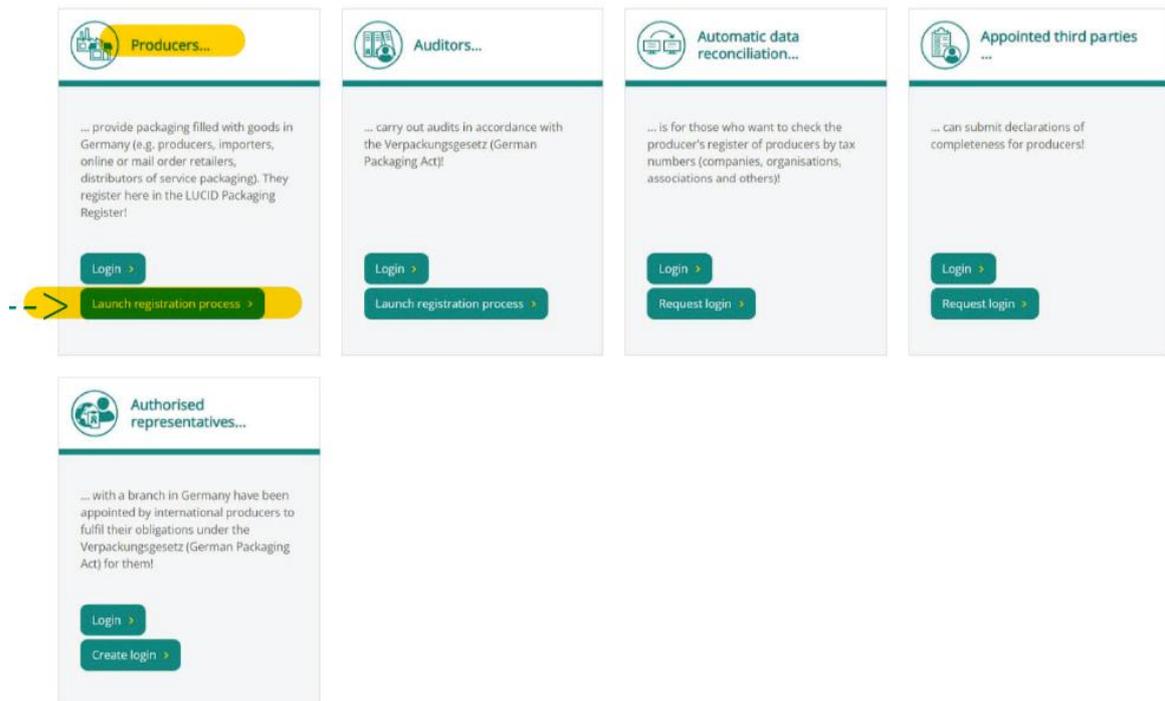


User manual 'New registration in LUCID-Packaging Register'

1. Go to the website of the LUCID-Packaging Register of Stiftung Zentrale Stelle Verpackungsregister: [Welcome to the LUCID Packaging Register! \(verpackungsregister.org\)](http://verpackungsregister.org).
2. Click on 'Launch registration process' to start the registration:



3. Please provide the following information:
 - a. 'Producer data': the official company name.
 - b. 'Designated person' means the person, who has the authority to represent your company and who can confirm that the given registration details are correct.
 - c. 'Login data / contact person': the email address of the employee who actually performs the registration. This may be the same person as mentioned under point b, but this is not compulsory.

Click on 'Create login' to create an account.

Create login

Welcome to the ZSVR's portal. Here you can create a login to register in the LUCID Packaging Register.

As a producer of goods / importer / mail order company, please enter your information for registration pursuant to section 9 VerpackungG (Packaging Act) in the relevant fields.

After completing registration, you will be sent a registration administrative act by e-mail. As required by law, your name (company), address and contact details (excluding e-mail address), VAT number or taxpayer reference number, registration date, packaging information and brand name(s) will be published in the public register.

Producer data

Please enter your company name. Please state the business/trading name that your company uses to place packaging filled with goods on the German market. Please also select the language in which you would like to receive e-mail communications.

Name (company name) * ?

Language of e-mail communication *

Designated person

Please enter a person authorised to represent the company. This can be e.g. an individual chair, managing director, authorised signatory, authorised agent/agent with sole power of representation or the company owner. The person authorised to represent the company must confirm on behalf of the company that the details for registration are true.

