

SPV MANUAL

EDITION

2020

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FOR COMPLETING THE
ANNUAL STATEMENT



sociedade

pontoverde



Recycle sempre

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01 INTRODUCTION

A GUIDE TO YOUR ANNUAL STATEMENT

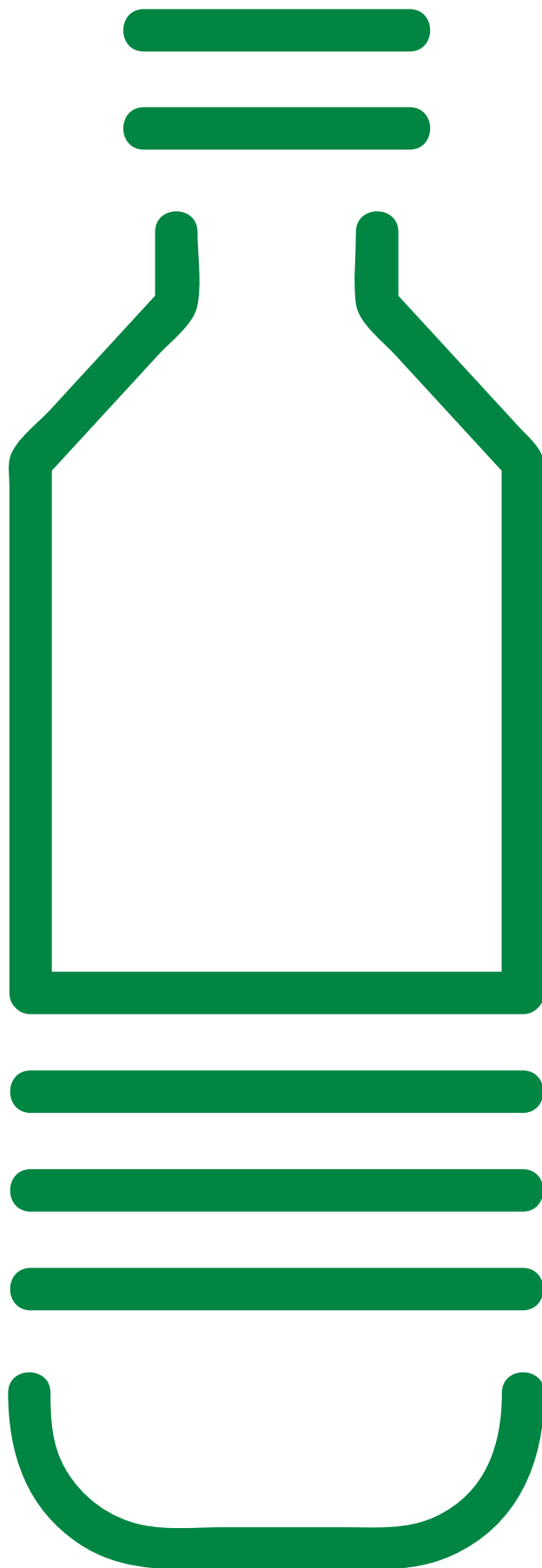
The Annual Statement is a document that you have to fill in every year to report the quantities of non-reusable packaging of products you placed on the Portuguese market.

This responsibility applies to all companies who introduce packaging into Portugal as part of their business. However, there are different types of statement requiring different procedures, depending on the size of the company and the volume of packaging it produces.

Because we at Sociedade Ponto Verde want that statement to be an ever simpler, faster and more intuitive process, we have produced this manual to help you understand which is the most appropriate type of annual statement for your company, what you need to declare, and how.

We hope that this guide will make it simpler to fill in and submit your annual statement, which is already available online on our website: pontoverde.pt

This manual may be altered at any time due to revisions in legislation or for other justified reasons.



STATEMENT FORMS 02

DIFFERENT STATEMENT FORMS

There are three types of annual statement: detailed, simplified and minimum.
Find out about them, and discover which one is most appropriate for your company.

DETAILED STATEMENT

If your company places more than 20 000 kg of packaging on the Portuguese market each year, this is the annual statement you will need to submit.

What to do.

Classify the various kinds of packaging you have placed on the Portuguese market according to the type of packaging, the constituent materials, weight and quantity, and also identify whether the packaging is intended for fast-moving consumer goods. This is the most complete type of statement, your company being entirely responsible for completing the statement in full. To help you complete it, this manual provides several practical and helpful examples of what steps you should take, depending on your sector of activity.

SIMPLIFIED STATEMENT

If your company places less than 20 000 kg of packaging on the Portuguese market each year, and your turnover exceeds €100,000, the simplified statement is the best option.

What to do.

In the year you join Sociedade Ponto Verde, submit the total weight of packaging you placed on the Portuguese market and state which materials they contain, without quantifying those materials individually. Based on that information, in subsequent years Sociedade Ponto Verde automatically updates the figure to be declared based on average rates of growth for your sector of activity. As such, you only need to confirm that your company has not placed more than 20,000 kg of packaging on the Portuguese market and give your approval to the statement.

Exceptionally, in 2020, due to the extension of the responsibility of Sociedade Ponto Verde, companies that submitted a Simplified Statement in 2019 will have to resubmit the total weight of packaging placed on the market in order to include their quantities of (non-multipack) secondary packaging and tertiary packaging. If you do not approve the simplified statement, or if your turnover exceeds €100,000 that year, you should opt for the detailed statement.

MINIMUM STATEMENT

If your company's turnover is €100,000 a year or less, you can opt for the minimum statement.

What to do. You do not need to submit an annual statement. As a Sociedade Ponto Verde licensee, all you need to do is confirm that your turnover continues to be below €100,000 and pay your Minimum Annual Contribution to the Green Dot System.

If your turnover exceeds €100,000 that year, you should opt for the simplified statement or detailed statement, depending on which is relevant to your company.

03 WHAT TO DECLARE

WHAT TO DECLARE

Packaging to be declared

You should declare primary packaging, service packaging, checkout bags, multipack and non-multipack secondary packaging and tertiary packaging used in fast-moving consumer goods first placed on the Portuguese market by your company in 2019, the year to which the Annual Statement refers.

What is understood by packaging?

Any and all products made from any type of material that are used to contain, protect, move, handle, deliver and present goods, from the producer to the end user or final consumer, regardless of the materials that they are made of. This definition also includes all “disposable” articles used for the same purpose.

What does “first placement on the market” mean?

Your company is the first to place a product on the market whenever it:

- Packages products using its own brand
- Has other companies package its products with its own brand
- Directly imports products of any brand, which it places on the Portuguese market
- Directly imports or manufactures service packaging

What type of materials should I include?

All types of packaging material, including:

- | | |
|-----------------------|--------------------|
| ➤ Glass | ➤ Plastic |
| ➤ Paper and cardboard | ➤ Beverage cartons |
| ➤ Steel | ➤ Aluminium |
| ➤ Wood | ➤ Other materials |

What type of packaging should I declare?

