

Guidance on completing a PDD on PHILIS DES

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Intended Audience	Agents and Importers
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Guidance on completing a Plastic Declaration Document (PDD)

Box Title	Information required
(1) Reference	Automatically generated on submission of the PDD
(2) BCP	Select the relevant point of entry from the dropdown list. The point of entry is the port that the products are being imported through.
(3) Name and full address of the natural or legal person issuing this declaration (including email address or telephone number)	The legal requirement is for the importer to complete the Declaration form. This section should contain details of an individual from the importing organisation who is authorised to complete such documents on behalf of their company. The details in this section should match the details in signatory section.
(4) Name and address of the business operator which manufacture the plastic kitchenware in the consignment (including email address or telephone number)	Enter the details of the manufacturer in China / Hong Kong of the plastic kitchenware. 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. Only one manufacturer should be entered per PDD.
(5) 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)	Enter the details of the organisation responsible for importing the goods into Great Britain. This organisation is responsible for ensuring the plastic kitchenware import into Great Britain complies with the regulations on food contact materials. This may or may not be the same organisation as the importer.
(6) Commodity Code (HS code)	CN code – 3924 1000 (information is fixed as only one code is covered by the requirements)



	of this legislation). Quickpick can be used to enter the CN Code.
(7) Country of origin	Country of origin - Select China or Hong Kong from the links at the side to denote the country of origin of the plastic kitchenware.
(8) Container Number	Container(s) - Enter details (container number/seal details) of the container(s) within the consignment covered by this Declaration within the 'Containers' tab.
(9) Type and number of articles in the consignment	<p>Type - Enter description of the plastic products covered by the Declaration. Details of each product covered by the Declaration must be entered.</p> <p>The items must be either polyamide or melamine – you cannot put both on the same PDD.</p> <p>Number of pieces/articles – enter the total number of individual pieces of products covered by the Declaration. This field is numerical. No special characters should be used.</p>
<p>(10) Declaration on type of kitchenware in the consignment</p> <p><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 uploaded on PHILIS DES via 'Upload supporting documentation'. The analytical test documents should give details of the results of test/s that have been carried out for primary aromatic amines (PAA) 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 uploaded on PHILIS DES via 'Upload supporting documentation'.</p>



	<p>The analytical test documents should give details of the results of test/s that have been carried out for formaldehyde and a description of the method of analysis.</p>
<p>(11) 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 via 'Documents' tab.</p> <p>Document type – select analytical report from the dropdown box.</p> <p>Document number – enter the reference number for the analytical report.</p> <p>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>(12) Signatory</p> <p><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 of declaration – town/city where the signatory has completed the Declaration.</p> <p>Date of declaration – date the Declaration was completed.</p> <p>Name of signatory – name of the person completing the Declaration.</p> <p>Full address – the full address and contact details for the signatory (email address and telephone number)</p> <p>A Declaration bearing the original signature of the importer is no longer required. Electronic completion of this section of the PDD is sufficient.</p>
<p>(13) Company accepting charges for the consignment.</p>	<p>Name, address and contact details (email address and telephone number) of the company paying Port Health charges.</p>



	<p>The information provided will be used for administration purposes and will not appear on the printed PDD document.</p> <p>Estimated Time of arrival - Date and time to be entered.</p> <p>Customs entry number - enter customs entry number if known. Not compulsory for imports through Felixstowe or Harwich.</p>
(14) Confirmation statement	Verification of statement required before submission.
Declaration of the competent authority on the consignment <i>Appears on the printed PDD</i>	Leave blank – this is for completion by the verifying Authority (Port Health) on completion of the checks.

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.
- To avoid resubmissions, only resubmit the notification once all changes have been amended.
- 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 will be submitted to the declared point of entry, all relevant supporting commercial documents and analytical reports must be submitted via upload supporting documentation. Please note, there must be *no special characters in the file description* for the supporting documents being uploaded.
 - A Declaration bearing the original signature of the importer is no longer required.

