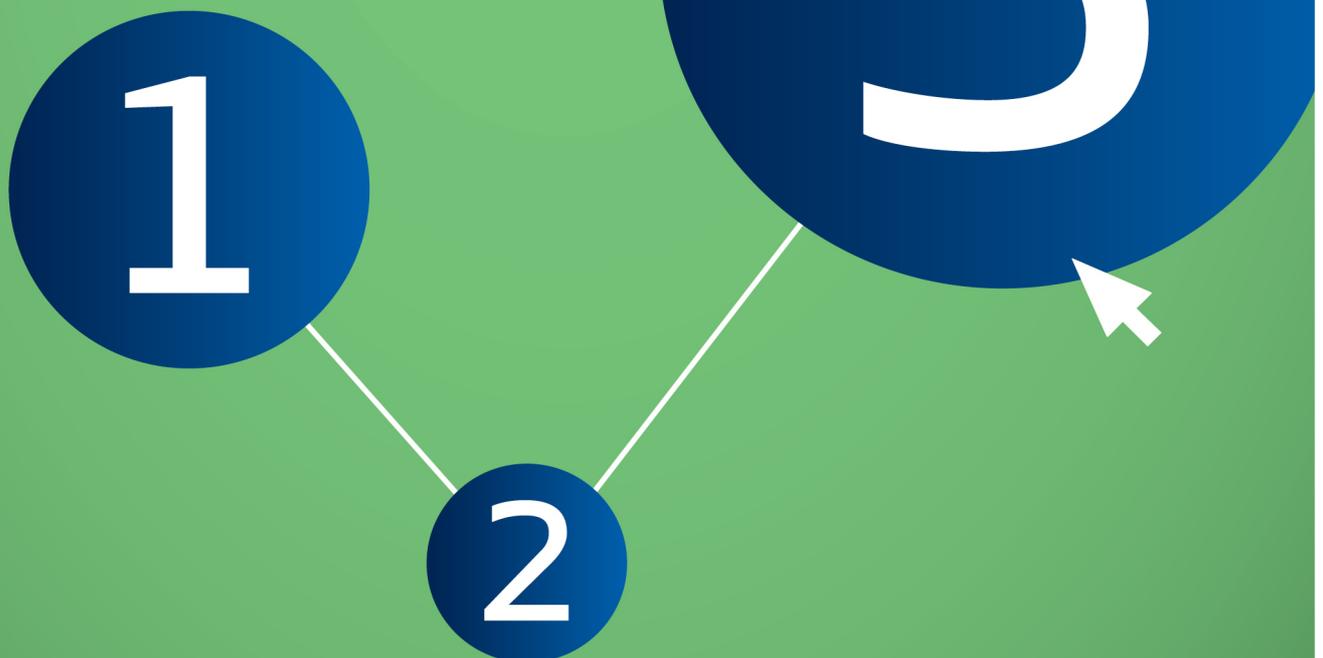


REACH-IT Industry User Manual

Part 18 - Co-Registrants
Page



Version	Changes
1.0	November 2012 First version

Part 18 - Co-Registrants Page

Reference: ECHA-12-B-50-EN

Publ.date: November 2012

Language: EN

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1. INTRODUCTION

The Industry User Manual (IUM) serves as the reference manual for all REACH-IT functionalities, which are or will be available to the Industry. This IUM is meant for any industry user, who needs to use REACH-IT to submit or consult data.

The present part 18 of the IUM describes the Co-Registrants Page which displays the contact details and roles of all registrants and potential registrants of the same substance. The main purpose of this functionality is to facilitate data sharing, so the legal entities can ensure compliance with their data sharing and joint submission obligations.

Prior to using this manual "Part 18 - Co-Registrants Page", it is strongly recommended that the user reads the first part of the manual "Part 1 – Getting started with REACH-IT", where the following topics are discussed in more detail:

- conventions used, in terms of icons, text, buttons, links, etc;
- background information on REACH-IT and its link to the IUCLID 5 website and application;
- definitions of parties, users, message boxes, contacts, etc.

Additional sources for support are also given at

<http://www.echa.europa.eu/web/guest/support/dossier-submission-tools/reach-it/data-submission-industry-user-manuals>.

2. OVERVIEW

The Co-Registrants Page provides the registrants and potential registrants of the same substance with real-time information on the contact details of the other previous and potential registrants, compiled on one page in two tables.

The registrants will be able to see details of other companies or of their nominated Third Party Representative (TPR) that have successfully registered or inquired for the same substance sharing the same numerical identifier. Similarly potential registrants, once they have received their inquiry number, will also be able to view the contact details of previous registrants and other potential registrants (or of their TPR).

The role of a registrant within the joint submission is displayed in the Co-Registrants Page, so the lead registrant of the joint submission can easily be identified and directly contacted for the purpose of data sharing.

The Co-Registrants Page also displays the data endpoints (in the form of a downloadable .pdf document) requested as part of an inquiry or a request for further information.

The Co-Registrants Page displays your substance's identifiers: EC/List number, registration number or inquiry number.

You can open the Co-Registrants Page in full view (Figure 1) by using one of the two buttons <View Registrants> or <View Potential registrants>. Once the page is open, click on one of the tabs to view in full the respective tables listing either the registrants (as described in chapter 3.2) or the potential registrants (as described in chapter 3.3) of your substance.

Figure 1: Co-Registrants Page full view

Home > Registrants and potential registrants > Results

Company
 Pre registration
 Pre-SIEF
 Online decisions
 Data sharing information
 Registration / modification
 Joint submission
 Classification and Labelling
 Message box
 Download user report
 User account
 Invoices
 Legal entity change
 Invoices
 Search

Co-Registrants Page

SUBSTANCE IDENTIFIER
 EC List Number
 REGISTRATION NUMBER
 LATEST INQUIRY NUMBER

Joint submission and data sharing obligations

Joint submission obligation

ECHA reminds you that, pursuant to Articles 11 and 10 of the REACH Regulation (which apply for this substance) only one joint registration shall be submitted for this substance. Therefore all registrants share a common duty to submit a joint registration dossier.

- If a registration of the same substance has been submitted by one or more other registrants, you are required to form a joint submission with them.

If no registration has been submitted yet, you must agree with all potential registrants on a "lead" registrant. The "lead" registrant shall first submit the information specified in Article 11(1)(2) of the REACH Regulation on behalf of the others (the lead registrant). Each registrant shall subsequently submit the information specified in Article 11(1)(3) of the REACH Regulation.

