



## **GUIDELINES ON HOW TO AUTHORISE QUOTA and ACCEPT IT IN THE F-GAS PORTAL**

These guidelines are targeted at undertakings intending to authorise another undertaking to use all or parts of their quota in accordance with Article 21(2) of [Regulation \(EU\) 2024/573](#). It also provides step-by-step guidance on how to accept an initiated quota authorisation. The rules for correcting such a transaction are located on the last page.

### **General information**

**Authorisations to use quota are required for importing refrigeration, air conditioning, heat pump equipment and metered dose inhalers that are pre-charged with hydrofluorocarbons (HFCs)** as listed in section 1 of Annex I to the F-gas Regulation.

**Ensure that you mean to authorise your quota, and not to transfer it.** For more information on quota transfers, please consult the [Guidelines on how to transfer quota in the F-gas Portal](#).

Only producers or importers **that have been assigned a reference value** under Article 17(1) of the F-gas Regulation (so called incumbents) may authorise all or part of their quota in the F-gas Portal.

**Both parties (grantor and beneficiary) must have a valid registration in the [F-gas Portal](#)** before initiating and accepting a quota authorisation, see Article 20(4) of the F-gas Regulation.

**The use of quota must be authorised via the F-gas Portal.** An authorisation only becomes valid once the receiving undertaking accepts it via the Portal, see Article 21(4) of the F-gas Regulation. If the beneficiary does not accept the transfer within 30 days, the transaction will be automatically cancelled by the system and the quota returned to the account of the grantor.

**Authorisations to use quota may be delegated once** to another undertaking registered in the F-gas Portal for the purpose of importing refrigeration, air conditioning, heat pump equipment and metered dose inhalers that are pre-charged

with HFCs in accordance with Article 21(3) of the F-gas Regulation. A delegated authorisation cannot be delegated a second time.

**Authorisations to use quota and delegated authorisations are valid until they are used up** and are carried over to the next year(s).

Please consult our glossary and FAQs for more information on quota and authorisations to use quota:

[Quota](#)

[Authorisations to use quota](#)

[Glossary](#)

### **Exercise due diligence**


A valid registration in the F-gas Portal only indicates that the undertaking complies with the entry requirements for this registry. However, this registration does not guarantee that the registered undertaking will fulfil its contractual obligations in agreements between private parties. Therefore, when engaging in the purchase or sale of authorisations to use quota, it is advisable to exercise due diligence.

# Step-by-step guidelines on how to authorise the use of quota

## 1. Enter your F-gas Portal registration.

- Login to the [F-gas Portal](#) using your EU-Login credentials.
- On the MY ORGANISATIONS page, enter the undertaking's profile from which you want to authorise quota (i.e. the grantor).

ENGLISH (EN) WELCOME USER1 USER1 <USER1@MOCK.EC.EUROPA.EU> LOGOUT

 CLIMATE ACTION  
F-Gas

European Commission > Climate Action > Policies > Fluorinated Gases > Portal [GO TO ODS](#)


### MY ORGANISATIONS

Please select your organisation:

ORGANISATION NAME	STATUS	ACTION
	DRAFT	<a href="#">ENTER</a>
	DRAFT	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REVISION	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>

[REGISTER NEW ORGANISATION](#)

## 2. Click on HFC REGISTRY in the bar menu at the top of the page.

 CLIMATE ACTION  
F-Gas

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

NMORGANIZATION--10005 HOME PROFILE **HFC REGISTRY** MATCHMAKING AUDITORS TASKS

### WELCOME TO THE HFC REGISTRY

### 3. Click on the section ACCESS MY QUOTAS & QUOTA PAYMENT DETAILS.

#### WELCOME TO THE HFC REGISTRY

**MY QUOTAS:**

Only companies registered as importers ("release for free circulation")/ producers of HFCs in bulk have access to this section. It allows them to consult their quota payment details (from 2026 onwards), their reference values, if applicable, and quota as well as make quota transfers (only quota holders with a reference value). **Exercise due diligence when engaging in the sale of e.g. quota.**

ACCESS MY QUOTAS & QUOTA PAYMENT DETAILS

**MY DECLARATIONS:**

Only companies registered as importers ("release for free circulation")/ producers of HFCs in bulk have access to this section. Here they can declare their (additional) quota needs from the reserve pursuant to Article 17(3) of the F-gas Regulation (EU) 2024/573, which will be likely possible every three years. The exact declaration dates are published on the message board of the F-gas Portal in advance.

