

## CHECKLISTE

Obligations under the  
Verpackungsgesetz (2 of 3)

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

You have established that as a producer of packaging subject to system participation you are affected by the Verpackungsgesetz (Packaging Act).

### You are required to:

- + register with the **LUCID Packaging Register with your master data and your brand names (registration requirement)**,
- + participate the packaging volumes that you place on the German market on an annual basis in one or more (dual) system(s) (system participation requirement),
- + submit data reports on the packaging volumes that you place on the German market every year (data reporting requirement) and
- + file an audited **declaration of completeness** if certain volume thresholds regarding the annual packaging volumes are exceeded



**Please note:** the data reports on annual packaging volumes submitted in the LUCID Packaging Register must correspond exactly to the volumes reported to the (dual) systems.

## What happens next?

### Preparation for successful registration in the LUCID Packaging Register



#### IT requirements for registration

Registration in the LUCID Packaging Register is only possible digitally. You need to be connected to the internet. Under **„IT requirements“** on the website of the Zentrale Stelle Verpackungsregister (Central Agency Packaging Register – ZSVR), you will find information about supported browsers.

[www.verpackungsregister.org/en/lucid-packaging-register/guidelines/it-requirements](http://www.verpackungsregister.org/en/lucid-packaging-register/guidelines/it-requirements)



#### Before you apply for a login as a producer

**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.** Here, only one person belonging to the company can be considered. Third parties (e. g. external parties, brokers) cannot be considered. The designated person and the contact person may (but do not need to) be identical.
- + **Please note: The designated person and the contact person must be from within the company.**
- + An **e-mail address** that will act as login and communication address in the future must be specified. Since July 2021, the e-mail address is no longer visible in the public register. Among other things, the registration number, company name and contact details, such as address and phone number, are published.
- + A **password** of your choice (8 characters, with at least one capital and one lower case letter as well as at least one number and special character) must be defined.





## 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 ID no.)**. In Germany, it 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**: among other things, a commercial register number, business announcement or trade membership number can be filed as a national identification number in the LUCID Packaging Register. 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, regarding the business announcement and other national identification numbers, the issuing authority and the date of issue must also be indicated. Therefore, it makes sense to have this information available.
- + **Listing of all brand names** under which you place packaging subject to system participation 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. Where one or more brand name(s) will be removed from the market, you can enter the market exit date under 'brand name expiry'.
- + If you want to place products onto the market without a brand name, enter the company name again (do not enter: 'no name' or 'no brand', etc.).
- + If you would like to upload brand names using an XML interface, you can find a guideline for using XML interfaces [here](https://www.verpackungsregister.org/fileadmin/LUCID/Instruction_XML_Interfaces.pdf).

[www.verpackungsregister.org/fileadmin/LUCID/Instruction\\_XML\\_Interfaces.pdf](https://www.verpackungsregister.org/fileadmin/LUCID/Instruction_XML_Interfaces.pdf)



### Important informational for international companies without a branch within Germany:

Since July 2021, you can appoint an authorised representative listed in the LUCID Packaging Register to fulfil all of your duties under the Verpackungsgesetz on your behalf (with the exception of the registration requirement). This person or institution must have a LUCID Packaging Register login. For details on this new provision, please refer to our website.

Further explanatory materials will likely be available at the end of July 2021.



### Click here to register

with the LUCID Packaging Register:

➔ <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).

