

HANDBOOK

for Producers

(version 13.09.2021)



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Amendments:

06.09.2021, Section 6

13.09.2021, Section 2, Section 5, Section 9

The Deposit system for beverage bottles will be launched in Latvia on 1 February 2022. Introduction of the Deposit system is a significant milestone for Latvia. With shared participation in this system beverage producers, importers/distributors and service providers, who place beverages in Deposit packaging on the Latvian market and Retailers have been given an opportunity to make Latvia a greener country.

On 14 January 2021 the State Environmental Service concluded an agreement with SIA (LLC) *Depozīta iepakojuma Operators (DIO)* concerning the introduction of the Deposit system in Latvia and ensuring its operation starting 1 February 2022 and continuing until 31 January 2029. DIO is responsible for the organisation of the work of all involved parties in the cycle of the Deposit System, including the beverage packagers and their participation in the Deposit System. DIO is also responsible for the organisation of the packaging logistics, registration of the packaging, sorting and preparing for recycling, as well as settling accounts with Retailers for the returned packaging and refunding of the Deposit fees.

This Handbook is a part of the Agreement of the Deposit system packaging management (**hereinafter referred to as – the Agreement**) and it contains instructions, specifications and practical information prepared by the Deposit system Operator SIA (LLC) *Depozīta iepakojuma Operators (hereinafter referred to as – DIO)*, as well as related to the conclusion, fulfilment and other aspects of the Agreement that must be observed by the Producers that are placing products on the Latvian market in Deposit packaging (**hereinafter referred to as – the Producers**).

This Handbook need not be sign and submitted to DIO. However, it is part of the Agreement and by signing the Agreement the requirements included in the Handbook become binding.

The terms used in the Handbook (see Annex 1) are to be interpreted within the meaning of the Agreement, except for in situations where the context unequivocally signifies a different meaning. In case there are contradictions between the conditions of the Handbook and the Agreement, the terms and conditions stated within the Agreement shall prevail.

1. Beverages and packaging types that comply with the Deposit System

The fundamentals of the principles of the Deposit system management are defined by the Packaging Act and the Cabinet Regulation No. 519 (adopted on 11 August 2020), as well as by the Law on Natural Resources Tax (hereinafter referred to as – DRN) and other laws and regulations.

The following types of beverage packaging are to be considered Deposit packaging:

Beverage type	Packaging type	Volume
Carbonated and non-carbonated non-alcoholic beverages (i.e. mineral water, drinking water, lemonade, energy drinks, ice tea, juices, nectars)	Glass bottles	0.1–3.0 litres (excluding)
	Plastic PET bottles	0.1–3.0 litres (excluding)
	Cans	0.2–1.0 litres
Beer	Glass bottles	0.1–3.0 litres (excluding)
	Plastic PET bottles	0.1–1.0 litres
	Cans	0.2–1.0 litres
Other fermented products with an alcohol content of up to 6% (i.e. cider, alcoholic cocktails with an alcohol content of 0.5% to 6%), except for beer, wine, sparkling wine, and fruit wine	Glass bottles	0.1-0.75 litres (excluding)
	Plastic PET bottles	0.1–1.0 litres
	Cans	0.2–1.0 litres

Note: If the numeric values (alcohol content, volume) do not contain the specification in parenthesis

(excluding), they are included.

From the perspective of its lifecycle, the Deposit packaging is divided into two categories (1) **One way packaging**, which is transferred to recycling after DIO has accepted it, and (2) **Refillable packaging**, which is used multiple times by being repeatedly refilled.

The current laws and regulations of the Republic of Latvia specify that the Deposit system includes glass packaging as refillable packaging. However, it is possible that in the future the scope of the Deposit packaging will be extended to the group of refillable packaging which includes other materials in addition to glass.

Producers that are using or have intention to place Refillable Deposit packaging on the market will be able to do that by undertaking all the duties related to the lifecycle of such bottles as stated in the laws and regulations, and in the Agreement/Handbooks.

Within the Deposit system the refillable packaging is grouped into:

Universal refillable RGB packaging is used by various Producers for their products, is prepared in accordance with the laws and regulations to allow for its repeated refilling. Within the scope of the Agreement it is defined by DIO as Universal refillable packaging and the collection and repeated distribution to the Producers is ensured by DIO. DIO will indicate which bottles are classified as the Universal refillable packaging on DIO's webpage at www.dio.lv.

Individual design refillable RGB packaging is used by one particular Producer, who has the rights to use this type of bottle and whose responsibility will be to collect the refillable bottles from all Collection points of the Deposit system and to ensure their refilling in accordance with the provisions of the laws, regulations and the Agreement.

Within the framework of the agreement, Producers who intend to use refillable packaging in the course of their activities will have to conclude a supplement to this Agreement (Agreement on the lifecycle of Universal refillable RGB packaging, Annex 4 to the Agreement; Agreement on the lifecycle of Individual design refillable RGB packaging, Annex 5 to the Agreement), which will establish the circulation principles of the refillable packaging and the responsibilities of the parties. Refillable Deposit packaging and its lifecycle are described in detail in the additional Handbook on the Circulation of Refillable Deposit packaging.

2. Deposit fee and its circulation

The Deposit fee is set in the amount of 10 euro cents (EUR 0.10) per Deposit packaging unit, regardless of the material and dimensions of the packaging.

Upon purchasing a product in Deposit packaging, the Consumer, in addition to the price of the product, will pay the Deposit fee to the Retailer. A value added tax is not imposed on the Deposit fee because it is classified as a safety deposit.

The Consumer will be able to recover this Deposit fee by returning the used beverage packaging at Deposit packaging Collection points, provided that the respective packaging has a readable special sign (Deposit emblem) and a Barcode, and that the packaging is empty and not damaged. Consumer will be refunded the Deposit fee in the form of non-cash payments in accordance with the amount specified in the deposit accounting system or will receive a coupon for the appropriate amount. The coupon can be used as a means of payment when purchasing goods at a point of sale where packaging compliant to the Deposit system are sold and where or near which the empty beverage Deposit package is handed over. In places where the Deposit package is accepted manually, the Deposit fee can be refunded in cash. (amended on 13.09.2021)

Retailer's responsibilities within Deposit system

Collect Deposit fee payment from Consumer



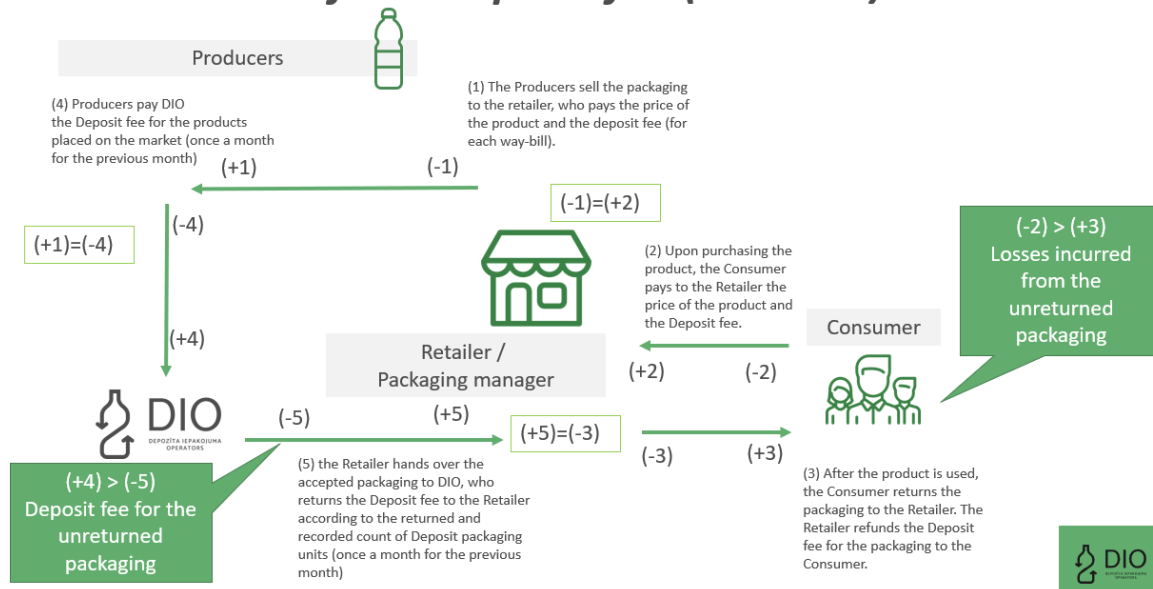
Accept Deposit packaging waste from Consumer and refund the Deposit fee



