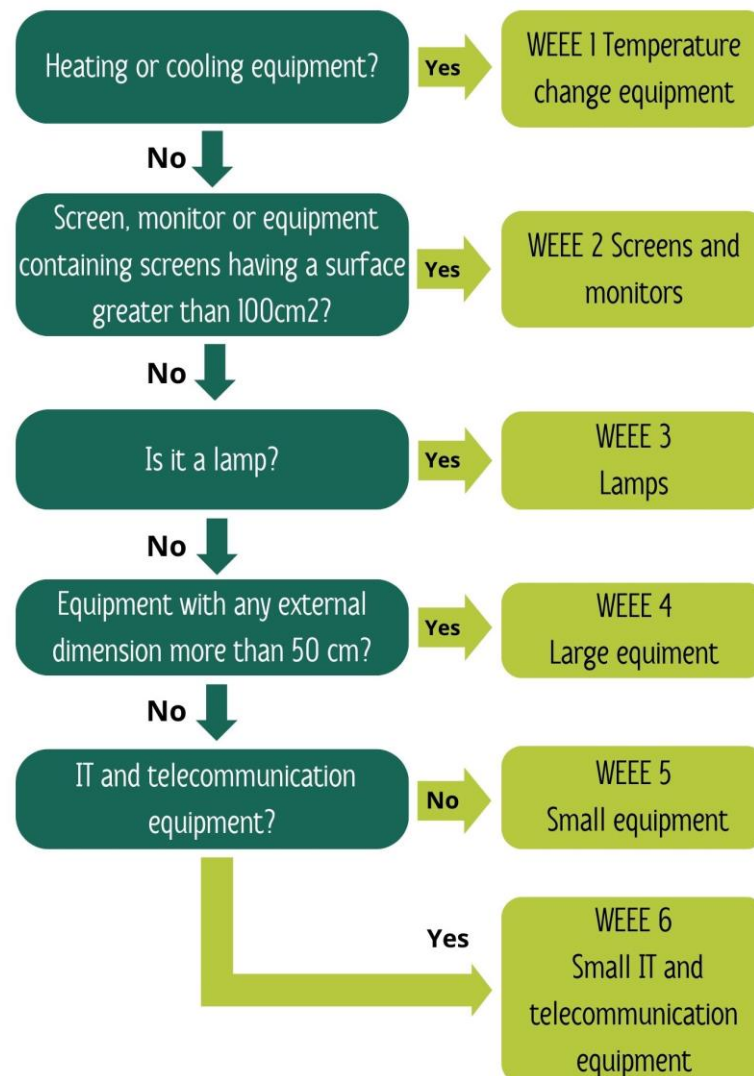
Due to the tight financial reporting schedule of PRO in the beginning of the year, it is recommended that the report for this period is submitted by 15.01, if possible, but no later than 31.01.

The report for each reporting period must be submitted by the end of the month following the reporting period. The PRO charges a reminder fee of 150 euros, if the report is one week overdue.

5.2 Product categories

By joining one of the three producer organizations, you can take care of producer responsibilities for all electrical equipment, both for customer and business products. EEE is classified into six main product categories and their subcategories, according to which reporting to the PRO takes place. When choosing the product category, one must consider the B2C/B2B use of the equipment, the size of the product and other features. An individual device can only belong to one product category at a time.

It is important to report devices to the correct product categories, so be careful when choosing the category. You can find main product categories in the picture below. Please find examples of different products and their subcategories at [Elker's website](#). You can get help defining the product category from Elker's member support: membersupport (a) elker.fi.



5.3 Definition of devices for household (B2C) and professional (B2B) use

A product suitable for household use is a product that can be used in households without any modification (B2C). Products that do not meet this criterion are company products (B2B). It is irrelevant, whom the product was sold to - to a household or to a company. It does not make any difference either, if a company sells products to the consumers directly or, for example, through a dealer or another company, etc. The supply, distribution or sales chain is therefore not decisive in determining the status of a product.

All lamps are classified as products suitable for household use (B2C products).

Examples of products suitable for household use (B2C):

- all PC and tablet devices
- all small household appliances
- electric sauna stoves, heating appliances and air heaters
- all lamps covered by WEEE Directive
- electric tools
- TVs, displays and solar panels
- printers, faxing machines and multifunctional printers suitable for household use

Examples of company products (B2B):

- servers
- soft drink, candy and game machines
- large format business printers, copiers unsuitable for household use
- hospital devices

5.4 How do I report the weight of the product?

Weight is reported as the net weight of the product, without packaging, instruction manual and supplementary parts, not covered by the WEEE Directive. **The weight of the product must be reported without the weight of included battery or accumulator.** Reporting of loose batteries and accumulators, and batteries and accumulators that are included in devices, requires registering in the battery and accumulator PRO. Packaging must be reported to the packaging PRO.

