

Manual for account creation and registration for foreign producers

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1. Create an user account

To do this, you must be on the homepage of the single-use plastic fund platform DIVID
→ <https://www.einwegkunststofffonds.de/en>

1.1 Select user group

To create a new user account, click on the “Login & Registration” button (Figure 1).



Figure 1

The four possible types of user groups are displayed in the next window (Figure 2). If you are a producer without an establishment in Germany, click on the “I would like to create an account” button for the “I am a producer without an establishment in Germany” user group.

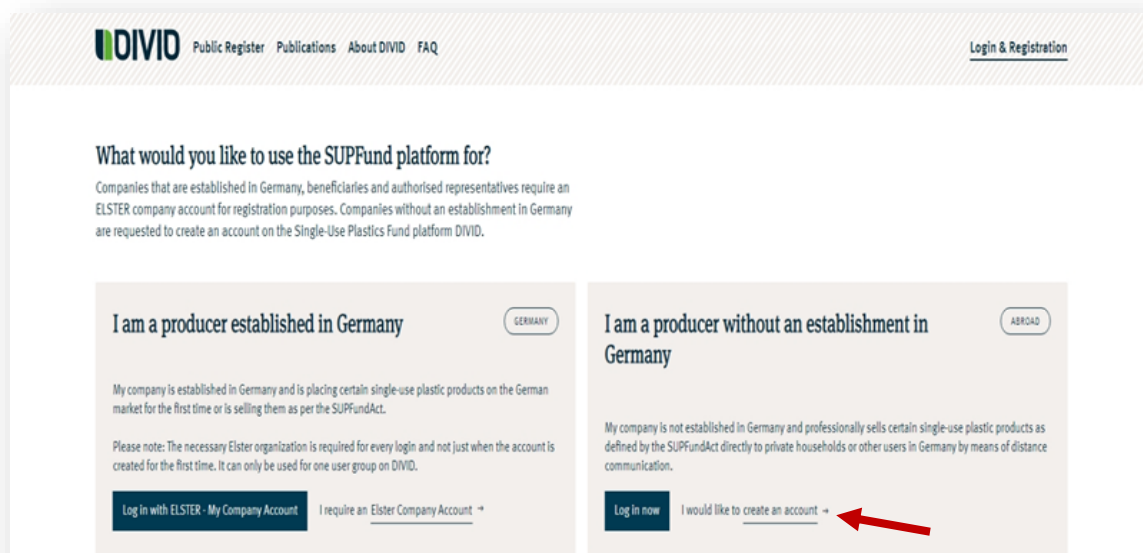


Figure 2

1.2 Create an account

If your company does not have an establishment in Germany, please create an account on DIVID. Your identification will be verified via 2-factor authentication. You must now enter all the required data (Figure 3). Finally, click on the “Create Account” button.

Create Account

Please enter your details to create an account for the SUPFund platform.

Information about your company

NAME (COMPANY) Max Mustermann Ltd.	
CORPORATE FORM Limited Company	
STREET, NUMBER Mustermannstreet 10	
POSTCODE 01234	PLACE Mustercity
ADDRESS ADDITION	
COUNTRY United Kingdom	

Login Data

AUTHORISED REPRESENTATIVE Max Mustermann
E-MAIL ADDRESS sinc+mustermann@ewk-test.de
REPEAT E-MAIL ADDRESS sinc+mustermann@ewk-test.de
PASSWORD ••••••••
REPEAT PASSWORD ••••••••

Create Account

Figure 3

1.3 Verification of the account

You will then receive the information “That was successful!” and a confirmation link will be sent to you within 24 hours to complete your account creation (Figure 4). If you do not receive an e-mail, please refer to our [FAQ](#) “What if the verification link cannot be delivered? (Producers without establishment in Germany)”.