Salutation *

Academic Title

First Name *

Last Name *

Login data / contact Person

Please enter the person responsible for handling registration within your company and a corresponding e-mail address here. This person could be an administrator, team leader or department head. They will be responsible for ensuring that the registration details entered are accurate. Then enter a password of your choosing.

The contact person is the same person as the designated person.
 The contact person is not the same person as the designated person.

Login e-mail address * ?

Login e-mail address (repetition) *

Password * ?

Password (repetition) *

[Create login >](#)

- The account is created and you will receive a confirmation by email:

Thank you very much!

Your login is now configured. We have sent you an e-mail with the activation link. Please check your mailbox, open this e-mail and click on the link "Activate Login" within 24 hours. The login window will open. There you can enter your e-mail address and your password and click on "Login". You have seven days to complete your registration.

You have not received the e-mail with the activation link in any of the folders in your mailbox? Then please log in and request a new link using the button "Resend link".

5. Open the email and click on 'Activate login' to activate the account. Please note: this link is valid for a maximum of 24 hours!

Your activation link

Dear Mr Testname,

Thank you very much for creating your login in the LUCID data base of the Zentrale Stelle Verpackungsregister (Central Agency Packaging Register). To activate the login, click on the following link where you will find further information regarding the next steps.

[Activate login](#)

The activation link is only valid once. If the link should not open you can copy this web address (URL) directly into your browser window do activate you login:

[https://flyingdutchman.verpackungsregister.org/Hersteller/Verifizierung?
token=BrGjkraklqxsZcQulEPa0XiUhnYLQLMhS6R0nyNv5tzPW73JiAim03gfFPzJHuRfmNDzeEKd7NGRdk%2b7LNFqyXqQSThe1MPfIbzXr8XsgdfBku](https://flyingdutchman.verpackungsregister.org/Hersteller/Verifizierung?token=BrGjkraklqxsZcQulEPa0XiUhnYLQLMhS6R0nyNv5tzPW73JiAim03gfFPzJHuRfmNDzeEKd7NGRdk%2b7LNFqyXqQSThe1MPfIbzXr8XsgdfBku)

Please note that your login must be activated within 24 hours. After activation, you can log in to the LUCID database at <https://lucid.verpackungsregister.org> and continue your registration.

Please make sure that you have the following data ready to complete registration:

- Details about your packaging that is and is not subject to system participation. List the packaging that you place on the German market for the first time commercially as a producer within the meaning of the Verpackungsgesetz (Packaging Act). Basic principle: for the purposes of the Verpackungsgesetz, a producer is anyone who is the first to fill packaging with goods. For further information on producer status, please see: https://www.verpackungsregister.org/fileadmin/LUCID/Graphic_About_the_term_producer.pdf.
- Listing of all brand names under which you place packaging filled with goods on the German market on a commercial basis for the first time. This is generally the packaging that you fill for the first time and provide to a third party. Usually the manufacturer or importer of a packaged product is the party under obligation. Mail order companies must register at least the brand names of their shipment packaging (usually the name of the mail order company). If you place unbranded products on the German market (such as neutral shipment packaging), enter your company name. Please only enter the brand names that you are responsible for as a producer. The brand names of trading goods sourced from within Germany that you simply resell should not be listed.
- Value added tax identification number (VAT number.). In Germany, it consists of the country code DE and nine digits (example: DE123456789). If you do not have a VAT number, please enter your company's taxpayer reference number.
- National identification number, e.g. commercial register number, information from your trade registration, agricultural company number or similar official information that uniquely identifies your company. Generally the responsible authority and the date of issue should be provided as well. Please do not reply to this email; this address is used only for automated notifications. Contact information can be found on our website.

Yours sincerely,

Please note: This English version is a convenience translation; the German version is binding.

6. After opening the link, you log in and a page opens where you enter various 'Master Data' (company data). Fields marked with an asterisk (*) are mandatory.
 - a. 'Producer data': address and telephone number of your company.
 - b. 'VAT number': VAT number of your company including 'NL' at the beginning.
 - c. 'National identification number': the CoC number.
 - d. *Optional field*: 'Recovery contact(s)': here you can enter details of a colleague so that they can also access the LUCID account with your permission. If you lose your login details, you can access the account again via this colleague.

