

Guidance for registration of foreign company with Danish Authorized Representative (AR)

Step-by-step guide how to register as foreign company in the Danish producer responsibility register and how to appoint an Authorized Representative (AR) as EU company at the same time.

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Part 1

1.1 Criteria for registration

Producers and importers subject to producer responsibility must register in the DPA-System producer register with information on, among others, master data, product categories, and quantities of products in kilograms placed on the Danish market.

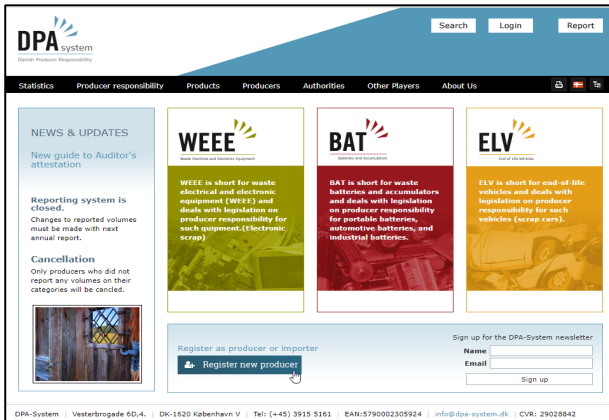
Registration must be made electronically on the DPA-System website no later than two weeks before the products are 'made available on the market'.

- Companies from outside the EU dealing in distance selling directly to end-users in Denmark must register directly in the DPA-System register.
- Businesses from another EU country dealing in distance selling of electrical equipment directly to end-users in Denmark must register with an authorized representative with a Danish CVR number.
- Companies can also enter an agreement with a collective scheme and have this scheme assume the practical tasks associated with registration.
- Registration of authorized representative **MUST** be used by producers in the EU dealing in distance selling directly to end users in Denmark

Part 2

2.1 Register new producer

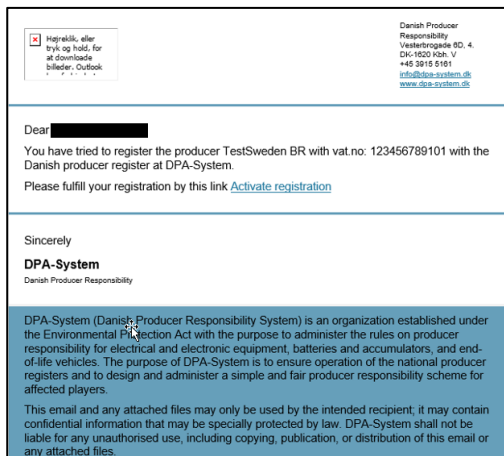
Open www.dpa-system.dk in your browser. Click on Register new producer.



Enter data in the input fields. Click on the button Save. An activation link is sent by mail.

The screenshot shows the 'Register as producer or importer' form. The form is divided into two main sections: 'Company details' and 'Contact person details'. The 'Company details' section includes fields for Country (dropdown), CVR/VAT (input), Company name (input), Address (input), Address 2 (input), City (input), Zip code (input), Web address (input), Company contact email (input), and Company contact phone (input). The 'Contact person details' section includes fields for Company contact person first name (input), Company contact person last name (input), and Company contact person email (input). There is a 'Save' button at the bottom right of the form. A sidebar on the left contains a menu with links to Home, Company details, User management, Category selection and reporting, Confirmation, Export data, Search, Allocation - Maps, Case worker, and Administrator.

Open mail from DPA-System.



Click on the link to activate registration.

Create and activate user
Fill out self selected username and password, and you will hereafter be able to login

Username
DHO

Password

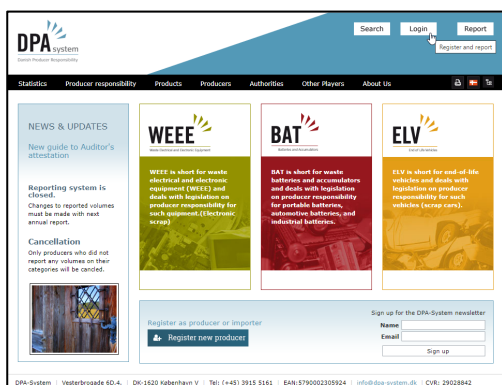
Repeat password

Please repeat password

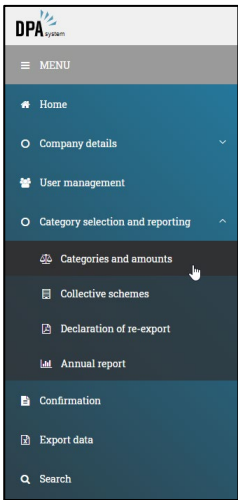
Save

Create username and password. Click Save.