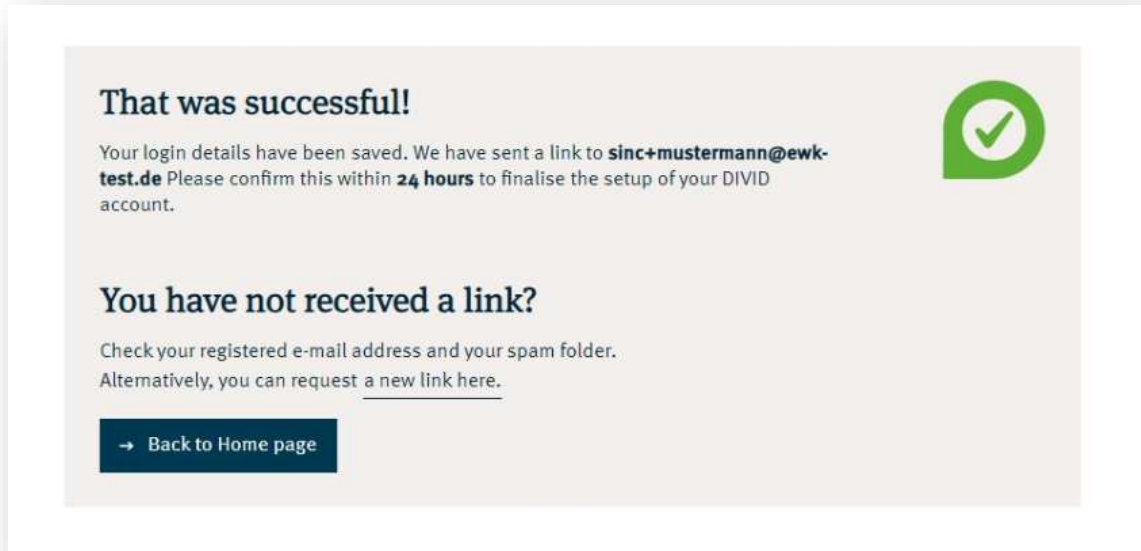


Figure 4

After you have clicked on the verification link sent to you, another confirmation window will appear (Figure 5).

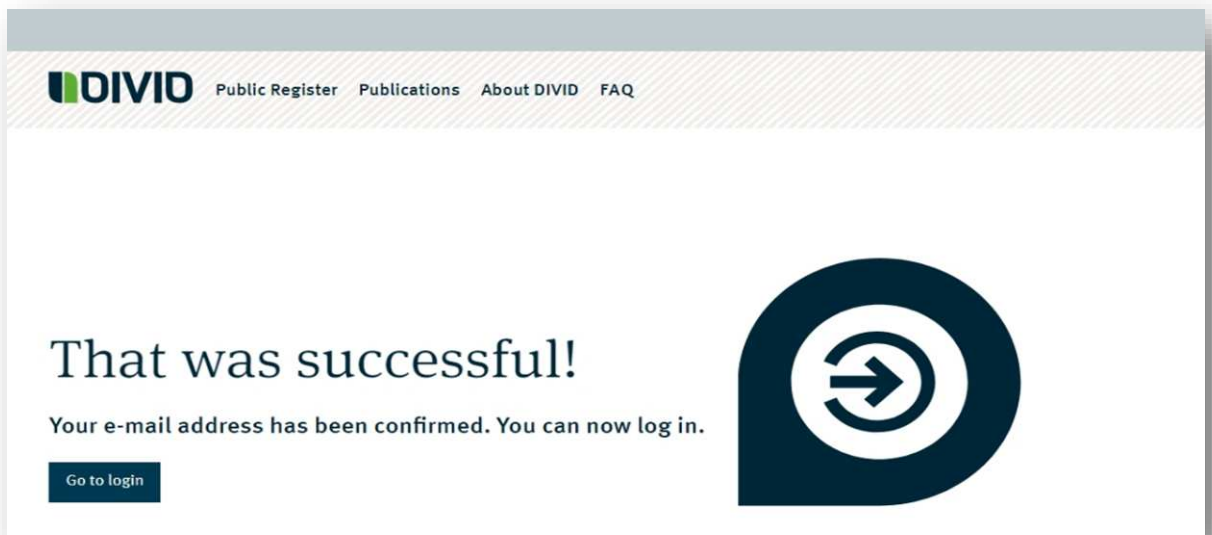


Figure 5

The account has now been created. After logging in again and authenticating, you will now see the start page of your account (dashboard).

