



F-Gas Portal & HFC Licensing System

**Guidance on
how to register**

January 2020

Legal requirements

The F-Gas Portal & HFC Licencing System is set up in accordance with Article 17 of the [F-Gas Regulation \(EU\) No 517/2014](#) and the [Commission Implementing Regulation \(EU\) 2019/661 of 25 April 2019 ensuring the smooth functioning of the registry for quota for placing hydrofluorocarbons on the market.](#)



Climate change, Environment > Climate Action > EU Action > Fluorinated greenhouse gases >

https://ec.europa.eu/clima/policies/f-gas/reporting/index_en.htm

Climate change > EU Action > Citizens > News & Your Voice > Contracts & Grants >

F-gas Portal: Quota allocation, authorisation and reporting

This page provides information on

- Quota allocation for bulk HFC importers and producers
- Quota authorisation for importers of HFC-precharged equipment
- Reporting obligations on fluorinated gases.

Quota allocation and quota authorisation

Allocation of quota: Quotas are needed for the import and production of **bulk HFCs**.

Quotas are allocated based on a company-specific reference value (determined every 3 years; see below) and/or based on an annual declaration of (additional) anticipated needs from a quota reserve.

Companies wishing to apply for import and production of bulk HFCs from this reserve have to make a declaration for the subsequent year in the HFC Registry (via the [F-gas Portal](#)). The [latest dates of the declaration period](#) – usually in the period April to May – are published in the Official Journal early each year. A [quick guide](#)  illustrating the steps for submitting a quota declaration is available.

Either enter the F-Gas Portal & HFC Licensing System directly from DG CLIMA webpage...



← → ↻ ⬆️ https://webgate.ec.europa.eu/ods2/

Contact | Privacy Statement | English (en)

EU Login

One account, many EU services

Where is
ECAS?



English (en)



webgate.ec.europa.eu requires you to authenticate

Sign in to continue

Use your e-mail address

[Next](#)

[Create an account](#)

Or

Or use the eID of your country



Select your country

...or use the file
location stated
above.



EU Login

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Where is ECAS?



English (en)



Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or



Facebook



Twitter



Google

Or use the eID of your country



Select your country

Please create an EU-Login if you do not have one.

Use a work related (personal) e-mail address when first registering, e.g. [name.familyname@organisation.name.country/com](#). This ensures compatibility with the related interfaces.

The same e-mail address should be used as login for the F-Gas Portal & HFC Licensing System.



Create an account

Please enter your registration details.

The e-mail address should correspond to your EU-login and be a work-related personal e-mail address:

name.familyname@organisationname.country/com.

For further information on data security, please see:

<https://webgate.ec.europa.eu/ods2/static/documents/fgas/security-statement-fgas-portal.pdf>

[Help for external users](#)

First name

Anna

Last name

Smith

E-mail

Anna.Smith@companyname.com

Confirm e-mail

Anna.Smith@companyname.com

E-mail language

English (en)

Enter the code

vCSJb



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account



EU Login

One account, many EU services

Where is
ECAS?



English (en)



You will receive a
registration e-mail.

[New password](#)

[Login](#)

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.



← → ↻ ⬆ <https://webgate.ec.europa.eu/ods2/>

Contact | Privacy Statement | English (en)

EU Login

One account, many EU services

Where is
ECAS?



English (en)



Then please go back to the above webpage, log in with the new password and you will be redirected to the F-Gas Portal & HFC Licensing System.

webgate.ec.europa.eu requires you to authenticate

Sign in to continue

Use your e-mail address

[Next](#)

[Create an account](#)

Or

Or use the eID of your country



Select your country

Enter the F-Gas Portal & HFC Licensing System.

PROTECTION OF THE OZONE LAYER AND REDUCING F-GASES

The European Union has a strong commitment to protect the ozone layer and has put in place legislation that is among the strictest and most advanced in the world. The EU has not only implemented what has been agreed under the Montreal Protocol on protecting the ozone layer but has often phased out dangerous substances faster than required.

The EU is also concerned about the implications for the climate of highly warming alternatives to ozone depleting substances and has adopted stringent controls to reduce such fluorinated greenhouse gases (F-gases).