To ensure this, circulation of the Deposit fee among the main participants of the Deposit system - the Producers, DIO and Retailers, will take place:

Full circulation of the Deposit fee within the Deposit system management is outlined below:

Circulation of the Deposit fee (10 cents)



1. Transaction – upon selling the product in Deposit packaging to the Retailer, the Producer adds the Deposit fee in the amount of EUR 0.10 for each Deposit packaging unit in the invoice. A value added tax is not imposed on the Deposit fee. Upon paying the invoice for the products, the Retailer also transfers the Deposit fee to the Producers.
2. Transaction – on the price tag of the product the Retailer states the price of the product and the Deposit fee of EUR 0.10. Upon purchasing the product, the Consumer pays the Retailer the price of the product and the Deposit fee. With this transaction the Retailer has recovered the Deposit fee they paid to the Producer (Transaction -1 = Transaction +2).
3. Transaction – after consuming the product the Consumer returns the used packaging to the Retailer – possibly to a different one, i.e. other than the one from which they purchased the product. The Retailer refunds the Deposit fee for the returned packaging to the Consumer.

In accordance with Section 18.8 of the Packaging Act, the Retailer has an obligation to accept all types of beverage Deposit packaging waste from the consumer at its point of sale, on its territory, or in the proximity of the sales point, not to exceed a distance of 150 metres from the point of sale:

- If the area of the shop floor is equal to **300 square metres** or larger, in Republic cities

(Daugavpils, Jēkabpils, Jelgava, Jūrmala, Liepāja, Rēzekne, Rīga, Valmiera, Ventspils, Ogre),

- If the area of the shop floor is equal to **60 square metres** or larger, in other administrative territories (outside of the Republic cities).

An agreement will be concluded for each Collection point of the Deposit system with the relevant Retailer. In total there are approximately 1,500 planned packaging Collection points in Latvia. At the larger Collection points the collection will be provided by a Reverse Vending Machine. Manual packaging collection will take place in shops where the expected volume of returned packaging does not exceed 3,000 units per month.

Upon accepting packaging compliant with the requirements for Deposit packaging, the Return Vending Machine will issue the consumer a voucher in the amount equal to the recognised and accepted Deposit packaging unit count multiplied by EUR 0.10. The Consumer will be able to use this towards their next purchase at the Retailer or request that the Retailer pay out cash in the amount for which the voucher was issued. At Manual Collection points the refunding of the Deposit fee as payment towards the next purchase or in cash will possibly be done without the use of vouchers.

Loss of Deposit fee for unreturned Deposit packaging falls upon the Consumer.

4. Transaction – By the seventh (7th) day of the current month the Producer submits to DIO a monthly Sales report regarding the previous calendar month. Within the Sales report the Producer provides, for each Packaging article (Barcode) stated in the Deposit packaging Registry, information concerning the Deposit packaging amount (in units) that has been placed on the Latvian market. In accordance with the information provided DIO generates bills for the Deposit fee and for the Industry fee. The Producer settles it by the twentieth (20th) day of the month. This transaction is described in detail in the Handbook's section on accounts.

Note: The Deposit system's circulation for the Individual design refillable packaging differs as the Deposit fee for the returned Deposit packaging goes from the Producer to the Retailer without the involvement of DIO. The reason for this is the Producer's direct responsibility for the collection of this packaging from the Collection points. This flow is described in detail in the Handbook on the Circulation of refillable packaging.

5. Transaction – the Retailer transfers the returned packaging to DIO, who in turn returns the Deposit fee to the Retailer in accordance with the returned and recorded count of Deposit packaging units (once a month for the previous month). Within the framework of the Deposit system, for the Collection of Deposit packaging DIO pays the Handling fee to Retailers for each accepted unit.

3. Participation in the Deposit system and the Industry fee

Section 18.1 of the Packaging Act states that a Producer with an amount of beverage deposit packaging totalling **150 kilograms or more** in a calendar year has an obligation to manage the beverage Deposit packaging waste within the entire territory of Latvia by entering into an agreement with a Deposit system operator on participation in the Deposit system.

This requirement also pertains to all places that sell draft beer, including bars and shops that sell draft beer to go in any of the packaging types covered by the Deposit system – PET or glass bottles. The Agreement with all Producers is based on the same conditions.

A Deposit system shall not be applied to such beverage packaging which, together with the beverage:

- 1) is exported outside the territory of Latvia to the European Union or to European Economic Area Member States or third-party countries;
- 2) is consumed during international carriage in the European Union or in European Economic Area

Member States or third-party countries.

Regarding the exemption from payment of the tax on Deposit packaging, Section 8.¹, Clause 1 of the Natural resource tax states that a taxpayer who sells in Deposit packaging those beverages specified in the laws and regulations regarding the management of packaging shall not pay the tax for such packaging if it has entered into an agreement on participation in the Deposit system with the operator (if the operator of the Deposit system has entered into an agreement with the institution under subordination of the Ministry of Environmental Protection and Regional Development on ensuring the operation of the Deposit system Furthermore, Clause 4 states that a taxpayer who has not entered into an agreement with the Operator Deposit system on participation in the Deposit system and who does not participate in the Deposit system shall pay the tax for Deposit packaging in double the amount.

The methodology for the calculation of the Industry fee as well as the information that needs to be submitted in order to make these calculations, the documents required and the procedure for submitting them are determined by the Public Utilities Commission (hereinafter referred to as – the Regulator) in their 2 July 2020 Decision No. 1/8 (Minutes No. 28, 6.p), “The methodology for the calculation of the Industry fee.” Since the total costs of the Deposit system management are currently unclear and the Regulator does not possess entirely reliable records, DIO has set the following transitory tariffs for the year 2022, taking into account the estimated costs and the potential revenue from the sale of Deposit packaging prepared for recycling and recovery. The tariffs for 2022 are set at the same rate for National and International code types.

Based on the type of packaging material and circulation principles, the Deposit packaging is divided into various packaging groups for which the Industry fee tariffs for the first year of the Deposit system’s operation in 2022 are set as shown in the table below:

Packaging group	Packaging type	EUR/Unit
One way packaging	PET bottles: clear	0.0009
	PET bottles: Other colours	0.0037
	Metal: aluminium tins	0
	Metal: steel tins	0.0093
	One way glass bottles	0.0180
Refillable packaging	Universal refillable glass bottles	0.0256
	Individual design refillable glass bottles	0.0126

For subsequent years the Industry fee tariffs will be calculated according to the methodology established by the Public Utilities Commission (PUC), which was approved on 2 July 2020 with the PUC Decision No. 1/8 (Minutes No. 28, 6.p) “The methodology for the calculation of the Industry fee” and which will be published on the DIO website at www.dio.lv.

The difference between the tariffs for Universal and Individual design refillable glass bottles arise from the fact that the Industry fee for the Universal refillable RGB packaging, covers all cost items of the fee for the management of the packaging. In the case of the Individual design refillable RGB packaging, however, the Industry fee covers only the costs of renting and maintaining the Reverse Vending Machines, whereas the Retail Handling fee payable to Retailers for the management of the packaging, is payable directly to the Retailers by the Producer based on the volume of the packaging returned.

