

APPENDIX M - PROCEDURE FOR CREATING A DECLARANT ACCOUNT IN INIES DATABASE

Appendix version	October 2023
Previous version of the appendix	None (creation of a new appendix)

This document is a translation of the French version of INIES programme rules. Only the original French version is authentic and official.

This procedure has been approved by the INIES database Technical Committee and Steering Committee.

Opening a declarant account in INIES is a prerequisite for:

- Submitting an individual or collective environmental declaration, configured or not
- Submitting a life cycle information (LCI) module (ICV)
- Declaring and registering a configurator
- Declaring a reference model from a configurator (configurable declaration)
- Declaring the use of a configurator and a reference model

Information required

The following information must be entered:

- 1) Information on the legal entity responsible for the declarant account:
 - Name of company/organisation
 - Postal address
 - Intracommunity VAT number
- 2) Information on the declarant account manager (technical contact):
 - Last name - First name
 - E-Mail
 - Telephone

The declarant account manager is the owner of the declarant account. They have the right to modify information relating to the declarant account.

The declarant account manager can use the declarant account to create user profiles that can be used to carry out certain operations on the declarant account.

Information on each user of the declarant account other than the manager

- Last name - First name
- Telephone
- E-mail