



## HIGHLANDER INTERNATIONAL RECYCLING LTD

*Specialists in the Recycling and Export of Recovered Paper*

### **Guidance for Completing Paperwork**

*Please help us by ensuring the correct paperwork is fully completed for each load  
(Annex VII or Waste Transfer Note where applicable)*

#### ANNEX VII: Regulation (EC) 1013 / 2006 – Trans-frontier Shipments

The above regulation came into force on 12<sup>th</sup> July 2007. Under this regulation, an Annex VII document must be completed in full by both the person who arranges the shipment, as well as the supplier of the material. Highlander will provide Annex VII / Waste Transfer Note documentation that must be completed for each load, to allow a smooth transition between port of origin and port of destination, and to comply with regulations.

***(NOTE: If you fail to provide a completed Annex VII with the container/trailer, the shipment may be considered illegal by the relevant authority and you will be held responsible for any and all costs associated with this failure.)***

Highlander International will be arranging shipments of your waste in accordance with this regulation and will provide Annex VII documents for all exports (loaded in either trailers or containers).

Before commencing to load, please ensure that you have the correct Annex VII for the order/grade. Highlander will issue a Purchase Order with a clearly defined and unique reference number, which will be quoted by the hauler when arriving on your site and will be visible on the Annex VII. This will ensure the correct material will be loaded into the correct container/trailer. We advise customers NOT to load any container/trailer unless the correct order number has been quoted by the driver.

#### **The following details MUST be completed on the Annex VII:**

- Date of loading
- Details of inland point of origin (your operation address - we will complete)
- Net weight
- Haulage company (we will complete)
- Seal number (the seal will be supplied by the hauler)
- Container number
- No. of bales
- Truck registration number
- Customer and driver signature

**\*\*ENSURE THE DRIVER SIGNS BOX 5(a)\*\***

***Please submit the completed paperwork, without fail, within 24 hours of loading by email to:  
Lewis Bingham (Quality Assurance Manager):  
[lewis@highlanderinternational.co.uk](mailto:lewis@highlanderinternational.co.uk)  
Fax: 0044 (0) 1355 529387***



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### **Waste Transfer Notes**

Where loads are not going to export, the shipment must still contain a Waste Transfer Note to comply with regulations.

**The following details must be completed by the supplier on the Waste Transfer Note:**

- Number of bales/pallets/reels loaded
- Collection Date
- Gross, tare and net Weight
- Supplier and driver signature

**[Please submit a printed weight ticket, along with the Annex VII / WTN, where possible]**

***Please submit the completed paperwork, without fail,  
within 24 hours of loading by email to:  
Lewis Bingham (Quality Assurance Manager):  
[lewis@highlanderinternational.co.uk](mailto:lewis@highlanderinternational.co.uk)  
Fax: 0044 (0) 1355 529387***

Any queries regarding paperwork or loading should be directed to our Quality Assurance Manager & Logistics, Lewis Bingham:

Tel: +44 (0)1355 524215

Mob: +44 (0) 7775 573714

[lewis@highlanderinternational.co.uk](mailto:lewis@highlanderinternational.co.uk)

**IT IS A LEGAL REQUIREMENT FOR THESE DOCUMENTS TO  
BE COMPLETED – THANK YOU FOR YOUR CO-OPERATION**