5.5 What is a definition of placing on the market?

Equipment must be reported when it is first time available on the market for use and consumption. The products are reported as placed on the market either after they have been brought into own warehouse/sold to the Finnish warehouse of the wholesaler, or after the imported/manufactured products have been sold to the dealer/end user. The report method may be chosen according to the business operation mode. However, the main issue is when the product is placed to the next stage. For groups with extremely high rotation this is not very important either.

5.6 Reporting of annual follow-up data: EU distance selling

Once a year, the producer organization collects data on EU distance sales by its member companies, i.e. the number of appliances sold by distance sales from Finland to another European Union Member State (+ Switzerland, Norway, and the United Kingdom), the name of the authorized

representative appointed by the member company, and/or the name of the producer organization in the destination country. This reporting is not done in the Elker's reporting portal but via email link. If there have been no distance sales, the answer to the annual report is: no distance sales. The member company will not be charged for this report.

EU Distance selling = electrical and electronic devices, sold directly to end-users remotely to another EU Member State, UK, Norway, or Switzerland.

According to the decision of the producer association's board of directors, the producer association charges a default fee in case the member company fails to provide EU distance selling information on time. Due to very short reporting period to the next supervisory authority, and since the delay in getting data from the producer companies for compiling the report requires significant amount of extra work, the fee for the missing data is €1000. EU distance sales information is needed for the annual report to the authority, the Pirkanmaa Centre for Economic Development, Transport, and the Environment.

5.7 Summary of producer responsibilities and reporting obligations

Devices manufactured / imported by the company	Producer status	Producer association	Reporting obligations
EEE suitable for household use	WEEE - B2C	SELT/ICT/FLIP (depending on WEEE category)	<ol style="list-style-type: none"> Report the B2C devices put on the market (4/year) Annual report on EEE (EU distance selling directly to end users)
EEE suitable solely for professional use	WEEE - B2B	SELT/ICT (depending on WEEE category)	<ol style="list-style-type: none"> Report the B2B devices put on the market (4/year) Annual report on EEE (EU distance selling directly to end users)
EEE suitable for household use AND EEE suitable for professional use	WEEE - B2C+B2B	SELT/ICT/FLIP (depending on WEEE category)	<ol style="list-style-type: none"> Report the B2C and B2B devices put on the market (4/year) Annual report the EEE (EU distance selling directly to end users)
Portable batteries and accumulators (external or internal) Portable industrial accumulators Portable lithium automotive accumulators	B&A	Recser (requires separate registration)	Report the amount of B2B devices put on the market (4/year)
Automotive and industrial lead-acid accumulators	B&A	Akkukierätys Pb (requires separate registration)	Report the amount put on the market (quarterly or semi-annually)
Packaging	Packaging	Rinki	POM reporting to the packaging PRO

6 Using the reporting system

Login at <https://elker.prime.fi/>. The login page can also be found on Elker's website frontpage. Enter email address in the *ID* field and password sent by email in the *Password* field. In *The window size* menu you can select *Do not change* or *Full screen*. *Do not change* opens the reporting system in the same window and *Full screen* in a whole new window (pop-up window). If you select *Do not change*, **do not use the Back button in the browser for reporting**, but navigate through the reporting using only the buttons in the reporting portal. Press *In*.

If the window flashes on the screen, but the reporting system does not open after pressing the *Enter* button, your browser probably has blocked pop-ups and you attempted to log in with the window size set to *Full screen*. To try logging in again after selecting *Do not change* in *Window size* menu.

When you first log in to the reporting, the system will ask you to change your password.

6.1 Password change

After you log in to the system for the first time, you will be asked to change the password.

The new password must meet the following conditions:

1. Contain **uppercase letters**
2. Contain **lowercase letters**
3. Contain **numbers**
4. Contain **at least 8 characters**

The system does not accept the passwords that do not meet **all four of the above conditions!** The password can be, for example, "Pekka123". After you change the password, you may proceed with reporting. **Note.** Do not use a comma (,), dot (.) or hyphen (-) as special characters.

6.2 Forgot password

If you forget your password, you can get a new one by pressing the *Forgotten password* link under the login menu. Fill in your email address in the *User name* field that appears and press *Send*.