All types, where they are non-reusable packaging, separated into:

- Primary packaging or point of sale packaging
- Service packaging, excluding checkout bags
- Checkout bags
- Multipack secondary packaging
- Non-multipack secondary packaging
- Tertiary packaging



DIFFERENT TYPES OF PACKAGING

01) Primary Packaging or Point of Sale Packaging

Any packaging designed so as to constitute a sales unit to the final user or consumer at the point of purchase

Example



Jam jar
Cereal box
Aerosol
Shampoo bottle
Water bottle, olive oil bottle or wine bottle
Beer can or food tin
Paint can
Milk carton
Pasta packet or sugar packet

02) Service Packaging ⁽¹⁾

Packaging intended to be filled at a point of sale, for packing and carrying the products purchased by the consumer.

Example



Bags for fruit and vegetables sold by the kilo
Plastic or paper bags for bread or cakes
Ready-made food packaging
Packaging for flowers sold by florists
Plastic covering used by laundries to protect clean clothes

03 | WHAT TO DECLARE

03) Checkout Bags ⁽¹⁾

Normally, plastic or paper bags, provided by traders and retailers for shoppers to carry their purchases.

Example



Plastic bag,
provided in hypermarkets

Paper bag,
provided in a clothes shop

⁽¹⁾ Responsibility for declaring service packaging (including checkout bags) passed to Portuguese suppliers or importers in January 2017. There is an exception for service packaging that can only be used by insignia X, i.e. own brands. In this case, insignia X is responsible for this packaging.

DIFFERENT TYPES OF PACKAGING

04) Multipack Secondary Packaging

Packaging that combines several items into a single product, each unit having its own bar code, designed specifically to be sold to the final consumer. Generally, this is plastic or paper packaging that wraps or holds together several products. Multipacks include packaging that combines products presented to consumers as special offers.

Example



Plastic holding soft drink cans or water bottles (4, 6, 8, etc.)
Plastic holding milk cartons (6, 12, 24, etc.)
Cardboard holding beer bottles (4, 10, 24, etc.)

05) Non-Multipack Secondary Packaging

Any packaging intended to group a number of units of the same product at the point of sale, to be bought by customers individually or in whichever quantity they wish and that generates household waste. This packaging is independent of the product and does not affect its characteristics, being used merely to help store products.

Example



Corrugated cardboard box containing jars of jam
Cardboard tray with retractile plastic containing cans of beans

06) Tertiary Packaging

Packaging designed so as to facilitate the handling and transport of a number of sales units or grouped packaging in order to prevent damage during handling and transport. It does not include road, rail, ship or air containers.

Example



Non-reusable wooden pallet
Cardboard separators
Plastic straps
Plastic pallet film wrap



DIFFERENT TYPES OF PACKAGING

The most common doubts regarding packaging types concern how to correctly differentiate between multipacks, primary packaging and point of sale packaging. The differences are as follows:

Multipacks

Multipacks are packaging (usually paper and/or plastic) that groups several individual sales units (each one with its own barcode), designed specifically to be sold to the final consumer.

Grouped packaging of free gifts is always considered a multipack.

To qualify as a multipack, grouped packaging must meet the basic condition of being designed specifically for sale to the final consumer.

EXAMPLES



Cardboard grouping 6 bottles of beer or 6 chocolate milk cartons or 4 liquid yoghurts



Plastic grouping 6 cans of beer or soft drink



Plastic grouping 6 cartons of milk or 4 bottles of water or 4 bottles of soft drink

Free gifts

All packaging of free gifts must be classified as multipacks, provided that the products inside have their own barcode. Examples of free gifts are banded packs, bonus packs and gifts.

EXAMPLES



Banded pack

2 or more different products.



Bonus pack

2 or more of the same product.

Gift an item given away on purchasing a product; it may be located inside or attached to the packaging.

The packaging that groups gifts with a product or products, i.e. binding, must be declared in the multipack category, provided that the products have their own barcode. However, packaging directly covering the gift must still be declared as primary packaging.

EXAMPLES



In the example, the packaging for the coffee is the primary packaging, the box surrounding the mug (the free gift) is also primary packaging the tape securing both is the multipack.

Packaging that may be mistaken for multipacks

Packaging that contains packed products that cannot be sold individually as they do not have their own barcode, i.e. the customer cannot open the grouped packaging at the point of sale and buy only one unit.

EXAMPLES



This packaging must still be declared as primary.



HOW TO DECLARE MULTIPACKS TO SOCIEDADE PONTO VERDE

DESCRIPTION OF PACKAGING

PRIMARY

MULTIPACK SECONDARY PACKAGING



Packaging that groups products that **have** their own barcode.



Banded pack that groups different products that **have** their own barcode.



Packaging that joins a gift to a product.

03 | WHAT TO DECLARE

HOW TO DECLARE PACKAGING SIMILAR TO MULTIPACKS TO SOCIEDADE PONTO VERDE

DESCRIPTION OF PACKAGING

PRIMARY

MULTIPACK



N/A

Packaging that groups products that **don't have** their own barcode.

PACKAGING YOU SHOULD NOT DECLARE

Reusable or returnable packaging

Example

A pallet that is returned to the supplier after use, and which is consequently reusable for sending new products to customers.

Packaging of exported products

Any packaging relating to exported products, irrespective of the country of destination.

Example

Packaging of olive oil sold to Brazil

Packaging for hospital use – Groups III and IV

This is packaging for hospital use where the circumstances or use mean that the packaging is classified as hazardous waste.

Example

Packaging for surgical gloves used in a hospital operating theatre

Packaging of Industrial Products

Primary, secondary and tertiary packaging of industrial products.

Example

20-litre tin of paint for maritime use

Packaging from raw materials for the operator's own use

Non-reusable packaging that it is used exclusively by the operator responsible for first time placing the packaging on the market, at the operator's premises and within a closed circuit.

Example

A sackcloth bag of imported coffee beans, which will be processed at the premises of the operator that imported them and who will market the coffee in Portugal.

Packaging of products sold under a third party's trademark

The manufacturer of a product does not need to declare packaging for such products where they are ordered by the company and brand that will place those products on the market. The company marketing them is responsible for declaring them.

Example

The "Footwear" company orders shoes that it will sell under the "Sky Walk" brand from the manufacturer "ShoePro". "ShoePro" does not need to declare the packaging for that order. Responsibility for managing the waste falls to "Footwear", and it is that company that should declare it.