Master data

Producer data

Country * 

France

Postcode *

City *

Street * 

House number

Address addition

International telephone code *

Telephone area code *

Telephone number *

VAT number / taxpayer reference number

Please indicate (without spaces) the correct value added tax number (VAT number) of your company (may differ from the host country of your company).

Value added tax number (VAT number) * 

I do not have a VAT number.

FR123456777

National identification number

Type of national identification number * 

(DE) Handelsregisternummer

National identification number * 

1235445

Authority * 

Saisir

Recovery contact(s)

Here you can enter contact details for additional persons to whom you can grant access rights by transferring your login if required. You can also enter an additional e-mail address for the current contact person. If you lose your login information, access can be reinstated using this contact information.

Salutation

Academic title

First name

Last name

E-mail address

E-mail address (repetition)

+ Add recovery contact

7. *Optional field:* If you have ever been registered in the LUCID-Packaging Register of Stiftung Zentrale Stelle Verpackungsregister, you can enter your former registration number under 'Previous registration number(s)':

Optional data

Previous registration number(s) ⓘ

8. *Optional field:* Choose by the question 'In which area is your company active?' (*Translation: In which sector is your company active?*) the option 'Other industries and sectors' (*Translation: Other industries and sectors*):

In which areas is your company active? (Multiple answers are possible.)

Food	Non-food	Other sectors
<input type="checkbox"/> Beverages	<input type="checkbox"/> Office supplies	<input type="checkbox"/> Restaurants, artisanal food production
<input type="checkbox"/> Dairy products	<input type="checkbox"/> Furniture	<input type="checkbox"/> Plastics processing industry
<input type="checkbox"/> Sweets, baked goods, dry goods	<input type="checkbox"/> Electronic devices and accessories	<input type="checkbox"/> Metal processing industry
<input type="checkbox"/> Fresh meat, sausage, fish	<input type="checkbox"/> Household goods, toys	<input type="checkbox"/> Chemical industry, raw materials industry
<input type="checkbox"/> Fresh fruit, vegetables	<input type="checkbox"/> Animal feed, animal supplies	<input type="checkbox"/> Construction supplies, installation, building materials
<input type="checkbox"/> Preserved food	<input type="checkbox"/> Drug store, healthcare	<input type="checkbox"/> Agricultural supplies
<input type="checkbox"/> Frozen food	<input type="checkbox"/> Textiles, shoes, sports	<input type="checkbox"/> Services, administration, other small businesses
<input type="checkbox"/> Other food	<input type="checkbox"/> Other non-food	<input checked="" type="checkbox"/> Other industries and sectors

9. *Optional field:* Choose by the question 'What are your primary sales channels?' (*Vertaling: What are your primary sales channels?*) the option that applies to you. For Royal FloraHolland suppliers this is:

- 'Imports and Wholesaling' (*Translation: Import and wholesale*) and/or
- 'Direct sales, suppliers' (*Translation: Direct sales, suppliers*)

Click on 'Next' to continue:

What are your primary sales channels?

Sales channels

Bricks-and-mortar retail

Mail order business

Imports and wholesaling

Direct sales, suppliers

Next >

10. *Optional field:* If you have appointed an authorised representative in Germany to fulfil your packaging obligations on your behalf, fill in the details of the authorised representative under 'Authorised representative'.

Please note: an authorised representative is NOT mandatory, you can also skip this field and click directly on 'Next'.

Authorised representative

International producers without a branch within Germany can appoint an authorised representative to fulfil their duties under the Verpackungsgesetz (Packaging Act) on their behalf. If you have appointed an authorised representative, please confirm that you have done so by checking the box. In the next step, you can enter the authorised representative's information. [i](#)

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 [i](#)

Authorised representative's ID

E-mail address

Company name

Name

Postcode

City

Street

House number

Address addition

Telephone number

Country

Taxpayer reference number

VAT number

National identification number

Next >

11. You will now proceed to register your packaging types and brand names. The different types of packaging are divided into two categories:

1. Packaging subject to system participation (subject to licencing, also known as B2C sales packaging).
2. Packaging not subject to system participation (not subject to licencing, for example B2B transport packaging).

