




CHECKLIST

Obligations under the Verpackungsgesetz (2 of 3)

-  Do the obligations even apply to me?
-  **What are the specific obligations?**
-  **What happens next?** (Registration)

 For packaging that is not subject to system participation, companies do not need to conclude a system participation agreement or submit data reports about packaging volumes. However, they do need to fulfil the recovery, return and documentation obligations found in section 15 of the Verpackungsgesetz.

→ **Further information** about the different types of packaging and related obligations can be found [here](#).

Are you a ,producer' under the Verpackungsgesetz (Packaging Act)? Do you fill packaging with goods and place them on the German market?

You are required to register in the LUCID Packaging Register and provide your master data and packaging details (registration requirement).

If the packaging you place on the German market is subject to system participation, you have additional obligations under packaging law. You must:

- + enter into an agreement with one or more (dual) system(s) (concluding a system participation agreement) and undertake system participation for your packaging,
 - + submit the exact same packaging volume report to your chosen system(s) and to the LUCID Packaging Register, and
 - + file an audited declaration of completeness if annual packaging volumes exceed certain thresholds.
- **Further information** about fulfilling your registration and system participation requirements can be found in our **,3 steps' guideline**.

What happens next?

Preparation for successful registration in the LUCID Packaging Register



IT requirements for registration

Registration in the LUCID Packaging Register is an online process. You need an internet connection. Go to the 'LUCID Packaging Register' section on the ZSVR's website and under **,IT requirements'** you will find information about the browsers that are supported.

www.verpackungsregister.org/en/lucid-packaging-register/guidelines/it-requirements



Information about login preparation

Please make sure that you are prepared to enter the following data in order to apply for a login:

- + **First name and last name of the person designated to represent your company.** This can be, for example, an individual board member, a managing director, an authorised signatory, an authorised agent/ an agent with sole power of representation (head of a department) or the company owner. The designated person must confirm on behalf of the company that the information for registration is true.
- + **First and last name of the contact person.** This has to be someone within the company. Third parties (e.g. external parties, brokers) cannot be considered. The designated person and the contact person may be identical, but do not need to be.
- + **Please note: The designated person and the contact person must be from within the company.**
- + An **e-mail address** that will serve as the login and communication address in the future must be specified.
- + A **password** of your choosing. It must have 8 characters, with at least one capital and one lower case letter, as well as at least one number and one special character.
- + Keep your login information safe so that you can log in to the LUCID Packaging Register at any time to fulfil your legal obligations. You should also ensure that the mailbox for the e-mail address you provided is always accessible.





What you need to prepare for your registration as a producer

Please make sure that you have the following data ready:

- + **Company address**
- + **Value added tax identification number** (VAT number or VAT ID). In Germany, your VAT ID consists of the country code DE and nine digits (example: DE123456789). If you do not have a VAT ID, please enter your company's taxpayer reference number. Please note that the VAT ID must be entered without any special characters.
- + **National identification number.** Numbers that can be filed as national identification numbers in the LUCID Packaging Register include commercial register numbers, business announcement or trade membership numbers, etc. If you cannot provide any of the identification numbers available for selection in the register, please select 'Other' and enter the designation of the national identification number as free text. In some cases, the issuing authority and the date of issue must also be indicated, e.g. for the business announcement and other national identification numbers. Therefore, it makes sense to have this information available when registering.
- + **List of all brand names** under which you place packaging on the German market on a commercial basis for the first time. If a product has an umbrella brand and additional sub-brands, only the umbrella brand needs to be provided. Sub-brands can also be entered.
- + If you want to place products on the market without a brand name, enter the company name (do not enter: 'No name' or 'No brand', etc.).
- + If you would like to use an XML interface to upload your brands after the registration process, you can find a guideline about how to do so [here](#).

www.verpackungsregister.org/fileadmin/LUCID/Instruction_XML_Interfaces.pdf



Important information for international companies without a branch in Germany:

Since July 2021, international companies have had the option of appointing a so-called authorised representative to fulfil their obligations under packaging law for them. However, the requirement to register remains with the original party under obligation and must be fulfilled personally.

The authorised representative must have a login/ID in the LUCID Packaging Register as an authorised representative. Details about appointing an authorised representative can be found on our website in the '[Authorised representative](#)' knowledge base.



To register in the LUCID Packaging Register, click here:
➔ <https://lucid.verpackungsregister.org>



For IT-related questions about the LUCID Packaging Register, please do not hesitate to call our support hotline at +49 541 34310555, Monday to Friday from 9:00 to 17:00 CET (public holidays in Lower Saxony excepted).