Packaging managed through other systems provided for by law and duly authorised

Example

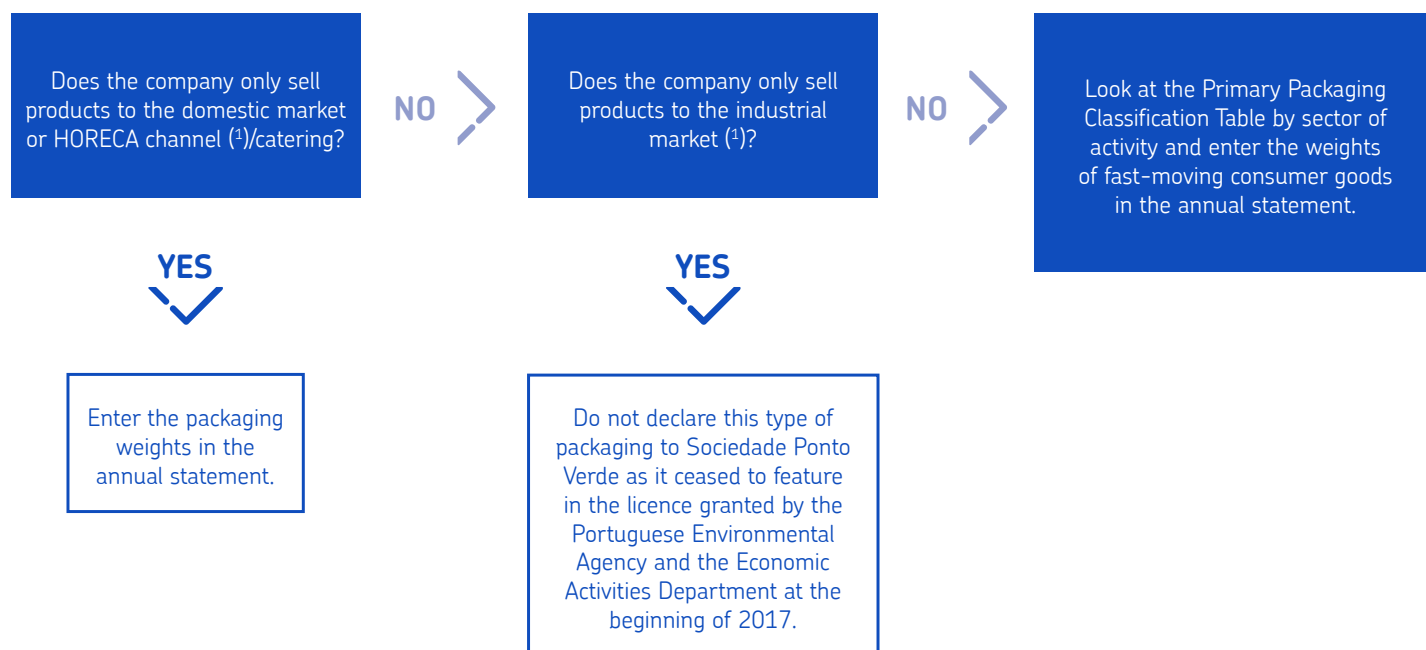
Packaging of prescription medicines

04 DETAILED STATEMENT

HOW TO FILL IN THE STATEMENT

Look at the diagram below to identify the areas that apply to the packaging of the products that you sell, and use the Primary Packaging Classification Table by sector of activity if necessary.

Diagram applying to the products that you sell



Companies that simultaneously place on the market fast-moving consumer goods and industrial products only have to declare the packaging of fast-moving consumer goods and not that of industrial products. The Primary Packaging Classification Table can be used to confirm whether your packaging is of industrial or fast-moving consumer goods, in accordance with the sector of activity.

The classification table is divided by the sectors of activity and you should use the following criteria when consulting it:

1st – Company's sector of activity

2nd – Completion only of the weights of packaging of fast-moving consumer goods

RULE OF PREDOMINANT MATERIAL

WHERE THE VARIOUS PACKAGING COMPONENTS ARE NOT EASY TO SEPARATE, YOU SHOULD RECORD THE WEIGHT AS IF IT REFERRED SOLELY TO THE PREDOMINANT MATERIAL. FOR EXAMPLE, A PAPER LABEL ON A GLASS JAR SHOULD BE RECORDED SOLELY AS GLASS.

¹ Horeca channel: hotels, restaurants, cafés, canteens, pastry shops and bakeries with or without their own production

² Products that will be transformed or incorporated into another good or service and cannot be sold separately to the public and are not for the Horeca channel (this definition includes pastry shops and bakeries that make their own products)

SPV CODE	SPV SECTOR OF ACTIVITY	FAST-MOVING CONSUMER GOODS (FMCG) - DECLARABLE	INDUSTRIAL PRODUCTS (IPS) - NOT DECLARABLE
1	FOODSTUFFS		
1.1	SUGAR	ALL PACKAGING EXCEPT THAT CLASSIFIED AS IPs	PLASTIC AND PAPER BAGS WITH A NOMINAL CAPACITY OF MORE THAN 10 KG; PLASTIC AND STEEL RIGID HOLLOW BODIES WITH A NOMINAL CAPACITY OF MORE THAN 20 LITRES
1.2	RICE		
1.3	COFFEE AND TEA		
1.4	BROTHS AND SOUPS		
1.5	MEAT		
1.6	CEREALS		
1.7	CHARCUTERIE		
1.8	CONFECTIONARY		
1.9	FROZEN PRODUCTS		
1.10	FRUIT AND VEGETABLES		
1.11	EDIBLE FATS		
1.12	PASTA		
1.13	MONEY		
1.14	SAUCES, SPICES AND SEASONINGS		
1.15	EGGS		
1.16	BREAD AND CAKES		
1.17	FISH AND SHELLFISH		
1.18	CANNED GOODS		
1.19	DAIRY PRODUCTS		
1.20	SNACKS AND APPETISERS		
1.21	NATURAL AND DIETARY		
2	DRINKS		
2.1	WATER	ALL PACKAGING	
2.2	SPIRITS		
2.3	BEER		
2.4	JUICES AND SOFT DRINKS		
2.5	WINE		
2.6	OTHER		
3	AGRICULTURE AND STOCKBREEDING		
3.1	AGRICULTURE AND STOCKBREEDING	ALL PACKAGING EXCEPT THAT CLASSIFIED AS IPs; PACKAGING OF PET FOOD	PLASTIC OR PAPER BAGS (EXCLUDING PACKAGING OF PET FOOD) WITH A NOMINAL CAPACITY OF MORE THAN 10 KG; WITH A NOMINAL CAPACITY OF MORE
3.2	AGROCHEMICALS		
3.3	OTHER		
4	TOBACCO		
4.1	TOBACCO	ALL PACKAGING	
4.2	OTHER		
5	CHEMICALS		
5.1	BASE CHEMICALS	PACKAGING WITH A NOMINAL CAPACITY OF 15 LITRES OR LESS	ALL PACKAGING OF PRODUCTS SOLD EXCLUSIVELY TO INDUSTRY
5.2	GLUES		
5.3	PLASTIC MOULDS		
5.4	PLASTIC MATERIALS		
5.5	OTHER		
6	HEALTH, BEAUTY, HYGIENE AND CLEANING		
6.1	PHARMACY AND HEALTH STORES	ALL PACKAGING EXCEPT THAT CLASSIFIED AS IPs	ALL PACKAGING OF PRODUCTS SOLD EXCLUSIVELY TO INDUSTRY
6.2	SKIN AND COSMETIC PRODUCTS		
6.3	PERSONAL HYGIENE		
6.4	OPTICAL PRODUCTS		
6.5	CHILD-REARING		
6.6	PRODUCTS CLEANING		
6.7	OTHER		

