

When do I have to register?

Introduction

This document aims to provide an overview of the different deadlines that have to be respected according to the Royal Decree of May, 27th, 2014. In the context of this document, we use the following definitions:

Existing substances produced in nanoparticulate state:

Substances which are already on the market before January 1st, 2016.

These have to be registered before January 1st, 2016.

Existing mixtures containing substances produced in nanoparticulate state:

Mixtures which are already on the market before January 1st, 2017.

These have to be registered before January 1st, 2017.

New substances produced in nanoparticulate state or mixtures containing such substances:

Substances/mixtures which are placed on the market after January 1st, 2016 / January 1st, 2017.

These have to be registered before they are actually placed on the market.

Simplified registration:

A type of registration relating to products exclusively used for scientific research and development or product and process oriented research and development, as described in Art 7 of the Royal Decree. The deadline for this type of registration is the same as the deadlines mentioned for existing/new substances/mixtures.

Trade year:

The trade year is the calendar year in which the substances produced in nanoparticulate state, or mixtures containing such substances, have been traded. With exception of the first registration of new substances/mixtures, the trade year will be different from the year in which you perform the registration or the annual update in the software tool.

First registration

The first time you register a substance or a mixture, you have to furnish all the data as requested in the relevant annex of the Royal Decree.

- Annex 1 of the Royal Decree sets out all the details about the information required for a substance produced in nanoparticulate state.
- Annex 2 provides an overview of the information required for a mixture containing such substances.
- Annex 6 sets out the information required for a simplified registration (R&D)

Annual updates

Each year, between January, 1st and March, 31st, you have to update the information on your registered substances and/or mixtures.

You must confirm or correct the information given in the most recent version of your registration.

However, two types of information will have to be specified with every update:

- The actual quantity of the registered substance/mixture placed on the market during the corresponding trade year (Q)
- The actual list of professional users who acquired the substance/mixture during the corresponding trade year (PU)

An annual update is not required for a simplified registration (R & D)

Overview timeline

In the registry software, substances as well as mixtures can be registered starting as of September 2015.

The registry will be available continuously so it will, for example, be possible to register a mixture during 2016 or to register a new substance in 2016.

In the table below, **Q** refers to the Quantity of the substance produced in nanoparticulate state placed on the market during the period under consideration, **PU** refers to the Identity of the Professional Users to whom the registrant transferred the substance produced in nanoparticulate state, as such or contained in a mixture.

The timeline given in *italics* applies if you choose to register the mixtures in 2015. This is however not an obligation according to the RD.

	First registration	Estimation for Q and PU for trade year	First annual update	Accurate data for Q and PU for trade year	Second annual update	Accurate data for Q and PU for trade year
Existing substance	1/9/2015 – 31/12/2015	2016	1/1/2017- 31/3/2017	2016	1/1/2018- 31/3/2018	2017
	Annex 1 of the RD		Annex 3 of the RD			
Existing mixture	1/9/2015- 31/12/2015	2016	1/1/2017- 31/3/2017	2016	1/1/2018- 31/3/2018	2017
	2016	2017	1/1/2018- 31/3/2018	2017	1/1/2019- 31/3/2019	2018
	Annex 2 of the RD		Annex 4 of the RD			
New substance	20xx	20xx	1/1/20xx+1- 31/3/20xx+1	20xx	1/1/20xx+2- 31/3/20xx+2	20xx+1
	Annex 1 of the RD		Annex 3 of the RD			
New mixture	20xx	20xx	1/1/20xx+1- 31/3/20xx+1	20xx	1/1/20xx+2- 31/3/20xx+2	20xx+1
	Annex 2 of the RD		Annex 4 of the RD			

Specification for first registrations for existing substances or mixtures

For the first registration of an existing substance or mixture, it is possible that not yet all the information required is available.

If you are still waiting for the registration number from your supplier, which is necessary to submit a limited registration, you can check this box on the page 'chemical identification'.

- Chemical identification of the substance
- Quantity
- Use

Chemical identification of the substance

***Has this substance been subject to a previous registration ?**

Yes
 No

***Country of previous registration**

***Previous registration number**

Waiting for registration number from supplier

***Chemical name of the substance**

***Chemical formula**

CAS number

CAS number not available

EC number

EC number not available

REACH registration number

REACH registration number not available

If you do not yet have the complete information about the characteristics of the substance in nanoparticulate state, for instance because you are still waiting for the results of the laboratory, you can check the box 'Check this box if you are unable to complete all data' on the page of the related characteristic and motivate why you cannot complete the data.

Check this box if you are unable to complete all data
*Motivation incomplete data

The (mandatory) data are expected to be completed before the deadline of the first annual update, being

- 31st March 2017 for substances
- 31st March 2018 for mixtures

The minimum information to be provided before the deadlines of the first registration (31st December 2015 for substances, 31st December 2016 for mixtures) can be summarized as the information about the company, the chemical identification, the quantity (estimation), use and professional users (estimation).

In the registry this information is found in (specifications are given in the Overview via www.nanoregistration.be):

- Tab MyAccount: company info and user info
- Subtab 'general info'
- Subtab 'mixture' and composition of the mixture (*in case of mixtures*)
- The mandatory chemical identification: chemical name and formula of the substance
- Page 'Quantity' (*for mixtures this information is asked in the tab 'mixture'*)
- Page 'Use'
- Subtab 'Professional users'

More info about the deadlines?

See FAQ 24.a, FAQ 24.b, FAQ A.S2.a at www.nanoregistration.be

More info about the professional users?

See FAQ 2.18.a, FAQ A.S5.a, FAQ A.S5.b at www.nanoregistration.be

More info about the quantity placed on the market?

See FAQ A.S3.a at www.nanoregistration.be

I have to register. Where can I find more information?

On the website www.nanoregistration.be, you can find more guidance documents:

- Do I have to register?
- Which type of account do I need?
- Which type of registration can I submit?
- Practical manual: how to create an account
- Practical manual: how to submit a registration
- Overview (fields in software, uses, nace(bel))
- The Royal Decree
- FAQs
- The link to the registration tool

In case of questions, contact the helpdesk via info@nanoregistration.be