4. Schedule for introducing the Deposit system

According to the Transitional Provisions of the Packaging Act the Deposit system shall become operational on 1 February 2022, at which time the Producer will be able to commence the placement of beverages with the Deposit emblem for which the Industry fee has been paid on the market. The Producer, who within the meaning of the laws and regulations is also the subject to the Natural resource tax, cannot place any beverage packaging with the Latvian Deposit emblem on the Latvian market until 1 February 2022. The term *placing on the market* means to make the product available for the first time on the market of the Republic of Latvia or to deliver the product for distribution, consumption or use

against payment during the course of business activity, including: (1) selling products in packaging; (2) using for internal business needs; (3) adding packaging to a product in the course of providing a service.

Until 31 July 2022, **Retailers may concurrently place on the market** (sell) beverages in both (1) Deposit packaging with the special sign (Deposit emblem), the management of which is to be ensured within the framework of the Deposit system; and (2) packaging without the special sign, the management of which must be ensured in accordance with the agreements concluded before the Deposit system and/or with the calculation procedures of the Natural resource tax.



As of 1 August 2022, beverages in packaging compliant to the Deposit system- cannot be placed in retail shops or sold to Consumers without the Deposit emblem! Therefore, to decrease the risk of unsold stocks which the Retailer must then return to the Producer, and to promote cooperation with the Retailers who must ensure the fulfilment of this normative, we encourage the Producers to register their Deposit packaging in a timely manner and to be sure of the correct marking on the packaging.

5. Signing Agreements

As for exemption from the Natural resource tax payment for Deposit packaging, Section 8.¹ of the Law states that the institution under subordination of the Ministry of Environmental Protection and Regional Development shall, once a quarter, provide current information to the State Revenue Service on taxpayers to whom the exemption from payment of the tax on deposit packaging has been applied. For a taxpayer who sells beverages in Deposit packaging the specified in the laws and regulations as applicable to the Deposit system, the exemption from paying the tax shall enter into effect from the first date of the first month of the following quarter after entering into an Agreement on participation in the Deposit system with the Operator.

According to the requirements set forth by the laws and regulations, the agreement between DIO and the Producer must be concluded by the last working day of the quarter in order for the Producer to be exempted from paying the tax in the subsequent quarter. For example, to qualify for a Deposit packaging exemption from the Natural resource tax on the market in Q1 of 2022, the agreement with DIO must be concluded by 30 December 2021.

Note: According to the information available to DIO, this norm may be changed from quarterly reporting to monthly reporting. Therefore, we recommend to closely follow the changes in the laws and regulations.

The agreement must be completed and signed by all Producers, regardless of what type of Deposit packaging they are planning to place on the market.

If the Producer is planning to place on the market an article of one-way packaging (definitions for Deposit packaging types may be found in the Agreement), they must complete and sign the Agreement and Annex 1 and Annex 2 to the Agreement. If the Producer is planning to place on the market an article of Universal refillable RGB packaging, in addition to the Agreement they must complete and sign Annex 3 and 4 to the Agreement. If the Producer is planning to place on the market an article of Individual design refillable RGB packaging, in addition to the Agreement they must complete and sign Annex 3 and 5 to the Agreement. (amended on 13.09.2021)

Upon receiving the Agreement and annexes completed and signed by the Producer, DIO will sign them and inform the Producer of their signing of the Agreement by sending the Producer one copy of the Agreement. If any uncertainties arise in relation to the Agreement and/or annexes completed and submitted by the Producer, DIO will contact the Producer to clarify the necessary information. The Agreement may be signed electronically or on paper.

6. Registration of packaging articles, making changes and changing the status

Before placing on the market an article of packaging compliant with the Deposit system, the Producer must register this packaging in the Deposit packaging Registry of the Deposit system. The registering takes place in accordance with Clause 8 of the Agreement and the provisions of this Handbook.

The **BARCODE** of the product will serve as the main unit of distinction and accounting in the Deposit system, the Deposit packaging will be accepted and accounted for throughout its circulation in the Deposit system by this marking.

From the date of commencement of the Deposit system on 1 February 2022 and until 31 December 2022, the Barcode to be registered in the Registry of the Deposit system must be **NEW**, i.e. it has not been placed on the Latvian market prior to the commencement of the Deposit system on 1 February 2022 or before the moment this Barcode is registered after the Deposit system has commenced. (with amendments on 06.09.2021)

If the Producer, after assessing the additional risks, decides not to change the Barcode, then participation of such Barcode in the Deposit system is regulated by Clause 14.3 of the Agreement, which imposes additional conditions and costs, taking into account the additional risk that such Barcodes pose in the Deposit System. Before making such decision we recommend to contact Retailers and coordinate the process of how the products without a Deposit emblem will be replaced by products with the Deposit emblem during the transition period. (amended on 06.09.2021).

The Producer will initiate the registration of the packaging in the Deposit system by submitting an application to DIO via a specifically developed website – the Deposit portal. For this purpose, starting from November 2021 DIO will assign access codes to the Producers that have signed the agreement (the codes will be sent to the email address stated in the Agreement). These are necessary for the representative of the Producer to be able to register Deposit packaging on the DIO website. If DIO can commence the registering of Deposit packaging sooner than November 2021, the registration will be done on Excel by exchanging information via email. DIO will inform the Producers of this separately.

To register a new unit of packaging, the Producer will need to complete an application for the registration of the Packaging article by stating the following information:

The application must contain:

- **EAN code** (barcode – EAN-13 or EAN-8 format, in accordance with the standards set by GS1)
- **Product name**
- **Beverage type**
(natural mineral water, spring water, drinking water, lemonade, energy drink, ice tea, juice, nectar, kvass, other non-alcoholic beverage, beer, beer cocktail, cider, pear cider, other fermented alcoholic beverage, etc.)
- **Packaging type:**
 - Plastic (PET) clear
 - Plastic (PET) other
 - Metal aluminium packaging
 - Ferrous metal (steel) packaging
 - One way glass packaging
 - Universal refillable glass packaging
 - Individual design refillable glass packaging.
- **Packaging colour** (The colour of the packaging is determined by the base part of the bottle)
- **Volume (litres)**
- **Weight (grams), by indicating the weight of an empty unit of packaging with the cap/liner and label**
- **Code Type:**

In order to decrease the risk of intake into the Latvian Deposit system of packaging which has been brought in from neighbouring countries (and which is non-compliant with the Deposit

system of Latvia and for which the Deposit fee and Industry fee has not been paid), the codes are classified within the framework of the Deposit system as follows:

- National code: Used for products that will be sold only in the Republic of Latvia, as well as countries that are NOT one of the following: Lithuania, Estonia, Belarus, the Russian Federation, Poland, Ukraine. Taking into account the reasonable risk that Deposit packaging delivered to the markets of other countries will be imported to the territory of Latvia, this list may be amended by the Decision of DIO of which DIO informs the Producer sixty (60) days in advance,
- International code: used for sale within the territory of the Republic of Latvia and outside of it without any restrictions.

Although the Industry fee is at present the same for both National and International code packaging, the laws and regulations specify that different tariffs can be introduced. The Producer will be able to change the Code type pursuant to the provisions of the Agreement.

If the Producers chooses no to change Barcodes to new, it must be indicated in the registration application. (amended on 06.09.2021)

After submitting the application online, the Producer must send to DIO physical prototypes (three units) of each Packaging article to be entered into the Registry, along with the relevant labels/stickers and the cap (on the bottle or with the bottle) empty without the beverage. The mark on the product packaging must be the same one with which the product will placed on the market.

Upon receipt of the packaging DIO will carry out visual testing of the mark (Barcode and Deposit emblem) and packaging by using measurement devices that comply with the international GS1 standard (or an equivalent standard).