Click login at www.dpa-system.dk.



Go to Categories and amounts.

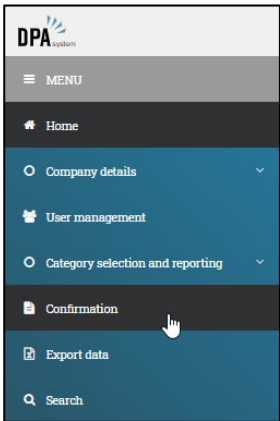



Mark the relevant product categories from red to green.

4. Large Equipment	Household <input checked="" type="checkbox"/>	Business <input type="checkbox"/>	Collapse ^
Amounts cannot be reported yet			
5. Small Equipment	Household <input type="checkbox"/>	Business <input type="checkbox"/>	

Press Save in the bottom of the screen.

Click and sign the Confirmation to complete the registration.





[Company TestFunction BR](#)
 Type: Producer

MENU

- Home
- Company details
- User management
- Category selection and reporting
- Confirmation
- Export data
- Search

CONFIRMATION

Below is the company details entered in DPA-System's Producer Register.

It is a statutory obligation to have a registration in the Danish Producer Responsibility Register approved by the responsible management of the company.

Therefore, upon registration, **the responsible manager** of the company must sign this form digitally.

Registration must be complete – i.e. stating categories, quantities, remote sales, and brands – before the company's registration is finalised. Completed registration AND submission of signed confirmation is a precondition for legal sale of products on the Danish market.

Note: Lack of submission of this signed confirmation and incomplete registration will cause non-approval of the company in the producer responsibility register.

Company details	Signature
Country Sweden CVR/VAT 123456789101 Company name TestSweden BR Address Alvej 2171 SE Stockholm Web address www.dpa-system.dk Company contact email info@dpa-system.dk Company contact phone 39195161	<div style="border: 1px solid black; width: 60px; height: 30px; margin: auto; background-color: #2c4e64; color: white; display: flex; align-items: center; justify-content: center;">Sign</div>

Click Go to signing. You can choose:

Example: Sign with Touch Signature is shown below.

Sign with Touch Signature

Declaration and consent

With my signature I accept the content and all dates in the following documents, identified by their document key and cryptographic hash value.

I accept, that **my full name, my current IP address and my public certificate** is digitally saved and stored, with the purpose of proving the validity of the signature. The information will be embedded in the signature and will thus be available for everyone who has access to the signed material.

Further, with my signature I accept the End User License Agreement (EULA) in force at any time for the use of Penneo Digital Signature Platform: <https://ipenneo.com/eula>

Documents being signed

Draw Image Text

Create a text-based signature

Dorthe Holmström

Signature

Dorthe Holmström

Sign Documents ✓

Service provided by PENNEO

Close

Press Close.

The registration is now approved by DPA-System and the Confirmation menu has switched to become a Registration Certificate.

DPA-System

REGISTRATION CERTIFICATE

DPA-System hereby confirms that **TestSweden BR** has made a registration in the Danish Producer Responsibility Register in order to comply with the Statutory Orders of producer responsibility for WEEE, Batteries and/or ELV. This registration certificate is printed on 08 June 2020. The certificate is valid through next of 31 March.

This registration is a precondition for the producer's or importer's legal sale of equipment within the product categories stated below on the Danish market. The registration is searchable on www.dpa-system.dk.

Company details

Country: Sweden
CVR/NVAT: 123456789101
Company name: TestSweden BR
Address: Alveg
Zip code: 2171 SE City: Stockholm
Web address: www.dpa-system.dk
Company contact email: info@dpa-system.dk
Company contact phone: 39150161

Categories

WEEE

4. Large Equipment	Household ✓	Business
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BAT

ELV

Get certificate as pdf

2.2 Register Authorized representative (AR)

Click on the menu Authorized representative.

DPA system

Company: TestOverskeds BR
Type: Producer

MENU

- Home
- Company details
 - Company details
 - Authorized representative**
 - Brands
- User management
- Category selection and reporting
- Confirmation
- Export data
- Search

Authorized representative

Since the company entered a VAT number belonging to a EU / EEA country, you must appoint an authorized representative (AR) in Denmark. The authorized representative will be legally responsible for all regulatory requirements related to the company's producer responsibility in Denmark. The authorized representative will have full access to manage your registration, including responsibility for master data, system users, volume reporting, audit attestations and possible relations to collective schemes etc. Enter Danish CVR no. And press the button to the right. Once all information is filled press SAVE. A request for appointment as the authorized representative will now be sent to the specified e-mail, the recipient can accept or decline. If you have not already made contact with the authorized representative, please make contact in order to make an agreement.

