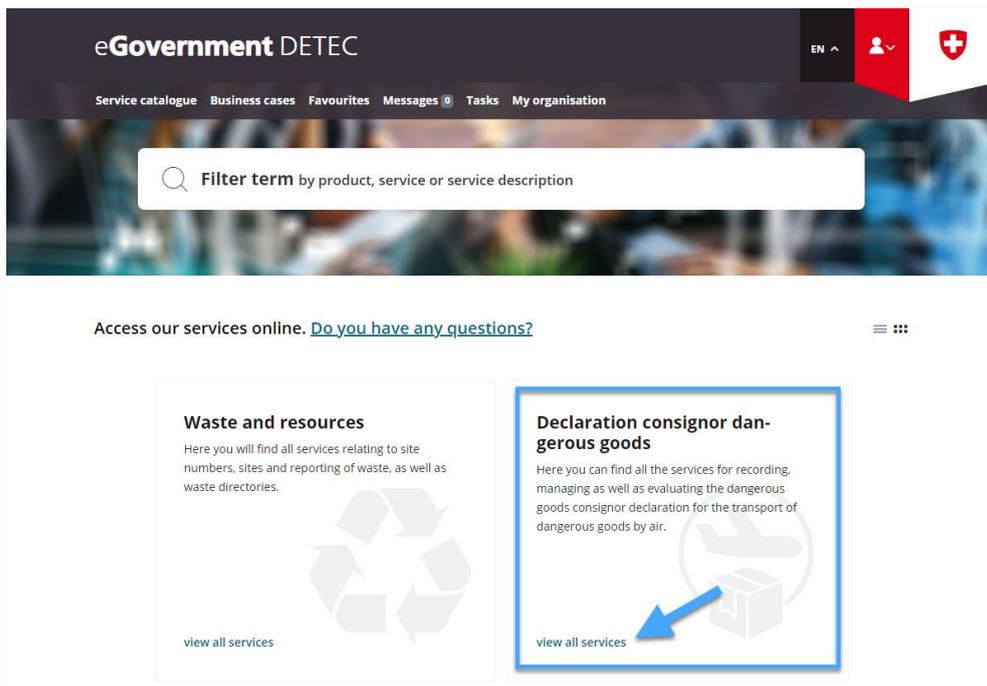


INSTRUCTIONS

Modify and confirm the declaration

Step 1: On the service catalogue overview page, in the service «Declaration consignor dangerous goods», click on «view all services»



ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

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Step 2: Start service «Record and manage declaration»

The screenshot shows the eGovernment DETEC portal interface. The header includes the logo 'eGovernment DETEC', a language dropdown set to 'EN', and a user profile icon. Below the header is a navigation menu with 'Service catalogue', 'Business cases', 'Favourites', 'Messages', 'Tasks', and 'My organisation'. The main heading is 'Declaration consignor dangerous goods'. Below this, a text block states: 'Here you can find all the services for recording, managing as well as evaluating the dangerous goods consignor declaration for the transport of dangerous goods by air.' Two service cards are displayed. The first card, 'Record and manage declaration', is highlighted with a blue border and a blue arrow pointing to its 'Go to service' button. The second card, 'Check declarations', is not highlighted. Both cards include a star icon, a description, and a 'Go to service' button with a 'Detailed information' link below it. The cards also feature a circular icon with an airplane and a box.

Step 3: Select company subject to declaration, for which a dangerous goods consignor declaration has been submitted in the eGovernment DETEC portal

The screenshot shows the 'Record and manage declaration' service details page. The header is identical to the previous screenshot. The main heading is 'Record and manage declaration'. Below this, there are two step indicators: '1' (active) and '2'. The current step is 'Step 1 - Organisation details'. The section title is 'Company subject to declaration'. The text below reads: 'Select the organisation (= company subject to declaration) that you have created under [My organisation](#). Please note that you can only select organisations which are connected to a UID number. If you have created your organisation without a UID number, you can add it subsequently under [Edit organisation data](#).' Below the text is a dropdown menu labeled 'Organisation *' with a blue arrow pointing to it. The dropdown menu is currently empty.