Please note that failure to comply with your joint submission obligation will amount to a breach of the REACH Regulation, and you may be subject to further legal consequences as provided in applicable national laws.

Data sharing obligation

Under Articles 27 and 30 of the REACH Regulation, you are obliged to request information involving tests on vertebrate animals, required for your registration, from the previous registrants of the same substance or SIEF participants. You may request information not involving tests on vertebrate animals. The potential registrants and the previous registrants of the same substance or SIEF members shall make every effort to reach a fair, transparent and non-discriminatory agreement on the sharing of existing information and the associated costs.

Based on the information ECHA has to date, a substance with the EC/List number given above has previously been registered and/or inquired about or represented by the following legal entities: 2

Registrants Potential registrants

Name	E-mail	Address	JS Role	Information requested ?	Reference date ?
COMPANY		Belgium			
COMPANY		United Kingdom			
COMPANY		Germany			
COMPANY		United Kingdom			
Company		[+] Information requested			
Company		[+] Information requested			
Company		[+] Information requested			
Company		[+] Information requested			
Company		[+] Information requested	Lead		
Company		[+] Information requested	Member		

Back

A section below the registration number/ last inquiry number section reminds you of your legal obligations under REACH. It can be expanded or collapsed by clicking on [+].

 Read the text on your legal joint submission and data sharing obligations.

The Co-Registrants Page provides real-time information on the status of the (potential) registrants.

2.1 EXPLANATION OF TERMS

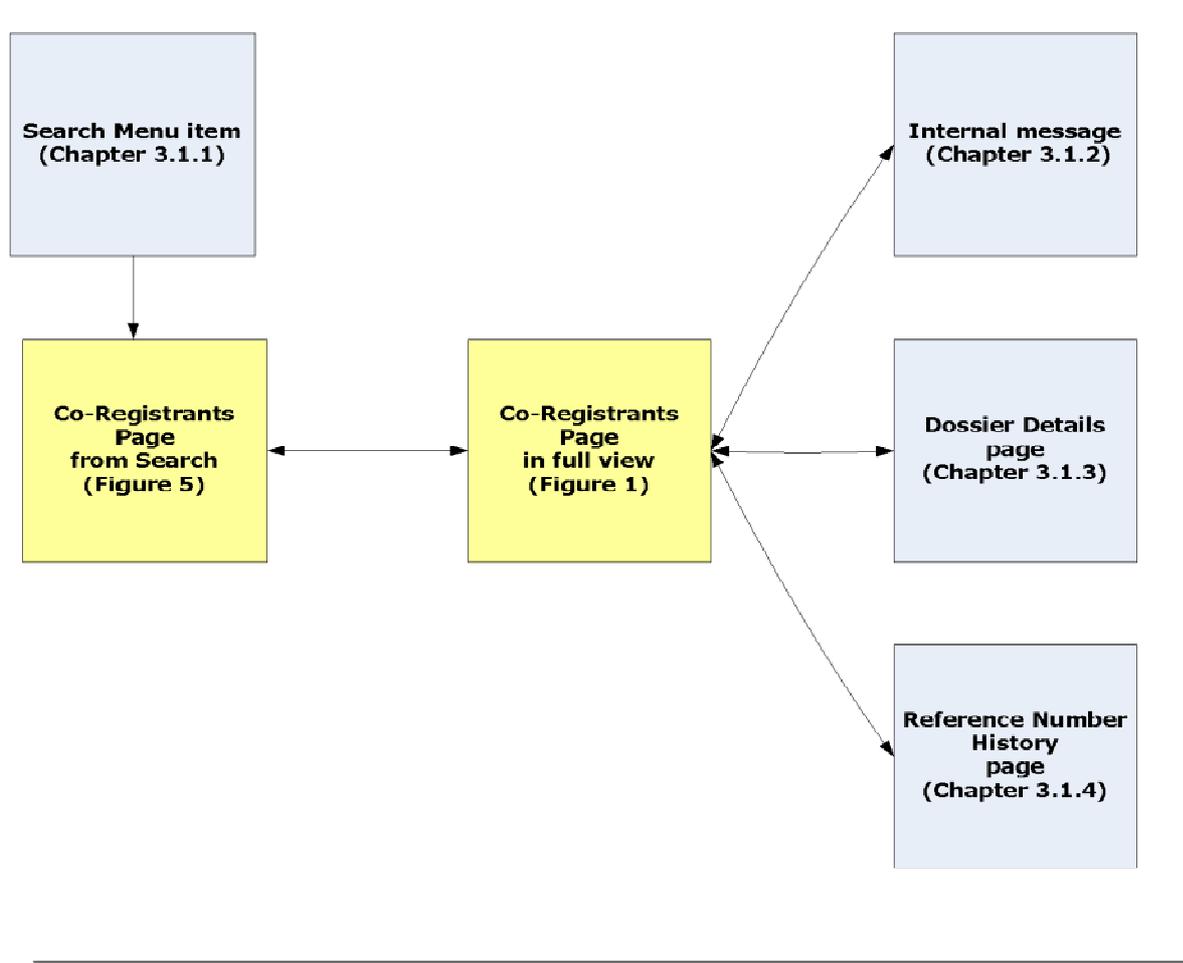
The following terminology is used to describe the actors and objects on the Co-Registrants Page:

EC/List number	Numerical identifier given for a substance. The general format is xxx-xxx-x. Numerical identifiers starting with 2, 3, 4 or 5 refer to EC numbers. Numerical identifiers starting with any other number refer to List numbers. Note: List numbers are purely technical numbers and have no legal status.
Inquirer	Legal entity that submits an inquiry but does not own an inquiry number yet. An inquirer becomes a potential registrant when the inquiry is successful (i.e. inquiry number issued).
Potential registrant	Legal entity that owns an inquiry number and has not yet registered the substance. The potential registrant is listed on the Co-Registrants Page.
Registrant	Legal entity that owns a registration number under REACH. This can happen through submitting an initial dossier, claiming a substance notified under Directive 67/548/EEC (NONS), or getting the registration via legal entity change.
Reference number	In the context of this IUM, it is either an inquiry number or a registration number issued by ECHA.
Inquiry number	Reference number issued after a successful inquiry (format 06-xxxxxxxxxx-xx-xxxx).
Registration number	Reference number issued after a successful registrations (format 01-xxxxxxxxxx-xx-xxxx).
Information requested	List of endpoints (new studies) specified in the IUCLID section 14.1 that a (potential) registrant would need to perform in order to meet their registration requirements.

