



# Smernice za vpis

Kako se registrirati v  
portal F-gas in v sistem za  
izdajanje dovoljenj za HFC

*november 2021*

## Pravne zahteve

Portal F-Gas in sistem za izdajanje dovoljenj za HFC sta vzpostavljena v skladu s členom 17 [Uredbe \(EU\) št. 517/2014 o F-plinih](#) in [Izvedbeno uredbo Komisije \(EU\) 2019/661 z dne 25. aprila 2019 o zagotavljanju nemotenega delovanja registra kvot za dajanje fluoriranih ogljikovodikov na trg](#). Podjetja, ki niso iz EU, bi morala biti pozorna tudi na [Izvedbeno uredbo Komisije \(EU\) 2021/980 z dne 17. junija 2021](#).

[https://ec.europa.eu/clima/eu-action/fluorinated-greenhouse-gases/f-gas-portal-hfc-licensing-system-quota-allocation-authorisation-and-reporting\\_en](https://ec.europa.eu/clima/eu-action/fluorinated-greenhouse-gases/f-gas-portal-hfc-licensing-system-quota-allocation-authorisation-and-reporting_en)

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

## 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).

Na portal F-gas in v sistem za izdajanje dovoljenj za HFC vstopajte bodisi neposredno s spletne strani GD CLIMA

...



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https://webgate.ec.europa.eu/fgas/

**EU Login**

One account, many EU services

Where is  
ECAS?

English (en)

webgate.ec.europa.eu requires you to authenticate

**Sign in to continue**

... bodisi preko neposredne povezave:  
<https://webgate.ec.europa.eu/fgas/>

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

Ustvarite EU Login,  
če ga še nimate.

Pri prvi registraciji uporabite (osebni) elektronski naslov, povezan z delom, npr. [ime.priimek@nazivorganizacije.drzava.com](mailto:ime.priimek@nazivorganizacije.drzava.com). To zagotavlja združljivost s povezanimi vmesniki.

Isti naslov bi bilo treba uporabljati kot vaše uporabniško ime za portal F-gas in sistem za izdajanje dovoljenj za HFC.



## Create an account

Vnesite podatke o registraciji. E-naslov bi moral ustrezati vašemu uporabniškemu imenu za EU Login in vašemu osebnemu elektronskemu naslovu, povezanim z delom: [ime.priimek@nazivorganizacije.država/com](mailto:ime.priimek@nazivorganizacije.država/com).

Več informacij o varnosti podatkov je na voljo na: <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)



Po e-pošti boste  
prejeli potrdilo o  
registraciji.

[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/fgas/>

Contact | Privacy Statement | English (en)

**EU Login**

One account, many EU services

Where is  
ECAS?

English (en)

Nato se vrnite na zgornjo spletno stran in se prijavite z novim geslom. Preusmerjeni boste na portal F-gas in sistem za izdajanje dovoljenj za HFC.

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





European Commission

WELCOME USER 3 USER 3

LOGOUT



# CLIMATE ACTION

## F-Gas

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

Ob prvem vstopu v sistem boste morali preveriti, ali je vaše podjetje že registrirano. Vnesite svojo identifikacijsko številko za DDV in kliknite „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

Podjetja, ki niso iz EU, se registrirajo tukaj.

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

Carinski organi: Preverite, ali je vaša referenčna številka že registrirana. Vnesite jo in kliknite na „CHECK“.



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 (Regula

Potem ko sistem preveri, da podjetje / carinski organ še ni registrirano/registriran v sistemu, nadaljujete z registracijo.

### 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



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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

Če ste carinski organ, označite drugo polje.

Če ste podjetje, označite prvo polje.

1.60.11.2 (1ad317e) - 17-11-2021 11:47 | [Top](#)

[Contact](#) - [Legal notice](#)

Navedite podatke o svoji organizaciji.

Carinski organi navedejo svojo referenčno številko (in ne identifikacijske številke za DDV).



## REGISTRATION FORM

ORGANISATION TYPE:

Company (undertaking)  EU Customs authority

Glavni uporabnik mora biti zaposleni ali dejanski lastnik podjetja. E-naslov:

- (1) mora pripadati posamezni osebi (npr.: [ime.priimek@podjetje.država/com](mailto:ime.priimek@podjetje.država/com))
- (2) navedena oseba ga mora uporabljati v poklicne namene
- (3) vsebovati mora jasno povezavo s podjetjem, če je na voljo

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"/>	<input type="text"/>
EORI NUMBER *				
<input type="text"/>				
<a href="#">Check if your EORI number is valid</a>				

Vsak uvoznik/izvoznik mora v sistem vnesti edinstveno številko EORI.

## USERS:

CONTACT PERSON:

FIRST NAME	LAST NAME	E-MAIL
<input type="text" value="User1"/>	<input type="text" value="User1"/>	<input type="text" value="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



Izpolnite svoje poslovne specifikacije tako, da na vprašanja odgovorite z „YES“ ali „NO“.