Let's do some more testing

ACCESS MY DECLARATIONS

**MY AUTHORISATIONS:**

In this section, quota holders with a reference value can authorise the use of their quota to importers/ manufacturers of refrigeration, air-conditioning, heat pump equipment and MDIs pre-charged with HFCs. Authorisation managers can delegate their authorisations here. **Exercise due diligence when engaging in the trade of e.g. quota, authorisations and delegations.**

ACCESS MY AUTHORISATIONS

**MY PRODUCTION RIGHTS:**

Only companies registered as producers of bulk HFCs have access to this section. Here they can consult their allocated production rights. The most relevant Articles in the F-gas Regulation (EU) 2024/573 are 14 and 15.

Let's do some testing here

NOT APPLICABLE

### 4. Select your current quota.

- In the 1<sup>st</sup> table you will see an overview of your past and current quota.
- Click on the yellow button next to the current year to view the details.

#### QUOTAS FOR NMORGANIZATION--10004

From 2026 onwards, the quota allocation is subject to the payment of the amount of EUR 3 for each tonne of CO2 equivalent of quota to be allocated (Article and importers are notified via the F-gas Portal of the total amount due in Euros for their calculated maximum quota allocation for the following calendar year : Click on the yellow square to:



- Consult the calculated maximum quota for the following calendar year and the corresponding payment details
- Consult allocated and projected available quota details
- Make and receive quota transfers.

QUOTA YEAR	ALLOCATED QUOTA	QUOTA SUMMARY
2026	To be determined	
2025	12 778	
2024	14 095	
2023	21 969	

### 5. Initiate an authorisation of your quota.

- You will see an overview of quota transfers and authorisations.
- To initiate a new authorisation, click on MAKE AN AUTHORISATION.  
Note that this button will only appear if the undertaking holds quota that can be authorised (see general information above).

#### AUTHORISATIONS 2025 NOT RELATED TO LEGAL SUCCESSIONS FOR NMORGANIZATION--10004

SUBMISSION DATE	AUTHORISATION NUMBER	HOLDER	BENEFICIARY	TYPE	AMOUNT (TONNES OF CO2 EQUIVALENT)	STATUS	ACTIONS
11/07/2025		NMORGANIZATION--10004	NMORGANIZATION--10015	OUT	25	CANCELLED	
20/08/2025	AUT-SH04-AUQT-2025-00076931	NMORGANIZATION--10004	NMORGANIZATION--10005	OUT	100	VALID	

Please note only incumbents are allowed to authorize quota

MAKE AN AUTHORISATION

### 6. Fill in the form.

- Check if your quota holder details are correct.  
(If not, go to PROFILE in the bar menu on the top of the page and update your undertaking's details).

## QUOTA AUTHORISATION BY NMORGANIZATION--10004

### QUOTA HOLDER DETAILS

- Fill in the details of the recipient of the authorisations of your quota. Ask your beneficiary for these details if they are not known. We recommend doing a copy/paste of the name as sent to you by the beneficiary.

### RECIPIENT OF AUTHORISATION

Please provide the ID and the name of the beneficiary.

Please ask your beneficiary to give you this information (the ID of a company is found under the "Profile" tab).

BENEFICIARY ID\*

BENEFICIARY NAME\*

- Fill in the amount of quota you intend to authorise.

### AMOUNT AUTHORISED

Please provide the amount of quota to be authorised.

YEAR

AMOUNT (TONNES OF CO2 EQUIVALENT)\*

- Complete the captcha for security purposes.
- Check if all information is correct, then click on SUBMIT.

