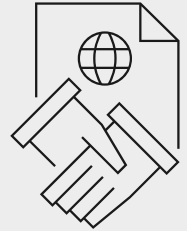


Authorising a representative

If you are an international online retailer, importer or manufacturer of goods and ship your packaged goods to Germany, then the Verpackungsgesetz (Packaging Act) applies to you. International companies without a branch in Germany can appoint an authorised representative to fulfil their obligations under German packaging law on their behalf.



Exception: As registering with the LUCID Packaging Register is a personal duty, it must be fulfilled by the companies that are under obligation themselves.

How does appointing an authorised representative work?

1. Entering into an authorisation agreement

First you as an international party under obligation need to enter into an agreement with your authorised representative. This agreement governs the transfer of obligations. You must do that before you appoint your authorised representative in the LUCID Packaging Register.

The following information is important for the authorisation agreement:

- You can only appoint one authorised representative.
- Every service provider located in Germany, or operating a branch in Germany, can be an authorised representative.
- International parties under obligation must conclude a written agreement with their authorised representative – in German. If there are versions of the agreement in other languages, the German version will be binding.
- The agreement must bear the handwritten signature or qualified electronic signature of both parties.

Please refer to the PDF 'Contractual agreements' [↗](#) for more details.

2. We have concluded the authorisation agreement, what comes next?

As soon as you have concluded the agreement, there are two scenarios. Both require the authorised representative to already have a login, and an ID, as an authorised representative for the LUCID Packaging Register. That is important so that you as an international producer can select and appoint your authorised representative.

Scenario 1

You are a producer registering with the LUCID Packaging Register for the first time and want to appoint an authorised representative during the registration process:

- When entering their master data in the registration process, international producers can confirm with a tick that they have appointed an authorised representative.
- The 'Authorised representative' field will be displayed. Enter the first name, the last name or the ID of your authorised representative. As soon as you have entered the fourth character, a list of matching authorised representatives in the register will appear and you can select your representative by clicking on their name.
- Subsequently, please confirm that an authorised representative has been formally appointed (in writing).

Authorised representative

International producers without a branch within Germany have a choice: they can appoint an external third party to fulfil their duties under the Verpackungsgesetz (Packaging Act) on their behalf. This external third party is then known as an 'authorised representative'. If you have appointed an authorised representative, please confirm that you have done so by checking the box. You can then enter your authorised representative. You can also enter an authorised representative after you have registered. ⓘ

☒ Yes, I want to enter the authorised representative's information.

Please enter the ID or the name of the authorised representative you have appointed here. This authorised representative must have a LUCID Packaging Register login. After the fourth character, a selection of corresponding authorised representatives will be displayed. Please select your authorised representative by clicking on their name. Should your contractual counterparty not be displayed, please contact them to inquire about their ID.

Authorised representative ⓘ

Authorised representative's ID

E-mail address





Scenario 2

You have already registered with the LUCID Packaging Register and want to appoint an authorised representative:

- When you access the LUCID Packaging Register with your login data, your personal dashboard appears, where an 'Authorised representative' tile is displayed automatically for international parties under obligation. By clicking on 'Edit' in this tile, you can start editing your registration entry and adding your authorised representative.

LUCID dashboard

Welcome to your LUCID dashboard

 <p>Master data</p> <p>Change your master data, transfer your login, terminate your registration</p> <p>Edit ></p>	 <p>Details about the packaging</p> <p>Edit your company's packaging details</p> <p>Edit ></p>	 <p>Brand names</p> <p>Edit brand names</p> <p>Edit ></p>	 <p>Authorised representative</p> <p>Appoint and edit an authorised representative</p> <p>Edit ></p>
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- Then continue as described in scenario 1 for first-time registrations.



However, it is important to note in both scenarios, the authorised representative has to actively confirm their authorisation in the LUCID Packaging Register.

Any other important information?

- After you have appointed an authorised representative in the LUCID Packaging Register, the ZSVR will send you an e-mail with an administrative act to confirm that the authorised representative has been entered into the Packaging Register.
- The ZSVR then publishes the authorised representative's information in your company entry in the register of producers.
- As an international producer, you can also terminate an authorisation in the LUCID Packaging Register in line with the term of your agreement with the authorised representative.



If you are an international company that has to comply with obligations under German packaging law but don't have an authorised representative, then you remain responsible for fulfilling all the legal obligations yourself.

Where can I find further information about this and my obligations under German packaging law?

Knowledge base on 'Authorising a representative' ↗

Find out about registrations ↗

Overview of system participation and data reporting ↗

LUCID Packaging Register ↗

Do you need IT-related support or do you have general questions regarding the obligations under German packaging law?

Contact our support team at +49 541 34310555

Monday to Friday from 9:00 to 17:00 CET (public holidays in Lower Saxony excepted)