### 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

Se ne zahteva za carinske organe

### CONFIRMATION OF INTENT TO REGISTER:

Navedite ime in funkcijo osebe, ki je zakonito pooblaščen za zastopanje podjetja.

### 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"/>



Podjetja, ki niso iz EU, morajo

1. navesti lastno edinstveno številko EORI
2. naložiti ustrezní uradni dokument, na katerem je navedeno ime in pravna oblika podjetja
3. naložiti overjen prevod navedenega dokumenta v angleščino
4. imenovati edinega predstavnika EU, ki je podjetje s sedežem v EU za namene izpolnjevanja zahtev iz Uredbe (EU) št. 517/2014 o F-plinih

**Opomba: Glavni uporabnik mora biti zaposleni ali dejanski lastnik edinega predstavnika EU.** Pozneje se lahko dodajo še drugi uporabniki.

#### 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 * <a href="#">MORE INFO</a> <b>1</b>			<b>3</b>		
<input type="text"/>			<input type="text"/>		
<a href="#">Check if your EORI number is valid</a>					
UPLOAD COMPANY IDENTIFICATION *			UPLOAD CERTIFIED TRANSLATION (EN) OF COMPANY IDENTIFICATION *		
No file selected <b>BROWSE</b> <b>UPLOAD</b>			No file selected <b>BROWSE</b> <b>UPLOAD</b>		

#### 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"/>	Brazil	
FIRST NAME *	LAST NAME *		FUNCTION	E-MAIL *	
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
VAT NUMBER *					
<input type="text"/>					
<a href="#">Check if your EU VAT number is valid or check with your Member State authority</a>					

**4**

Če označite eno od polj „CONSENT“, bo vaše podjetje registrirano v „orodju za navezovanje stikov“. Imetnikom kvot in podjetjem, ki zaprosijo za dovoljenja za kvote, omogoča, da najdejo drug drugega in se medsebojno povežejo. Za to, da se prikaže na portalu, mora podjetje podati soglasje (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)

Soglasje uvoznikov predhodno polnjene opreme (za pridobitev dovoljenja)

#### 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.)

Soglasje za uvoznike/proizvajalce HFC v razsutem stanju (imetnike kvot za npr. dodelitev dovoljenj)

# Obrazec za registracijo



## 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. Vnesite podatke osebe, ki prosi za dovoljenje.
2. Prenos obrazca za registracijo. Sistem ga ustvari z informacijami, ki ste jih vnesli prej.
3. Natisnite izjavo na poslovni papir z glavo z datumom in podpisom dejanskega lastnika ali uslužbenca organizacije, ki je pooblaščen za dajanje pravno zavezujočih izjav v imenu organizacije.
4. Skenirajte in naložite ga v sistem. Pomembno je, da dokument naloži imenovani upravitelj računa, da ga sistem označi kot „glavnega uporabnika“.

Podjetja, ki niso iz EU, morajo imeti tudi izjavo z datumom in podpisom edinega predstavnika.



# Obrazec za finančno identifikacijo



Od carinskih organov se ne zahteva predložitev obrazca za finančno identifikacijo.

## 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.

UPLOAD FINANCIAL ID

4.

No file selected

1. Prenos obrazca za finančno identifikacijo.
2. Izpolnite obrazec z datumom in podpisom imetnika računa (bančni račun mora biti v Uniji, podjetje pa ga mora uporabljati za svoje poslovne dejavnosti).
3. Obrazec naj bo opremljen z datumom in podpisom predstavnika vaše banke (po možnosti) ali s priloženim originalnim uradnim bančnim izpiskom za obdobje zadnjih treh mesecev. V slednjem primeru bi bilo treba obrazec in bančni izpisek združiti v en sam dokument.
4. Skenirajte in naložite obrazec (po potrebi z bančnim izpiskom) v sistem.

Opomba za podjetja, ki niso iz EU: Obrazec za finančno identifikacijo izpolni edini predstavnik EU.



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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

Komisija lahko zaprosi za dodatne informacije v skladu s členom 4 [Izvedbene uredbe Komisije \(EU\) 2019/661 z dne 25. aprila 2019 o zagotavljanju nemotenega delovanja registra kvot za dajanje fluoriranih ogljikovodikov na trg.](#)

Podjetje mora te informacije in dokaze predložiti le na zahtevo in, če se to zahteva, v 10 delovnih dneh.

##### FINANCIAL STATEMENT OF PREVIOUS YEAR

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##### BUSINESS PLAN FOR FUTURE ACTIVITIES

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##### OVERVIEW OF PREVIOUS BUSINESS ACTIVITIES

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##### PROOF OF MANAGEMENT STRUCTURE

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SUBMIT

SAVE

Ko izpolnite predloge in naložite obe izjavi, kliknite „SUBMIT“.

Vprašanja ali več informacij in smernic najdete na spletni strani F-Gas, kjer je na voljo več informacij in podrobnejše smernice:

<https://webgate.ec.europa.eu/fgas>

Države članice EU so odgovorne za izvajanje uredbe o F-plinih. Njihovi kontaktni podatki so na voljo tukaj: [MS contact list](#)