

 **CHECKLISTE**

# Your obligations as a producer under the ElektroG

Dieses Dokument bietet Ihnen eine kompakte Übersicht über die zentralen Pflichten als Inverkehrbringer von Elektro- und Elektronikgeräten nach dem ElektroG. Es führt Sie strukturiert durch alle relevanten Schritte – von der Vorbereitung vor dem Verkaufsstart über Anforderungen im laufenden Vertrieb bis hin zu kontinuierlichen Compliance-Aufgaben.

Die Checkliste dient dabei als praktische Orientierungshilfe, um gesetzliche Vorgaben sicher und vollständig umzusetzen. Gleichzeitig zeigt sie auf, in welchen Bereichen Noventiz Sie bei der Erfüllung Ihrer Verpflichtungen unterstützen kann.

## 1. Before placing products on the market

- Assessment → Am I considered a producer?
- Registration → Apply for a WEEE number with stiftung ear, the competent German authority
- Guarantee → Provide an insolvency-proof guarantee (mandatory for B2C equipment only)
- Labelling → Ensure correct product labelling (WEEE symbol, brand, date marking, manufacturer identification)
- Documentation → Prepare documentation (user manuals with disposal information, product data sheets, compliance documentation)

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### Handled by Noventiz:

- » Guidance on registration requirements
- » Complete application handling
- » Registration
- » Avoidance of additional costs
- » Arrangement and submission
- » Annual updates
- » Support with labelling obligations

## 2. During sales

- Information → Inform retailers and partners about your WEEE number and take-back obligations
- Packaging → Check labelling on packaging

### 3. Ongoing obligations

- Monthly reporting → Report volume placed on the market (to stiftung ear)
- Annual reporting → Submit annual reports
- Take-back → Take back e-waste equipment
- Disposal → Document recycling activities
- Consumer information → Provide information for consumers

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#### Handled by Noventiz:

- » Monthly reporting via our portal, including reminders
- » Avoidance of fines
- » Annual reporting and statistics submission
- » Collection and recycling of waste equipment, including provision of containers
- » Timely implementation
- » Provision of disposal certificates

### 4. Compliance management

- Monitoring → Track legal changes and implement new obligations in a timely manner
- Archivierung → Retain documentation (3–10 years depending on document type)
- Marktüberwachung → Monitor sales channels (no unregistered products in circulation)

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#### Handled by Noventiz:

- » Ongoing monitoring of regulatory changes

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### Do you have any questions?

If you have any questions or require assistance, our customer service team will be happy to help.

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