2.2 NAVIGATION - STRUCTURE OF THE CO-REGISTRANTS PAGE

The overview below (Figure 2) depicts how you can navigate to and from the Co-Registrants Page.

You can always go back to the previous page, using the <Back> button.

Figure 2: Overview of navigation to Co-Registrants Page

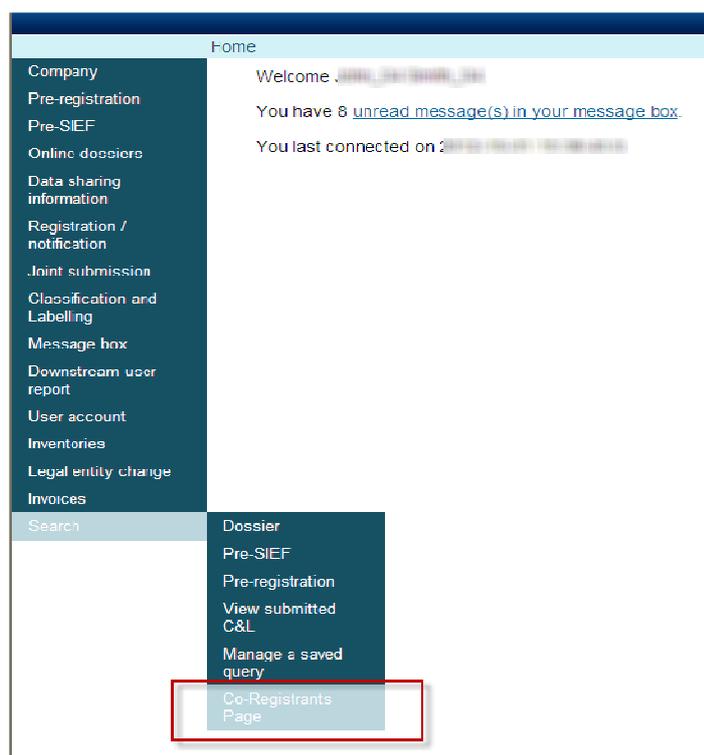
3. STEP BY STEP INSTRUCTIONS

3.1 ACCESS TO THE CO-REGISTRANTS PAGE

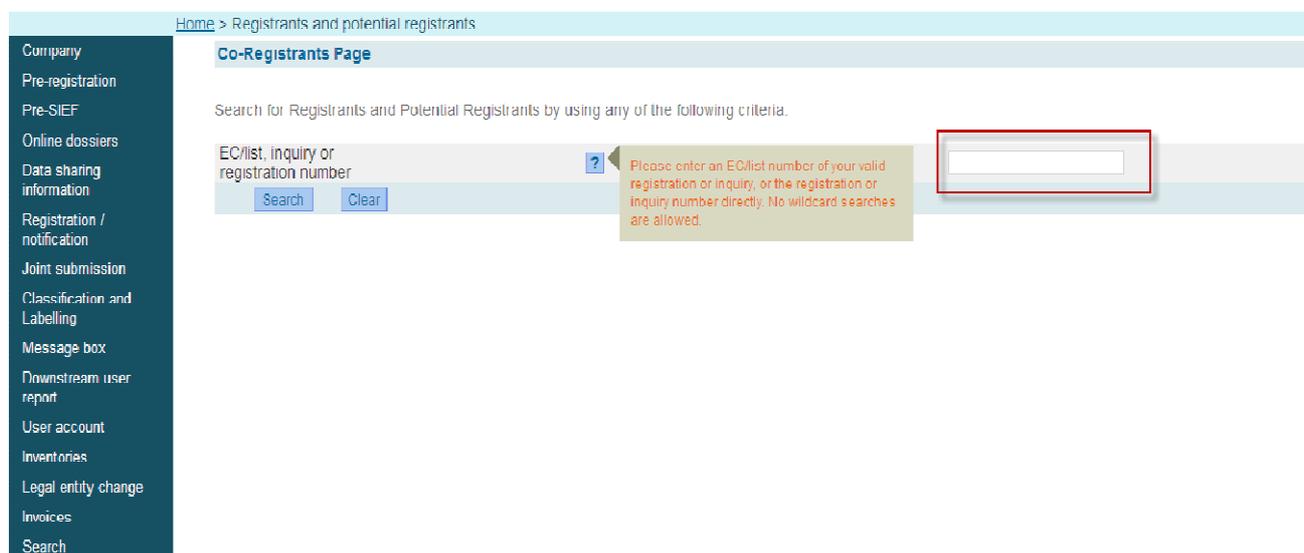
You can access the Co-Registrants Page in four different ways (Figure 2).

3.1.1 Via Search function

Select <Search> from the left-hand side menu and then select the last item from the drop-down list: <Co-Registrants Page> (Figure 3).

Figure 3: Search menu

REACH-IT takes you to the Search page (Figure 4).

Figure 4: Search page for Co-Registrants Page

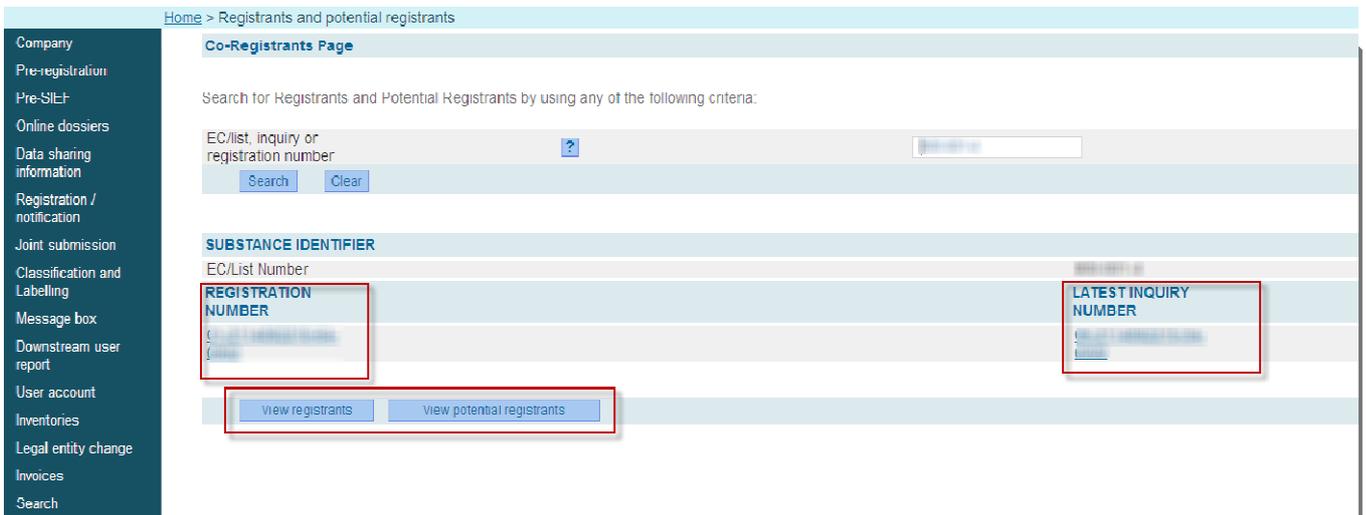
To access the Co-Registrants Page, you need to provide information on your substance i.e. enter your EC/List number or your registration number or your latest inquiry number. Then click on <Search>.