NB: 'Subject to licencing' in this context includes sales packaging which you register with a so-called dual system (recycling company) and for which you are obliged to pay a financial contribution for its recycling.

Under 'Packaging subject to system participation', only tick the first box (the sales packaging).

NB: The second box relates to service packaging and does not apply to Royal FloraHolland suppliers.

Packaging subject to system participation

Retail, grouped and shipment packaging that typically accumulates as waste with private final consumers / comparable sources of waste generation after use, and service packaging ⓘ

This selection should be made by anyone who fills empty packaging for the first time with goods and hands it over to final consumers or distributors on a commercial basis in Germany and that packaging typically accumulates as waste with private final consumers. Manufacturers of packaged goods are one example. This selection should also be made by mail order and online retailers that fill shipment packaging with goods and send it.

This selection should also be made by final distributors of **service packaging** such as bakeries and restaurants or takeaway providers who have **not purchased pre-participated** service packaging. Additionally, upstream distributors (e.g. suppliers, wholesalers) that have undertaken system participation on behalf of the final distributor should make this selection.

Private final consumers include private households and, because of the nature and quantity of the packaging waste that accumulates there, so-called comparable sources of waste generation such as restaurants and accommodation establishments, commercial kitchens and canteens, as well as offices of freelance professionals, hospitals and educational institutions. Furthermore, this includes craft enterprises and agricultural holdings where their packaging waste is collected at the rate that is normally associated with private households and in a waste bin that does not exceed 1,100 litres per collection group.



Exclusively pre-participated service packaging ⓘ From 1 July 2022

Final distributors such as bakeries, restaurants or takeaway providers should make this selection if they purchase all of their packaging **exclusively with pre-participation**.

Service packaging is considered exclusively pre-participated if an upstream distributor (e.g. suppliers, wholesalers) have undertaken full system participation for the unfilled packaging and indicate accordingly on the invoice and/or delivery note.

Anyone who places service packaging that is exclusively pre-participated as well as other packaging that is subject to system participation on the German market must make the selection above that reads 'Retail, grouped and shipment packaging that typically accumulates as waste with private final consumers'.



12. In addition, under 'Packaging not subject to system participation', place a 'tick' in one of the two or both types of packaging shown below:

- Transport packaging

Transport packaging from 1 July 2022

This selection applies to people who deliver goods in transport packaging, for example on single-use pallets, to retailers via a forwarding agent or their own freight operators. Transport packaging typically does not accumulate with final consumers and instead remains with retailers. It is therefore not the same as shipment packaging, which typically accumulates as waste with private consumers. Retailers are the sector of the economy that sell the goods onwards in the form in which they were received (e.g., individually) without processing them further.

Transport packaging is often used to bundle multiple sales units into one transport unit. **Transport packaging does not include any packaging for sales units (one-piece packaging, multi-piece packaging), even if they also provide protection during transport.**

Only single-use transport packaging is included for this purpose. For reusable transport packaging (for example reusable pallets), 'Reusable packaging' should be selected.



For example: Single-use wooden pallets, cardboard boxes, strapping, single-use cardboard and plastic trays, single-use flower buckets.

And/or:

- Reusable packaging

NB: This packaging must meet the following three criteria:

1. The packaging is intended for multiple use for the same purpose.
2. The actual return and re-use is facilitated by appropriate logistical planning.
3. Return and re-use is encouraged, for example by charging a deposit.

Only if all three criteria are met, tick this box.

Reusable packaging from 1 July 2022

Anyone who places reusable packaging filled with goods on the German market should make this selection. Pursuant to section 3 (3) VerpackG, reusable packaging is packaging that is intended

1. to be used multiple times for the same purpose, and its
2. actual return and reuse is facilitated by suitable logistics and
3. encouraged by an appropriate incentive system – usually a deposit.

All three of the criteria listed must be met, including a suitable incentive system. Even the fact that an article of packaging can – or is – used multiple times does not make it reusable packaging.



For example: multi-use packaging such as flower buckets, flower boxes, plant trays and planters managed by Royal FloraHolland.

13. In the next step, you specify the brand names that are visible on the packaging that is subject to licensing (B2C sales packaging) and on the packaging that is not subject to licensing (B2B transport packaging). For each brand name, you indicate whether the brand name is shown on the packaging that is subject to licensing and/or on the packaging that is not subject to licensing.