SPV CODE	SPV SECTOR OF ACTIVITY	FAST-MOVING CONSUMER GOODS (FMCG) - DECLARABLE	INDUSTRIAL PRODUCTS (IPS) - NOT DECLARABLE
7	CONSTRUCTION		
7.1	CEMENT AND MORTAR	PACKAGING OF DECORATION ACCESSORIES AND DIY MATERIALS; BATHROOM ACCESSORIES (SOAP DISHES, TOWEL RAILS, SHOWER CURTAINS, WALLPAPER, TOOLS, ETC.) PACKAGING (METAL AND PLASTIC) OF PAINT AND VARNISH THAT CAN BE SOLD EITHER TO INDUSTRY OR TO FINAL CONSUMERS, WITH A NOMINAL CAPACITY OF 10 LITRES OR LESS 15% OF THE PACKAGING (METAL AND PLASTIC) OF PAINT AND VARNISH THAT CAN BE SOLD EITHER TO INDUSTRY OR TO FINAL CONSUMERS, WITH A NOMINAL CAPACITY OF MORE THAN 10 LITRES	ALL PACKAGING EXCEPT THAT CLASSIFIED AS FMCG PACKAGING (METAL AND PLASTIC) OF PAINT AND VARNISH EXCLUSIVELY INTENDED FOR THE INDUSTRY 85% OF THE PACKAGING (METAL AND PLASTIC) OF PAINT AND VARNISH THAT CAN BE SOLD EITHER TO INDUSTRY OR TO FINAL CONSUMERS, WITH A NOMINAL CAPACITY OF MORE THAN 10 LITRES
7.2	SANITARY WARE		
7.3	METAL		
7.4	WOOD		
7.5	COVERINGS		
7.6	BRICKS AND ROOF TILES		
7.7	PAINT AND VARNISH		
7.8	OTHER		
8	TECHNOLOGY		
8.1	DOMESTIC APPLIANCES	ALL EQUIPMENT FOR RETAIL SALE FOR INDIVIDUAL USE (PROFESSIONAL OR AMATEUR): DVD PLAYERS, TELEVISIONS, PROJECTORS, COMPUTERS, TELEPHONES, BATTERIES, SATELLITE DISHES, ETC.	ALL PROFESSIONAL EQUIPMENT SOLD EXCLUSIVELY TO COMPANIES OR INDUSTRY: TV CAMERAS, VIDEOCONFERENCE EQUIPMENT, SURVEILLANCE CAMERAS, INDUSTRIAL BATTERIES, RADIO TRANSMITTERS, ELECTRICAL AND ELECTRONIC
8.2	ELECTRONIC MATERIAL		
8.3	ELECTRICAL MATERIAL		
8.4	PHOTOGRAPHIC MATERIAL		
8.5	IT MATERIAL		
8.6	TELECOMMUNICATIONS		
8.7	BATTERIES AND ACCUMULATORS		
8.8	OTHER		
9	HOUSE AND GARDEN		
9.1	DECORATIVE ARTICLES	PACKAGING	
9.2	CUTLERY AND METAL ITEMS		
9.3	PLASTIC ITEMS		
9.4	LIGHTING		
9.5	GARDENING AND DIY		
9.6	FURNITURE		
9.7	PORCELAIN AND CERAMICS		
9.8	HOUSEHOLD UTENSILS		
9.9	GLASS AND CRYSTAL		
9.10	OTHER		
10	LEISURE		
10.1	ARTICLES FOR PETS	ALL PACKAGING	
10.2	PARTY ARTICLES		
10.3	SPORTS		
10.4	FILMS AND VIDEOS		
10.5	TOYS AND GAMES		
10.6	BOOKS, MAGAZINES AND NEWSPAPERS		
10.7	MUSIC		
10.8	HANDICRAFTS		
10.9	OTHER		
11	PACKAGING		
11.1	GLASS PACKAGING	SERVICE PACKAGING (MUST BE DECLARED BY ITS MANUFACTURERS OR IMPORTERS)	ALL PACKAGING EXCEPT THAT CLASSIFIED AS FMCG
11.2	PLASTIC PACKAGING		
11.3	PAPER AND CARDBOARD PACKAGING		
11.4	METALLIC PACKAGING		
11.5	WOODEN PACKAGING		
11.6	OTHER		
12	MACHINERY AND INDUSTRIAL EQUIPMENT		
12.1	COOLING EQUIPMENT	ALL PACKAGING OF PRODUCTS FOR DIY AND SELF-EMPLOYED TRADESMEN	ALL PACKAGING EXCEPT THAT CLASSIFIED AS FMCG
12.2	CONSTRUCTION EQUIPMENT		
12.3	INDUSTRIAL EQUIPMENT		
12.4	MEASUREMENT AND PRECISION INSTRUMENTS		
12.5	CLINICAL AND HOSPITAL EQUIPMENT		
12.6	OTHER		

SPV CODE	SPV SECTOR OF ACTIVITY	FAST-MOVING CONSUMER GOODS (FMCG) - DECLARABLE	INDUSTRIAL PRODUCTS (IPS) - NOT DECLARABLE
13	TEXTILES AND FOOTWEAR		
13.1	READY-TO-WEAR CLOTHING	ALL PACKAGING EXCEPT COMPONENTS FOR INDUSTRY (SEE IND)	COMPONENTS FOR THE TEXTILE AND FOOTWEAR INDUSTRIES
13.2	HOUSEHOLD TEXTILES		
13.3	FOOTWEAR		
13.4	OTHER		
14	FASHION ACCESSORIES		
14.1	LEATHER ARTICLES	ALL PACKAGING	
14.2	COSTUME JEWELLERY AND ACCESSORIES		
14.3	JEWELLERY AND WATCHES		
14.4	OTHER		
15	PAPER AND CARDBOARD		
15.1	PAPER PULP	ALL PACKAGING EXCEPT THAT CLASSIFIED AS IPS	PACKAGING FROM THE PAPER AND PULP INDUSTRY, GRAPHIC ARTS FOR COMMERCIAL USE (LARGE-FORMAT PAPER > A3), ROLLS OF PAPER FOR INDUSTRIAL USE
15.2	GRAPHIC ARTS		
15.3	PAPER ARTICLES		
15.4	OTHER		
16	OFFICE EQUIPMENT		
16.1	OFFICE MACHINERY AND EQUIPMENT	ALL PACKAGING	
16.2	OFFICE SUPPLIES		
16.3	OTHER		
17	VEHICLES		
17.1	MOTOR VEHICLES	DECORATIVE COMPONENTS AND ACCESSORIES	ALL PACKAGING EXCEPT THAT CLASSIFIED AS FMCG
17.2	ACCESSORIES AND PARTS		
17.3	OTHER		
18	ENERGY		
18.1	PETROLEUM AND DERIVATIVES	OIL, LUBRICANT AND FUEL PACKAGING WITH A NOMINAL CAPACITY OF 5 LITRES OR LESS; PAPER AND PLASTIC BAGS WITH A NOMINAL CAPACITY OF 10 KGS OR LESS; PACKAGING OF CAMPING EQUIPMENT	ALL PACKAGING EXCEPT THAT CLASSIFIED AS FMCG
18.2	VEGETABLE COAL		
18.3	GAS		
18.4	OTHER		
19	RESTAURANT AND HOTEL INDUSTRY		
19.1	HOTELS AND INNS	ALL PACKAGING	
19.2	RESTAURANTS		
19.3	OTHER		
20	RETAIL DISTRIBUTION		
20.1	HYPERMARKETS AND SUPERMARKETS	ALL PACKAGING	
20.2	WHOLESALE		
20.3	OTHER		
21	SERVICES		
21.1	LAUNDRIES	ALL PACKAGING	
21.2	COURIER SERVICES		
21.3	DIRECT MARKETING (TV, INTERNET, VENDING)		
21.4	LOGISTICS SERVICES		
21.5	GIFTS AND PROMOTIONAL MATERIALS		
21.6	OTHER		
22	CORK		
22.1	CORK		ALL PACKAGING