✘ No wild card (*) search is possible in this <Search> category.

You will be directed to the Co-Registrants Page (Figure 5) for the numerical identifier you have entered.

- ✘ If you enter a non-existing identifier or a reference number which does not correspond to your legal entity login /UUID, an empty search result is displayed together with an error message (Figure 17).

Figure 5: Co-Registrants Page's links and buttons

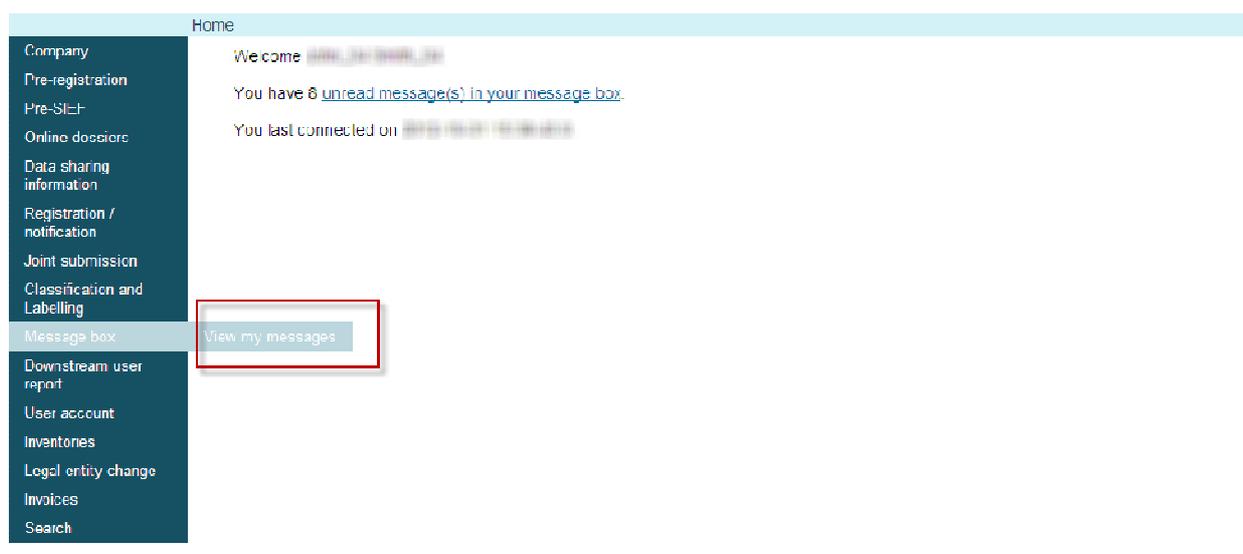


If you are a registrant, click on the hyperlink on your reference number under the header "Registration Number" to go to the details of your Reference Number History (Figure 5). If you are a potential registrant, click on the hyperlink on your reference number under the header "Latest inquiry Number" (i.e. the latest active inquiry number), to go to the details of your Reference Number History (see also section 3.1.4). Then either click on <View registrants> or <View potential registrants> to access the Co-Registrants Page, i.e. to view in full the respective tables listing the registrants and/or potential registrants (Figure 1).

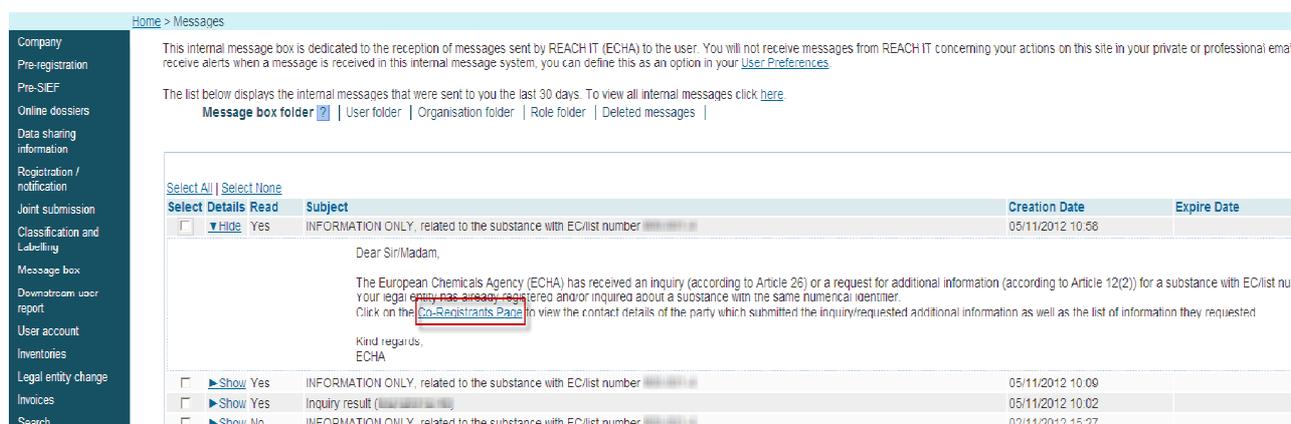
3.1.2 Via Message box

Following your successful inquiry or registration, you will receive an internal message in REACH-IT.

Click on <Message box> from the left-hand side menu and then on <View my messages> (Figure 6).