If you do not receive the password by email, please check the spam folder. If the messages in the reporting system end up in spam folder, add **no-reply (a) elker.fi** to the list of trusted senders (replace (a) with @). If the password does not arrive in your email and is not found in the spam folder, you can contact Elker's Member support *membersupport (a) elker.fi*. If you are copying a password from a message, make sure you do not copy empty spaces in the beginning or the end of the password.

Suomeksi | **In English** | På svenska

E-mail address

Password

Display mode ▼

Prime
V5.2.21
(c) TSS Prime Ltd 2000-2022

[New reporting user or new registration for producer responsibility](#)
[Forgotten password](#)

6.3 Updating user information

After logging in you can update user information in the *Own information* tab. Select *Edit* and, after making the necessary changes, press *Send Information* at the bottom of the page. You will be notified when the change request is processed. If the reporting contact person changes completely, fill the new user's contact information in *Own information* and press *Send Data* at the bottom of the page. The request will be processed by Elker's Member support, and the new contact person will get more detailed instructions.



Own information

First name

Last name

E-mail

Phone

6.4 New username

If you need a new username for the reporting system, press *New reporting user* or *new registration for producer responsibility* on the login page below the login menu and complete the requested information. Please confirm your registration by following the link sent to your email, which is valid for 30 minutes. Then confirm your registration with the pin code sent to the mobile number provided by you. After getting the password in text message you will be able to log in to the reporting system with your new username.

After logging in to the reporting system, press the *My Information* button in the upper right corner and then the *Edit* button. Enter your company name and business ID in the form and press the *Submit Data* button. Once the new reporter's details are checked with the company, you will receive a confirmation message and reporting instructions by email.

Add a company to producer responsibility or search with a business ID from those who have previously registered

Name	y-id	Role
<input type="text"/>	<input type="text"/>	Reporter ▼
<input type="button" value="Search"/>		

Add secondary trade names and subsidiaries

6.5 Adding a new company to producer responsibility

It is possible to state that a new company needs to become a member of the producer association, or to notify about the changes in the producer responsibility obligations of an existing company in the reporting system. Log in to the system and select *Own information*. Please fill in the company information in the field *Add company to producer responsibility or search by business ID from those who have previously registered*. Member support will contact you for confirmation.

You can add a new producer responsibility company or edit an existing saved role.

6.6 Entering data for reporting

The items that are placed on the market of **mainland Finland** and **Åland** are submitted separately:

1. **electrical and electronic devices suitable for household/Dual-Use**
2. **electrical and electronic devices suitable for professional use** and
3. **portable batteries and accumulators.**

Each member company reports only products that fall under producer responsibility in Finland. Devices, exported abroad or purchased from another importer in Finland, do not need to be reported.

If a company reports only household appliances, the reporting view shows only B2C categories. If a company reports only equipment suitable for business use, the reporting view shows only B2B categories. If a company reports both, the reporting view will show first the categories suitable for household use (B2C) and then the categories suitable for professional use (B2B). Be careful when selecting the product category. Read more at *5.2 product categories* and *5.3 Definition of devices for household (B2C) and professional (B2B) use* or you may ask help from Elker's Member Support: member support (a) elker.fi.

Note. If the equipment contains a battery or an accumulator, the weight of the device must be reported without the weight of the battery or accumulator (SELT/ ICT / FLIP). The weight of the battery or accumulator must be reported in the battery and accumulator report form (RECSER). This requires a separate transfer agreement of the producer responsibility with Recser Ltd.

An incomplete report cannot be saved in the reporting system but must be completed in one session. **Be sure to send the completed report before logging out.**

6.6.1 Previous and pending reports

After logging in, a list appears on the screen and is divided into reported and pending reports. **Electrical and electronic devices reports (SELT/ ICT / FLIP) and battery and accumulator reports (RECSER and Akkukierrätys Pb) are made using separate forms.** In case the company places on the market both electrical and electronic devices as well as batteries and accumulators (or devices that include BATT), then two reports must be completed for each period: SELT, ICT or FLIP report for electrical and electronic equipment, and RECSER or Akkukierrätys Pb report for batteries and accumulators.

<i>Deadline</i>	Date by which the report is due
<i>Reporting period</i>	The name of the reporting period includes the name of the producer association and the reporting period
<i>Reporting period status</i>	If the notification status is in red, then notification is pending
<i>Report made</i>	Date when the report is completed

Note If you're reporting on behalf of more than one company, from the drop-down menu at the top left of the page you can choose the company, whose notifications you are processing.