CAPTCHA :



[Refresh captcha](#)

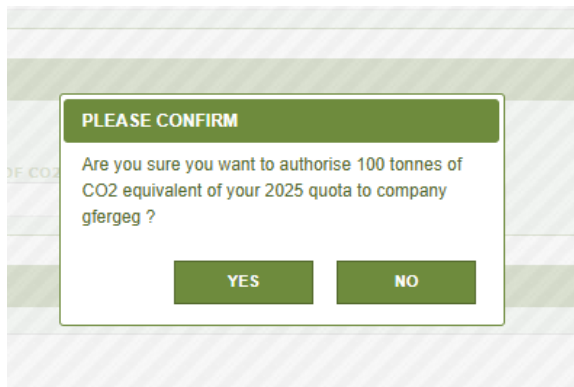
BACK TO SUMMARY

SUBMIT

SAVE

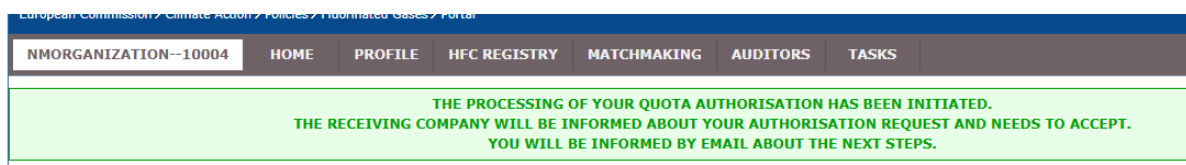
## 7. Verify your intended authorisation of quota.

- Read the text in the pop-up window and verify that the information is correct.
- Click on YES if it is correct and you wish to initiate the authorisation to use your quota.
- Click on NO if corrections are required or you no longer intend to authorise your quota.



## 8. Confirmation message.




- If the procedure has been initialised and submitted correctly a message will appear at the top of the page. It confirms that you have initiated the authorisation of your quota correctly and that the beneficiary has been notified at the email address registered in the F-gas Portal.



## 9. The beneficiary must accept your initialised authorisation to use your quota.

- The beneficiary can review the transaction and must accept it in the F-gas Portal to become valid.
- Until the beneficiary accepts it, you will see it as status WAITING FOR ACCEPTANCE in the table "authorisations year not related to legal successions".
- Once accepted by the beneficiary the status will turn into VALID.
- The most recent quota authorisation is visible at the bottom of the table.

AUTHORISATIONS 2025 NOT RELATED TO LEGAL SUCCESSIONS FOR NMORGANIZATION--10004

SUBMISSION DATE	AUTHORISATION NUMBER	HOLDER	BENEFICIARY	TYPE	AMOUNT (TONNES OF CO2 EQUIVALENT)	STATUS	ACTIONS
11/07/2025		NMORGANIZATION--10004	NMORGANIZATION--10015	OUT	25	CANCELLED	
20/08/2025	AUT-SH04-AUQT-2025-00076931	NMORGANIZATION--10004	NMORGANIZATION--10005	OUT	100	VALID	
14/10/2025		NMORGANIZATION--10004	NMORGANIZATION--10005	OUT	100	WAITING FOR ACCEPTANCE	

Please note only incumbents are allowed to authorize quota


MAKE AN AUTHORISATION

# Step-by-step guidelines for accepting a quota authorisation

## 1. Enter your F-gas Portal registration.

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ENGLISH (EN) WELCOME USER1 USER1 <USER1@MOCK.EC.EUROPA.EU> LOGOUT

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F-Gas

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	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REQUESTED	<a href="#">ENTER</a>
	REVISION	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>
	VALID	<a href="#">ENTER</a>

[REGISTER NEW ORGANISATION](#)

## 2. Click on HFC REGISTRY in the bar menu at the top of the page.

 CLIMATE ACTION  
F-Gas

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

NMORGANIZATION--10005 HOME PROFILE **HFC REGISTRY** MATCHMAKING AUDITORS TASKS

### WELCOME TO THE HFC REGISTRY



### 3. Click on ACCESS MY AUTHORISATIONS.

#### WELCOME TO THE HFC REGISTRY

##### MY QUOTAS:

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ACCESS MY QUOTAS & QUOTA  
PAYMENT DETAILS

##### MY DECLARATIONS:

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Let's do some more testing

ACCESS MY DECLARATIONS

##### MY AUTHORISATIONS:

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ACCESS MY AUTHORISATIONS

##### MY PRODUCTION RIGHTS:

Only companies registered as producers of bulk HFCs have access to this section. Here they can consult their allocated production rights. The most relevant Articles in the F-gas Regulation (EU) 2024/573 are 14 and 15.