DIO will provide one of the packaging prototypes to the Reverse Vending Machine operator, who in turn will test the quality and readability of the Barcode in the Reverse Vending Machine, in addition to registering the Barcode and the shape and weight of the packaging in the database of the Reverse Vending Machine, and carrying out all necessary tests.

The packaging prototypes that are submitted to DIO for registering in the Registry are not returned to the Producer and are stored as DIO sees fit.

If the packaging complies with the visual requirements specified in this Handbook and the Reverse Vending Machine test has been successful (meaning that the Reverse Vending Machine accepts the packaging), the Producer is notified via email that the Deposit packaging has been registered in the Registry and informed of the starting date when the packaging can be placed on the market. The specified date for placement on the market will be no later than seven (7) days after registration, except in the case of the packaging that will be registered before the Deposit system commences in which case all registered Articles will share the same date for placement on the market – 1 February 2022.

DIO will ensure the registration process of the Deposit packaging within two (2) weeks of receipt of the full information (application and marked packaging). Before the launch of the Deposit system in Latvia, during the period from November 2021 to 1 February 2022, the registration of Deposit packaging may take one week longer – up to three (3) weeks.

If some changes need to be made to data and/or the packaging submitted, DIO will inform the Producer in writing within the specified time, indicating the nature of the changes to be made. DIO will revise an edited application for the registration of the Deposit packaging within five (5) to ten (10) working days, depending on the nature of the changes made.

DIO is entitled to refuse the registration of Deposit packaging if it does not comply with the laws and regulations and the requirements specified in the Agreement and in the Handbook.

Important! It is forbidden to deliver products on the market (including as gifts and/or advertisement materials) in Deposit packaging with the Deposit system mark until confirmation from DIO

concerning the inclusion of the packaging in the Registry has been received. The Client may become liable in accordance with Clause 14 of the Agreement for the delivering on the market packaging that breaches the requirements of the packaging registration and/or marking (with an emblem or a barcode).

If significant changes are made to the Deposit packaging, the Producer must register a new Barcode following the same procedure as the registration of a new Deposit Packaging article. The following changes are considered significant:

- a change in the packaging material;
- a change in the packaging volume;
- a change in the weight of the packaging of more than 10% (including);
- a change in the height or width of the packaging by 5 mm or more;
- a change in the shape of the packaging – the shape changes from rounded to angular and vice versa, the neck of the bottle is extended or shortened; for glass bottles – the neck of the bottle is changed;
- Refillable packaging becomes one way packaging and vice versa;
- The colour of the glass in glass bottles is changed – e.g. the base tone of the glass bottle is changed from green to brown.

If there are changes to the Deposit packaging that do not require a change of Barcode, information of these changes must be submitted on the Deposit portal. One such possible change is a change of the code from National to International and vice versa:

- A change from an International to a National code may be implemented no more than once per calendar year by submitting to DIO a written request to change the code;
- A change from National code to International code may be implemented at any time by submitting to DIO a written request to change the Barcode indicating the date of the change.

If the Producer has decided to suspend placement on the market of products with a specific Packaging article (Barcode) registered in the Registry, they must disclose such information in the Registry as soon as possible, by specifying the starting date on which the packaging will no longer be sold. DIO may withdraw the Packaging article from the active Registry thirty-six (36) months after the specified date.

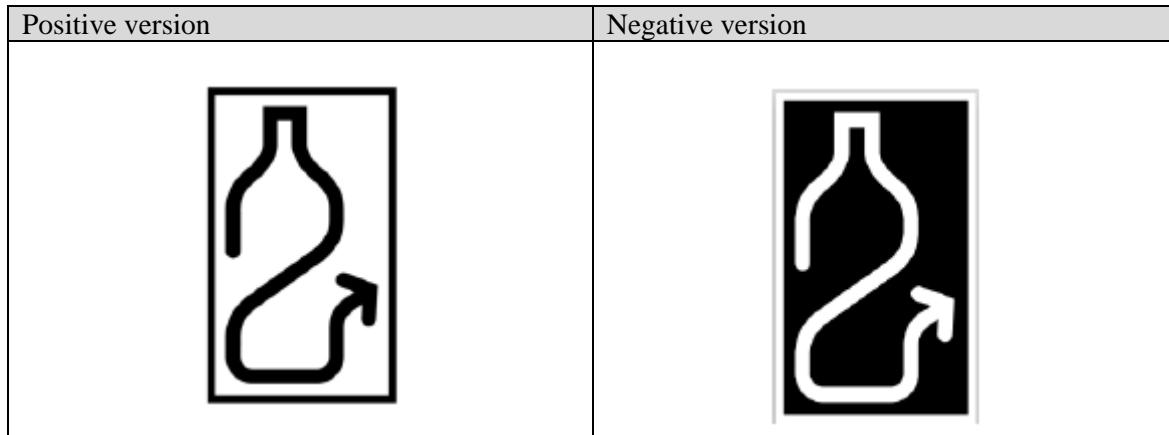
If DIO establishes that the Producer has not placed a specific type of Deposit packaging on the Latvian market for longer than thirty-six (36) calendar months, DIO maintains the right to assign the Packaging article an inactive status in the Registry, of which DIO informs the Producer no later than ten (10) working days prior to changing the status of the Deposit packaging. If the Producer later decides to place the given Deposit packaging with an inactive status on the market, DIO renews the status without charge no later than within ten (10) working days from the date of receipt of the application.

7. Deposit emblem

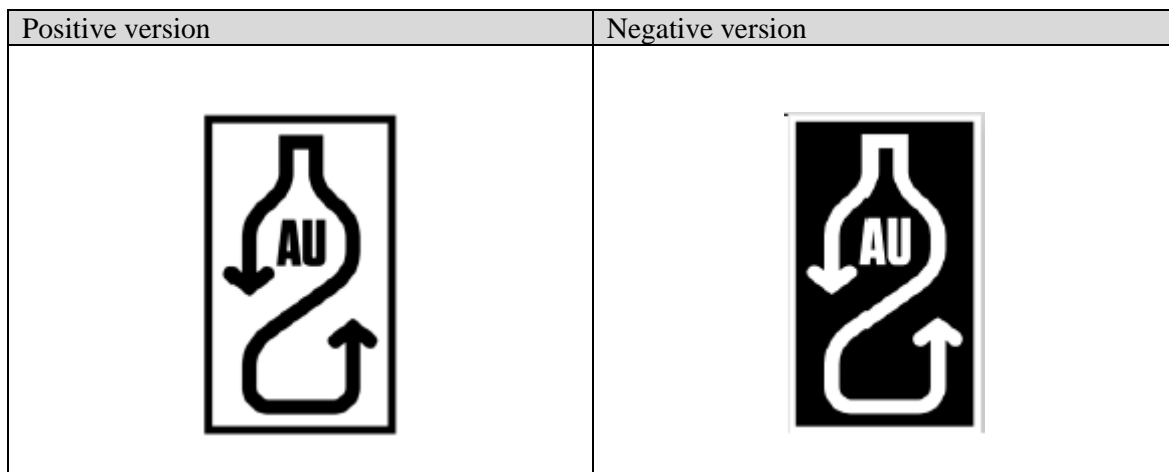
Producers who place products on the market of the Republic of Latvia that are subject to the Deposit packaging system must mark the packaging with a barcode that is registered in the DIO registry and with a special sign (hereinafter referred to as – the Deposit emblem) that signifies the compliance of the packaging with a registered article of Deposit packaging.

The Deposit emblem and the Barcode must be placed in an adequately visible spot and cannot be placed on the cap, bottom, bend of the packaging, or in the area where the edges of the label are glued together. If the Producer has clarifying questions regarding a specific label, they can send a electronic layout of the label via email to DIO for comments. These comments are of recommendatory nature and do not exempt the Producer from responsibility regarding the compliance of the label with the laws and regulations, GS1 guidelines, and the conditions specified in this Handbook.

