



User manual for the electronic application e-RA

Extended producer responsibility (EPR) – Requests for individual approvals

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Request for individual REP approval

Producers/distributors of non-household electrical and electronic equipment and/or automotive and industrial batteries/accumulators must comply with the extended producer responsibility regime by applying for individual approval to the Minister for the Environment, Climate and Biodiversity. The request must be made online through the electronic e-RA application https://www.aev.etat.lu/e_ra.php by following the steps below :

- In order to obtain your connection data for e-RA, please complete the form (available on the entry page of the electronic application) and return it to e_RA@aev.etat.lu
- After obtaining your login, please log in to the e-RA application e-RA.

CNX01 - Authentification		waste_annual_report
Login	<input type="text"/>	
Mot de passe	<input type="password"/>	
<input type="button" value="CONTINUE"/> : se connecter (avec les paramètres ci-dessous).		

- Vous êtes dirigés vers la page « 001 - Autorisations de la société »

Extended producer responsibility	<input type="radio"/> Application for approval @ approval EPR - BATT (individual) <input type="radio"/> Application for approval @ approval EPR - WEEE (individual) <input type="radio"/> Application for approval @ partial approval EPR - WEEE (exclusively for Ecotrel-B2B members)
Other	<input type="radio"/> Change of address / name
Company	<input type="radio"/> AEV - MECANISME INDIVIDUEL REP [1, AVENUE DU ROCK'N'ROLL ; L-4361 ; ESCH-SUR-ALZETTE ; LU]
<input type="button" value="INQ_NEW"/> : Confirmation of the selected administrative inquiry.	

Depending on the category for which you plan to apply for individual approval, you must select one of the following three options (only one process at a time!):

- Application for approval@approval EPR-BATT (individual)
- Application for approval@approval EPR-WEEE (individual)
- Demande agrément@agrément partiel REP–DEEE (Ecotrel WEEE-B2B members)

AND tick the name of your company **AND** click on the box to confirm your choice.

- You are then directed to the page “060N – Administrative inquiry for Authorization / Registration / Change of Address / Change of Company Name” which confirms your choice of approach. Please click on the **CONTINUE** box to proceed with your request for individual approval.
- On page “060N – Administrative inquiry for Authorization / Registration / Change of Address / Change of Company Name” you must complete and attach the documents listed before transferring your request.

PLEASE NOTE: the system only authorizes the transfer of the application if all mandatory documents are completed and attached! (documents in dark green are mandatory, those in light green are optional)

- The process is in **ENCODAGE** mode until **TRANSFER** and you can modify/add documents at any time. As soon as all the documents are completed and attached, the **TRANSFER** box becomes free and the request for approval can be transferred to the Environment Administration for processing.

PLEASE NOTE: If you do not click on the **TRANSFER box, your request will not be transmitted to the Environment Administration!**

- Subsequently, you will receive several emails/notifications confirming the progress of your request (acknowledgment of receipt, admissibility, inadmissibility, additional information, refusal, agreement).

ATTENTION IN CASE OF REFUSAL: From the date indicated on the refusal letter, your company is considered to be non-compliant. If your company continues to sell non-household EEE and/or automobile/industrial batteries/accumulators in Luxembourg after this date and despite the refusal of individual approval, criminal sanctions and/or administrative measures will be initiated, in accordance with the amended Law of March 21, 2012 relating to waste.

ATTENTION IN CASE OF AGREEMENT: The ministerial approval is valid for a period of five years and contains the provisions with which you must comply. In the event of non-compliance with these provisions, your ministerial approval will be withdrawn. From the date indicated on the withdrawal order, your company is considered non-compliant. If your company continues to sell non-household EEE and/or automotive/industrial batteries/accumulators in Luxembourg after this date and despite the withdrawal of your individual approval, criminal sanctions and/or administrative measures will be initiated, in accordance with the amended Law of March 21, 2012 relating to waste.