LICENSING AND REPORTING OF ODS

- Apply for an ODS import or export licence
- Apply for an ODS production authorisation
- Apply for ODS quota
- Complete annual report on consumption of ODS

ENTER ODS LICENSING SYSTEM

LABORATORY AND ANALYTICAL USE OF ODS

- Submit a new labODS declaration
- Update an existing labODS declaration

labODS declarations are required from end users of ODS in laboratories and from EU internal distributors of ODS for laboratory and analytical uses.

ENTER LABODS

FGAS PORTAL: HFCS AND FGASES

- Report on fluorinated gases under the Fgas Regulation
- Register in HFC Registry for licensing of imports and exports of HFCs
- Apply for yearly HFC Quota
- Initiate or receive Authorisations to import equipment pre-charged with HFCs
- Register in HFC Registry for exempted HFC uses
- Consult your company's quotas, authorisations and HFCs placed on the market in the past

ENTER F-GAS PORTAL



European Commission

WELCOME USER 3 USER 3

LOGOUT



CLIMATE ACTION

F-Gas

European Commission > Climate Action > Policies > Fluorinated Gases > Portal

WELCOME TO THE FGAS PORTAL

The FGAS Portal is an electronic system that allows you to

- (i) register in the HFC Registry,
- (ii) apply for HFC quotas, have quotas allocated to you and manage your quotas,
- (iii) report on fluorinated greenhouse gases, according to the F-Gas Regulation (Regulation (EC) No 517/2014).

The first time you enter the system, you will be asked to verify whether your company is already registered. Enter your VAT and click on 'CHECK'.

CHECK IF YOUR ORGANISATION IS ALREADY REGISTERED

To start using the FGAS Portal please check first if your organisation is already registered. Depending on your type of organisation you have to provide either your VAT number or your reference number and then click on the check button.

ARE YOU REPRESENTING A COMPANY?

PROVIDE THE VAT NUMBER OF YOUR UNDERTAKING
(ONLY FOR EU COMPANIES, FOR NON-EU COMPANIES USE LINK BELOW).

[\(What is VAT?\)](#)

CHECK

ARE YOU RE-PRESENTING A CUSTOMS AUTHORITY?

PROVIDE THE REFERENCE NUMBER OF YOUR CUSTOMS AUTHORITY

CHECK

Customs authorities: Please check whether your reference number is already registered. Enter it and click on 'CHECK'.

As a non-EU company please register here

If you are a non EU company [register here](#).



European Commission

WELCOME USER 3 USER 3

[LOGOUT](#)



CLIMATE ACTION

F-Gas

European Commission > Climate Action > Policies > Fluorinated Gases > Portal

WELCOME TO THE FGAS PORTAL

The FGAS Portal is an electronic system that allows you to

- (i) register in the HFC Registry,
- (ii) apply for HFC quotas, have quotas allocated to you and manage your quotas,
- (iii) report on fluorinated greenhouse gases, according to the F-Gas Regulation (Regulation (EU) 2015/1018)

After the system has verified that the company/ customs authority is not registered in the system already, please proceed with the registration.

CHECK IF YOUR ORGANISATION IS ALREADY REGISTERED

To start using the FGAS Portal please check first if your organisation is already registered. Depending on your type of organisation you have to provide either your VAT number or your reference number and then click on the check button.

ARE YOU REPRESENTING A COMPANY?

PROVIDE THE VAT NUMBER OF YOUR UNDERTAKING (ONLY FOR EU COMPANIES, FOR NON-EU COMPANIES USE LINK BELOW).

BE123456789 [\(What is VAT?\)](#)

CHECK

ARE YOU RE-PRESENTING A CUSTOMS AUTHORITY?

PROVIDE THE REFERENCE NUMBER OF YOUR CUSTOMS AUTHORITY **i**

CHECK

YOU ARE NOT REGISTERED IN THE FGAS PORTAL. PROCEED WITH THE REGISTRATION OF YOUR ORGANISATION.

REGISTER NEW ORGANISATION



CLIMATE ACTION

F-Gas

European Commission > Climate Action > Policies > Fluorinated Gases > Portal

REGISTRATION FORM

ORGANISATION TYPE:

Company (undertaking)

EU Customs authority

If you are a company, please tick the first box.

If you are a customs authority, please tick the second box.



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Customs authorities are asked to provide their reference number (not a VAT).

Provide your organisation details.