The Deposit emblem for one way Deposit packaging that confirms the applicability of the Deposit system has been established as follows:



The Deposit emblem for Refillable Deposit packaging that confirms the applicability of the Deposit system has been established as follows:



The vector graphic files of the Deposit emblem can be downloaded on the DIO website at www.dio.lv.

The requirements for marking the packaging, labels and stickers with the Deposit emblem are as follows:

- The Deposit emblem depicts a bottle with one arrow for one way Deposit packaging, and two arrows and the letters AU for Refillable Deposit packaging.
- For the purposes of marking the labels of the Deposit packaging, and in order to ensure the visibility of the Deposit emblem, the Deposit emblem must be depicted in a **rectangular frame** that clearly separates it from the other visual elements of the marking; in these cases, the Deposit emblem and the frame are inseparable – the proportions of the Deposit emblem symbol and the frame cannot be changed.
- The Deposit emblem with the AU marking can be used for Universal refillable RGB packaging and Individual design refillable RGB packaging alike.
- The Deposit emblem must be placed vertically on a monochromatic background (in case of a frame – within the frame), thereby ensuring sufficient contrast between the Deposit emblem and the background.
- The colours of the Deposit emblem can be used in both the positive and negative versions.
- The Deposit emblem must be placed next to the barcode or as close to it as possible, in any case within the same field of vision.
- The minimum dimensions of the Deposit emblem are 15 mm high and 9 mm wide. The dimensions of the Deposit emblem can be proportionally enlarged.

8. Barcode marking

The Producer must mark all Deposit packaging (the administration, collection and recovery of which is entrusted to DIO) with a Barcode that was assigned in the GS1 system or made in

accordance with the GS1 standards (or any other authority that offers services regarding the assignment and use of barcodes).

The deposit packaging will be accepted by the Reverse Vending Machines only if the Barcode is readable. Therefore, it is crucial to ensure that the Barcodes comply with the requirements stated in the Agreement and in this Handbook.

The EAN-13/ UPC-A and EAN-8/ UPC-E type Barcodes are applicable to the Deposit packaging.

Placement and size

The Barcode must be placed on the packaging vertically (ladder orientation) or horizontally (picket fence orientation).

Since the horizontal (picket fence) placement is harder for the Reverse Vending Machine to read, DIO advises to use the vertical (ladder) placement as often as possible.

In the vertical (ladder) placement, the proportion of the barcode's reduction or enlargement cannot be less than 80% and it cannot exceed 115% because it may be too large for the barcode to be read by the Reverse Vending Machine. Even though the smallest size ratio for the vertically placed barcode is 80%, in these situations DIO advises to use a ratio of 100%, if the space on the packaging allows it.

In the horizontal (picket fence) placement the proportion of the barcode's reduction or enlargement cannot be less than 100% and cannot exceed 115%.



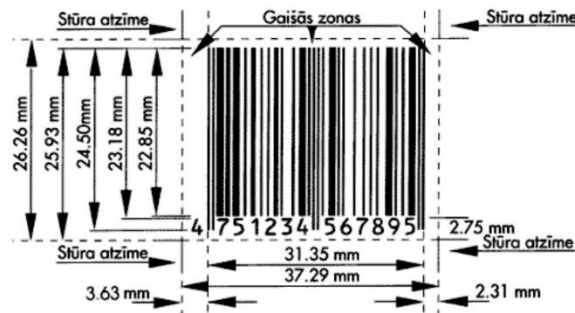
Vertical placement (Ladder) Horizontal placement (Picket fence)

The permissible proportions of reduction/enlargement and precise dimensions for each barcode are indicated in the tables below.

EAN-13 barcodes can be used with the following proportions of reduction/enlargement and their dimensions must be as follows:

Scale (ratio) of reduction/enlargement	Ideal width of the element (mm)	White area on the left side (mm)	White area on the right side (mm)	TOTAL width, including the white areas (mm)	Width from the first line of the code to the last (mm)	Height including numbers (mm)	Height of the lines, excluding numbers (mm)	Height of the lines down to the bottom of the longest line (mm)	Placement
80%	0,264	2,904	1,848	29,83	25,08	20,73	18,28	19,600	Vertically
85%	0,281	3,091	1,967	31,70	26,64	22,02	19,42	20,825	Vertically
90%	0,297	3,267	2,079	33,56	28,21	23,32	20,57	22,050	Vertically
95%	0,313	3,443	2,191	35,43	29,80	24,61	21,71	23,275	Vertically
100%	0,330	3,630	2,310	37,29	31,35	25,93	22,85	24,500	Vertically/Horizontally
105%	0,346	3,806	2,422	39,15	32,92	27,21	23,99	25,725	Vertically/Horizontally
110%	0,363	3,993	2,541	41,02	34,49	28,50	25,14	26,950	Vertically/Horizontally
115%	0,379	4,169	2,653	42,88	36,06	29,80	26,28	28,175	Vertically/Horizontally

The picture below depicts the dimensions for the EAN-13 barcode of 100% enlargement which DIO advises for vertical placement, if the space on the packaging allows it, and which in a horizontal placement is the smallest permissible size.



EAN-8 barcodes can be used with the following proportions of reduction/enlargement and their dimensions must be as follows:

Scale (ratio) of reduction/enlargement	Ideal width of the element (mm)	White area on the left side (mm)	White area on the right side (mm)	TOTAL width, including the white areas (mm)	Width from the first line of the code to the last (mm)	Height including numbers (mm)	Height of the lines, excluding numbers (mm)	Height of the lines down to the bottom of the longest line (mm)	Placement
80%	0,264	1,848	1,848	21,380	17,680	17,050	14,688	15,904	Vertically
85%	0,281	1,967	1,967	22,720	18,790	18,110	15,606	16,898	Vertically
90%	0,297	2,079	2,079	24,060	19,900	19,180	16,524	17,892	Vertically
95%	0,313	2,191	2,191	25,390	21,010	20,240	17,442	18,886	Vertically
100%	0,330	2,310	2,310	26,730	22,110	21,310	18,360	19,880	Vertically/Horizontally
105%	0,346	2,422	2,422	28,070	23,230	22,380	19,278	20,874	Vertically/Horizontally
110%	0,363	2,541	2,541	29,400	24,320	23,440	20,196	21,868	Vertically/Horizontally
115%	0,379	2,653	2,653	30,740	25,430	24,510	21,114	22,862	Vertically/Horizontally

Colours

The choice of colours is as important as the choice of size of the Barcode. The best choice is black lines on white background.

See below the permitted and forbidden **colours Barcode lines (Vertical and horizontal)**. The best choice is the colour BLACK. Permitted (BEST/YES) and forbidden (NO) barcode colours.



See below the permitted and forbidden Barcode **BACKGROUND** colours. The best choice is black lines on white background. Permitted (BEST/YES) and forbidden (NO) Barcode background colours.



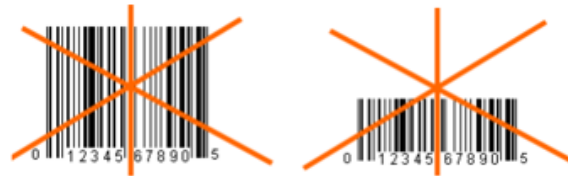
IMPORTANT!