STRUCTURE OF 2019 STATEMENT

PACKAGING OF FAST-MOVING CONSUMER GOODS

WEIGHT OF PACKAGING PLACED ON THE MARKET IN 2019								
€/Kg	Service packaging			Grouped or secondary packaging			Transport or tertiary packaging (Kg)	
MATERIAL	SALES OR PRIMARY PACKAGING (KG)	SERVICE PACKAGING, EXCLUDING CHECKOUT BAGS (KG)	CHECKOUT BAGS (KG)	MULTIPACK SECONDARY PACKAGING (KG)	NON-MULTIPACK SECONDARY PACKAGING (KG)	NON-MULTIPACK SECONDARY HOUSEHOLD PACKAGING (28% OF TOTAL) (KG)	TRANSPORT OR TERTIARY PACKAGING (KG)	TRANSPORT OR TERTIARY HOUSEHOLD PACKAGING (28% OF TOTAL) (KG)
GLASS								
PLASTIC								
PAPER AND CARDBOARD BEVERAGE CARTONS								
STEEL								
ALUMINIUM								
WOOD								
OTHER MATERIALS								

MATERIAL	CHECKOUT BAGS		
	THICKNESS (μ)	KG	UNITS
PE	<15 μm		
	≥15 μm and <50 μm		
	≥50 μm		
PVC	<15 μm		
	≥15 μm and <50 μm		
	≥50 μm		
OTHER TYPES OF PLASTIC	<15 μm		
	≥15 μm and <50 μm		
	≥50 μm		
PAPER AND CARDBOARD			

STATEMENT FOR CALCULATING DISRUPTIVE PACKAGING		
MATERIAL	SALES OR PRIMARY PACKAGING (KG)	TOTAL FINE
GLASS		
PLASTIC		
PAPER AND CARDBOARD BEVERAGE CARTONS		
STEEL		
ALUMINIUM		
WOOD		
OTHER MATERIALS		

THE STATEMENT STEP BY STEP - EXAMPLES

PRODUCT: MILK

DESCRIPTION

6 cartons of milk in one pack
Each carton has its own barcode
60 packs on a pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Packet	Beverage Cartoons	28	360	10
 Secondary Multipack	Retractable	Plastic	20	60	1
 Tertiary	Stretch film	Plastic	600	1	1

PRODUCT: BEER CAN**DESCRIPTION**

Six 0.33 litre beer cans per pack
 The cans are joined with plastic rings
 Each can has its own barcode
 4 packs of 6 cans per shrink-wrapped tray
 90 trays per pallet
 The pallet is wrapped in stretch film
 The pallet and separators are reusable

**1ST IDENTIFYING PACKAGING'S DESTINATION:
 FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS**

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

**2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING,
 EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY
 PACKAGING) AND ITS PREDOMINANT MATERIAL.**
3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.
STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Can	Aluminium	15	2.160	33
	Rings	Plastic	3,2x4	90	1
	Tray	Cardboard	84,1	90	8
 Secondary Multipack	Retractable	Plastic	24,3	90	2
 Tertiary	Stretch film	Plastic	600	1	1

In this case, the wooden pallet is not considered because it is reusable.

PRODUCT: CHOCOLATE**DESCRIPTION**

24 chocolates in a box
 50 boxes of chocolates per group box
 120 boxes per pallet
 The pallet is wrapped in stretch film
 The pallet and separators are reusable

**1ST IDENTIFYING PACKAGING'S DESTINATION:
 FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS**

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

**2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING,
 EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY
 PACKAGING) AND ITS PREDOMINANT MATERIAL.**
3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.
STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Plastic film	Plastic	2	6.000	18
 Primary	Box	Cardboard	30	6.000	9
 Primary	Trays '2)	Plastic	2x5	6.000	60
	Cardboard separator '2)	Cardboard	2x3	6.000	36
 Primary	Aluminium foil	Aluminium	0,2	144.000	26
 Secondary Multipack	Box and label	Paper/Cardboard	254	120	30
 Tertiary	Stretch film	Plastic	600	1	1

In this case, the wooden pallet is not considered because it is reusable.

PRODUCT: ONIONS

DESCRIPTION

50 1-kg bags of onions per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Mesh bag	Plastic	45	50	2
 Tertiary	Stretch film	Plastic	600	1	1

PRODUCT: BREAD

DESCRIPTION

50 1-kg bags of onions per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Service packaging	Bag	Paper	15	1.000	15

NB: Responsibility for declaring this packaging passed to Portuguese suppliers or importers in January 2017.

There is an exception for service packaging that can only be used by insignia X, i.e. own brands. In this case, insignia X is responsible for this packaging.

PRODUCT: MOISTURISER

DESCRIPTION

40 jars per box
50 boxes per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Box	Paper	10	2.000	20
 Primary	Lid	Plastic	12	2.000	24
	Jar	Glass	61	2.000	122
 Non-Multipack Secondary	Box	Paper/Cardboard	30	50	15
 Tertiary	Stretch film	Plastic	600	1	1

PRODUCT: DEODORANT

DESCRIPTION

1 pack contains two deodorants
Each deodorant has its own barcode
30 packs per box
120 boxes per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Larger aerosol	Steel	60	3.60	216
	Smaller aerosol	Steel	30	3.600	108
 Primary	Larger top	Plastic	5	3.600	11
	Smaller top	Plastic	3	3.600	7
 Multipack Secondary	Aluminium foil	Aluminium	0,2	144.000	26
 Non-Multipack Secondary	Box	Cardboard	30	50	15
 Tertiary	Stretch film	Plastic	600	1	1

PRODUCT: HOME MUSIC SYSTEM

DESCRIPTION






1 system per box
100 boxes per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:					
TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Plastic film	Plastic	28	100	3
	Plastic bag	Plastic	12	100	1
 Primary	Plastic bag	Plastic	10	100	1
	Retractable plastic	Plastic	10	100	1
 Primary	2 polystyrene corners	Plastic	2x46	100	9
 Primary	Box	Cardboard	605	100	61
 Tertiary	Stretch film	Plastic	600	1	1

NB: The instruction manual is not considered packaging and should therefore not be declared.