NOTE: 2-factor authentication is used every time you log in.

1.4. Dashboard - Homepage of the profile

Now you will see your user ID (producer number) and notifications issued on your dashboard (Figure 6). You can also start the registration process from here.

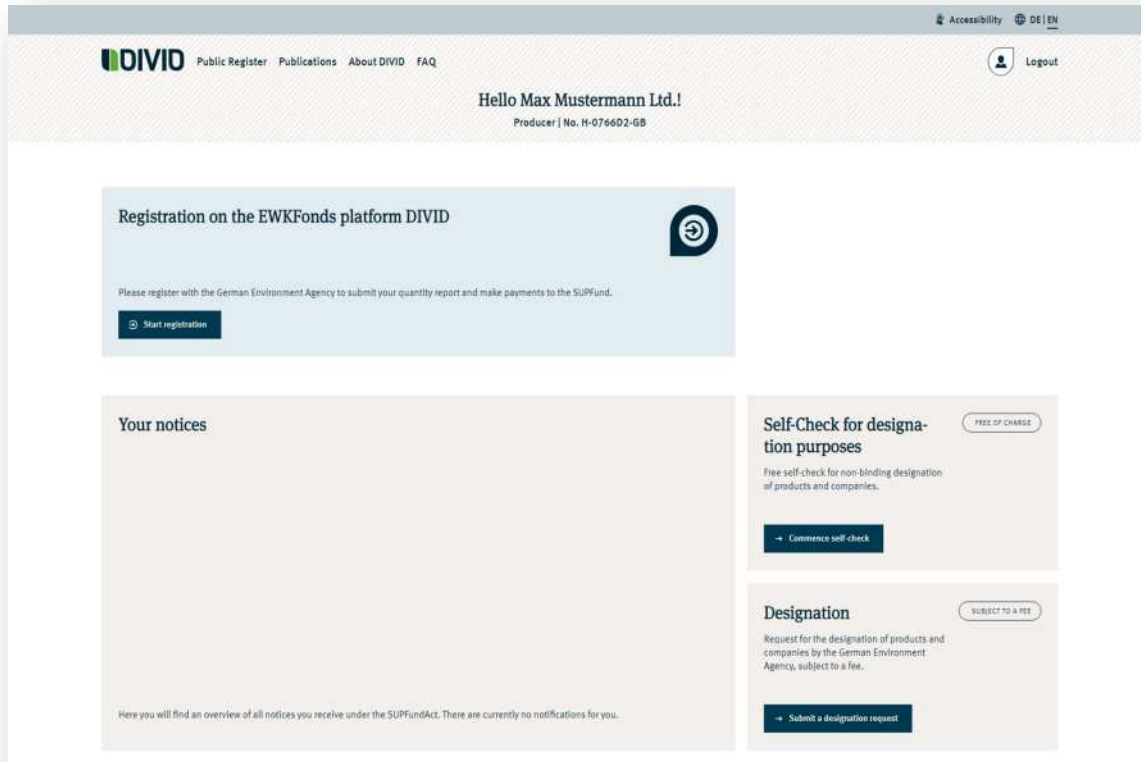


Figure 6

1.5. Account data

You will also find an icon with a schematic representation of a person at the top right of your dashboard (Figure 7). This will take you to your account data, some of which you can edit.



Figure 7

2. Registration process

Click on the “Start registration” button on your dashboard (Figure 8).

The sequence of steps to be carried out is permanently displayed on the left-hand side of the screen during the registration process. You can see which registration step you are currently in by the dark highlighting of each step.

