



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
CLIMATE ACTION

Directorate C – Innovation for a Low-Carbon, Resilient Economy

CLIMA.C.1 – Low Carbon Solutions (I): Montreal Protocol, Clean Cooling & Heating, Digital Transition

GUIDELINES FOR AUDITORS ON HOW TO REGISTER IN THE F-GAS PORTAL

Legal background

Independent auditors intending to verify reports under [Regulation \(EU\) 2024/573](#) (the F-gas Regulation) are required to

- (1) Hold an accreditation either under [Directive 2003/87/EC](#) or for verifying financial statements under the legislation of the Member State concerned.
- (2) Have a valid registration in the F-gas Portal.

Article 2(3) of Commission Implementing [Regulation \(EU\) 2024/2473](#), provides that auditors have to submit the following information to register in the F-gas Portal:

1. Organisation Details:
 - Name and legal form (as per official documents).
 - Auditor's full name and professional email.
2. Contact Details:
 - Address: Street name, number, postal code, city, and country.
 - Telephone number (with international dialling code).
 - Contact person's name and professional email.
3. Accreditation Proof:
 - Documentation proving the auditor's accreditation.
4. Service Coverage:
 - Member State(s) where the auditor is authorised to perform verifications.
 - Languages authorised for verification activities.

Note: It is not allowed to register as an auditor if they are already registered in the [F-gas Portal](#), i.e. as an importer of hydrofluorocarbons (HFCs).

The independent auditor must verify the accuracy of the required documentation, the declaration of conformity, and the veracity of the annual report, as per Article 19(3) and/or Article 26(8) of the F-gas Regulation, using an online reporting tool.

The reporting tool is the [Business Data Repository \(BDR\)](#) hosted by the European Environment Agency (EEA). An updated manual and FAQ on reporting and verification will be available soon: [Help](#).

Below, please see the step-by-step guide on registering in the F-gas Portal as an independent auditor and some related questions and answers.

Step-by-step registration guide for the F-gas Portal

Step 1: Create your EU Login

Visit the [European Commission login page](#) to create an account.

Step 2: Log in to the F-gas Portal

Access the [F-gas Portal](#) directly with your new EU credentials.

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.

| | |
|--|---|
| <p>ARE YOU REPRESENTING A COMPANY?</p> <p>PROVIDE THE VAT NUMBER OF YOUR UNDERTAKING (ONLY FOR EU COMPANIES, FOR NON-EU COMPANIES USE LINK BELOW). <input type="text"/> (What is a VAT number?)</p> <p><input type="button" value="CHECK"/></p> | <p>ARE YOU REPRESENTING A CUSTOMS AUTHORITY?</p> <p>PROVIDE THE REFERENCE NUMBER OF YOUR CUSTOMS AUTHORITY </p> <input type="text"/> |
|--|---|

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

If you are an Auditor submit your form [here](#).

Step 3: Complete the registration form

Add the organisation's name and details.

ORGANISATION IDENTIFICATION

ORGANISATION NAME

ORGANISATION DETAILS

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| STREET * | NUMBER | POSTAL CODE | CITY * | COUNTRY * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| TELEPHONE * | WEBSITE | | | |
| <input type="text"/> | <input type="text"/> | | | |

The name and email address are taken automatically from your EU Login account. If you want to change them, please consult step 1. Once you click SAVE in the lower right corner, you can add other users to the registration and change the contact type. Please consult the details in the "Questions and Answers" section.

CONTACT PERSON

| | | | |
|-------------------------------------|-------------------------------------|----------------------|---|
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL |
| <input type="text" value="User24"/> | <input type="text" value="User24"/> | <input type="text"/> | <input type="text" value="user24@mock.ec.europa.eu"/> |

Select at least one accreditation type:

- Directive 2003/87/EC
- Verification of financial statements (Member State legislation).

ACCREDITATION

ARE YOU ACCREDITED PURSUANT TO DIRECTIVE 2003/87/EC?

Yes No

ARE YOU ACCREDITED TO VERIFY FINANCIAL STATEMENTS IN ACCORDANCE WITH THE LEGISLATION OF ONE OR MORE MEMBER STATES?

