

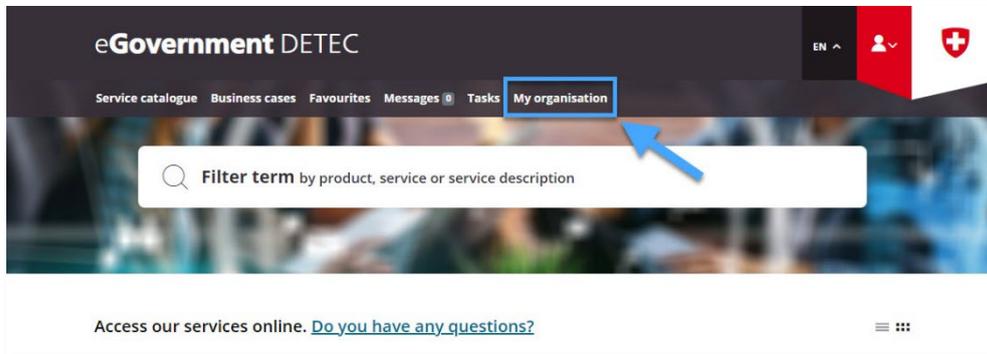
INSTRUCTIONS

Record a declaration

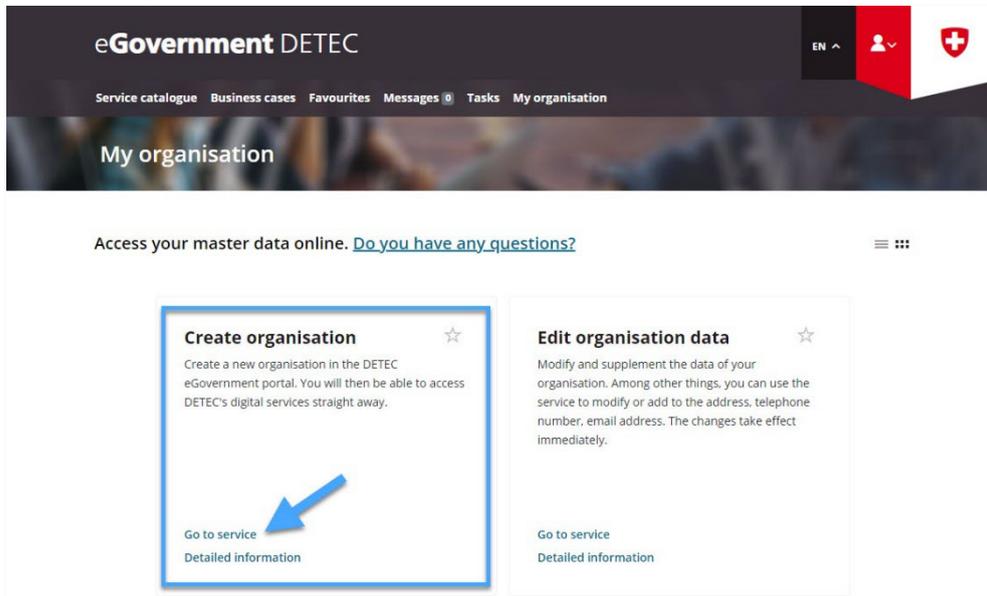
Step 0 (if not yet done): Register and log in to the DETEC eGovernment portal
→ [How can I register and log in to the DETEC eGovernment portal?](#)

Step 1: Create organisation (= Company subject to declaration)

Click on «My organisation»



Start service «Create organisation»



ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

Business Object	132.3-101/4/1	Prepared by	SBOC DG / lub	Released by	L-SBOC, 17.03.2023
Document Owner	SBOC	Revised by	SBOC DG / lub	Distribution	External

Enter the data of the company subject to declaration

eGovernment DETEC

Service catalogue Business cases Favourites Messages @ Tasks My organisation

Create organisation

1

Step 1 - Organisation data

Here you can enter your organisation and the communication channels.
The mandatory fields are marked with a *.

We recommend that you create your organisation using the UID number. If you do not know your UID, you can search for it in the UID register (www.uid.admin.ch) and copy it.

UID

If your organisation does not have a UID, you can select the check box and enter your organisation manually.

Enter organisation without UID entry

The organisation lines 2 & 3 are used to specify the organisation in more detail (e.g. 'Infrastructure Division', 'Finance Division', 'IT Team Portfolio'). This additional information is needed by other users to identify their organisation.