Figure 6: Access to your Message box

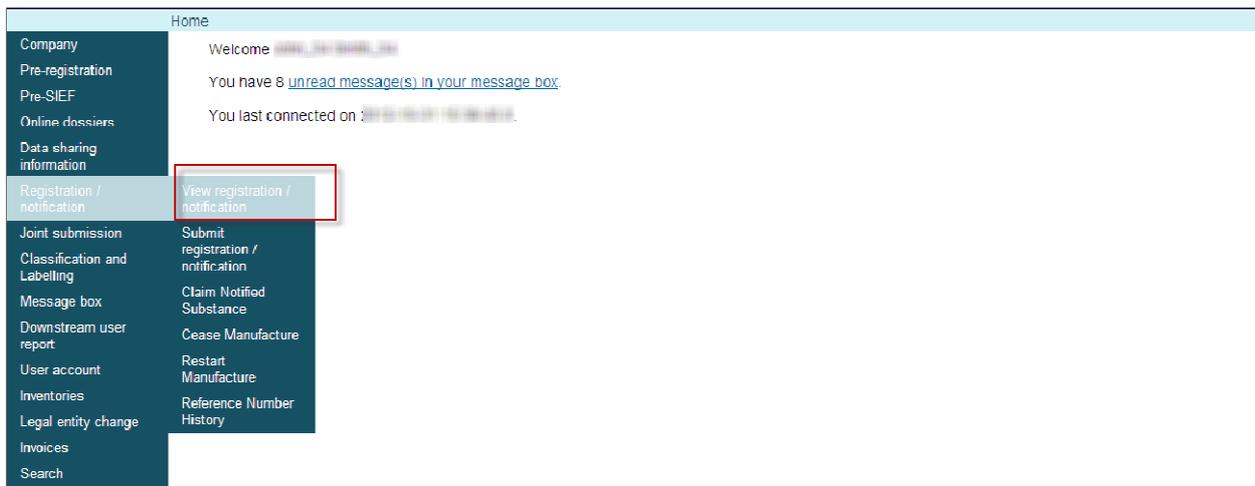
REACH-IT takes you to your REACH-IT message box (Figure 7). Select the message to open and click on <Show>: a link to the Co-Registrants Page is displayed in the body of the message.

Figure 7: Access to Co-Registrants Page via REACH-IT internal message

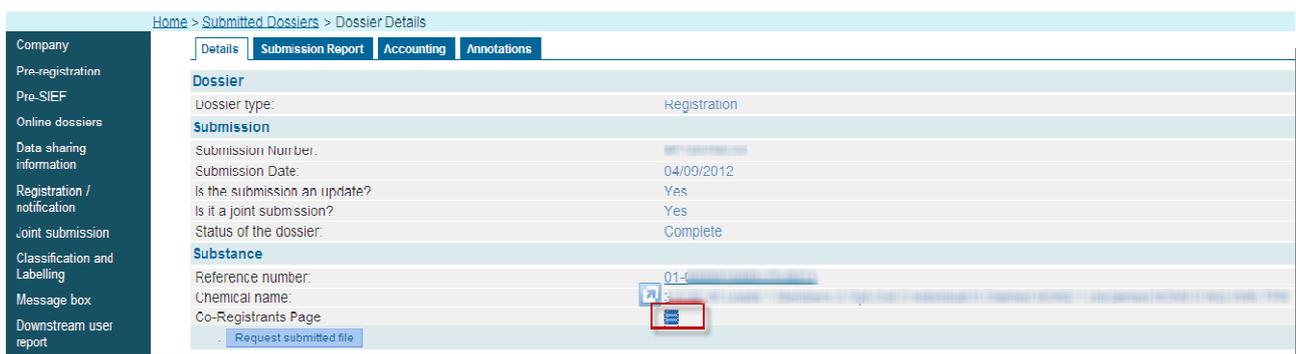
Click on the <Co-Registrants Page> link to access the Co-registrants Page in full view (Figure 1).

3.1.3 Via dossier submission page

Click on <Registration/notification> from the left-hand side menu and then on <View registration/ notification> (Figure 8).

Figure 8: Access to your dossier submission page

A search page opens: enter the relevant identifiers to search for your submitted dossier(s). Once you get the search results with the details of your dossier, click on the submission number to open the dossier. Scroll down to the section "Substance". A new row "Co-Registrants Page" and an hyperlink icon (≡) are visible (Figure 9).

Figure 9: Access to Co-Registrants Page via dossier submission page

Click on the icon to enter the Co-Registrants Page in full view (Figure 1).

3.1.4 Via Reference Number History

Click on <Registration/notification> from the left-hand side menu and then on <Reference Number History> (Figure 10).

Figure 10: Access to your Reference Number History Page

The search page opens: enter the relevant identifiers to search for your Reference Number History. Once you get the search results, select the dossier concerned and click on <Next> to open. Your Reference Number History Details are displayed. Scroll down to the "Substance Identification" part with an EC/List number (Figure 11).

Figure 11: Access via Reference Number History

Click on the hyperlink of the EC/List number to enter the Co-Registrants Page in full view (Figure 1).

3.2 REGISTRANTS TAB

From the Co-Registrants Page as available from the Search function (Figure 5), click on <View registrants> to expand the list of registrants of the substance. This tab displays all the registrants for that substance (Figure 12).

- ⚙️ If one legal entity acts both as a registrant and a potential registrant, it will be displayed only in the tab of registrants.

Figure 12: Registrants' tab

Home > Registrants and potential registrants > Results

Co-Registrants Page

SUBSTANCE IDENTIFIER

EC/List Number

REGISTRATION NUMBER

LATEST INQUIRY NUMBER

[+] Joint submission and data sharing obligations

Based on the information ECHA has to date, a substance with the EC/List number given above has previously been registered and/or inquired about or represented by the following legal entities: ?

Registrants | Potential registrants

Name	E-mail	Address	JS Role	Information requested ?	Reference date ?
COMPANY		France			
COMPANY		Belgium			
COMPANY		Netherlands			
COMPANY		Sweden			
COMPANY		Germany			
COMPANY		Portugal			
COMPANY		Spain			
COMPANY		Denmark			
COMPANY (TPR)	tp@company.com	123 Street, City, Country			
COMPANY (TPR)	tp@company.com	123 Street, City, Country			
COMPANY (TPR)	tp@company.com	123 Street, City, Country			

Back

- ⚙️ A warning message is displayed (see chapter 4.3), if, as a potential registrant, the latest inquiry number you entered is more than 12 months old. You can no longer view the registrants unless they have made a request for additional information after their registration; you will only see the potential registrants.