Let's do some testing here

NOT APPLICABLE

### 4. Verify the quota authorisation initiated by the granting undertaking.


- This page gives you an overview of your quota authorisations and delegations.
- In the table "authorisations and delegations unrelated to legal successions" you will see the newly initiated quota authorisation with the status WAITING FOR ACCEPTANCE.
- Click on the yellow button to verify the details.

#### AUTHORISATIONS AND DELEGATIONS UNRELATED TO LEGAL SUCCESSIONS

EXPORT TO EXCEL								
YEAR	STATUS	TRANSACTION	TYPE	GRANTOR	BENEFICIARY	NUMBER	AMOUNT (TONNES OF CO2 EQUIVALENT)	ACTIONS
2025	WAITING FOR ACCEPTANCE	AUTHORIZATION	IN	NMORGANIZATION--10004	NMORGANIZATION--10005		+ 100	<div><div></div><div></div><div></div></div>
2025	VALID	DELEGATION	OUT	NMORGANIZATION--10005	NMORGANIZATION--10004	DEL-SH05-DEQT-2025-00088059	- 1	<div><div></div></div>

### 5. Check the details of the quota authorisation thoroughly.

- Check that all information is correct.
- Click on BACK TO SUMMARY to accept or reject this quota authorisation.

HIDE HISTORY				
DATE	ACTION	RESPONSIBLE	COMMENT	SUBMISSION
14/10/2025	Quota Authorisation Submitted (Waiting for acceptance)	NMORGANIZATION--10004 - User1 User1		

BACK TO SUMMARY

### 6. Accept or reject the initiated quota authorisation.

- To accept click on the check mark:

AMOUNT (TONNES OF CO2 EQUIVALENT)	ACTIONS
+ 100	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

- To reject click on “x”

AMOUNT (TONNES OF CO2 EQUIVALENT)	ACTIONS
+ 100	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

7. If you click on the check mark you will be led to the details of the transaction. There, click on **ACCEPT** in the lower right corner.

COMMENTS FROM BENEFICIARY \* (REQUIRED IN CASE OF REJECTION)

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REJECT

BACK TO SUMMARY

ACCEPT

8. Confirm or reject in the pop-up window.

- Read the text of the pop-up window.
- Click on YES if it is correct and you wish to accept the authorisation to use the quota of the granting undertaking.
- Click on NO if corrections are required or you want to reject the authorisation of quota.

**PLEASE CONFIRM**

Are you sure you want to receive an authorisation to use 100 tonnes of CO2 equivalents from company NMORGANIZATION--10004 for importing precharged equipment?

YES NO

## 9. Confirmation message.

- At the top of the page a message will appear. It confirms that you have correctly accepted the quota authorisation.

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

NMORGANIZATION--10005

HOME

PROFILE

HFC REGISTRY

MATCHMAKING

AUDITORS

TASKS

THE QUOTA AUTHORISATION HAS BEEN ACCEPTED.

## **Rules for correcting an authorisation to use quota**

In accordance with Article 20(8) of the F-gas Regulation, any requests by producers and importers to correct the information they recorded in the F-gas Portal concerning transfers of quota referred to in Article 21(1), authorisations to use quota referred to in Article 21(2) or delegations of authorisations referred to in Article 21(3), have to be communicated, with the consent of all undertakings involved in the transaction, to the Commission without undue delay and at the latest by 31 March of the year following that of the recording of the transfer of quota or the authorisation to use quota, or the delegation of the authorisation, as appropriate. The request must be substantiated with evidence establishing that it concerns a clerical error.

Notwithstanding the first subparagraph, requests to correct data that negatively affect the entitlements of other producers and importers not involved in the underlying transaction shall be refused.