

Guidance on completing a Plastic Declaration Document (PDD)

| Box Title | Information required |
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| Reference | Automatically generated on submission of the PDD |
| Declared point of entry | <p>Select the relevant point of entry from the dropdown list.</p> <p>The point of entry is the port that the products are being imported through.</p> |
| Name and full address of the natural or legal person issuing this declaration (including email address or telephone number) | <p>The legal requirement is for the importer to complete the Declaration form.</p> <p>This section should contain details of an individual from the importing organisation who is authorised to sign such documents on behalf of their company.</p> <p>The details in this section should match the details in signatory section.</p> |
| Name and address of the business operator(s) which manufacture(s) the plastic kitchenware in the consignment (including email address or telephone number) | <p>Enter the details of the manufacturer(s) in China / Hong Kong of the plastic kitchenware.</p> <p>This organisation is responsible for ensuring that the requirements of plastic regulations are met during the manufacturing process for products to be placed on the GB market.</p> <p>Multiple entries can be made - click Add then additional operators can be added by repeating the process.</p> |
| Name and address of the business operator which is responsible for the first introduction into Great Britain of the consignment (including email address or telephone number) | <p>Enter the details of the organisation responsible for importing the goods into Great Britain.</p> <p>This organisation is responsible for ensuring the plastic kitchenware it imports into Great Britain complies with the regulations on food contact materials.</p> <p>This may or may not be the same organisation as the importer.</p> |

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| <p>Identification code of the consignment</p> | <p>CN code – 3924 1000 (information is fixed as only one code is covered by the requirements of this legislation).</p> <p>Country of origin - Select China or Hong Kong from the links at the side to denote the country of origin of the plastic kitchenware.</p> <p>Container(s) - Enter details (container number/seal details) of the container(s) within the consignment covered by this Declaration.</p> |
| <p>Type and number of articles in the consignment</p> | <p>Type - Enter details of the plastic products covered by the Declaration e.g. Children’s melamine sets, Nylon kitchen utensils – serving spoons, pasta servers, fish slices. Details of each product covered by the Declaration must be entered.</p> <p>Quantity – enter the total number of individual pieces (and cartons/packages) of product covered by the Declaration.</p> |
| <p>Declaration on type of kitchenware in the consignment <i>This consignment contains plastic kitchenware made of:</i></p> <p>Polyamide or Melamine</p> | <p>Select the correct material of the products entered in the Type section above. This can be either polyamide or melamine.</p> <p>Polyamide - enter the limit of detection for the analysis method used (this information should be available on the analytical test documentation). Copies of the Analytical test/s and commercial documentation (copy bill of lading, invoice & packing list) should be submitted to the Authority with the Declaration. The analytical test documents should give details of the results of test/s carried out and a description of the method of analysis.</p> <p>Melamine - Copies of the Analytical test/s and commercial documentation (copy bill of lading, invoice & packing list) should be submitted to the Authority with the Declaration. The analytical test documents should give details of the results of test/s carried out and a description of the method of analysis.</p> |

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| <p>List of documents annexed confirming that the consignment meets the requirements concerning the release of primary aromatic amines or formaldehyde laid down in Directive 2002/72/EC</p> | <p>Provide details of the analytical test document(s) included with the Declaration.</p> <p>Document type – select analytical report from the dropdown box.</p> <p>Document reference – enter the reference number for the analytical report. Date of issue – enter the date of issue for the analytical report.</p> <p>Multiple entries can be made - click Add then additional documents can be added by repeating the process.</p> <p>It is not necessary to include details of commercial paperwork (bill of lading, invoice, packing list) submitted with the Declaration in this section.</p> |
| <p>Signatory section <i>The undersigned importer confirms that such consignment meets the requirements concerning the release of primary aromatic amines or formaldehyde laid down in Directive 2002/72/EC.</i></p> | <p>Enter details of:</p> <p>Place – town/city where the signatory has completed/signed the Declaration.</p> <p>Date – date the Declaration was completed.</p> <p>Name of signatory – name of the person signing the Declaration.</p> <p>Signature – blank at this stage; <i>required when Declaration has been printed.</i></p> <p>Full address – the full address and contact details for the signatory (email address and telephone number)</p> |
| <p>Company accepting charges for the consignment.</p> | <p>Name, address and contact details (email address and telephone number).</p> <p>The information provided will be used for administration purposes and will not appear on the printed PDD document.</p> |
| <p>Declaration of the competent authority on the consignment <i>Appears on the printed PDD</i></p> | <p>Leave blank – this is for completion by the verifying Authority (Port Health) on completion of the checks.</p> |

Validation and Submission

- The Declaration may be saved at any point during completion; this will not allocate a reference number or submit it to the declared point of entry.
- Once the form has been fully completed it may be submitted.
- Validation is undertaken on submission and any errors in the information required will be identified.
- On submission a reference number will be allocated, and the declared point of entry notified.
- The declaration should be printed, signed, and forwarded to the relevant declared point of entry with the relevant supporting commercial documents and analytical reports. A Declaration bearing the **original** signature of the importer is required.