3.2.1 Name

The <Name> column shows the name of the legal entities that own a registration number.

If a TPR is appointed for the registration, the details of the TPR from the last registration dossier submitted will be displayed here (and not that of the actual legal entity).

- ! If the registrant has submitted successfully an inquiry after the registration and the company has appointed a TPR in the inquiry dossier, this column shows the TPR of the inquiry regardless of the possible TPR in the registration.
- ⚙️ The list can be sorted alphabetically if you click on the column header

3.2.2 Email

The <Email> column lists the electronic mail addresses of the legal entities given in the REACH-IT company details. If the legal entity has appointed a TPR in their registration dossier, the TPR details are included here. Also if the registrant has submitted a request for additional information and has appointed a TPR in this dossier (and has not yet updated their registration dossier), the TPR details from the request for additional information dossier are included here.

3.2.3 Address

The column <Address> shows the legal entity's address in an expandable form. Click on the [+] icon to see the full address details (Figure 13).

Figure 13: Address column

Address	
	Belgium
	United Kingdom
	Germany
	United Kingdom
[-]	Kemikaalivirastonkuja 11 00111 Helsinki Finland
[+]	Kemikaalivirastonkuja 12
[+]	Kemikaalivirastonkuja 13
[+]	Kemikaalivirastonkuja 38
[+]	Kemikaalivirastonkuja 33
[+]	Kemikaalivirastonkuja 34

- ⚙ For legal entities that have notified a substance under Directive 67/548/EEC (NONS) and have not yet claimed their registration number(s), only the country of the notifying legal entity is displayed.

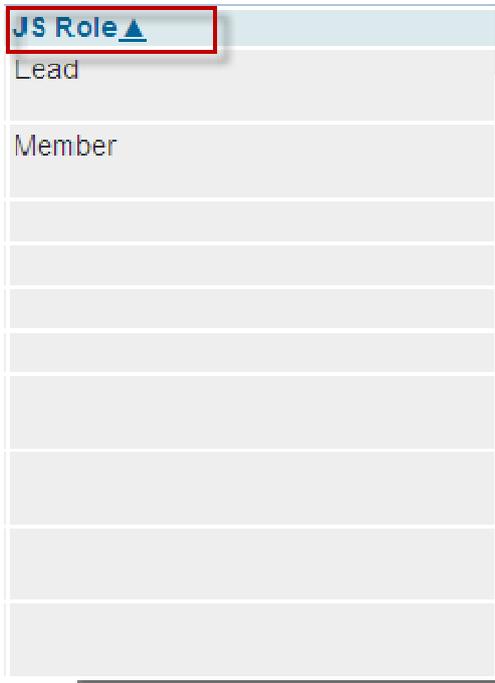
3.2.4 Joint Submission (JS) Role

The <JS Role> column specifies the role of each legal entity that registered the substance within the joint submission.

- ⚙ You can sort by roles, so the lead registrant is displayed on top of the list (Figure 14).
- "Lead" indicates that the legal entity is the lead registrant in the joint submission.
- ⚙ Potential registrants can only see the "Lead" role in the joint submission (i.e. all other rows are empty).
- ! "Lead" may also be displayed as a role twice or more if more than one joint submission dossier have been submitted for the substance.
- "Member" indicates that the legal entity is a member in the joint submission;
- Empty field indicates that the legal entity has submitted a registration dossier outside of an existing joint submission.
- ⚙ For legal entities that have notified a substance under Directive 67/548/EEC (NONS) and have not yet claimed their registration number(s), this column is always empty.

- ⚙ For legal entities that have notified a substance under Directive 67/548/EEC (NONS) and have claimed their registration number(s), but have not yet updated their registration, this column is always empty.

Figure 14: Joint Submission Role



JS Role ▲
Lead
Member

3.2.5 Information requested

If a legal entity, that registered, has subsequently made a request for additional information within an inquiry dossier (i.e. in view of a tonnage band update) (Figure 15) an icon [[PDF](#)] is displayed in this column.

This column lists the links to the information requested by the registrants extracted from their IUCLID dossiers, section 14.1. The information requested is included in a .pdf document accessible via the provided hyperlink.

Click on the link to view or download the pdf document which contains the information which the legal entity has requested in section 14.1 of their IUCLID dossier.

- ⚙ If the legal entity further updated its registration dossier, following a request for further information (i.e. in view of a tonnage band update) the column becomes empty.

Figure 15: Information requested and reference date

Information requested 	Reference date 
[PDF]	02/11/2012
[PDF]	05/11/2012

3.2.6 Reference date

The column <Reference date> (Figure 15) shows the date when the request for additional information was accepted by ECHA. The icon  shows the help text, visible when hovering over the icon.

-  On the .pdf document, the reference date (ie. date when the inquiry was successfully accepted by ECHA) is mentioned on the top left part of the letter whereas the date at which the pdf is downloaded is shown on the top right of the letter.
-  The column is sorted in descending chronological order by default.

3.3 POTENTIAL REGISTRANTS TAB

From the Co-Registrants Page as available from the Search function (Figure 5), click on <View potential registrants> to expand the list of potential registrants of the substance. This tab displays all the potential registrants for that substance (Figure 16).

-  The <JS role> column is not shown in this tab as joint submission is only relevant for registrations.

Figure 16: Potential Registrants tab

Home > Registrants and potential registrants > Results					
Co-Registrants Page					
SUBSTANCE IDENTIFIER					
ECL/EC/CLP Number					
REGISTRATION NUMBER	LATEST INQUIRY NUMBER				
[PDF]	[PDF]				
[+] Joint submission and data sharing obligations					
Based on the information ECHA has to date, a substance with the ECL/EC/CLP number given above has previously been registered and/or inquired about or represented by the following legal entities 					
<input checked="" type="radio"/> Registrants <input type="radio"/> Potential registrants					
Name	E-mail	Address	Information requested 	Reference date 	
[PDF]	[PDF]	[PDF]		05/11/2012	
[PDF]	[PDF]	[PDF]	[PDF]	05/11/2012	
Back					

- ! Where a potential registrant would have submitted more than one successful inquiry, the contact details and the data in the column <Information requested> displayed are the ones corresponding to the last submitted inquiry.

3.3.1 Name

The <Name> column shows the name of the legal entity that is the owner of the inquiry number. If a TPR is appointed for the inquiry, the details of the TPR of the last inquiry dossier submitted will be displayed here (and not that of the actual legal entity).

