

12. January 2016

# Guidance from DPA-System: Terms of payment

Information given in connection with a company's statutory registration with DPA-System must be sufficient and updated in order for invoices from DPA-System to be submitted and handled correctly without delay.

It is the duty of the company to ensure that all *master data* in the statutory registration with DPA-System are correct.

In connection with the registration in the producer register this is done in practice by the company appointing a system user from the company who regularly updates all company data.

The company must carefully inform the appointed system user that he/she must update master data regularly in order to ensure appropriate recipients.

One of the tasks of the system user is to state correct reference on invoice or similar information for identification of the sender (DPA-System) in case this is necessary for the company to receive and handle invoices from DPA-System.

## **Guidance to master data update**

- The system user logs onto the company's registration with DPA-System
- Click the icon "Master data"
- State "Reference on invoice" in designated field
- In future, this information will be stated on invoices submitted by DPA-System.

## **Legal basis for payment rights from DPA-System**

DPA-System is the authority in Denmark responsible for registrations regarding producers and importers subject to producer responsibility legislation for electrical equipment, batteries and automotive vehicles.

DPA-System is not a customer, a supplier or any other collaborator governed by private law for companies registered in the producer register.

DPA-System exclusively submits invoices based on current legislation on producer responsibility in Denmark.

DPA-System only submits invoices based on those master data which the producer/importer has given in their statutory registration with DPA-System; therefore it is the duty of the registered company to ensure timely updates of all *master data* in the company's registration with DPA-System.

DPA-System can be reached on [info@dpa-system.dk](mailto:info@dpa-system.dk) or phone no. +45 3377 9191.

Yours faithfully

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