Company name [dropdown] Reports Own information Log out
Suomeksi På svenska

Unreported periods

Deadline	Reporting period	Reporting period status	
30/04/2022	SELT 1.1.2022-31.3.2022	You have not reported this period. Please remember to report before the deadline.	<input type="button" value="Make entry"/>

Reported periods

Report made	Reporting period	Reporting period status	
04/01/2022	SELT 1.10.2021-31.12.2021	You have made the report. It has not been invoiced yet. You can review or modify the report.	<input type="button" value="View entry"/>
05/10/2021	SELT 1.7.2021-30.9.2021	You have made the report. It has not been invoiced yet. You can review or modify the report.	<input type="button" value="View entry"/>

6.6.2 Filling in the form

To report data for the specific period, press the *Make entry* button for that period to open the report form. If you want the invoice to contain order number/reference number, you can put it in the *Purchase number* field. Add the number of products that you have put in market in Finland and/or Åland islands to the field *Amount*. Notice that some units of measurement are kilograms, and some are pieces.

B2C WEEE II 2. Screens, monitors and equipment containing screens having a surface greater than 100cm2

Price group	Price	Continental Finland	Åland islands	Sum
6202 Television equipment (incl. DVD/VHS combinations)	0,1920 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR
6204 LCD and plasma displays (not inclusive of TV screens), monitors, terminal equipment, systems (incl. displays)	0,1400 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR
6205 Laptops and tablets, Notebooks, digital photo frames	-0,0430 EUR/kg	<input type="text" value="0"/> kg	<input type="text" value="0"/> kg	0,00 EUR

6.6.3 Kilograms or pieces?

Most numbers are entered in kilograms (kg). Comma (,) is used decimal to differentiate kilograms and grams. **Do not use dots as a decimal symbol** when reporting the amount - the system will ignore the dot and treat the numbers as whole numbers (i.e- 102.65 kg in the system = 10 265 kg)

All lamps (class WEEE 3), speakers in large devices (WEEE 4) weighing over 10 kg, musical instruments as well as fire detectors (small appliances, WEEE 5) are reported in piece quantities. Be accurate when reporting those products, and make sure you always enter only whole numbers not using any weight data or decimal numbers. While holding browser's cursor over any price group, the additional information text about this price group appears on display.

Make sure to send the completed report before logging out. The portal does not store the data, entered in the report form, before submitting.

6.6.4 Nothing to report in some period

Certain fields may be left blank if there is nothing to report, for some period. **In any case, a blank form must be submitted**, even if no products were placed on the market during the reporting period.

6.7 Completion of the form – Household/Dual-Use devices(B2C)

If you want the invoice to contain order number, you can enter it in the *Purchase number* field. Enter the number of the products, suitable for household use, that the company has placed on the mainland Finland and/or Åland Islands market to the field *Amount*. After completing the form, press the *To confirmation Page* at the bottom of the page to display a summary of the report you have just filled out. Double-check that you entered the correct quantities in each product category.

To correct the report, click *Edit* to return to the report form. After verifying that the report has the correct information, click *Send*. **Make sure you send the form before logging out!** The system will not save the information entered in the report form before clicking the *Send* button.



Once you submit your report, the system will redirect you to the Thank you page. *Home* button will bring you back to the reporting system homepage, the reporting period menu.

Upon returning to the Reporting Portal homepage, under the title *Reported Periods* you will find the report you just completed. The reporting portal will send you a receipt notification of the completed report. Receipt notification will contain a summary of the report that you have filled out.

6.8 Completion of the form – devices suitable for professional use (B2B)

If a company places the devices suitable solely for professional use on the Finnish market, the report dashboard will display a list of devices, suitable solely for professional use, by WEEE category. The list be titled "B2B WEEE II 1. Heating and cooling devices intender for professional use". The number of products, suitable solely for professional use, is entered in the fields *Amount* (Finland and/or Åland Islands).

After completing the form, press the *To confirmation page* button at the bottom of the page to display a summary of the report you have filled out. Double-check that you have entered the correct quantities in each product category. To correct the report, click *Correct* to return to the report form. Click Submit after verifying that the report has the correct information. **Make sure to SEND the form before logging out!** The program does not store the data, filled out in the report form, before *sending*.



Upon returning to the Reporting Portal homepage, you will find the report you just completed under the title *Reported Periods*. The reporting portal will send you a receipt notification of the completed report. Receipt notification will contain a summary of the report that you have filled out.

6.9 Completion of the form - Company that produces devices suitable for both household and for professional use solely (B2C+B2B)

Producers that put on the market devices, suitable both for household use and devices, suitable solely for professional use, make a report according to the instructions in the previous sections. The report dashboard first displays a list of devices suitable for household use (categories titled beginning with B2C WEEE II and price groups under them), then a list of devices suitable solely for professional use (categories titled beginning with B2B, B2B WEEE II...).