Company name / organisation name *

- **Note on the UID number:** A dangerous goods consignor declaration can only be submitted by companies that are linked to a Swiss company identification number (UID)
- **Note on the IBAN:** No IBAN number has to be provided

After receiving the transmission confirmation (= company subject to declaration successfully created in the eGovernment DETEC portal), go to the service catalog

eGovernment DETEC

Service catalogue Business cases Favourites Messages @ Tasks My organisation

Create organisation

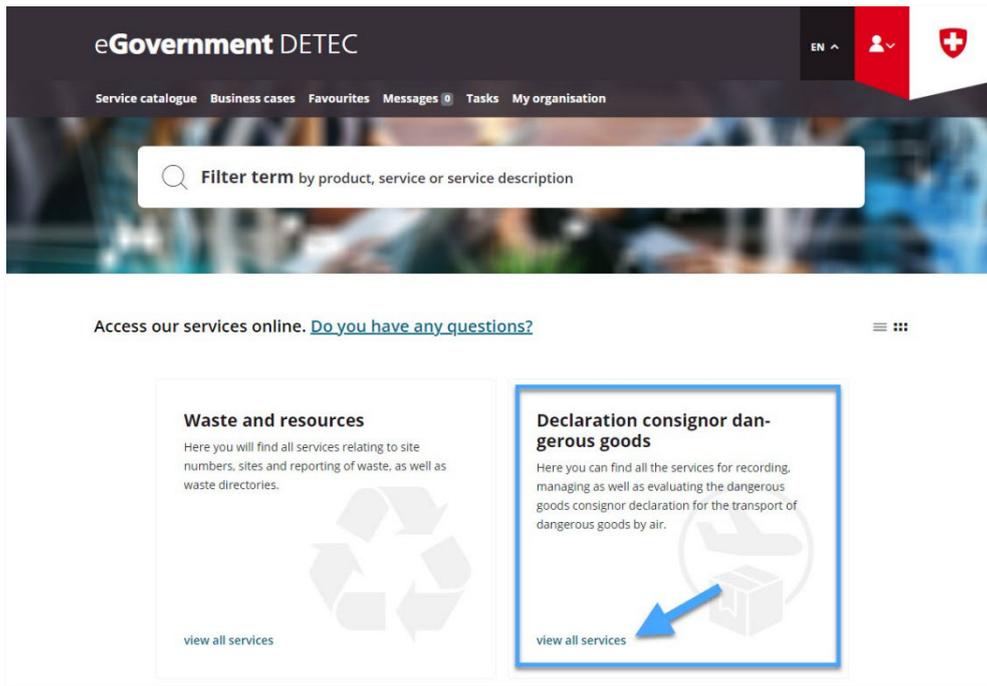
Thank you, your form has been submitted. ✓

Your organisation has been created.

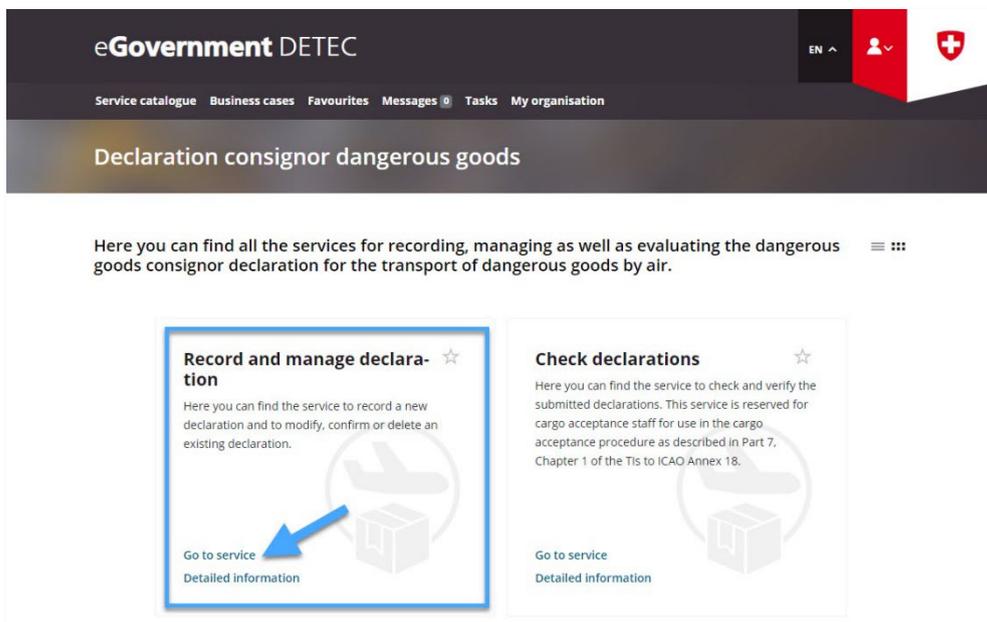
You can find all of your organisation's business cases under [Business cases](#). You can use the [Service catalogue](#) to obtain services for your organisation. You will be notified of any changes to your business cases under [Messages](#).

Click here to go back to [My organisation](#).