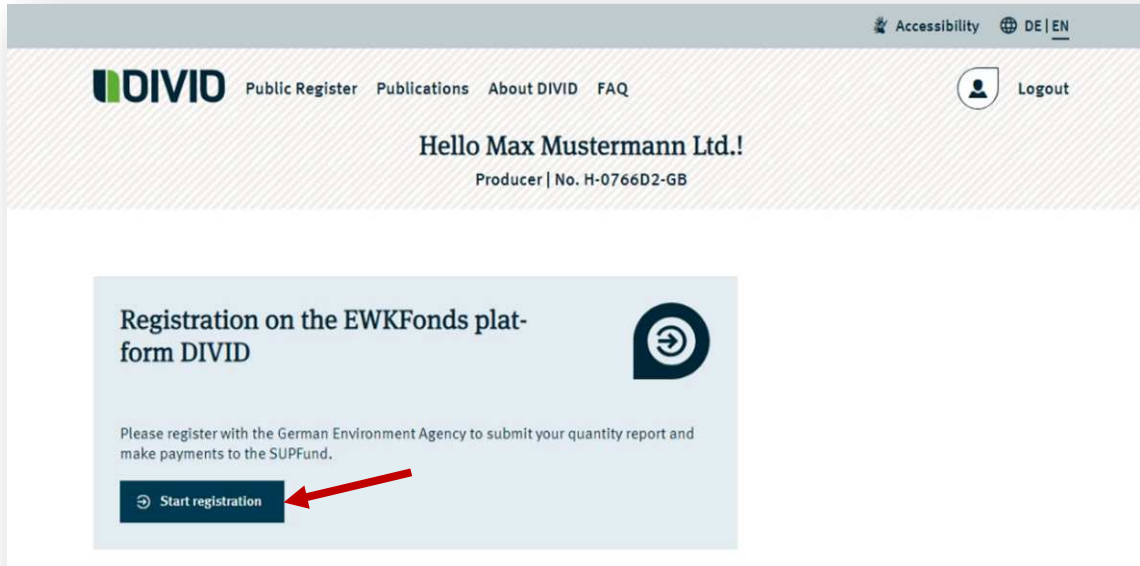


Figure 8

2.1. Step 1 – Your account data

In the first step of the registration process, you must complete your tax data (Figure 9). The national tax number and the national identification number are mandatory here.

At this point, you have the option of entering the tax data manually or transferring it from the LUCID packaging register. To do this, click on the “Would you like to transfer your data from LUCID?” area (red frame in Figure 9).

Your registration on DIVID

Please take enough time for processing - Incomplete profiles will be deleted.

- Step 1: Your account data**
- Step 2: Product Details
- Step 3: Your authorised representative
- Step 4: Your proof of appointment
- Step 5: Checking and submitting

SINGLE-USE PLASTICS FUND ACT

Step 1: Your master data

For your registration, we need information about your company. Please provide missing information - either by importing from the packaging register LUCID or manually.

Would you like to import data from LUCID? OPTIONAL

Would you like to enter your data manually?

Please add any missing information about your company manually.

NAME (COMPANY)
Max Mustermann Ltd.

CORPORATE FORM
Limited Company

Address

STREET, NUMBER
Mustermannstreet 10

ADDRESS ADDITION

POSTCODE
01234

PLACE
Mustercity

COUNTRY
United Kingdom

Tax data

NATIONAL TAX NUMBER/VAT IDENTIFICATION NUMBER
GB12345HB

EUROPEAN TAX NUMBER (OPTIONAL)

NATIONAL IDENTIFICATION NUMBER
012345678910

Authorised Representative

NAME (NATURAL PERSON AUTHORISED TO REPRESENT THE COMPANY)
Max Mustermann

E-MAIL ADDRESS
sinc+mustermann@ewk-test.de

AREA CODE
+1-268

TELEPHONE NUMBER
123456777

Contact person (optional)

NAME (CONTACT PERSON)
Maxl Mustermann

E-MAIL ADDRESS
Maxl.Mustermann@web.de

[Continue](#)

Figure 9

Click on the “Import data” button (Figure 10) to open the input window to import the data using your LUCID registration number and the e-mail address you entered in LUCID. You must first agree to the transmission of the data by clicking on the box in front of the corresponding note (Figure 11).

SINGLE-USE PLASTICS FUND ACT

Step 1: Your master data

For your registration, we need information about your company. Please provide missing information - either by importing from the packaging register LUCID or manually.