To do so, click on 'Add brand name':

Which brand names identify your packaging?

Please enter the brand names you use to place packaging filled with goods on the German market for the first time as a producer / initial distributor. Information about producer status can be found [here](#).

'Brand name' means the word(s) on the packaging that set it apart from other brands. The brand names need to be categorised by packaging subject to system participation and packaging that is not subject to system participation. If you do not use any brand names to identify your packaging, enter your company name.

Please only enter your umbrella brands that you are responsible for as a producer. The brand names of trading goods sourced from within Germany that you simply resell should not be listed. Please do not enter any sub-brands; the names of the umbrella brands suffice. Please also **do not** enter:

- type designations, article specifications, model descriptions (e.g. headphones A10, headphones A15)
- quantities (e.g. 50g, 100g).
- product descriptions (e.g. headphones, lubricating oils).

Brand name	Packaging subject to system participation	Packaging not subject to system participation	Actions
		from 1 July 2022	

10 items per page 0 - 0 of 0 items

+ Add brand name

14. The LUCID-Packaging Register has divided the brand names into four categories:

1) With 'Own brands packaging', you state your own brand name, if this is stated on your packaging.

Guidance on entering brand names

Here you can find information about entering brand names for own brands, third-party brands, unbranded packaging, shipment or service packaging.

Own brands packaging

List **own brands/retailer brands** that identify your packaging filled with goods that you as a **producer** place on the German market for the first time.

This does not include only own brands for which you own the trademark. It applies to all the own brands you use to place packaging on the German market as an initial distributor.

Example: The company 'Die Haferkeks Bäckerei' manufactures shortbread biscuits under the name 'Shorties' and oatmeal biscuits under the name 'Oaties'. The brand 'Die Haferkeks Bäckerei' appears on the packaging. As such, the brand name 'Die Haferkeks Bäckerei' should be listed.



2) With 'Third-party brands packaging', you state the brand name of the transport packaging, where a third-party brand name is visible, for example:

Plant trays of the brand: Normpack or Sivepo or multi-use boxes with the Royal FloraHolland logo.

Third-party brands packaging

You only need to list third-party brands if you are the producer / initial distributor responsible for the packaging (for example as the importer of goods to Germany).

Under no circumstances should you list the brand names for the third-party goods / retail packaging that you sourced from wholesalers or producers in Germany if you are a downstream seller. You are not responsible for that; the wholesaler or producer is.

Example: The Masterimport company imports packaged goods from abroad into Germany and registers in the LUCID Packaging Register accordingly. The brand names of that packaging must be listed.



3) With 'Shipping, service and other packaging without brand names', you can indicate your own company name, if no brands are visible on your packaging.

Shipping, service and other packaging without brand names

For your unbranded packaging, enter your company name under 'brand names'.

Example: A company sends packaged goods in neutral shipment packaging without any identifiable brand name. The company name should be listed. Do not list the name of the manufacturer of the empty packaging material.

If no brand name is printed on the service packaging and you have transferred system participation to an upstream distributor for the unfilled packaging (for example the supplier or wholesaler), provide the company name of the upstream distributor as the brand name.



4) The last category 'Shipment packaging with brand names' only applies to online shops that deliver directly to the German end consumer.

Shipment packaging with brand names

For shipment packaging, 'brand name' refers to the words that are on the shipment packaging that distinguish the service (the shipping) from other shipping service providers.

If a brand name is visible on your shipment packaging, please list that name. **Do not** enter the brand name or any other description of the manufacturer of the packaging material being used. If you use unbranded shipment packaging, please register the name of your mail order company / company name.

Example: 'Haferkeks' company sends packaged goods to final consumers in shipment packaging that has their own company name printed on it. The company name 'Haferkeks' should be listed.



15. When all the brand names have been entered, you will be directed to the page where you can view all the data again and, if necessary, make amendments by clicking on 'Edit':

Welcome Testrich Testname.

Now only one step is needed before you can send your application of registration.

