Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
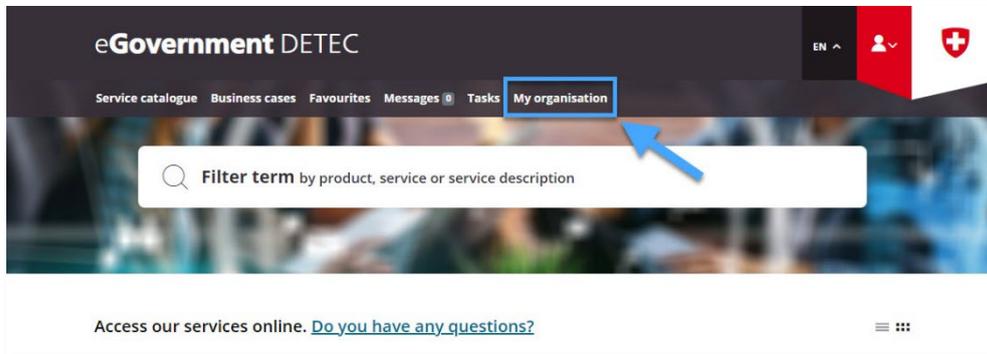Safety Division - Flight Operations
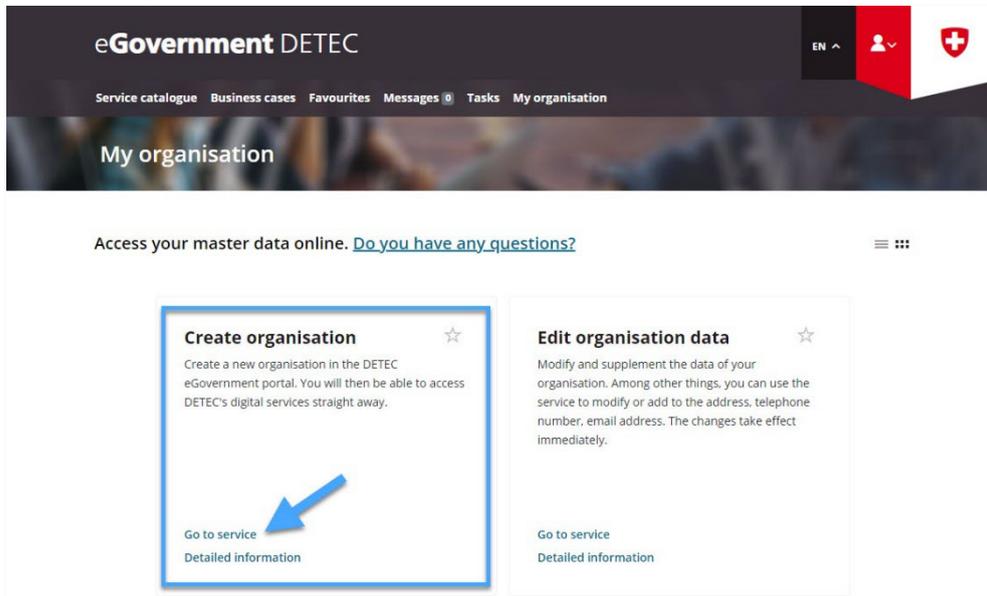
INSTRUCTIONS
Record a declaration

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»

Enter the data of the company subject to declaration

- **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

Step 2: On the service catalogue overview page, in the service «Declaration consignor dangerous goods», click on «view all services»
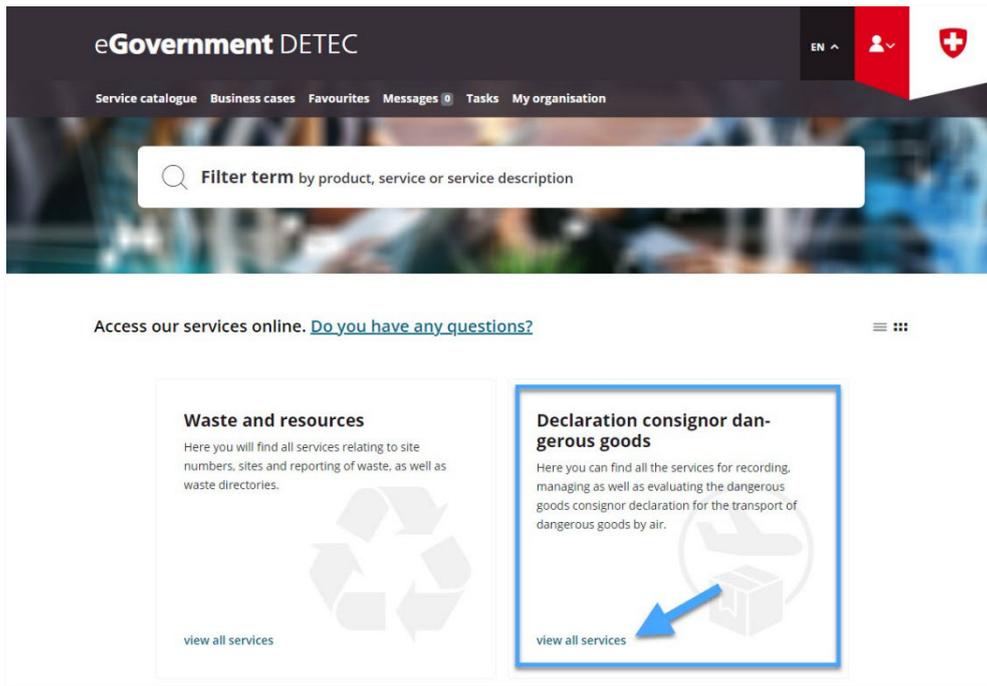
Step 3: Start service «Record and manage declaration»