- ✓ The marking may be on the packaging, label or the sticker. Responsibility for the printout of the marking lies with the Producer. Neither the surface of the packaging nor the label/sticker can be rough and/or uneven because that would compromise the Reverse Vending Machine's ability to read the EAN. The stickers must be printed on a paper or a film-like material that is resistant to water and light damage so that the text and the EAN code does not fade or smear when it comes into contact with moisture.
- ✓ The marking may not be placed on a conical surface (i.e. the neck of a bottle) because it is difficult for Reverse Vending Machines scanners to read barcodes on a conical surface. The only exception is for vertical codes enlarged by a proportion of 100%.
- ✓ The marking cannot be placed in the area where the edges of the label are glued together.
- ✓ There cannot be two different EAN codes on the packaging.
- ✓ Follow the instructions specified in the section on Packaging registration in the Handbook for Producers regarding the cases in which modified packaging must be registered with a new barcode.
- ✓ Stickers may be used:
 - ✓ If the EAN code complies with the requirements but there is no Deposit emblem on the packaging, in which case a sticker containing the Deposit emblem must be added.
 - ✓ If there is a Deposit emblem on the packaging, but the EAN code does not comply with the requirements, in which case the non-compliant EAN code may be covered with a new EAN code sticker.
 - ✓ If the EAN code does not comply with the requirements and there is no Deposit emblem, in which case a sticker containing the Deposit emblem and the EAN code may be used.
 - ✓ If the EAN code does not comply with the requirements, there is no Deposit emblem, and additional text in Latvian must be added (concerning the content, for example), in which case a sticker containing the Deposit emblem, EAN code and the additional text in Latvian must be added.

The height of Barcode that is electronically scanned (line height) can be cropped to 15 mm in a vertical (ladder) placement and to 20 mm in a horizontal (picket fence) placement. For example, the EAN-13 barcode with 80% enlargement standard in the vertical (ladder) placement can be 15 mm instead of the 19.60 mm, whereas in the horizontal (picket fence) placement it can be 20 mm instead of 24.50 mm.



The picture below depicts the placement of the rays and the reading of the Reverse Vending Machine's scanner's rays when reading the barcode and its precision depends on the size (including the height and width) and quality of the part of the barcode that gets electronically scanned.



If the Producer doubts the compliance of the marking with the requirements of the Deposit system and the Reverse Vending Machine, they can send the prepared layout to DIO and DIO will give recommendations regarding the compliance of the mock-up. Taking into account that the compliance of the actual marking depends on various factors, the opinion given by DIO is advisory in character and cannot be regarded as confirmation of compliance.

Important! DIO establishes the conclusive opinion concerning the compliance of the Barcode with the Deposit system after a test of physical samples in the Reverse Vending Machine's read-out system.

9. Requirements that concern the packaging

The tables below provide the mandatory and recommended requirements for various types and materials of packaging.

Materials included in the Deposit system (glass packaging, metal packaging and polyethylene terephthalate (PET) packaging) are classified in accordance with the Packaging Classification and Marking Regulations. Taking into account this classification, packaging made from multiple materials, packaging with parts made from a different material, packaging made from a modified material and/or multi-layered material (i.e. a multi-layered PET) or other composite materials, may be rejected within the framework of the Deposit system.

9.1. Metal packaging

MANDATORY REQUIREMENTS		RECOMMENDED SPECIFICATIONS
Metal packaging	Size/shape	<ul style="list-style-type: none"> • Height: 80–200 mm • Diameter: 50–100 mm • 0.2 litres < volume < 1.0 litre (as specified in the laws and regulations)
		<ul style="list-style-type: none"> • The shape of the packaging must be such that the packaging can rotate around its own axis. Rotation around the axis is also impacted by the proportion of the height of the packaging's main part versus the rest of the packaging, namely, the centre of gravity of the packaging must be such that the packaging does not lose its balance when placed horizontally (an overly long neck hinders the balance). • Additional external parts of the packaging (handles, etc.) complicate the flow of the packaging through the Reverse Vending Machine or even make it

			impossible. The flow is also impacted by significant differences in the diameter of the packaging, i.e. the proportion of the base versus the rest of the packaging.
Material – tin	<ul style="list-style-type: none"> • Packaging material is aluminium, steel 	<ul style="list-style-type: none"> • The density of the compressible material impacts the lifecycle and performance of the Reverse Vending Machine. • Recommended density of the packaging (weight (g) / volume (cl) ratio): <50 cl packaging – from 0 to 0,8 >50 cl packaging – from 0 to 0,4 (amended on 13.09.2021) 	
Material – lid and bottom	<ul style="list-style-type: none"> • Lid and bottom are made of aluminium, steel 		
Label/Sticker	<ul style="list-style-type: none"> • Material of the label/sticker: paper, PP, PE, PET. The surface cannot be rough (this complicates the reading of the EAN) • Label adhesive: separates when washed at 70 °C or higher. 		

9.2. Glass packaging (one way and refillable)

		MANDATORY REQUIREMENTS	RECOMMENDED SPECIFICATIONS
Glass packaging (one way and refillable)	Size/shape	<ul style="list-style-type: none"> • Height: 85–380 mm • Diameter: 50–130 mm • 0.1 litre < volume < 3.0 litres (excluding) 	<ul style="list-style-type: none"> • The shape of the packaging must be such that the packaging can rotate around its own axis. Rotation around the axis is also impacted by the proportion of the height of the packaging's main part versus the rest of the packaging, namely, the centre of gravity of the packaging must be such that the packaging does not lose its balance when placed horizontally (an overly long neck hinders the balance). • Additional external parts of the packaging (handles, etc.) complicate the flow of the packaging through the Reverse Vending Machine or even make it impossible. The flow is also impacted by significant differences in the diameter of the packaging, i.e. the proportion of the base versus the rest of the packaging.
	Material – bottle	<ul style="list-style-type: none"> • Glass 	
	Material – cap	<ul style="list-style-type: none"> • Material of the cap: PP, PE, PET, metal, cork 	

	Label/Sticker	<ul style="list-style-type: none"> Material of the label/sticker: paper, OPP, PE, PET. The surface cannot be rough (this complicates the reading of the EAN) Label adhesive for refillable glass bottles: separates when washed at 70 °C or higher. Material of the thermo sleeve: PE, PP, PET. The area containing the barcode must be smooth. 	
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9.3. Polyethylene terephthalate (PET) plastic packaging

MANDATORY REQUIREMENTS		RECOMMENDED SPECIFICATIONS	
Plastic packaging (PET)	Size/shape	<ul style="list-style-type: none"> Height: 85–380 mm Diameter: 50–130 mm <p>0.1 litre < volume < 3.0 litres (excluding)</p>	<ul style="list-style-type: none"> The shape of the packaging must be such that the packaging can rotate around its own axis. Rotation around the axis is also impacted by the proportion of the height of the packaging's main part versus the rest of the packaging, namely, the centre of gravity of the packaging must be such that the packaging does not lose its balance when placed horizontally (an overly long neck hinders the balance). Additional external parts of the packaging (handles, etc.) complicate the flow of the packaging through the Reverse Vending Machine or even make it impossible. The flow is also impacted by significant differences in the diameter of the packaging, i.e. the proportion of the base versus the rest of the packaging.
	Material bottle –	<ul style="list-style-type: none"> material of the packaging: PET <div style="text-align: center;"> </div>	<ul style="list-style-type: none"> The density of the compressible packaging material impacts the lifecycle and performance of the Reverse Vending Machine. Recommended density of the packaging (weight (g) / volume (cl) ratio): <50 cl packaging – from 0 to 0,8 >50 cl packaging – from 0 to 0,4 (amended on 13.09.2021)
	Material cap, liner –	<ul style="list-style-type: none"> Material of the cap: PP, PE, PET, HDPE Material of the liner: PP, PE, PET 	
	Label/Sticker	<ul style="list-style-type: none"> Material of the label: paper, PP, PE, PET. Labels made from PVC and PS materials cannot be used. The surface cannot be rough (this complicates the reading of the EAN) 	<ul style="list-style-type: none"> PET material which is used in label production, particularly in shrink wrap production, is often modified and complicates the recycling process of the PET bottle itself. It is recommended not to use PET labels and shrink wraps for placing

		<ul style="list-style-type: none"> • Label adhesive: The label separates when washed at 70 °C or higher • Material of the shrink wrap (sleeve): PE, PP, PET. • The area containing the barcode must be smooth. 	information on PET bottles.
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Non-standard packaging

Non-standard packaging is Deposit packaging placed on the Latvian market by the Producer, the management of which cannot be carried out within the DIO Deposit system in accordance with the usual conditions due to the following reasons:

- The packaging does not comply with the requirements specified in Section 9 of the Handbook;
- For the collection of the Deposit packaging additional financial resources are needed at the Reverse Vending Machines/DIO sorting centre versus other Deposit packaging of the same type (i.e. requires Handbook sorting);
- Deposit packaging contains impurities from other materials, the proportion of which impact the quality of the recyclable material.