Master data
Details about the packaging
Brand names
Summary

Send application for registration

Producer data

Name (company name) ⓘ Testname2	Language of e-mail communication English
Designated person Mr Testrich Testname	

Login data / contact person

Name (contact person) Mr Testrich Testname	Login e-mail adress ⓘ Testname2@lucid-verpackungsregister.de
---	---

Contact data Edit

Country ⓘ France			
Postcode 12345	City Rien	Street ⓘ Rue de Rien	House number 123
International telephone code +33	Telephone area code 12345	Telephone number 12334	

Information

Your registration details are summarised here. To complete your registration, please check your data and make your declarations. You must confirm that all your details are correct.

16. If all the information is correct, click on all three boxes at the bottom of the page under 'Statements', where you declare:
- the form has not been completed by a third party.
 - you will comply with all laws and regulations relating to the Packaging Act.
 - the form has been filled in truthfully.

Then click on 'Submit' to complete the registration:

Statements

I am not an authorised third party according to § 35 VerpackG. Explanation: § 35 VerpackG stipulates that third parties (e.g. external parties, brokers) may not be engaged for registration. This is to avoid that false statements are carelessly made in your name. Therefore, only one person belonging to the company is considered for registration. *

I am fulfilling my take-back obligations through participation to one or more systems or one or more sector-specific solutions. *

I hereby declare that the data I have provided in the application are true (§ 9 section 2 number 7 VerpackG). *

< Back

Submit >

17. After successfully registering, the following confirmation appears on the screen:

Application for registration successfully sent

Thank you, you have successfully submitted your registration application. What happens next?

Have you indicated that you exclusively place packaging filled with goods that is NOT subject to system participation or exclusively pre-participated service packaging on the German market?

Your registration will not take effect in this regard until 1 July 2022. An administrative act will be issued to this end, and you will receive an automatic e-mail confirming your registration on that day. Producers of packaging filled with goods not subject to system participation are only required to be registered from that point onwards pursuant to section 9 VerpackG (Packaging Act). Please refer to the e-mail.

Have you indicated that you place packaging filled with goods that IS subject to system participation, including non-pre-participated service packaging on the German market?

If so, you will receive a notice that you have successfully registered by e-mail and you will be entered in the public register of producers. As a producer/initial distributor of filled packaged subject to system participation, you have the following primary obligations:

- You are required to participate the packaging volumes that are subject to system participation and that you place on the German market with a (dual) system (i.e. 'enter into a system participation agreement'). Please do not forget to inform your system of your registration number.
- Every time you report packaging volumes to your system, you must submit the same data report in the LUCID Packaging Register (<https://lucid.verpackungsregister.org>). The first volumes you are required to report with the LUCID Packaging Register are the volumes stated in your system participation agreement.

Further information:

- International producers without a branch in Germany have the option to appoint an authorised representative to fulfil these obligations.
- Information about the statutory obligations can be found in our checklist 'What happens after registration?'

[Continue to the dashboard](#)

18. You will also receive confirmation of your registration by email, which will include your registration number:

First-time registration under section 9 VerpackG on 01/07/2022

Dear Mr Testname,

Thank you for applying to register in the Zentrale Stelle Verpackungsregister's (Central Agency Packaging Register) LUCID Packaging Register. We have processed your registration application.

If you have indicated that you exclusively place packaging not subject to system participation or exclusively pre-participated service packaging on the German market:

Your registration will only take effect in this regard by administrative act on 01/07/2022. You will receive an e-mail confirmation automatically on that day. Producers of packaging filled with goods that is not subject to system participation are only required to be registered from that point onwards pursuant to section 9 Verpackungsgesetz (Packaging Act – 'VerpackG'). For your registration, we have planned to assign you with registration number DE4769656194352.

If you have indicated that you also place packaging subject to system participation on the German market:

You will later receive another e-mail confirming your registration by administrative act.

You can use the login details you saved to sign in to the LUCID Packaging Register and update information about your packaging and your registration and master data at any time.

Please do not reply to the e-mail address from which this message was sent; it is used for automated e-mail sending only. For contact information, see our website.

Yours sincerely,

Stiftung
Zentrale Stelle
VERPACKUNGSREGISTER

Stiftung Zentrale Stelle Verpackungsregister
Öwer de Hase 18 | 49074 Osnabrück

www.verpackungsregister.org

Sitz der Stiftung: Stadt Osnabrück | Vorstand: Gunda Rachut
Stiftungsbehörde: Amt für regionale Landesentwicklung Weser-Ems
Nr. Stiftungsverzeichnis: 16 (085)