Step 2: On the service catalogue overview page, in the service «Declaration consignor dangerous goods», click on «view all services»



Step 3: Start service «Record and manage declaration»



Step 4: Select company subject to declaration, which has previously been registered under «My organisation» in the eGovernment DETEC portal (see Step 1)

The screenshot shows the 'Record and manage declaration' page in the eGovernment DETEC portal. At the top, there is a navigation bar with 'Service catalogue', 'Business cases', 'Favourites', 'Messages', 'Tasks', and 'My organisation'. 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 is titled 'Company subject to declaration' and contains instructions: '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.' A blue box highlights the 'Organisation *' dropdown menu, with a blue arrow pointing to it.

Fill out the required details on the company subject to declaration **on page 1**, and then click on "Next page"

The screenshot shows the same 'Record and manage declaration' page, but now the form fields are filled out. The 'Organisation *' dropdown is selected. Below it are fields for 'UID', 'Postcode', 'Town', 'Street', and 'House number', each with a checkmark indicating they are filled. There is a checkbox labeled 'Enter additional shipping locations with the same UID' which is currently unchecked. Below this is the section 'Details of the person authorized to sign in the company' with instructions: '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.' There are three input fields: 'First name *', 'Surname *', and 'Function within the company *'. At the bottom, there are three buttons: 'Detailed information', 'Cancel', and 'Next page'. A blue arrow points to the 'Next page' button.

- **Note on «Enter additional shipping locations with the same UID»:**

- In case the company subject to declaration has additional shipping locations under the same UID number as the main location, these locations must be entered here (street, postal code, city)
- In case one of these additional shipping locations is assigned to a different UID number than the main location, a separate dangerous goods consignor declaration must be submitted for this location

Fill out the required details on the company subject to declaration **on page 2**, and then click on "Complete"

eGovernment DETEC 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

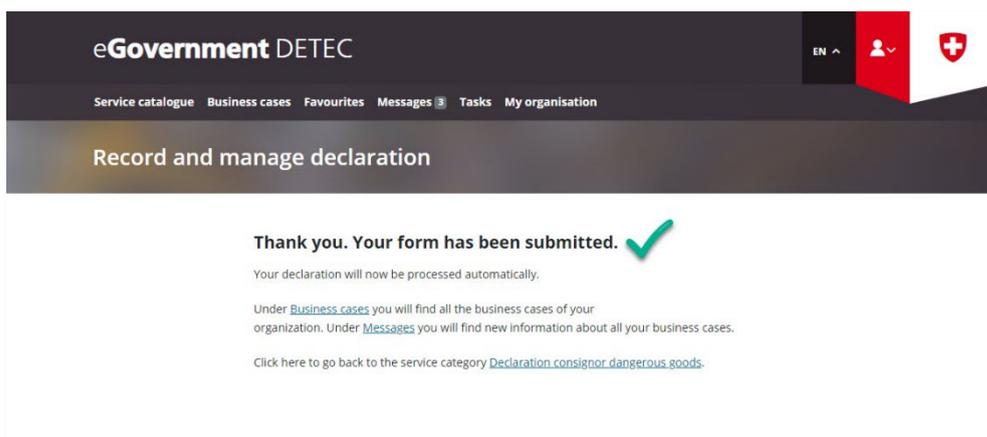
Declaration of conformity and consent

- 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]** [Up Arrow]

- **Note on «Information on the classes of dangerous goods to be transported»:**
 - It must be specified here which dangerous goods classes are to be shipped (multiple selection possible). In case the dangerous goods classes to be shipped have changed, the declaration submitted shall be adjusted accordingly (refer to [Modify and confirm existing declaration](#))
 - Class 9: In case the company subject to declaration only ships lithium batteries under Class 9, then “Class 9: Lithium Batteries only” must be selected
 - **Note on «Known Consignor / Regulated Agent»:** In case the company subject to declaration is already approved by the FOCA as a "Known Consignor" according to Article 3(27) of Regulation (EC) No 300/2008 (point 6.4.1 of the Annex to the Implementing Regulation (EU) 2015/2018) or as a "Regulated Agent" according to Article 3(26) of Regulation (EC) No 300/2008 (point 6.3.1 of the Annex to the Implementing Regulation (EU) 2015/1998), this checkbox must be selected
- Link FOCA: [Known Consignor](#) / [Regulated Agent](#)

Step 5: Reception of transmission confirmation (= dangerous goods consignor declaration successfully recorded)



Note on the validity period of the submitted declaration:

- The information provided must be kept up to date at all times. Companies required to submit a declaration are therefore requested to confirm the information in their declaration to the FOCA at regular intervals (335 days after the initial declaration or the last update). If no such confirmation is given, the filed declaration automatically expires after a 30-day period.
- To **modify / confirm an existing declaration:**
→ [Instructions: Modify and confirm existing declaration](#)
- To **delete an existing declaration:**
→ [Instructions: Delete existing declaration](#)