



Registration guidelines

How to register in the F-
gas Portal & HFC Licensing
System

January 2023

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](#). Non EU-companies should also pay attention to [Commission Implementing Regulation \(EU\) 2021/980 of 17 June 2021](#).

https://ec.europa.eu/clima/eu-action/fluorinated-greenhouse-gases/f-gas-portal-hfc-licensing-system-quota-allocation-authorisation-and-reporting_en

Home About us ▾ Climate change ▾ EU Action ▾ Citizens ▾ News & Your Voice ▾ Contract & Grants ▾

European Commission > ... > EU Action > Fluorinated greenhouse gases > F-gas Portal & HFC Licensing System: Quota allocation, authorisation and reporting

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

F-gas Portal & HFC Licensing System: Quota allocation, authorisation and reporting

This page provides information on

- Import and export licensing requirements
- Quota allocation for bulk HFC importers and producers
- Quota authorisation for importers of HFC-precharged equipment

Import and export licensing requirements

Prior to carrying out any activities that fall under [Regulation \(EU\) 517/2014](#) (the 'F-gas Regulation') the undertaking shall register in the [F-gas Portal & HFC licensing system](#).

This is mandatory for companies to receive a quota, for importers of equipment containing HFCs, and for all entities supplying or receiving exempted gases such as those hydrofluorocarbons (HFCs) imported for destruction, for use as feedstock, directly exported in bulk, as well as for use in military equipment, in semiconductor manufacture or for metered dose inhalers (MDIs).



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https://fgas-licensing.ec.europa.eu/

EU Login

One account, many EU services

Where is
ECAS?

English (en)

webgate.ec.europa.eu requires you to authenticate

Sign in to continue

or use the direct link: <https://fgas-licensing.ec.europa.eu/>

Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country



Select your country



EU Login

One account, many EU services

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@organisationname.country/com](#). This ensures compatibility with the related interfaces.

The same e-mail address should be used as your 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 such as:

name.surname@organisationname.country/com.

For further information on data security, please see:

<https://webgate.ec.europa.eu/fgas/static/documents/fgas/privacy-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 confirmation of 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://fgas-licensing.ec.europa.eu>

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

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.



CLIMATE ACTION

F-Gas

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

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

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).

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

As a non-EU company
please register here

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

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'.



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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).

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

CHECK

ARE YOU RE-PRESENTING A CUSTOMS AUTHORITY?

PROVIDE THE REFERENCE NUMBER OF YOUR CUSTOMS AUTHORITY ?

CHECK

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

REGISTER NEW ORGANISATION



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Commission

ENGLISH (EN) ▼

WELCOME USER1 USER1

LOGOUT



CLIMATE ACTION

F-Gas

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

GO TO ODS

REGISTRATION FORM

ORGANISATION TYPE:

Company (undertaking)

EU Customs authority

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

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

Provide your organisation details.

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



The main user has to be an employee or a beneficial owner of the company. The e-mail address has to:

- (1) be individual (e.g. `firstname.lastname@company.country/com`)
- (2) be used for professional purposes by that person
- (3) contain, if available, a clear link to the undertaking

REGISTRATION FORM

ORGANISATION TYPE:

Company (undertaking) EU Customs authority

ORGANISATION DETAILS:

ORGANISATION NAME (AND LEGAL FORM) * TELEPHONE * WEBSITE

STREET * NUMBER POSTAL CODE CITY * COUNTRY *

EORI NUMBER *

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

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

USERS:

CONTACT PERSON:

FIRST NAME LAST NAME E-MAIL

User1 User1 user1@mock.ec.europa.eu

I have the authority to perform all obligations and relevant activities related to the registry on behalf of the registered undertaking such that they become legally binding



Complete your business specifications by selecting YES or NO to the questions

BUSINESS SPECIFICATIONS:

Please answer the following questions.

| | | | | | |
|---|---------------------------|--------------------------|--|---------------------------|--------------------------|
| ARE YOU A PRODUCER/IMPORTER OF HFCS IN BULK? * | <input type="radio"/> Yes | <input type="radio"/> No | ARE YOU AN EXPORTER OF HFCS IN BULK * | <input type="radio"/> Yes | <input type="radio"/> No |
| ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER FLUORINATED GREENHOUSE GASES (NON-HFCS) IN BULK LISTED IN ANNEX I OR II * | <input type="radio"/> Yes | <input type="radio"/> No | ARE YOU AN UNDERTAKING USING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II AS FEEDSTOCK * | <input type="radio"/> Yes | <input type="radio"/> No |
| ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED HFCS * | <input type="radio"/> Yes | <input type="radio"/> No | ARE YOU IMPORTING PRODUCTS AND EQUIPMENT CONTAINING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II * | <input type="radio"/> Yes | <input type="radio"/> No |
| ARE YOU AN UNDERTAKING DESTROYING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II * | <input type="radio"/> Yes | <input type="radio"/> No | ARE YOU MANAGING AUTHORISATIONS FOR IMPORTERS OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS? * | <input type="radio"/> Yes | <input type="radio"/> No |

