

## Check List to Prepare for Successful Registration in the Packaging Register LUCID

### Information to prepare the login

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

- ◆ First name and surname of the person authorised to represent the 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 person authorized to represent the company must confirm on behalf of the company that the information for registration is true.
- ◆ First and surname of the contact person. Here, only one person belonging to the company can be considered. Because of the personal registration, third parties (e. g. external parties, brokers) cannot be considered. The person authorised to represent the company and the contact person may but do not need to be identical.
- ◆ Please note: The person authorised to represent the company and the contact person must belong to the company.
- ◆ An e-mail address that will act as login and communication address in the future must be specified.
- ◆ A password of your choice (8 characters, one upper and one lower case letter, one number, one special character) must be defined.

### Information for the Practical Preparation of the Registration

Please make sure that you are prepared to enter the following data for complete registration :



- ◆ Company address
- ◆ Sales 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 a tax number, such as VAT No (Ireland), P.IVA (Italy) or OB number (The Netherlands).
- ◆ National identification number, e. g. commercial register number, association register number, etc. If not available, business announcement or similar. In some cases, 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 requirements on the market commercially for the first time. If a product has an umbrella brand and additional sub-brands, the indication of the umbrella brand is sufficient. Sub-brands can also be registered. If a market withdrawal has been determined for individual/multiple brand names, you can enter the market withdrawal date under "Brand valid until".
- ◆ If you want to place products on the market without a brand name, enter the company name again (do not enter: no name or no brand etc.).

(Status: August 2018)