- ! When a potential registrant subsequently submits a successful registration dossier, they are no longer listed on the "Potential Registrants" tab, but only on the "Registrants" one. The column shows the details of the information contained in section 1.1 of the last submitted registration, (whether a TPR is included or not). In this case, the contact details shown refer to the company contact details of the registrant or, if a TPR is indicated in section 1.1 of the IUCLID dossier, the contact details of the TPR are displayed.
- ⚙ The column is sorted by default in ascending alphabetical order. Click on the column header, to change the order.

3.3.2 Email

The <Email> column lists the electronic mail addresses of the legal entity given in the REACH-IT company details. If the legal entity has appointed a TPR in their last inquiry dossier, the TPR details are included here.

3.3.3 Address

The column <Address> shows the legal entity's address in an expandable form. Click on the [+] icon to see the full address (Figure 13).

3.3.4 Information requested

If the legal entity has included a request for information in their inquiry dossier (Figure 15), an icon [PDF] is displayed in this column.

Click on the link to view or download the pdf document which contains the information which the legal entity has requested in section 14.1 of their IUCLID dossier.

3.3.5 Reference date

This column shows the date which corresponds to the "Acceptance date of the inquiry" (Figure 15). The icon ? shows the help text, visible when hovering over the icon.

- ! On the .pdf document, the reference date (ie. date when inquiry was successfully accepted by ECHA) is mentioned on the top left part of the letter whereas the date at which the pdf is downloaded is shown on the top right of the letter.
- ⚙ The column is sorted in descending order by default.

4. COMMON WARNING AND ERROR MESSAGES

4.1 DEFINITIONS

Error message (Figure 17): means that you cannot go to the next step in the wizard until you have solved the mentioned issue (e.g. wrong number format, etc).

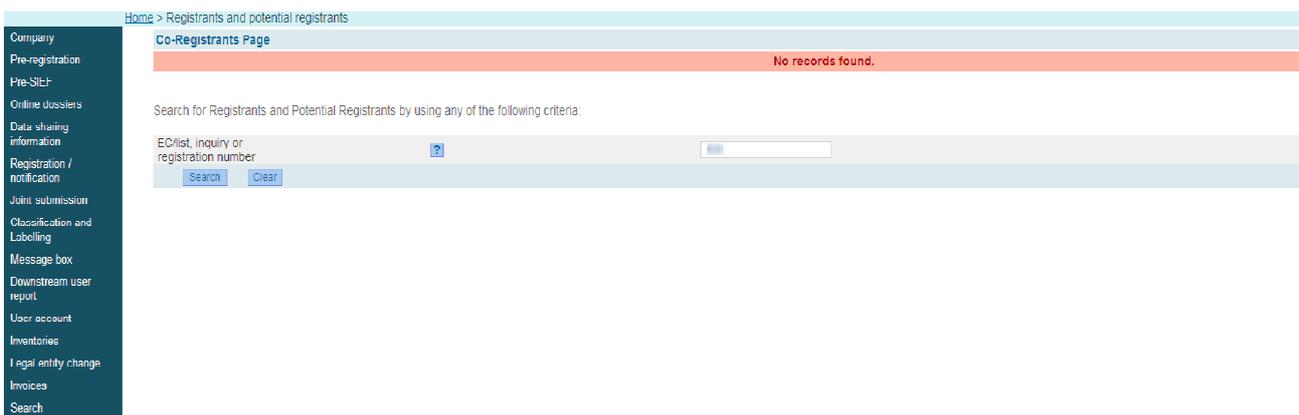
! Error messages always appear on a red background.

Warning message: invites you to pay attention to the data you have just filled in. A warning message does not stop you from going to the next step. Click a second time on the <Next> button and the warning message will disappear. You will be able to proceed further.

! Warning messages always appear on a yellow/orange background

4.2 ERROR MESSAGES

Figure 17: Error message: No records found



4.3 WARNING MESSAGES

W005 –Warning message at the top of the screen: “Your latest inquiry is over 12 months old and some of the information is not available to you.”

Annex

Practical Instructions on How to check the information displayed in the Co-Registrants Page

The aim of this section is to support existing registrants, including notifiers under Directive 67/548/EC, to check which information will be displayed on the Co-Registrants Page, covering the situations where a third party representative (TPR) may have been appointed.

Introduction

As recommended in ECHA News Alert (ECHA/NA/12/46, published on 17 October 2012), registrants that wish to amend their existing dossier(s) will need to submit a spontaneous update of their registration dossier.

The information remains a useful reminder for future submissions.

Note that the source of the information used to publish contact details on the Co-Registrants Page is different from the one disseminated on the ECHA dissemination website. Hence registrants that submitted a confidentiality request may still need to perform this check as their claim will not be taken into account.

Situation 1 – Registrant (or potential registrant) has not appointed a TPR

The identity of the (potential) registrant(s) (that has not appointed a TPR) will be extracted from the REACH-IT company user account (as shown below, within red fields). See REACH-IT Industry User Manual Part 02 - Sign-up and account management (Figure 55).

To update the general information (section 5.1), select <View> from the company menu. The <Organisation Information> page opens and displays four tabs.

You are connected as **EstherC** on behalf of Company1 - [Preferences](#) - [Logout](#)

Home > Organization Information

Company Information | **Billing information** | Contacts | Third party representatives

General information

Party Name	Company1
UUID	CE1A-9710210f-e999-4df1-9590-6b65a79e0f69
D-U-N-S number:	
VAT number:	
Remarks:	
Company size	
Company size:	Small
General contact information	
Phone:	+358775416325
Fax:	
E-mail:	estherC@xxx.com a.eu
Company web site:	http://
Company address	
Street:	Katu1
Street 2:	
Postal code:	00100
City / Town:	Helsinki
Region / County:	
Country:	Finland
Postal address:	

Situation 2 – Registrant has appointed a TPR while claiming a registration number for a substance notified under Directive 67/548/EEC

The identity of the TPR (before a dossier is updated) will be extracted from REACH-IT. See REACH-IT Industry User Manual Part 10 – Claim of a registration number for a notified substance (Figure 16).

Home > Claim notified substance

Notified substance details | Notifiers | Third party representative | Validation

Your data has been saved

You may appoint a third party representative for the Notified Substance to represent you in the Data-Sharing discussions.

In this case, the name of the third party representative, his/her contact details and his/her company name will be made available in data sharing issues to other potential registrants of this substance.