PRODUCT: MINIATURE CAR

DESCRIPTION

1 car in an individual box
50 individual boxes in a group box
100 boxes per pallet
The pallet is wrapped in stretch film
The pallet and separators are reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Box	Cardboard	78	5.000	390
	Base	Cardboard	15	5.000	75
 Non-Multipack Secondary	Box	Cardboard	254	100	25
 Tertiary	Stretch film	Plastic	600	1	1



PRODUCT: SHIRT

DESCRIPTION

30 shirts per box
150 boxes per pallet







1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

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2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Stiff cardboard	Cardboard	22	4.500	99
	Sheet of paper	Paper	3	4.500	11
 Primary	Collars	Cardboard	9	4.500	41
	Collars	Plastic	2	4.500	10
 Primary	Pins	Steel	9x0,07	4.500	3
	Label	Cardboard	1	4.500	4
 Primary	Bag	Plastic	8	100	9
 Non-Multipack Secondary	Box and label	Paper/Cardboard	304	150	46
 Tertiary	Stretch film	Plastic	600	1	1

PRODUCT: ITEM OF FURNITURE

DESCRIPTION

100 items per pallet
The pallet is wrapped in stretch film The
pallet is reusable


1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Bag	Plastic	5	100	1
	Bag	Plastic	6	100	1
 Primary	Bag	Plastic	7	100	1
	Bag	Plastic	5	100	1
 Primary	Separator	Paper	35	100	4
 Primary	Polystyrene corners (4)	Plastic	4x40	100	16
 Primary	Box	Cardboard	550	100	55
 Tertiary	Stretch film	Plastic	600	1	1



PRODUCT: 5-LITRE CAN OF WATER-BASED PAINT

DESCRIPTION

120 cans of paint per pallet
The pallet is wrapped in stretch film
The pallet is reusable

1ST IDENTIFYING PACKAGING'S DESTINATION: FAST-MOVING CONSUMER GOODS OR INDUSTRIAL PRODUCTS

The diagram applying to the products that you sell will show you which packaging you have to declare. As the company sells products exclusively to the domestic market, then all primary, secondary and tertiary non-reusable packaging must be declared.

2ND INDICATE THE TYPE OF EACH PACKAGING (PRIMARY, CHECKOUT BAGS, SERVICE PACKAGING, EXCEPT CHECKOUT BAGS, MULTIPACK SECONDARY, NON-MULTIPACK SECONDARY OR TERTIARY PACKAGING) AND ITS PREDOMINANT MATERIAL.

3RD CALCULATE THE TOTAL WEIGHT OF EACH MATERIAL TO BE DECLARED AND BY TYPE OF PACKAGING.

STATEMENT FOR ONE PALLET OF PRODUCT:

TYPE OF PACKAGING	PACKAGING ELEMENT	PREDOMINANT MATERIAL	WEIGHT OF COMPONENT (g) '1)	NO. OF PACKAGING COMPONENTS PLACED IN THE COUNTRY '2)	TOTAL WEIGHT PLACED IN THE COUNTRY (kg) '3)=(1) x2/1000
 Primary	Can	Steel	1.500	24	36
	Lid	Steel	400	24	10
 Tertiary	Non-reusable pallet	Cardboard	254	100	25
 Tertiary	Stretch film	Plastic	600	1	1

Green Dot Fees for 2019, which can be consulted here, are already included in the Annual Statement form to help you to complete it. The Green Dot Fees for 2020 are also available.

GREEN DOT FEES TABLE 2019

€ /Kg GREEN DOT FEES TABLE (GDF) APPLICABLE AS OF 1 JANUARY 2019						
MATERIAL	SALES OR PRIMARY PACKAGING	SERVICE PACKAGING, EXCLUDING CHECKOUT BAGS	CHECKOUT BAGS (KG)	MULTIPACK SECONDARY PACKAGING (KG)	NON-MULTIPACK SECONDARY PACKAGING	TRANSPORT OR TERTIARY PACKAGING
GLASS	0.0201	0.0201				
PLASTIC	0.2009	0.2009	0.2009	0.2009	0.0000	0.0000
PAPER AND CARDBOARD	0.1150	0.1150	0.1150	0.1150	0.0000	0.0000
BEVERAGE CARTONS	0.1856	0.1856				
STEEL	0.1965	0.1965		0.1965	0.0000	0.0000
ALUMINIUM	0.0143	0.0143				
WOOD	0.0504	0.0504		0.0504	0.0000	0.0000
OTHER MATERIAL	0.1211	0.1211			0.0000	0.0000

VAT at the legal rate shall be added to all amounts referred to.

GREEN DOT FEES TABLE 2020

€ /Kg GREEN DOT FEES 2020 (AUGUST 2020 UPDATE)						
MATERIAL	SALES OR PRIMARY PACKAGING	SERVICE PACKAGING, EXCLUDING CHECKOUT BAGS	CHECKOUT BAGS (KG)	MULTIPACK SECONDARY PACKAGING (KG)	NON-MULTIPACK SECONDARY PACKAGING	TRANSPORT OR TERTIARY PACKAGING
GLASS	0.0211	0.0211				
PLASTIC	0.2239	0.2239	0.2239	0.2239	0.2239	0.2239
PAPER AND CARDBOARD	0.1316	0.1316	0.1316	0.1316	0.1316	0.1316
BEVERAGE CARTONS	0.2111	0.2111				
STEEL	0.2313	0.2313		0.2313	0.2313	0.2313
ALUMINIUM	0.0323	0.0323				
WOOD	0.0577	0.0577		0.0577	0.0577	0.0577
OTHER MATERIAL	0.1378	0.1378			0.1378	0.1378

VAT at the legal rate shall be added to all amounts referred to.

MINIMUM CONTRIBUTION TABLE

YEAR	AMOUNT
2017	100€
2018	120€
2019	120€
2020	120€


VAT at the legal rate shall be added to all amounts referred to.



DISRUPTIVE PACKAGING

One of the obligations under the Sociedade Ponto Verde licence is to distinguish between Green Dot Fees (GDFs) of packaging on the basis of its recyclability. For 2019 and 2020 there will therefore be fines designed to discourage the use of packaging that disrupts the recycling process and to encourage the use of materials or combinations of materials that are proven to be easier to recycle.