^ Would you like to import data from LUCID? OPTIONAL

You can transfer data from LUCID using your registration number and your LUCID e-mail address.

Import data

Figure 10

Would you like to import data from LUCID? ×

Please enter your LUCID registration number and the e-mail address you have registered with LUCID.

LUCID REGISTRATION NUMBER

E-MAIL ADDRESS (LUCID)

I agree to the transmission of data from LUCID (national tax number/sales tax number, European tax number, national identification number).

Cancel **Import data**

NAME (COMPANY)
Max Mustermann Ltd.

Figure 11

2.2. Step 2 – Product Details

Once you have completed your master data, click on the “Continue” button (Figure 9) to proceed to the second step of product information.

Registration requires a list of the brand names under which the single-use plastic products are first made available or sold on the market by producers. If a product has a top brand and additional sub-brands (so-called sub-brands), it is sufficient to state the top brand. It does not have to be a registered trademark within the meaning of trademark law.

If you supply single use plastic products without a brand name on the market, enter your company name under “Brand name” (not: No name or no brand etc.).

Enter the name in the left-hand column of the table provided and assign a product type to the product from the right-hand column. To do this, select one of the nine available product types from the drop-down field (Figure 12).

SINGLE-USE PLASTICS FUND ACT

Step 2: Product Details

Please enter all the necessary information for single-use plastic products subject to the SUPFundAct fee.

Your products [Delete all products](#)

Name (product)	Product type
NAME (PRODUCT) brand name	PRODUCT TYPE * PRODUCT TYPE * 1. Food containers 2. Packets and foil packaging 3. Beverage containers without a deposit 4. Beverage containers with a deposit 5. Cups for beverages 6. Lightweight plastic carrier bags 7. Wet wipes 8. Balloons 9. Tobacco products with filters and filters for tobacco products

[+ Add product](#) [Continue](#)

[Back](#)

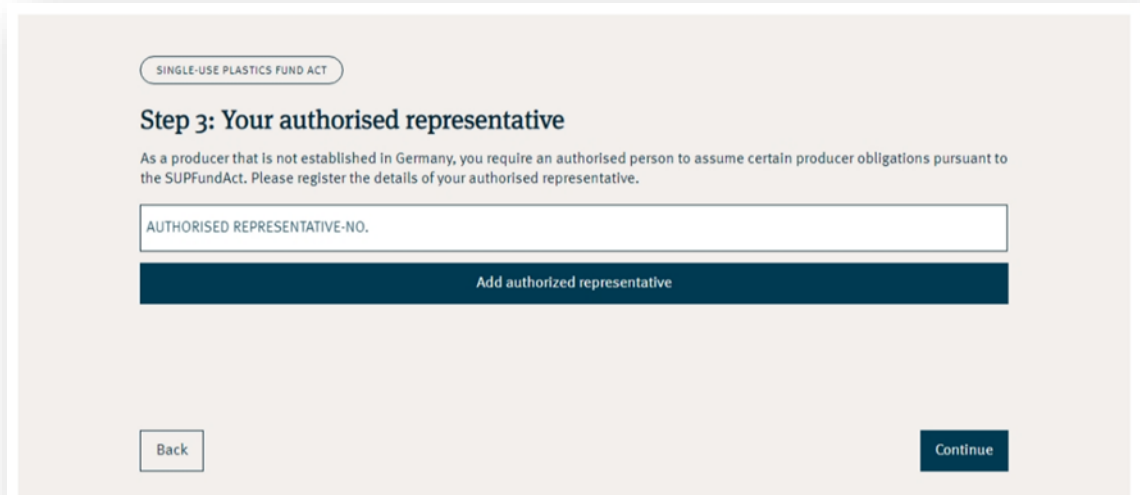
Figure 12

You can add further products using the “Add product” button (Figure 12). Once you have entered all the required products, complete this step by clicking the “Continue” button.

2.3. Step 3 – Your authorized representative

After you have added your products, you must enter an “Authorised Representative No.” (Figure 13).