If no third party representative is specified in this section, your company name and contact details will be made available to other potential registrants of this substance in data-sharing issues.

Third party representatives

Select	Company name	Phone	Fax	Email	UUID
<input type="checkbox"/>	Party				

Add representative

Back Next >>

Reminder on how to claim the registration number of a notified substance (under Directive 67/548/EEC) - See REACH-IT Industry User Manual Part 10 – Claim of a registration number for a notified substance.

Important: If the information specified, while claiming the registration number, does not match with that in the notification, REACH-IT will not be able to allocate the registration number. Companies are advised to contact their relevant Member State Competent Authority to solve the situation (<http://echa.europa.eu/web/guest/contacts-of-the-member-state-competent-authorities>) (see Q&A on For the Registrants of Previously Notified Substances, page 7).

Situation 3 – Registrant has appointed a TPR while accepting new assets following a legal entity change

The identity of the TPR (that has not updated their dossier yet) will be extracted from REACH-IT.

See REACH-IT Industry User Manual Part 17 – Legal Entity Change (Figure 29).

Home > Validate legal entity change > Representative

Details | Legal entity change contact | Joint submission contact | Pre-SIEF contact | Representative | Validation

Please select a third party representative. The third party representative defined here will be marked as your third party representative for all items transferred in this legal entity change.

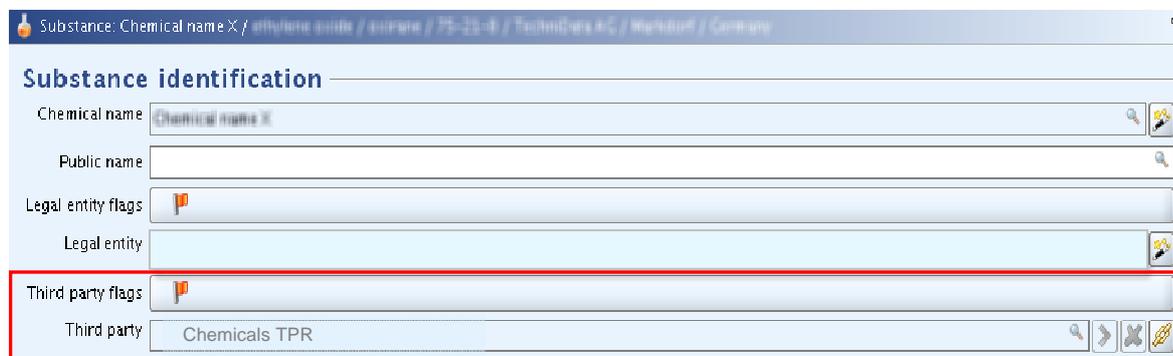
Select	Company name	Phone	Fax	Email	UUID
<input type="checkbox"/>	LEATPR	12345		test@tpr.com	ECHA-0a8a09cc-86f8-48b0-80d4-b377636cb423

<< Previous Deselect contact Add contact Next >>

Situation 4 - REACH registrant (or potential registrant) has appointed a TPR

The identity of the TPR, specific for the dossier and the substance, will be extracted from section 1.1 of the IUCLID dossier submitted last. Hence it is not retrieved from the information the company may have entered in REACH-IT.

See Data Submission Manual Part 05 - How to complete a technical dossier for registrations and PPORD notifications (Figure 8).



The screenshot shows a web interface for 'Substance identification'. The browser address bar indicates the URL: 'Substance: Chemical name X / substance-identification / dossier / 75-25-4 / TechnicalData / Manufacturer / Company'. The form fields are: 'Chemical name' (filled with 'Chemical name X'), 'Public name' (empty), 'Legal entity flags' (with a flag icon), 'Legal entity' (empty), 'Third party flags' (with a flag icon), and 'Third party' (filled with 'Chemicals TPR'). The 'Third party' field is highlighted with a red border. There are search and edit icons next to several fields.

Situation 5 – A company submits an update of their dossier

When a company that submitted an initial registration/ inquiry, or claimed a registration number for a substance notified under Directive 67/548/EEC or changed legal entity, spontaneously updates their dossier, the information displayed on the Co-Registrants Page will be extracted from section 1.1 of the IUCLID dossier itself whether a TPR is included or not.

For example, if the registrant has submitted both a registration and a request for additional data (under Article 12(2)), the contact details will be taken from the last dossier received by ECHA (ie. from the inquiry, if the registration has not been updated after the inquiry).

In case of a substance notified under Directive 67/548/EEC (NONS), if the registrant (after claiming their registration number) submits a registration or inquiry dossier, the TPR appointed when claiming the registration will no longer be displayed.

In case of legal entity (LE) change, if the registrant updates their registration, without including a TPR, the TPR appointed during the LE change will no longer be displayed.

In conclusion, the TPR information needs to be clearly included in section 1.1 of the IUCLID dossier.

The information displayed when the TPR has been appointed (party name, email, address and country) is the same information as in situation 1.

Summary

The information included on the Co-Registrants Page comes from REACH-IT:

- * Where no TPR exists, in case of inquiry, registration, and previous notification
- * Where a TPR exists, in case of process of notification claiming
- * Where a TPR exists, in case of process of legal entity change

The information included on the Co-Registrants Page comes from the IUCLID dossier (1.1):

- * Where a TPR exists, in case of first submission of inquiry and registration
- * For any subsequent update of inquiry, registration, and previous notification, whether a TPR is included or not

Step-by-Step instructions to submit a spontaneous update

1-At step 6 in the “dossier creation wizard” you must indicate in the dossier header that the dossier is an update;

2-Enter the latest submission number in the corresponding field;

3-Select the box “Spontaneous Update”;

4-In the justification field, select “other” from the drop-down list;

5-Provide a justification in the unlabelled field to the right of the justification (e.g. “Third Party Representative”).

Dossier creation wizard

Enter additional administrative information concerning your dossier
Dossier template: REACH Registration 1 - 10 tonnes, standard requirements

On-site isolated intermediates tonnage band (REACH Article 17)

Transported isolated intermediates tonnage band (REACH Article 18)

Specific submissions

The submission is an update

Last submission number: A812E456-78

Reason for updating

Further to a request/decision from regulatory body

Spontaneous Update

other:Third Party Representative

Justification: other

Remarks: Third Party Representative

Dossier specific information

Phase-in

Phase-in Non phase-in

Reviewed by an assessor

Remarks

< back next > Finish Cancel

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