Yes No

If you ticked 'yes' to the question "Are you accredited according to Directive 2003/87/EC?", new fillable fields will appear, which must be completed. Proof of accreditation is required. An English translation of the accreditation is requested to speed up the registration process, if available.

Then select the Member State(s) you offer your auditing service. Select one by one and click on ADD after each one.

The screenshot shows the 'ACCREDITATION' section of a registration form. At the top, it asks 'ARE YOU ACCREDITED PURSUANT TO DIRECTIVE 2003/87/EC?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are fields for 'ACCREDITATION NUMBER' and 'ISSUING MEMBER STATE'. Two 'ACCREDITATION UPLOAD' fields are present, one for the original document and one for an English translation, both with 'CHOOSE FILE' buttons. An 'ACCREDITATION VALIDITY DATE*' field is also shown with a calendar icon and a checkbox for 'The accreditation has no expiration date'. Further down, it asks 'ARE YOU ACCREDITED TO VERIFY FINANCIAL STATEMENTS IN ACCORDANCE WITH THE LEGISLATION OF ONE OR MORE MEMBER STATES?' with 'Yes' and 'No' radio buttons. At the bottom, there is a dropdown menu for selecting EU member states and an 'ADD' button.

If you ticked "Yes" to the question, "Are you accredited to verify financial statements in accordance with the legislation of one or more Member States?" please complete all applicable fields in the registration form. Proof of accreditation is required; an English translation is requested, if available.

For accreditations in multiple Member States, click the ADD button to generate additional fields for entering details for a second Member State. Repeat this process for each additional Member State.

Then, select the Member States in which you offer your service. Select one by one and click on ADD after each one. You may only choose countries where you hold accreditation and for which you have provided the required information under this point.

This screenshot shows the 'ACCREDITATION' section with the 'No' radio button selected for the Directive 2003/87/EC question. The 'Yes' radio button for the 'ARE YOU ACCREDITED TO VERIFY FINANCIAL STATEMENTS...' question is selected. The 'ADD' button is highlighted with a red box, indicating it should be clicked to add more Member States.

Specify languages by choosing one from the drop-down menu and clicking ADD. Repeat this process to add multiple languages if required.

The screenshot shows the 'LANGUAGES' section with the instruction 'PLEASE SELECT AVAILABLE LANGUAGES FOR AUDITING PROCESS'. It features a dropdown menu and an 'ADD' button, which is highlighted with a red box.

To appear on the list of auditors visible to registered undertakings looking for an independent auditor, tick the CONSENT box.

| CONSENT | |
|--------------------------|---|
| <input type="checkbox"/> | Do you agree that your company name is displayed in a list visible to all companies seeking an auditor? |

Step 4: SAVE your registration

You can save the completed form at any time without submitting it directly. It will be stored in draft mode until you submit the registration request.

Step 5: ACKNOWLEDGE and SUBMIT your registration request once it is complete and accurate

Tick the ACKNOWLEDGEMENT box to confirm that your organisation is not already registered in the F-gas Portal. By ticking this box, you also confirm that the information submitted is complete and accurate and that such information will be updated as soon as it is no longer complete and accurate.

| ACKNOWLEDGMENT | | EDIT |
|--------------------------|--|------|
| <input type="checkbox"/> | I hereby confirm that this undertaking is not already registered in the F-gas Portal. I also confirm that the information submitted in this form is complete and accurate, and that such information will be updated as soon as it is no longer complete and accurate. | |

Then click SUBMIT in the lower right corner.

| |
|---------------------------------------|
| <input type="button" value="SUBMIT"/> |
|---------------------------------------|

Step 6: Commission review

The Commission aims to process your registration request within 10 working days.

Step 7: Feedback and corrections

If the Commission has validated the registration request:

- A confirmation will be sent to the indicated contact person's email address.
- You can download a confirmation of your registration directly from the F-gas Portal. Please consult the details in the "Questions and Answers" section.

If the registration request requires further input from your side:

- The Commission will provide details and return the registration request to the indicated contact person. This person will be notified by email.
- Address the issues and re-submit the registration request.