If you do not yet have an authorised representative, you will find a list of authorized representatives currently acting within the scope of the Single-Use Plastics Fund Act (EWKFondsG) [here](#). The list is not exhaustive and shows those authorised representatives who have consented to publication. They are listed in alphabetical order and the publication is updated on an ongoing basis.



SINGLE-USE PLASTICS FUND ACT

Step 3: Your authorised representative

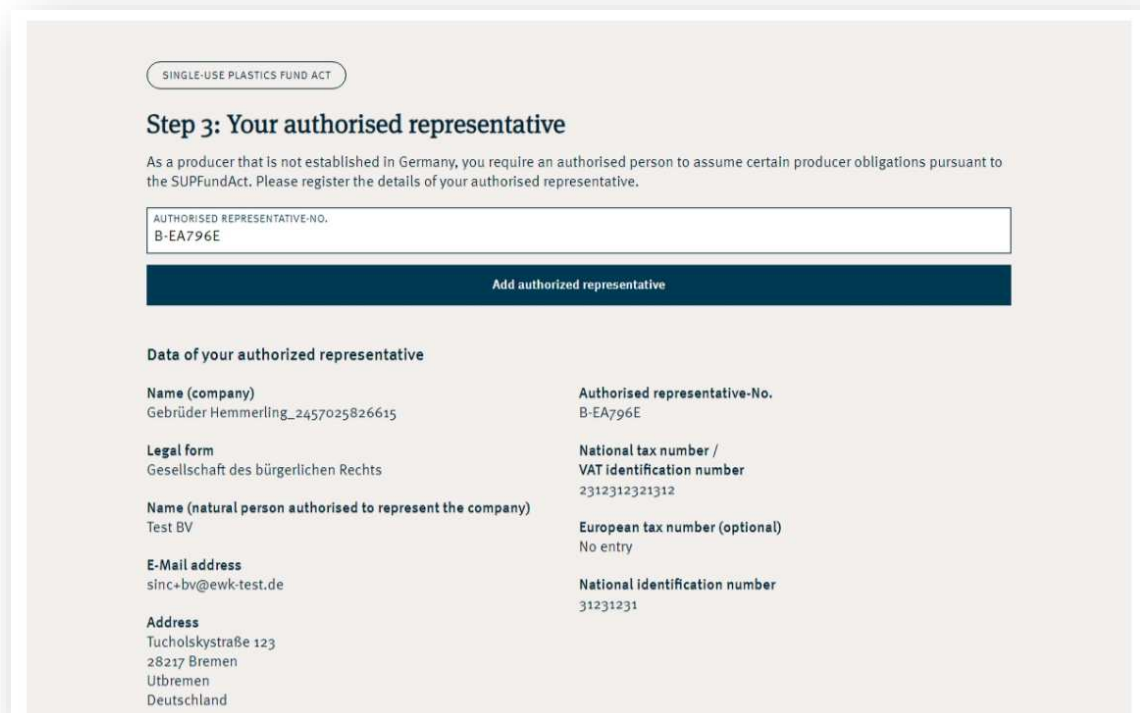
As a producer that is not established in Germany, you require an authorised person to assume certain producer obligations pursuant to the SUPFundAct. Please register the details of your authorised representative.

Add authorized representative

Back Continue

Figure 13

If you have entered the “Authorised Representative-No”. and clicked the “Add authorized representative” button, the authorized representative’s data will be displayed (Figure 14). Make sure that you have entered the correct number.



SINGLE-USE PLASTICS FUND ACT

Step 3: Your authorised representative

As a producer that is not established in Germany, you require an authorised person to assume certain producer obligations pursuant to the SUPFundAct. Please register the details of your authorised representative.