Step 4: Check existing data and make changes if necessary

Page 1: Check the existing data and make changes if necessary, then click on "Next page"

eGovernment DETEC

Service catalogue Business cases Favourites Messages Tasks My organisation

Record and manage declaration

1 2

Step 1 - Organisation details

Company subject to declaration

Select the organisation (= company subject to declaration) that you have created under [My organisation](#). Please note that you can only select organisations which are connected to a UID number. If you have created your organisation without a UID number, you can add it subsequently under [Edit organisation data](#).

Organisation * [input field] X v

UID [input field] ✓

Postcode [input field] ✓ Town [input field] ✓

Street [input field] ✓ House number [input field] ✓

If your organisation (= company subject to declaration) has several shipping locations that are registered under the same UID number as the main location, you can activate the following checkbox and record the additional locations.

Enter additional shipping locations with the same UID

Postcode * [input field] Town * [input field]

Street * [input field] House number [input field]

X Delete Add

Details of the person authorized to sign in the company

According to article 16d, Para. 2 of the Swiss Ordinance on Air Transport (OATr, SR 748.411), the declaration must be submitted by a person authorized to sign in the company. This person serves the FOCA primarily as focal point.

First name * [input field] ✓ Surname * [input field] ✓

Function within the company * [input field] ✓

Detailed information Cancel **Next page**

Page 2: Check the existing data and make changes if necessary, select "Confirm declaration", confirm the declaration of conformity and consent, and then click on "Complete"

eGovernment DE TEC EN ^ [User Profile] [Swiss Flag]

Service catalogue Business cases Favourites Messages Tasks My organisation

Record and manage declaration

1 2

Step 2 - Information on dangerous goods classes

Information on the classes of dangerous goods to be transported

According to article 16d, para. 2 of the Swiss Ordinance on Air Transport LTRV (OATr, SR 748.411) your company is obliged to provide information on the dangerous goods classes to be transported. Please select below the dangerous goods classes your company is shipping (multiple selection possible).

- Class 1: Explosives
- Class 2: Gases
- Class 3: Flammable Liquids
- Class 4: Flammable Solids; Substances liable to Spontaneous Combustion; Substances which, in contact with water, emit Flammable Gases
- Class 5: Oxidizing Substances and Organic Peroxides
- Class 6: Toxic and Infectious Substances
- Class 7: Radioactive Material
- Class 8: Corrosives
- Class 9: Lithium Batteries only
- Class 9: Miscellaneous Dangerous Substances and Articles (with/without Lithium Batteries)

Please declare below if your company is already approved as a Known Consignor (KC) or Regulated Agent (RA).

Known Consignor / Regulated Agent

Confirm/delete declaration

According to article 16d, para. 3 of the Swiss Ordinance on Air Transport (OATr, SR 748.411), your company is obliged to keep the recorded declaration data up to date at all times and to confirm it at regular intervals, at the latest 365 days after the initial recording or last change. Furthermore, it is possible to delete the existing declaration at any time.

Confirm declaration (the existing declaration details have been checked, adjusted if necessary and are up to date)

Delete declaration (declaration is thereby removed)

Declaration of conformity and consent

As a declarable entity according to Art. 16d of the Swiss Ordinance on Air Transport (ATO, SR 748.411), we hereby confirm that the applicable national and international regulations on the transport of dangerous goods by air have been met. *

We hereby consent to the use, processing and disclosure by the FOCA of the information provided in accordance with Art. 16e of the Air Transport Ordinance (ATO, SR 748.411). *

Detailed information Cancel Previous Page **Complete**

Step 5: Reception of transmission confirmation (= dangerous goods consignor declaration successfully modified / confirmed)

