**Working document**

Annex I

***Information and documentation to be provided by manufacturer or importers when registering with the product database***

**PART 1**

**Manufacturers and importer**

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| **Information element** | **Description** |
| Name of manufacturer or importer manufacturer or importer   * + - If the manufacturer or importer is a legal person (company) provide the name of the company | Official name of the manufacturer or importer as linked to the national tax number |
| * + - If the manufacturer or importer is a natural person provide:       * First name       * Last name |
| Trading name of manufacturer or importer | The name the manufacturer or importer uses for advertising and sales purposes that is different from the legal name in its articles of incorporation or other organising documents |
| Legal address of manufacturer or importer | Official address of the manufacturer or importer |
| * + - Street name |
| * + - Street number |
| * + - Postal code |
| * + - Location/City |
| * + - Province |
| * + - Municipality |
| * + - Website address (if a website address exists) |
| Contact person of manufacturer or importer | A person associated with the manufacturer or importer as a point of communication. It is a particular individual who is selected as the point of initial or regular communication with that manufacturer or importer. |
| * + - First name |  |
| * + - Last name |  |
| * + - Phone number | Business phone |
| * + - Email address | Business e-mail address |
| * + - Address | Business address of the contact person |
| * + - * Street name |
| * + - * Street number |
| * + - * Postal code |
| * + - * Location/City |
| * + - * Province |
| * + - * Municipality |
| National identification code/ Business registration code | For manufacturer or importers that are legal persons, the identification code/ number provided upon registering in business' register in the Member State |
| National tax number | Tax number of the manufacturer or importer in the Member State |
| European tax number | For manufacturer or importers established in another Member State, the tax number of the manufacturer or importer in the Member State where the manufacturer or importer is established |
| Other | For manufacturer or importers established in third countries an official registration number/code |

**PART 2**

**Authorised representatives**

|  |  |
| --- | --- |
| **Information element** | **Description** |
| Name of authorised representative   * + - If the authorised representative is a legal person (company) provide the name of the company | Official name of the authorised representative as linked to the national tax number |
| * + - If the authorised representative is a natural person provide:       * First name       * Last name |
| Legal address of the authorised representative | Official address of the authorised representative. The authorised representative shall be established on the territory of the Member State. |
| * + - Street name |
| * + - Street number |
| * + - Postal code |
| * + - Location/City |
| * + - Province |
| * + - Municipality |
| * + - Website address (if a website address exists) |
| Contact person of the authorised representative | A person associated with the authorised representative as a point of communication. It is a particular individual who is selected as the point of initial or regular communication with that authorised representative. The contact person shall be established on the territory of the Member State. |
| * + - First name |  |
| * + - Last name |  |
| * + - Phone number | Business phone |
| * + - Email address | Business e-mail address |
| * + - Address | Business address of the contact person |
| * + - * Street name |
| * + - * Street number |
| * + - * Postal code |
| * + - * Location/City |
| * + - * Province |
| * + - * Municipality |
| National identification code/ Business registration code | For authorised representatives that are legal persons, the identification code/ number provided upon registering in business' register in the Member State |
| National tax number | Tax number of the authorised representative in the Member State |
| Name of the represented manufacturer or importer(s) :   * + - If the manufacturer or importer is a legal person (company) provide the name of the company     - If the manufacturer or importer is a natural person provide:       * First name       * Last name | Official name of the manufacturer or importer(s) represented by the authorised representative as linked to the national tax number of the manufacturer or importer.  If the authorised representative represents more than one manufacturer or importer, the authorised representative shall mention separately the name and the contact details of each one of the represented manufacturer or importers. |
| Contact details of the represented manufacturer or importer/manufacturer or importers | Official contact details of the manufacturer or importer(s) represented by the authorised representative as linked to the national tax number of the manufacturer or importer. |
| * + - Phone number |  |
| * + - Email address |  |
| * + - Address |  |
| * + - * Street name |  |
| * + - * Street number |  |
| * + - * Postal code |  |
| * + - * Location/City |  |
| * + - * Country |  |
| * + - Website address (if a website address exists) |  |
| Proof of mandate from the manufacturer or importer |  |
| List of activities the authorised representative is mandated to carry out for the manufacturer or importer |  |
| Declaration  “*I/We declare that the above named authorised representative has been appointed with a written mandate by the represented manufacturer or importer* | Declaration of the authorised representative |
| Declaration  “*I/We declare that the information provided in this document is true and provides accurate information on behalf of the manufacturer or importer(s) represented by the above named authorised representative*.” | Declaration of the authorised representative |