Add authorized representative

Data of your authorized representative

Name (company) Gebrüder Hemmerling_2457025826615	Authorised representative-No. B-EA796E
Legal form Gesellschaft des bürgerlichen Rechts	National tax number / VAT identification number 2312312321312
Name (natural person authorised to represent the company) Test BV	European tax number (optional) No entry
E-Mail address sinc+bv@ewk-test.de	National identification number 31231231
Address Tucholskystraße 123 28217 Bremen Utbremen Deutschland	

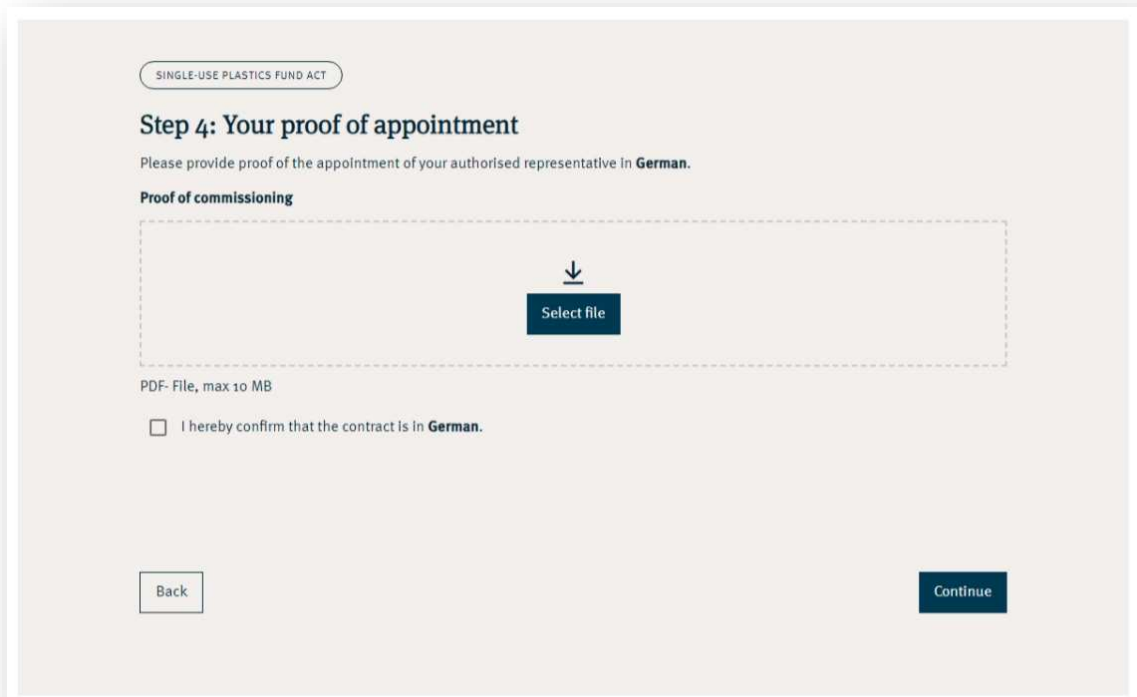
Figure 14

2.4. Step 4 – Your proof of appointment

You must now upload the proof of appointment. To do this, press the “Select file” button and select the appropriate file.

Before you can complete the transmission of the data, you must confirm that the contract is in **German** by clicking on the box in front of the corresponding note (Figure 15).

NOTE: The PDF file must not be larger than 10MB.



The screenshot shows a web form titled "SINGLE-USE PLASTICS FUND ACT" with the heading "Step 4: Your proof of appointment". The instructions state: "Please provide proof of the appointment of your authorised representative in **German**." Under the sub-heading "Proof of commissioning", there is a large dashed rectangular area containing a downward arrow icon and a dark blue "Select file" button. Below this area, the text "PDF-File, max 10 MB" is displayed. A confirmation checkbox is present with the text "I hereby confirm that the contract is in **German**." At the bottom left is a "Back" button and at the bottom right is a dark blue "Continue" button.

Figure 15

2.5. Step 5 – Checking and submitting


In the last step, all entries are summarised again (Figure 16).


Please check your details for completeness and accuracy. Ensure that the information is complete and truthful by checking the box in the “Declaration of truthfulness” section (Figure 16).


If you want to change individual details again, use the “edit-button” provided for this purpose. If all the information is correct and complete, complete the registration by clicking the “Submit registration” button.