No authorized representative is attached. The certificate is only valid when an authorized representative is attached.

At least one or more categories has to be selected before you can continue.

Fill in the details. Press Save new representative.

Send new request to authorized representative

Company details

CVR/VAT
29028842 Hent cvr data

Company name
Dansk Producentansvars System

Address
Vesterbrogade 6D
4

Zip code
1620 City
København V

Web address

Contact person details

First name

Last name

Company contact email
info@dpa-system.dk

Company contact phone
39155161

Save new representative


Then you get this:

You have a pending request for:

CVR/VAT
Company name
Dansk Producentansvars System
Address
Vesterbrogade 6D
4
Zip code **City**
1620 København V
Web address
Company contact email
info@dpa-system.dk
Company contact phone
39155161

2.3 What the AR have to do

The AR will get an activation email. Click Activate.

 Hjælp, eller
tryk og hold, for
at downloade
billeder, Outlook

Danish Producer
Responsibility
Vesterbrogade 6D, 4,
DK-1620 Kbh. V
+45 3915 5161
info@dpa-system.dk
www.dpa-system.dk

Dear ,
Producer TestSweden BR with CVR 123456789101 would like to have you as Authorized
representative. Please login to website and approve your relation
You can activate you account by this link [Activate](#)
Some description

Sincerely
DPA-System
Danish Producer Responsibility

DPA-System (Danish Producer Responsibility System) is an organization established under
the Environmental Protection Act with the purpose to administer the rules on producer
responsibility for electrical and electronic equipment, batteries and accumulators, and end-
of-life vehicles. The purpose of DPA-System is to ensure operation of the national producer
registers and to design and administer a simple and fair producer responsibility scheme for
affected players.

This email and any attached files may only be used by the intended recipient; it may contain
confidential information that may be specially protected by law. DPA-System shall not be
liable for any unauthorised use, including copying, publication, or distribution of this email or
any attached files.

Vesterbrogade 6D, 4, DK-1620 Kbh. V Tlf: +45 3915 5161 @: info@dpa-system.dk www: www.dpa-system.dk

(Create company if not in the DPA-System. Se part 2.1.).

Create and activate user. Fill in details and press Save.

DPA system

MENU

- Home
- Company details
- User management
- Category selection and reporting
- Confirmation
- Export data
- Search

Create and activate user

Fill out self selected username and password, and you will hereafter be able to login

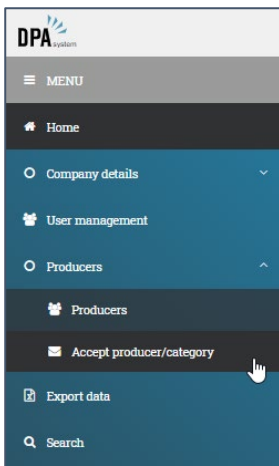
Username
Fill in Username

Password
Fill in Password

Repeat password
Fill in Password

Save

Go to the Menu Accept producer/category.



Producer requests

Accept or decline the requests from producers. An email will be sent to the producer with your answer.

Pending requests

Company name: TestSweden BR	CVN/VAT: 123456789101	<input checked="" type="checkbox"/> <input type="checkbox"/>
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Click the green bottom to accept.

Attached producers

Overview of attached producers. You can log in as a producer and manage their registration. Be aware, that the producer must be approved before you have access.

CVN/VAT	Company name	Type to search a producer
123456789101	TestSweden BR	<input type="button" value="Delete"/>

The menu Producers now show who you are AR for.

2.4 The producer can see the AR under the Menu Authorized representative

Authorized representative

Since the company entered a VAT number belonging to a EU / EEA country, you must appoint an authorized representative (AR) in Denmark. The authorized representative will be legally responsible for all regulatory requirements related to the company's producer responsibility in Denmark. The authorized representative will have full access to manage your registration, including responsibility for master data, system users, volume reporting, audit attestations and possible relations to collective schemes etc. Enter Danish CVR no. And press the button to the right. Once all information is filled press SAVE. A request for appointment as the authorized representative will now be sent to the specified e-mail, the recipient can accept or decline. If you have not already made contact with the authorized representative, please make contact in order to make an agreement.

Chosen representative

CVR/VAT

Company name
Dansk Producentansvars System

Address
Vesterbrogade 6D
4

Zip code City
1620 København V

Web address

Company contact email
info@dpa-system.dk

Company contact phone
39155161

Delete authorized representative

DPA-System

Vesterbrogade 6D, 4.

DK-1620 Kbh. V

Denmark

phone: +45 39155161

e-mail: info@dpa-system.dk

web: www.dpa-system.dk