Not required for customs authorities

CONFIRMATION OF INTENT TO REGISTER:

Provide the name and function of the person legally authorised to represent the undertaking

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.

| | | |
|----------------------|----------------------|----------------------|
| FIRST NAME * | LAST NAME * | FUNCTION * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



A non-EU company has to

1. provide an own unique EORI number
2. upload a relevant official document on which the name and legal form appears
3. upload a certified translation of that document in English
4. 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

N.B. The main user has to be an employee or beneficial owner of the EU Only Representative. Later other users can be added.

ORGANISATION DETAILS:

| | | | | | |
|---|----------------------|----------------------|---|----------------------|--|
| ORGANISATION NAME (AND LEGAL FORM) * | | | TELEPHONE * | WEBSITE | |
| <input type="text"/> | | | <input type="text"/> | <input type="text"/> | |
| STREET * | NUMBER | POSTAL CODE | CITY * | COUNTRY * | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Brazil | |
| EORI NUMBER * MORE INFO 1 | | | 3 | | |
| <input type="text"/> | | | <input type="text"/> | | |
| Check if your EORI number is valid | | | | | |
| UPLOAD COMPANY IDENTIFICATION * | | | UPLOAD CERTIFIED TRANSLATION (EN) OF COMPANY IDENTIFICATION * | | |
| No file selected BROWSE UPLOAD 2 | | | No file selected BROWSE UPLOAD | | |

EU ONLY REPRESENTATIVE DETAILS :

| | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|--|
| ORGANISATION NAME * | | | TELEPHONE * | WEBSITE | |
| <input type="text"/> | | | <input type="text"/> | <input type="text"/> | |
| STREET * | NUMBER | POSTAL CODE * | CITY * | COUNTRY * | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| FIRST NAME * | LAST NAME * | | FUNCTION | E-MAIL * | |
| <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | |
| VAT NUMBER * | | | | | |
| <input type="text"/> | | | | | |
| Check if your EU VAT number is valid or check with your Member State authority | | | | | |

4

If you tick one of the consent boxes, your company will be registered in the « matchmaking tool ». It allows quota holders and companies seeking quota authorisations to find and contact each other. To be displayed, companies must give their consent.

CONSENT

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 for importers of pre-charged equipment (seeking authorisations)

CONSENT

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.)

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

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 * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

2.

UPLOAD THE SIGNED STATEMENT *

4.

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 account manager in order to be indicated as "main user" by the system.

Non-EU companies must have the statement 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.

DOWNLOAD FINANCIAL ID

1.

4.

No file selected

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 (preferably) or include an original official bank statement covering a period within the last 3 months. In the latter case, the form and bank statement should be merged into a single document.
4. Scan and upload the form (with bank statement if applicable) to the system

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



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COMPLEMENTARY INFORMATION (TO BE COMPLETED ONLY AFTER SPECIFIC REQUEST FROM THE COMMISSION)

INFORMATION ON BENEFICIAL OWNERS:

ADD OWNERS

INFORMATION ON LINKED UNDERTAKINGS:

ADD LINKED UNDERTAKINGS

INFORMATION ON ADDITIONAL EVIDENCE:

ADD ADDITIONAL EVIDENCE

FINANCIAL STATEMENT OF PREVIOUS YEAR

No file selected

BROWSE

UPLOAD

BUSINESS PLAN FOR FUTURE ACTIVITIES

No file selected

BROWSE

UPLOAD

OVERVIEW OF PREVIOUS BUSINESS ACTIVITIES

No file selected

BROWSE

UPLOAD

PROOF OF MANAGEMENT STRUCTURE

No file selected

BROWSE

UPLOAD

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.

SUBMIT

SAVE

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

For questions or more information and guidelines, please visit the F-Gas webpage where you can find more information as well as more specific guidelines:

[Fluorinated greenhouse gases \(europa.eu\)](https://europa.eu)

Please note that the EU Member States are responsible for implementing the F-gas Regulation. Their contact details can be found here:

[National Contact points](#)