Your registration on DIVID

! Please take enough time for processing - Incomplete profiles will be deleted.

 Step 1:
Your account data

 Step 2:
Product Details

 Step 3:
Your authorised representative

 Step 4:
Your proof of appointment

SINGLE-USE PLASTICS FUND ACT

Step 5: Checking and submitting

Please check your details before submitting your registration to the German Environment Agency.

Your master data [Edit](#)

Name (company) Max Mustermann Ltd.	Name (natural person authorised to represent the company) Max Mustermann
Address Mustermannstreet 10 01234 Mustercity United Kingdom	E-Mail address sinc+mustermann@ewk-test.de
National tax number/VAT identification number GB12345HB	Telephone number +1-268123456777
European tax number (optional) No entry	Name (contact person) Maxi Mustermann
National identification number 01234567890	E-Mail address Maxi.Mustermann@web.de

Your products

[Edit](#)

Name (product)	Product type
brand name	1. Food containers

Your authorised representative


[Edit](#)

Name (company) Gebrüder Hemmerling_2457025826615	Name (natural person authorised to represent the company) Test BV
Legal form Gesellschaft des bürgerlichen Rechts	E-Mail address sinc+bv@ewk-test.de
Address Tucholskystraße 123 28217 Bremen Germany	Telephone number +493123213123
National tax number/VAT identification number 2312312321312	
European tax number (optional)	
National identification number 31231231	

Your proof of appointment

[Edit](#)

Proof of commissioning

 [Mustervertrag_Max.Mustermann.pdf](#)

Declaration of truthfulness

I hereby declare that the information I have provided is complete and true.

Back

Submit registration

Figure 16

2.6. Confirmation and notification of registration

After sending your registration application, you will receive a confirmation window (Figure 17).

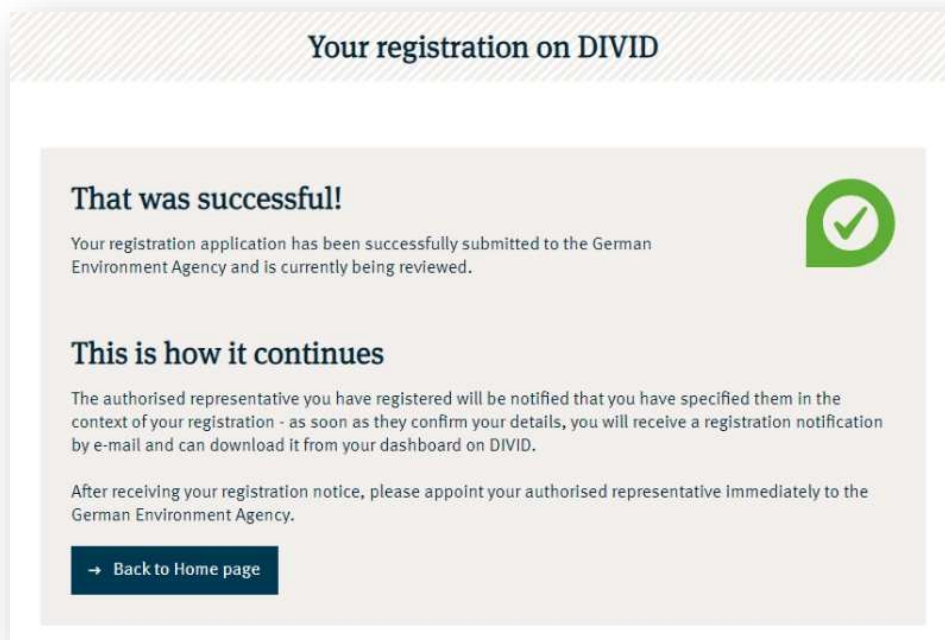


Figure 17

After sending, the authorised representative you have selected will receive a notification which they must confirm.

The registration notification will then be displayed on your dashboard in a timely manner (Figure 18) and will also be sent to you by email. It will be published in the producer register shortly afterwards.

NOTE: After receiving your registration notice, please appoint your authorised representative to the German Environment Agency.