REGISTRATION FORM

ORGANISATION TYPE:

Company (undertaking) EU Customs authority

ORGANISATION DETAILS:

ORGANISATION NAME (AND LEGAL FORM) *

TELEPHONE *

WEBSITE

STREET * NUMBER POSTAL CODE

CITY *

COUNTRY *

VAT NUMBER *

EORI NUMBER *

Check if your EU VAT number is valid or check with your Member State authority

Check if your EORI number is valid

The e-mail addresses have
(1) to be individual (like 'firstname.lastname@')
(2) used for professional purposes by that person
(3) contain, if available, a clear link to the undertaking

Each importer/exporter has to enter a unique EORI number in the system.

USERS:

MANAGE ACCESS:

Add the name and e-mail of staff which need access to the organisation's account. Messages relating to the F-Gas Portal will be sent to all contact persons listed.

FIRST NAME LAST NAME E-MAIL

CONTACT PERSON:

FIRST NAME LAST NAME E-MAIL

I am an employee of the Organisation I am not an employee of the organisation but entitled to act on behalf of it I have the authority to represent my organisation in the FGAS Portal and I have read the security conditions *

[Read the security notice](#) AND [privacy statement](#) *

Read carefully.



European
Commission

A non-EU company has to

1. upload a relevant official document on which the name and legal form appears
2. upload a certified translation of that document in English
3. appoint an EU Only Representative, which is a company established in the EU for the purpose of compliance with the requirements of the F-Gas Regulation (EU) 517/2014 and add the contact details of the EU Only Representative

1. UPLOAD COMPANY IDENTIFICATION * ⓘ

No file selected

BROWSE

UPLOAD

2. UPLOAD CERTIFIED TRANSLATION (EN) OF COMPANY IDENTIFICATION *

No file selected

BROWSE

UPLOAD

3. EU ONLY REPRESENTATIVE DETAILS :

ORGANISATION NAME *

TELEPHONE *

WEBSITE

STREET *

NUMBER

POSTAL CODE *

CITY *

COUNTRY *

FIRST NAME *

LAST NAME *

FUNCTION

E-MAIL *

VAT NUMBER *

[Check if your EU VAT number is valid or check with your Member State authority](#)

EORI NUMBER USED FOR IMPORTS/EXPORTS :

EORI NUMBER * ⓘ

[Check if your EORI number is valid](#)

Each importer/exporter (=specified as consignee on the SAD) has to enter a unique EORI number in the system.



European Commission

Provide Yes/No answers to each question.

Customs authorities are not asked to fill-in this questionnaire.

QUESTIONS:

BUSINESS SPECIFICATIONS:

Please answer the following questions.

ARE YOU A PRODUCER/IMPORTER OF HFCS IN BULK? *

Yes No

ARE YOU AN EXPORTER OF HFCS *

Yes No

ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER FLUORINATED GREENHOUSE GASES (NON-HFCS) LISTED IN ANNEX I OR II *

Yes No

ARE YOU AN UNDERTAKING USING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II AS FEEDSTOCK *

Yes No

ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED HFCS *

Yes No

ARE YOU IMPORTING PRODUCTS AND EQUIPMENT CONTAINING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II *

Yes No

ARE YOU AN UNDERTAKING DESTROYING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II *

Yes No

ARE YOU MANAGING AUTHORISATIONS FOR IMPORTERS OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS? *

Yes No

If you tick the following box your company will be displayed in the 'matchmaking tool'. It facilitates that quota holders and companies, which seek quota authorisations, can find and contact each other. To be displayed, companies must give their consent.

CONSENT

Consent for importers of pre-charged equipment (seeking authorisations)

Do you agree that your company name is included in a list of companies seeking authorisations which is displayed in the Fgas Portal and visible to other registered companies? (N.B.: Other Companies would thus be able to contact you by clicking on your company name. This enables you to get in touch with e.g. companies holding quota)

CONSENT

Consent for bulk HFC importers/producers (holding quota for e.g. granting authorisations)

Do you agree that your company name is included in a list of potential quota holders which is displayed in the Fgas Portal and visible to other registered companies? (N.B.: Other registered companies would thus be able to contact you by clicking on your company name. This enables you to get in touch with companies seeking e.g. quota authorisations or quota transfers.)