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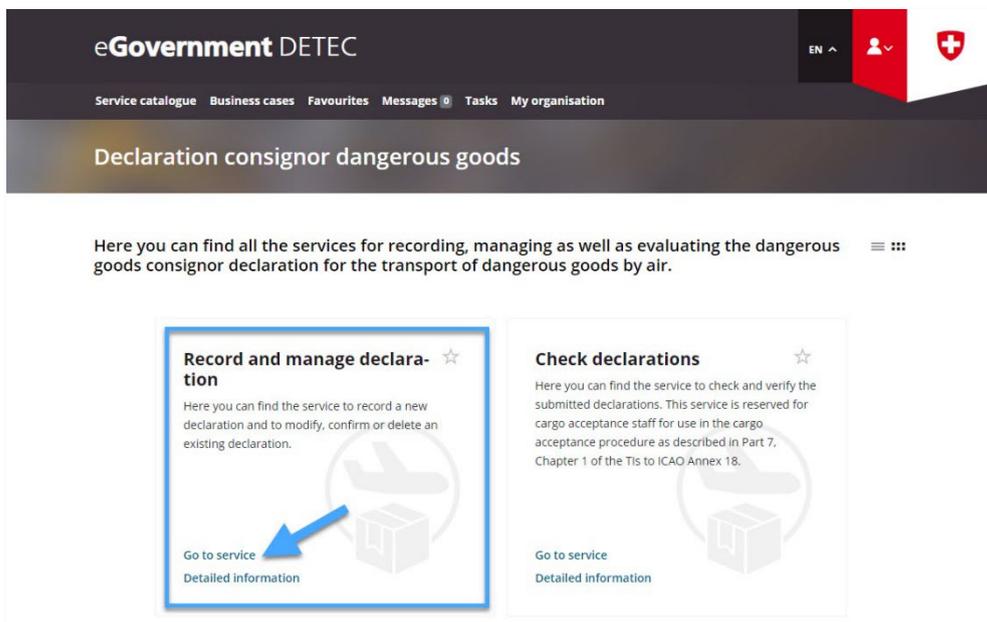
Step 4: Select company subject to declaration, which has previously been registered under «My organisation» in the eGovernment DETEC portal (see Step 1)

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

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

  o 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)

  o In case one of these additional shipping locations is assigned to a different UID number than the main location, a <u>separate</u> 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"

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- **Note on «Information on the classes of dangerous goods to be transported»**:

  o 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)

  o 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)
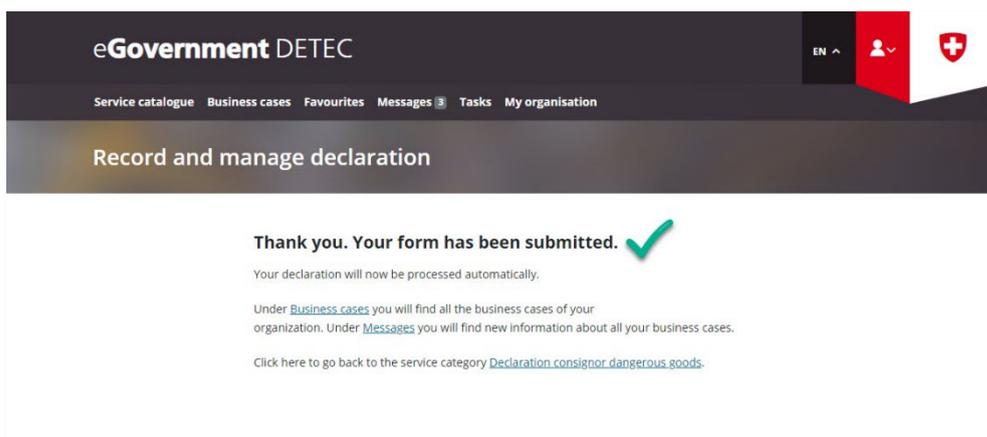
Note on the validity period of the submitted declaration:

- 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