Questions and Answers

How to add multiple users?

Once you click SAVE in the lower right corner, you can add additional users to the registration and assign the contact type by clicking the EDIT button next to CONTACTS.



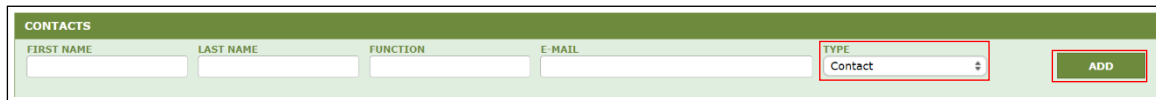
| CONTACTS | | | | | | EDIT |
|------------|-----------|----------|--------|--------------|------|------|
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL | MAIN CONTACT | TYPE | |
| | | | | | | |

Complete all fields and click on ADD. Repeat as needed to add multiple users.

How do you assign contact types?

When adding another user by clicking on the EDIT button next to CONTACTS, you can select from the displayed drop-down menu among the following user types of registration:

- **Contact:** This user can access and modify the company's registration in the F-gas Portal but cannot verify reports under the F-gas Regulation. The first registered user is set as 'Contact' by default.
- **Verifier Also:** This user can access and modify the company's registration in the F-gas Portal. Furthermore, they can verify reports under the F-gas Regulation.
- **Verifier Only:** This user has read-only access to the company's registration in the F-gas Portal and cannot modify it. They act solely as verifiers of reports under the F-gas Regulation.

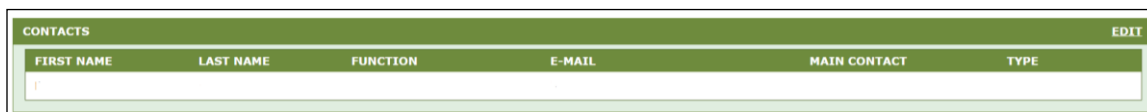


| CONTACTS | | | | | EDIT |
|----------------------|----------------------|----------------------|----------------------|-----------------|------|
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL | TYPE | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | TYPE Contact | ADD |

Note: Each type can be assigned multiple times. At least one user must be designated as a 'Verifier' or 'Verifier Also'. The main user must be a 'Contact' or 'Verifier Also' to ensure business continuity in the F-gas Portal.


How to modify the contact type of a user?

To modify the role of a user, navigate to the CONTACTS section and click EDIT:



| CONTACTS | | | | | | EDIT |
|------------|-----------|----------|--------|--------------|------|------|
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL | MAIN CONTACT | TYPE | |
| | | | | | | |

In the Edit-screen, click the yellow square next to the user:

| CONTACTS | | | | | | |
|----------------------|----------------------|----------------------|--------------------------|--------------|---------|---|
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL | TYPE | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Contact | | ADD |
| FIRST NAME | LAST NAME | FUNCTION | E-MAIL | MAIN CONTACT | TYPE | ACTIONS |
| User24 | User24 | | user24@mock.ec.europa.eu | ✓ | Contact |  |

Then select a TYPE:

CHANGE CONTACT TYPE

You are about to change your own role, if you proceed you will be logged out from the application for the change to take an effect.

NO, CANCEL

YES, CHANGE

Note: The main user must be a 'Contact' or 'Verifier' to ensure business continuity in the F-gas Portal. At least one user must be designated as a 'Verifier' or 'Verifier Also'.

How to download a confirmation of registration?

This is only possible if the registration is in valid mode. Please click on the "confirmation of registration" button in the upper right corner to download it. This document is for information purposes only. It does not constitute proof that the registration is valid, irrespective of the status indicated. Only the electronic version in the F-gas Portal is considered to reflect the authentic status of the registration.

| | |
|---|---------|
| HOME | PROFILE |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p style="margin: 0;">AUDITOR FORM</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Status VALID </div> </div> <div style="text-align: right; margin-top: 10px;"> <div style="background-color: #e69d00; color: white; padding: 5px 15px; border-radius: 3px;">CONFIRMATION OF REGISTRATION</div> </div> </div> | |
| ORGANISATION IDENTIFICATION | |