The fine will be a 10% increase in the unit GDF of materials of which the following three types of packaging are made (including all their components):

PACKAGING SUBJECT TO FINES	EXAMPLE	SUGGESTION FOR IMPROVEMENT
PET BOTTLES WITH METAL TOP		CHANGE TO PET BOTTLES WITH PLASTIC CAP (PP, HDPE OR LDPE)
GLASS BOTTLES WITH NON-REMOVABLE CERAMIC AND STEEL SWING-TOP CAPS		CHANGE TO GLASS BOTTLES WITH DETACHABLE TOPS OR REPLACEMENT OF CERAMIC BY ANOTHER MATERIAL COMPATIBLE WITH GLASS RECYCLING
PET BOTTLES WITH PVC LABEL		CHANGE TO PET BOTTLES WITH A PAPER, CARDBOARD OR ANOTHER TYPE OF PLASTIC LABEL COMPATIBLE WITH PET RECYCLING (PP, HDPE OR LDPE)

Green Dot Fees (GDF) table fines applicable only to the three above-mentioned types of packaging in effect for 2019 and 2020:

MATERIALS	FEE WITH FINE €/KG 2019	FEE WITH FINE €/KG 2020 (AUGUST 2020 UPDATE)
GLASS	0,0221	0,02321
PLASTIC	0,2210	0,24629
PAPER AND CARDBOARD	0,1265	0,14476
BEVERAGE CARTONS	0,2042	0,23221
STEEL	0,2162	0,25443
ALUMINIUM	0,0157	0,03553
WOOD	0,0554	0,06347
OTHER MATERIALS	0,1332	0,15158

VAT at the legal rate shall be added to all amounts referred to.

Introduction

The Green Dot symbol is internationally protected and widely recognized. It affirms that your company is responsible for recovering the packaging it places on the Portuguese market. Use it correctly. This is how.

Definition

Any reference to the “Green Dot” trademark on your packaging, or in your publications or communications, must comply fully with the following official definition. This definition is the result of an agreement between all the national systems licensed by PRO EUROPE – Packaging Recovery Organisation Europe, which owns the “Green Dot” trademark rights. Its purpose is to prevent any incorrect visual representation of the name.

OFFICIAL DEFINITION

“The “Green Dot” trademark on packaging means that a financial contribution has been paid for it to Sociedade Ponto Verde, a company set up in accordance with the principles defined in European Packaging and Packaging Waste Directive 94/62 and the national law, which is responsible for the recovery of used packaging.”

01) Basic rules of use

LEGIBILITY

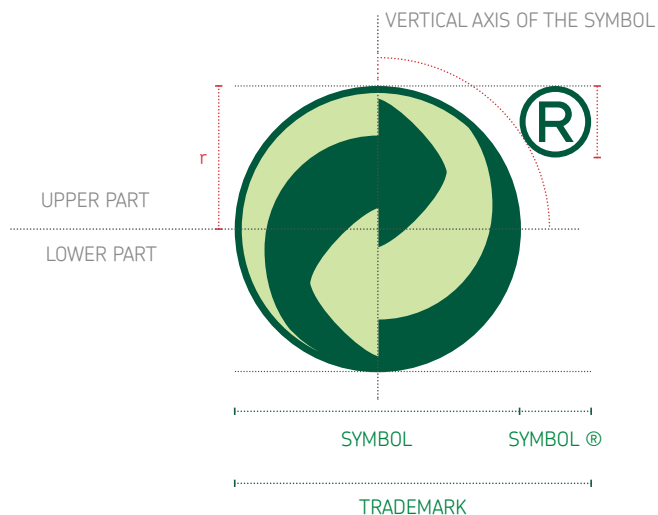
The symbol must be instantly identifiable to consumers. It must be clearly visible and easy to read.

GRAPHIC APPEARANCE

The Green Dot trademark is a circle containing two entwined arrows around a vertical axis. The central axis must be vertical in relation to the wording on the packaging.

It also includes, on the right side, the registered trademark symbol, which means that the company logo is registered and authorized. This symbol is a character from the Chalet typeface family. The font is Chalet London Nineteen Sixty.

The diameter of the circle of this symbol is equal to half the radius of the Green Dot Symbol. The space between the Green Dot symbol and the trademark symbol is equal to one fifth of the radius of the Green Dot symbol.



INSTITUTIONAL COLOURS

The arrow pointing left is light green – Pantone 366C. The arrow pointing right is dark green – Pantone 343C.



Pantone® 343C

c: 100 m: 000 y: 069 k: 060

r: 000 g: 088 b: 061

right-pointing arrow
(dark colour compulsory)



Pantone® 366C

c: 018 m: 000 y: 047 k: 000

r: 208 g: 228 b: 166

left-pointing arrow
(light colour compulsory)

USE ON COLOURED BACKGROUNDS

The use of Pantone **366C** and **343C**, or equivalent CMYK colours, is not compulsory but it is advisable where the label or packaging uses four-colour printing. The symbol can also use another colour on a white or coloured background:



Black on white
background



Any colour on a white or
transparent background



Use of official colours on
contrasting backgrounds



White on single colour
background

The arrow pointing to the right should always be darker than the left-pointing arrow.

USE ON PHOTOGRAPHIC BACKGROUNDS

The Green Dot symbol should contrast as much as possible with photographic backgrounds, which should preferably be medium to dark.

To ensure the symbol is legible, white can be used on dark single colour backgrounds. The symbol can be used as shown below.



The arrow pointing to the right should always be darker than the left-pointing arrow.

SAFETY MARGINS

To ensure the Green Dot symbol is legible a minimum safety margin has been set, equivalent to the height of the trademark symbol. Whenever possible, this margin should be greater.



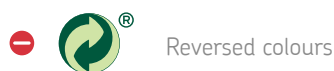
RESTRICTIONS

The Green Dot symbol cannot be changed. It must be used fully, in the right proportions and colours. No other wording or graphics are permitted.

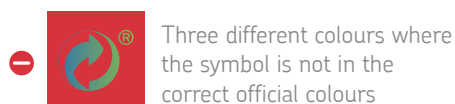
Any changes in these rules for technical or legal reasons must be included in a written agreement appended to the contract with a national Green Dot organization.



Incorrect official colours



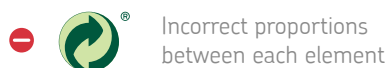
Reversed colours



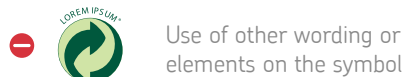
Three different colours where the symbol is not in the correct official colours



Use of shading and effects



Incorrect proportions between each element



Use of other wording or elements on the symbol



Incorrect surrounding margins



SIZE

A minimum height of 10 mm is recommended to ensure that the Green Dot symbol is easily visible and identifiable. However, a height of 8 mm for small packages is permitted, and 6 mm in exceptional cases only.