10. Reports and money flow between the Producer and DIO

Sales report regarding the amount of packaging placed on the market

Starting from the launch of the Deposit system on 1 February 2022, the Producers must submit a monthly Sales report to DIO by the seventh (7th) day of each current calendar month regarding the Deposit packaging placed on the Latvian market in the previous (accounting) month and specifying the amount (unit count) for each Deposit Packaging article (Barcode). In case the seventh (7th) day of the month falls on a weekend or a national holiday, the monthly Sales report must be submitted on the next working day.

As the Deposit system is launched on 1 February 2022, the first possible accounting month is February 2022 and the Sales report of which is to be submitted by 7 March 2022.

In the report the Producer must provide information regarding the amount of the Deposit packaging placed on the Latvian market (in units) per each Barcode that the Producer has registered in the Registry and that was placed on the market during the accounting month, including that which:

- was marketed on the Latvian market;
- was used for the Producer's own business needs;
- was used for representation and/or for marketing purposes and/or was given as gifts and/or donated;
- was written off due to the date of expiration or another reason, if there is a justified risk that this packaging will end up in the Deposit system.

The report does not include the Deposit packaging units which:

- the Producer themselves, or with the intermediation of third parties, transports or exports from the Republic of Latvia as packaged products that are subject to the packaging Deposit system and this can be substantiated with the relevant transportation documents, for example a CMR.
- are sold within the jurisdiction of the Republic of Latvia to all operators or users of air, water, land or railway transport that ensure passenger traffic on international routes, and these beverages are sold to and/or handed over for the consumption of passengers that travel using the aforementioned transportation.
- the Producer has written off and/or the expiration date of which has passed, if the Producer submits documents that confirm that these products have been written off and/or that their expiration date has passed and confirms the management of the used packaging within the scope of the extended producer responsibility system in a manner that ensures the recycling and recovery of the used packaging as required by the laws and regulations. The Producer is obligated to ensure that the used packaging of such products is not returned to the Deposit

system.

The regular Sales reports may contain information regarding previous periods and/or data corrections concerning previous periods.

This, for example, can be used in situations when packaging that has been declared as having been placed on the market in previous periods and for which payments into the Deposit system of Latvia have been made in the previous period, is exported from the territory of the Republic of Latvia or returned to the Producer during subsequent periods. In these situations, the exported amount can be deducted from the amount specified in the Sales report for the corresponding Barcode in the accounting period to be submitted.

For your information: this is stipulated in Section 27, Paragraph 11 of the Natural resource tax Law:

(11) A taxpayer who sells goods harmful to the environment or goods in packaging to another person who takes them out of the Republic of Latvia and can substantiate the fact of taking out of the relevant goods harmful to the environment or goods in packaging with documents:

- 1) shall not pay the tax if the sale and bringing out of the goods harmful to the environment or goods in packaging has taken place in the same tax period;
- 2) shall count the paid-in tax amount as advance payment if the sale and taking out of goods harmful to the environment or goods in packaging has taken place in different tax periods and the taxpayer can substantiate the tax payment with documents.

The Sales report must be submitted to **DIO on its online portal**. The Sales volumes can be entered in two ways:

- Manually, by entering the amount placed on the market for each Barcode;
- By importing data from an .xls file.

By 1 December 2021 the DIO website at www.dio.lv will contain information concerning the preparation and submission of the Sales report.

In accordance with the submitted Sales report, DIO will prepare invoices for the Producer by the **thirteenth (13th) date** of each calendar month. Two invoices will be issued:

- an invoice for the Deposit fee (VAT not applicable);
- an invoice for the Industry fee (VAT applicable).

The Producer must settle the monthly invoices with DIO by no later than **the twentieth (20th) day** of the current calendar month.

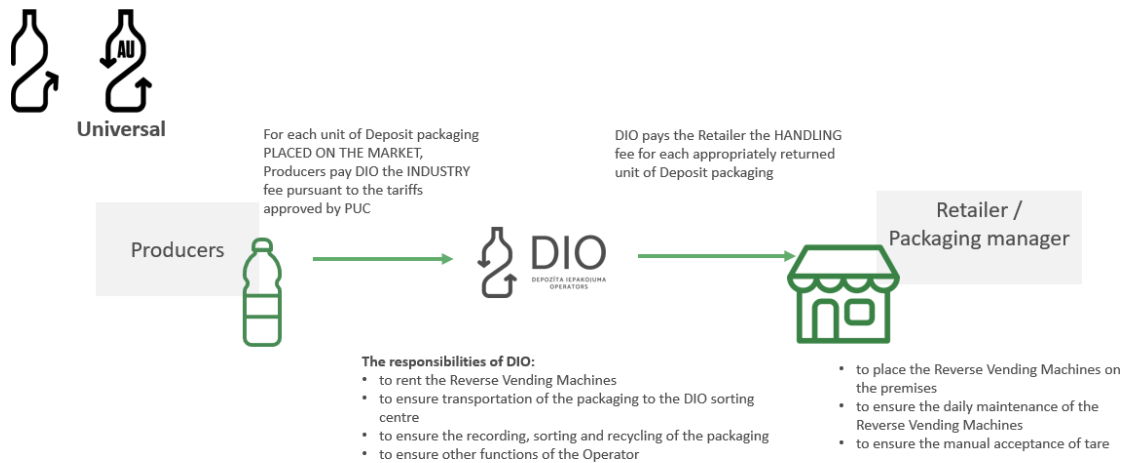
In case the specified dates fall on a weekend or a national holiday, the set obligation must be fulfilled on the following working day.

The Producer must ensure that the data included in the Sales reports are complete, correct and accurate. If it turns out that the data stated in the reports are incorrect and/or incomplete, the Producer submits corrected data to DIO by including them in the report that is submitted in the current calendar month regarding the previous calendar month, as well as stating the reasons due to which incorrect data were submitted. The Producer pays DIO the Deposit fee, Industry fee and other payments stated in this Agreement that concern the amount of Deposit packaging that was not stated in the reports (i.e. before amendments).

If the Producer submits information to DIO stating that the amount of the Deposit packaging specified in the report is larger than the actual amount that was placed on the market in Latvia (i.e. due to the fact that a portion of the Deposit packaging was regained together with the products placed on the market because of a calculation error, etc.) and that the Producer has paid DIO the Industry fee and the Deposit fee, DIO must refund the amount of the Deposit fee and Industry fee that the Producer has overpaid for that particular portion of the Deposit packaging by reducing the amount to be paid the next month/months by the corresponding amount.

The information below depicts the flow of the Industry fee and Retail handling fee in the Deposit system.

INDUSTRY fee and HANDLING fee



Additional reports

At the request of DIO, the Producer who places on the market products packaged in Deposit packaging marked with the National code and registered in the Registry must submit to DIO a separate report concerning the placement of such Deposit packaging, specifying the Barcode and amount of the Deposit packaging placed on the Latvian and foreign market within the deadline stated by DIO that cannot exceed twenty-four (24) months. DIO is entitled to request that the report mentioned in this sub-clause be submitted once a calendar year, whereas the Producer undertakes to submit such report to DIO within ten (10) working days from the moment of receipt of the request from DIO. The form of the report, the procedure for completing it, and other requirements are stated in the Handbook for Producers.