Upon returning to the Reporting Portal homepage, you will find the report you just completed under the title *Reported Periods*. The reporting portal will send you a receipt notification and summary of the completed report.

6.10 Corrections made to the report afterwards

If you notice that you have made errors in your report, you may correct it afterwards.

6.10.1 Correcting the report that has not been charged yet

In the Reported periods menu, select the report you want to correct, click *View report*, correct the data and send the corrected report again. This will replace the report you filled in earlier.

6.10.2 Making corrections afterwards in the report that was charged

If the report that was closed and charged contains incorrect data, you may correct it afterwards. Click *View entry* for the period you want to correct. When you have entered correct data, press *To confirmation page*, double check the data once more, and press *Send*. This will replace the report you filled in earlier. A refund charge invoice is issued, and a new one is created using the data from the corrected report.

6.11 Logout and Missing Reports Notification

After making the reports, log out of the system by clicking *Log out* on the upper side of the screen. If the company has pending reports, the system will ask if you want to log out even if the reports have not been filled in. Please complete your pending reports as soon as possible.

Privacy statement

Registrars (producer associations): SELT Association, ICT Producer Co-operative -TY, FLIP Association, Recser Ltd and Akkukierrätys Pb Ltd

Personal data is processed by: Elker Ltd, based on the separate service agreements made with producer associations.

Mail and physical address: Teknobulevardi 3-5, 01530 Vantaa

Phone Number: 010 249 1700

Contact person/additional information and inquiries from the register: Tuomas Räsänen, tuomas.rasanen (a) elker.fi

Name of the register: Member register of the Elker grouping by producer association

Purpose of personal data processing: Data that makes it possible to fulfill the producer responsibility obligations, according to the requirements and joining agreement, required by rules of the producer organization, and reporting to the authorities as required by producer responsibility legislation.

Data content of the register:

- Producer organization's member company name and names of the contact person (s), provided by the company
- Address, postal code and place of the member company
- E-mail addresses and phone numbers provided by the member company
- Member company's ID Number
- Member company's enrollment date and Reporting obligation Date
- Information about to the possible expiration of membership and member company's obligations
- Last reported or modified details of the member company and date modified
- Member company POM details and billing information.

The most common sources of information in the register:

- Joining agreement of a member company in a producer association with attachments
- Information provided by the member company
- YTJ information service

Disclosure and transfer of register data and data outside the EU or the European Economic Area: Register data will not be disclosed to third parties and data will not be transferred outside the EU or the European Economic Area (data assurance service) without the specific agreement with the relevant producer association.

General principles of data processing in the member register by producer associations: The producer associations of the Elker grouping, or the one operating on their behalf on a contractual basis, process personal data in accordance with the Finnish Personal Data Act valid at the time.

About using and protecting the data system: Only the employees of the service company Elker Ltd and the employees of companies acting on behalf of Elker Ltd or producer associations have a right to use the data system information. System users have personal user IDs and passwords. The said persons may use system data only in the way, required by the agreements and the respective tasks, and those persons are bound by the

confidentiality obligation. The data system in use is protected by appropriate data security protection against data security threats and the information is properly secured.

Links

ICT Producer Co-operative -TY: <https://elker.fi/en/ict-producer-co-operative/>

SELT association: <https://elker.fi/en/selt-association/>

Flip association: <https://elker.fi/en/flip-association/>

Elker Ltd – service company for producer associations SELT Association, ICT Producer co-operative, FLIP Association, Recser Ltd and Akkukierrätys Pb Ltd: <https://elker.fi/en/home/>

Recser Ltd – producer association for portable batteries and accumulators: www.recser.fi, www.palistoki-erratys.fi

Akkukierrätys Pb Ltd – producer organization for lead accumulators: <https://akkukierratyspb.fi/en/>

Rinki Ltd – take care of packaging producer responsibilities: <https://rinkiin.fi/en/>

WEEE Directive – Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE): <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012L0019>

Finnish Waste Act 646/2011: <https://www.finlex.fi/fi/laki/kaannokset/2011/20110646>

Government Decree on Waste Electrical and Electronic Equipment (519/2014):
<https://finlex.fi/fi/laki/alkup/2021/20211026>

Pirkanmaa ELY centre – Pirkanmaa Centre for Economic Development, Transport and the Environment -, supervising authority in Finland: <https://www.ely-keskus.fi/web/tuottajavastuu/etusivu>

WEEE Europe AG: <https://www.weee-europe.com/en/>

[Recycling fee price list](#)