A minimum height of 40 px is recommended for digital use.

NB: Contact the Portuguese Green Dot organization if you need to use a smaller size than the permitted minimum.

Print



10 mm

Recommended minimum



8 mm

Permitted minimum



6 mm

Permitted minimum
in exceptional cases

Digital

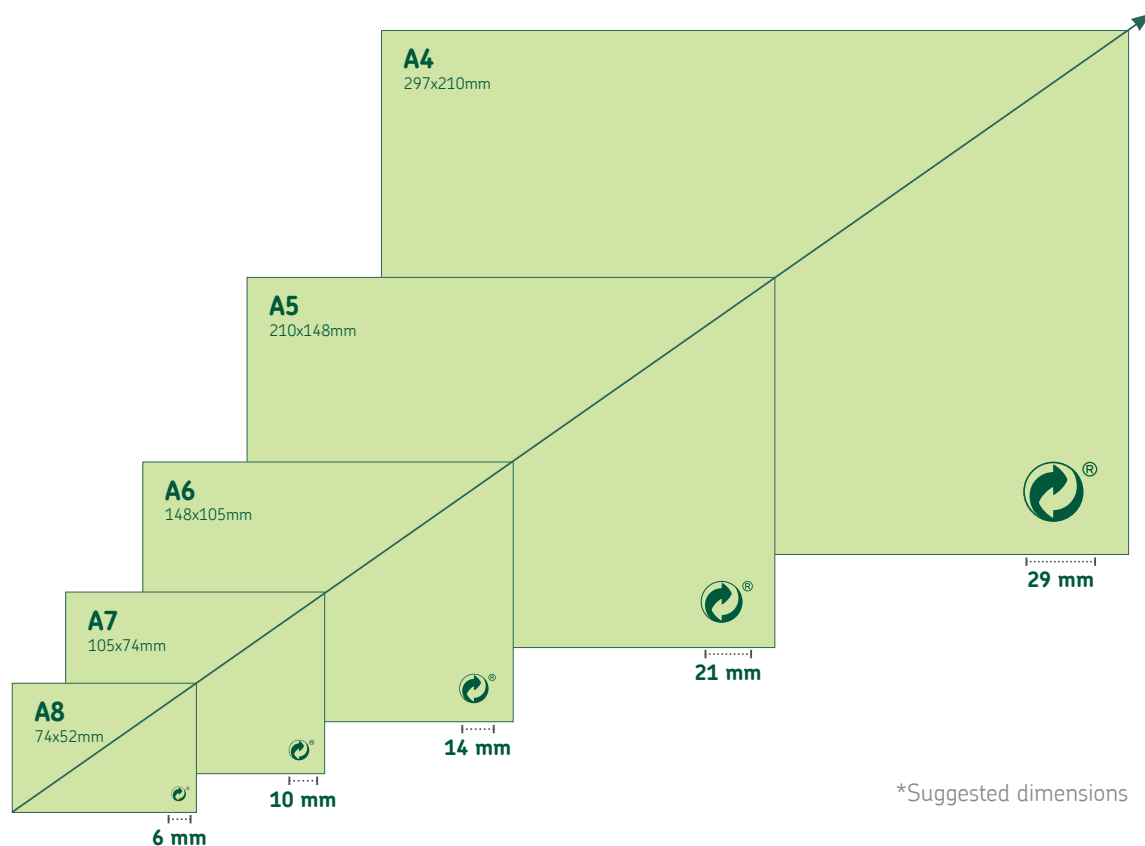


40 px

Recommended minimum

DIMENSIONS AND PROPORTIONS

The Green Dot symbol must be instantly identifiable to consumers. Consequently, to ensure it can be easily seen and read the following proportions must be adhered to.*



NB: Contact the Portuguese Green Dot organization if you need to use a smaller size than the permitted minimum.

Decree Law 152-D/2017

Sales or primary packaging

Packaging designed so as to constitute a sales unit for the final user or consumer at the point of purchase.

E.g. a milk carton

Service packaging

Packaging intended to be filled at a point of sale, for packing and carrying the products purchased by the consumer.

E.g. a bag for fruit sold by the kilo

Checkout bags

Packaging, normally PLASTIC or paper bags with handles, provided by traders and retailers for shoppers to carry their purchases from the point of sale. **E.g. plastic bag with handles provided in hypermarkets.**

Multipacks

Packaging (usually paper and/or PLASTIC) that groups several individual sales units (each one with its own barcode), designed specifically to be sold to the final consumer.

E.g. plastic holding 4 bottles of water or soft drink

Secondary packaging (or grouped packaging)

Any packaging conceived so as to constitute at the point of purchase a grouping of a certain number of sales units whether the latter is sold as such to the final user or consumer or whether it serves only as a means to replenish the shelves at the point of sale. And can be removed from the product without affecting its characteristics **E.g. cardboard box grouping food tins.**

Transport packaging or tertiary packaging

Packaging designed so as to facilitate the handling and transport of a number of sales units or grouped packaging in order to prevent damage during handling and transport.

E.g. non-reusable pallets and film to secure goods on pallets

Packaging

Any and all products made from any type of MATERIAL that are used to contain, protect, move, handle, deliver and present goods, which may be raw materials or manufactured products, from the producer to the end user or final consumer. This definition also includes all “disposable” articles used for the same purpose.

Reusable packaging

Packaging conceived and designed to accomplish a minimum number of trips or rotations within its life cycle, being refilled or used for the same purpose for which it was designed, with or without auxiliary products on the market enabling the packaging to be refilled. Reusable packaging becomes packaging waste when it can no longer be reused.

Non-reusable packaging

Packaging which does not come under the previous category and therefore only follows one path to the user of the product and cannot be refilled.

Recycling

Reprocessing of packaging waste in a new production process, for its original or for OTHER purposes, including organic recycling but not energy recovery.

Packaging waste

Any packaging or packaging material covered by the definition of waste set out in current legislation and applicable in this context, excluding production waste.

Rigid hollow bodies

Packaging that keeps its shape even when empty

E.g. bottles, jars, cans.

Nominal capacity

This is the quantity of product that the packaging was designed to contain. **E.g. a tin of paint with a nominal capacity of 25 l, means that it was designed to contain 25 litres of paint.**

Green Dot fee

Amount paid to Sociedade Ponto Verde per unit of weight for packaging material placed on the Portuguese market.

Prevention

Any measure taken before a substance, material or product becomes waste, intended to reduce the environmental impacts and facilitate management of waste generated. Reducing at source by reducing its volume and harmful effects or improving its capacity for reuse.

Pro Europe

(Packaging Recovery Organisation Europe)

A body consisting basically of European environmental organisations that oversee the management of household packaging waste in their countries and use the Green Dot symbol.

PET (polyethylene terephthalate)

A thermoplastic polymer used essentially to manufacture bottles.

Recovery

Any of the following operations involving packaging waste: recycling, energy recovery and organic recycling.



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