11. Additional comments

DIO is entitled to amend and/or supplement the Handbook for Producers unilaterally, informing of this publicly on the DIO website at www.dio.lv and/or informing the Producers via email no less than two (2) months in advance, except for all amendments to the Handbook for Producers that could result in changes to the packaging or its marking; if this occurs, a public announcement is posted on the DIO website at www.dio.lv and/or the Producer is notified via email no less than twelve (12) months in advance. If the aforementioned documents must be amended and/or supplemented due to amendments to the laws and regulations, DIO is entitled to amend and/or supplement said documents unilaterally in order to introduce such amendments in due time, thus disregarding the previously stated deadline for the timely informing of the Producer; if this occurs, DIO must inform the Producer of the changes as soon as possible.



Annex 1: Definitions of Terms used in the Handbook and in the Agreement

The terms below that are used in this Agreement and written with a capitalised first letter have the meaning and/or a specific content that is stated hereinafter and should be interpreted accordingly, unless the context unmistakably states differently and/or the Agreement specifies otherwise;

1.1. Producer	Service provider, product manufacturer or distributor that places beverages in deposit packaging on the market in Latvia and has concluded an Agreement with DIO.
1.2. Deposit packaging	One way and refillable packaging for beverages placed on the market by Producers that have concluded an Agreement with DIO and which is subject to the Deposit system pursuant to the laws and regulations on environmental protection and which is registered in the Registry.
1.3. Deposit system management	Actions that DIO or third parties carry out per the instructions of DIO in regards to the Producer's Deposit system management that is registered in the Registry, i.e. Collection of used beverage deposit packaging from the consumer, sorting, transporting, storing, recycling or preparation for refilling, as well as planning and organising the aforementioned actions according to the requirements specified by the laws and regulations, and the State Environmental Service, as well as any other duties of DIO that are relevant to the organisation of the Deposit system in the entire territory of Latvia, and all other obligations that arise from this Agreement.
1.4. Deposit system	Collection of used beverage deposit packaging from the consumer, sorting, transporting, storing, recycling or preparing for refilling according to its initial function, introduction and maintenance of the deposit packaging registry, as well as the planning and organisation of the aforementioned tasks. According to the Transitional Provisions of the Packaging Act, the Deposit system becomes operational in the Republic of Latvia on 1 February 2022.
1.5. Deposit fee	The amount of money, as stated in the laws and regulations, which the consumer pays for the Deposit packaging at the moment of purchasing the beverage and which is refunded to the consumer upon returning the Deposit packaging to the Retailer.
1.6. Industry fee	the fee that the Producer pays to DIO for the participation in the deposit system, the amount of which is calculated according to the requirements set forth by the laws and regulations. The Current Industry fee amount is specified on the DIO website www.dio.lv
1.7. Deposit emblem	A special sign of the Deposit system that confirms the applicability of the Deposit system to a one way package or a refillable package.
1.8. Deposit emblem for one way packaging	A special sign of the Deposit system (trade mark) that confirms the applicability of the Deposit system to a one way package within the territory of the Republic of Latvia, the form of which is established in accordance with the

	<p>procedures set out in the laws and regulations. The mentioned trade mark is protected as a registered certification mark of the European Union, reg. no. 018269686.</p>
<p>1.9. Deposit emblem for refillable packaging</p>	<p>A special sign of the Deposit system (trade mark) that confirms the applicability of the Deposit system to a refillable package within the territory of the Republic of Latvia, the form of which is established in accordance with the procedures set out in the laws and regulations. The mentioned trade mark is protected as a registered certification mark of the European Union, reg. no. 018269696.</p>
<p>1.10. Deposit packaging registry (Registry)</p>	<p>An information system (database) established and maintained by DIO where the Deposit packaging is registered.</p>
<p>1.11. Packaging article</p>	<p>An entry in the Deposit packaging Registry to which is assigned a unique barcode.</p>
<p>1.12. One way packaging</p>	<p>Deposit packaging that pursuant to the applicable legislative norms is considered to be single use packaging and which DIO hands over to be recycled after its acceptance.</p>
<p>1.13. Refillable packaging</p>	<p>Deposit packaging that is conceived, designed and placed on the market to be used on multiple trips or rotations during its lifecycle by being refilled or reused for the same purpose for which it was originally conceived. Refillable packaging can be divided into Universal refillable packaging and Individual design refillable packaging.</p>
<p>1.14. Universal RGB packaging</p>	<p>Universal refillable glass bottles (RGB) which various Producers fill with their product and which DIO has defined as Universal RGB.</p>
<p>1.15. Individual design RGB packaging</p>	<p>Individual design RGB are filled with a product and placed on the market by a specific Producer.</p>
<p>1.16. Non-standard packaging</p>	<p>Deposit packaging placed on the Latvian market by a Producer that does not comply with the requirements specified in the laws and regulations and/or the conditions set forth in Section 9 of the Handbook for Producers, but is accepted in the Deposit system. The management of this packaging creates additional costs or reduces revenue in the Deposit system.</p>
<p>1.17. Barcode</p>	<p>A unique EAN-13 or EAN-8 type barcode compliant with the Deposit system that was assigned in the GS1 system or created pursuant to the GS1 standards (or by any other organisation that provides services regarding the assignment and usage of barcodes) and which is depicted on the Deposit packaging in accordance with international standards and the requirements and specifications stated in this Agreement and in the Handbook for Producers, and which is readable by the Reverse Vending Machines and counting facilities of the Deposit system. Within the framework of the Deposit system the barcodes are divided</p>

	into National codes and International codes, as defined in Clause 1.18 and Clause 1.19, respectively.
1.18. National code	A barcode which is used to mark the Deposit packaging as compliant with the requirements and specifications stated in this Agreement, and which is intended to mark Deposit packaging that is used to package products that are supplied solely for the Latvian market, or pursuant to the specifications of Clause 9.3 of the Agreement.
1.19. International code	A barcode which is used to mark Deposit packaging as compliant with the requirements and specifications stated in this Agreement, and which is used to mark Deposit packaging that is used to package products that the Producer plans to supply to both Latvian and foreign markets.
1.20. Reports	Reports on the sale of products contained in Deposit packaging that are specified in Clause 11.1 of this Agreement, and the reports that are specified in Clause 11.2 of this Agreement.
1.21. Sales report	In accordance with the requirements of this Agreement, a report prepared monthly by the Producer concerning the previous calendar month and submitted to DIO as specified in Clause 11.1 of this Agreement.
1.22. Handbook for Producers	The entirety of instructions, requirements and specifications published on the DIO website www.dio.lv (with later amendments and supplements), which is as an integral albeit variable part of this Agreement and which specifies the requirements for Deposit packaging (taking into account the laws and regulations, as well as the technological capability of the Reverse Vending Machines to accept such packaging), its marking (taking into account the laws and regulations, as well as the technological capability of the Reverse Vending Machines to accept such packaging), and registration in the Registry, etc. In the event of inconsistencies between the Handbook and the Agreement, the conditions of the Agreement shall prevail.
1.23. Retailer	A person who sells products in Deposit packaging to consumers and who, according to the requirements of the laws and regulations, must accept the Deposit packaging from the consumer. Retailers also include those sellers that choose to take part in the Deposit system voluntarily.
1.24. Reverse Vending Machine	Computerised (without the assistance of a human being) equipment for the Collection of Deposit packaging, the use of which in the Deposit system has been agreed upon by the Retailer in concluding an agreement with DIO.

Other terms used in the Agreement can be interpreted according to their definition in the Packaging Act, Cabinet Regulation “Regulations Regarding the Operation of the Deposit System” and other laws and regulations that regulate the Deposit system management.