Registration Form



CONFIRMATION OF INTENT TO REGISTER:

AUTHORISING PERSON'S DETAILS

To finalise registration you need to prepare a statement confirming your intent to register. The statement must be **printed on headed business paper** and signed by a person **who is a beneficial owner or an employee of the organisation** and has the authority to make legally binding statements on behalf of your organisation. An authorising person is for example a general manager.

Please give the name of the person who will sign the statement.

1.

FIRST NAME *

LAST NAME *

FUNCTION *

REGISTRATION FORM STATEMENT

Verify if all fields in your registration form are completed correctly and download the statement confirming your intent to register. Next upload a signed copy.

Note that if you change anything in your registration form then the information in the statement must also be updated. If you update the registration form you must download a new statement.

DOWNLOAD STATEMENT

DOWNLOAD

2.

UPLOAD THE SIGNED STATEMENT *

4.

No file selected

BROWSE

UPLOAD

1. Fill in the authorising person's details.
2. 'DOWNLOAD' the registration form statement. The system generates it with the information you entered before.
3. Print the statement on headed business paper, have it dated and signed by a beneficial owner or employee of the organisation who is authorised to make legally binding statements on behalf of the organisation.
4. Scan and upload it to the system. It is important that the document is uploaded by the appointed contact person in order to be indicated as "main user" by the system. Non-EU companies will have to have it dated and signed by the Only Representative also.

Financial Identification Form



Customs authorities are not asked to provide a financial identification form.

FINANCIAL IDENTIFICATION FORM

Please download the financial identification form. Please fill in the form, date and sign it by the account holder, and have it stamped and signed by a representative of your bank. Please upload the completed copy.

Note: In case of non-EU companies this form needs to be completed by the OR and signed by an EU-based bank.

1. DOWNLOAD FINANCIAL ID

DOWNLOAD

4. UPLOAD FINANCIAL ID

No file selected

BROWSE

UPLOAD

1. 'DOWNLOAD' the financial identification form.
2. Fill in the form, have it dated and signed by the account holder (the bank account has to be in the Union and used by the undertaking for its business activities)
3. Have the form dated and signed by a representative of your bank or accompanied by an original official bank statement covering a period within the last 3 month.
4. Scan and upload the form – in one document with the bank statement (if needed) – to the system. It is important that the document is uploaded by the appointed contact person in order to be indicated as “main user” by the system.

For non-EU companies: The Only Representative has to fill-in the financial identification form.

Once you have filled in the templates and uploaded both statements, please click 'SUBMIT'.

FINANCIAL IDENTIFICATION FORM

Please download the financial identification form. Please fill in the form, date and sign it by the account holder, and have it stamped and signed by a representative of your bank. Please upload the completed copy.

Note: In case of non-EU companies this form needs to be completed by the OR and signed by an EU-based bank.

DOWNLOAD FINANCIAL ID

DOWNLOAD

UPLOAD FINANCIAL ID

No file selected

BROWSE

UPLOAD

UNDO

SUBMIT

SAVE

Complementary Information



European
Commission

The Commission may ask for additional information in accordance with Article 4 of [Commission Implementing Regulation \(EU\) 2019/661 of 25 April 2019 ensuring the smooth functioning of the registry for quota for placing hydrofluorocarbons on the market](#).

This information and evidence must be submitted by the undertaking **only upon request** and, if requested, **within 10 working days**.

COMPLEMENTARY INFORMATION	
INFORMATION ON BENEFICIAL OWNERS:	INFORMATION ON LINKED UNDERTAKINGS:
<input type="button" value="ADD OWNERS"/>	<input type="button" value="ADD LINKED UNDERTAKINGS"/>
	FINANCIAL STATEMENT OF PREVIOUS YEAR
	<input type="text" value="No file selected"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/>
	BUSINESS PLAN FOR FUTURE ACTIVITIES
	<input type="text" value="No file selected"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/>
	OVERVIEW OF PREVIOUS BUSINESS ACTIVITIES
	<input type="text" value="No file selected"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/>
	PROOF OF MANAGEMENT STRUCTURE
	<input type="text" value="No file selected"/> <input type="button" value="BROWSE"/> <input type="button" value="UPLOAD"/>
SUPPLEMENTARY INFORMATION	
<input type="text"/>	

For questions or more information and guidelines, please visit the F-Gas webpage

https://ec.europa.eu/clima/policies/f-gas_en

https://ec.europa.eu/clima/policies/f-gas_en#tab-0-1 (guidelines)