

How to transfer your UK REACH registrations prior to the UK withdrawal from the EU

February 2019

ABC

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How to transfer your UK REACH registrations prior to the UK withdrawal from the EU

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As a registrant based in the UK, your REACH registrations and notifications will be void after the UK's withdrawal from the EU on 29 March 2019 at 24:00 hours CET (11 p.m. UK time). This document explains how you can transfer them to an EU-27 based company or only representative that will manufacture or import the substances into the EU after the UK's withdrawal.

Step-by-step approach for transferring your registrations

1. **Determine your strategy.** Decide what you will do with your registrations and notifications (e.g. pre-registrations, inquiries, C&L notifications). If you transfer your registrations, the EU-27 company that you will transfer to is called your successor. Make sure that if you envisage a transfer, it is an allowed transfer. Allowed transfers (✓) are:

You / your successor	Manufacturer in EU-27	Importer in EU-27	Only representative in EU-27
Manufacturer in the UK	Only ✓ if acquisition, relocation or intragroup transfer (see Q&A 1538)	✗	✓ (see Q&A 1464)
Importer in the UK	✗	Only ✓ if the importing business is transferred (see Q&A 1539)	Only ✓ if you are also a formulator (see Q&A 1464)
Only representative in the UK	✗	✗	✓ (see Q&A 1417)

If you are an only representative, the decision on whom your successor will be needs to be made by the non-EU manufacturer you are representing, but you will need to carry it out in REACH-IT.

2. **Inform your downstream users** so they can plan their actions accordingly to avoid disruptions in the supply chains.

If you are a lead registrant, **inform your joint submission members**. The lead role is normally transferred together with the registration, but you can also reassign the lead role to a current member of your joint submission. Remember that, in either case, the lead registrant needs to have the agreement of the members.

If you decide to transfer your registrations and notifications:

3. **Decide who your successor will be.** You can transfer all your registrations together to your successor or you can choose a different successor for different registrations. Agree with your successor. Consider that in REACH-IT your successor cannot be someone else's successor, too: a successor can only be involved in one transfer at a time. For intragroup transfers, be aware that if your successor already has a registration for the substance, the transferred registration will be annulled, since a company can only have one registration for each substance.

Agree with your successor on the timelines for the transfer. Draw up the contractual arrangements and transfer agreement. If you need to stay registered in the UK until the withdrawal date – for example if you are a manufacturer or formulator appointing an only representative – include a [suspensive conditional clause](#) in your agreement.

4. Make sure **your successor is ready in REACH-IT**: they need to have or create an account in REACH-IT and share their UUID with you. Only representatives need to have a separate account for each UK manufacturer or formulator they will be representing. Make sure that you share with your successor the information they need to correctly calculate the size their company will be after the transfer. If your successor is an SME, they may need to update their size and documentation in REACH-IT to already reflect what the situation will be after the transfer.
5. **Don't submit updates to your registrations anymore**. Pending registrations – such as registrations undergoing completeness check – cannot be transferred, so if you want to be able to transfer all of your registrations, you have to make sure that none are pending. Pass on all current and new information you have on the substance to your successor, so they can update the registration after the transfer.
6. Finalise, gather and **convert your transfer agreement** such as a letter of appointment as only representative **into PDF**. You will need to upload it as supporting documents in REACH-IT.
7. Initiate the transfer in REACH-IT, using the 'Legal Entity Change' functionality. Follow the practical instructions described below. If you use a suspensive conditional clause, **initiate the transfer during the 'Brexit window' between 12 and 29 March 2019**. Do not leave this to the last moment. If you do not need to stay registered in the UK until the withdrawal date, you can initiate the transfer already now.

Review your list of registrations and notifications to be transferred and **confirm the transfer to the successor** before 29 March 2019 at 24:00 hours CET (11 p.m. UK time).

8. If you use a suspensive conditional clause, make sure that **your successor reviews the transfer but does not proceed to accept it yet**. If you or they notice that you forgot to include some registrations, your successor can ask you to 'update' the transfer. In this case, make sure to update and confirm again before 29 March 2019 at 24:00 CET.

If you do not need to stay registered in the UK until the withdrawal date and did not make the transfer conditional on the UK's withdrawal (for example, if you decided to relocate your company in any case), your successor can accept the transfer already now.

9. As of the **UK withdrawal date**, you will no longer have access to your registrations and notifications in REACH-IT. You will maintain access to your message box, where you will receive messages on the status of the transfer.
10. **After the UK withdrawal date**, make sure that **your successor accepts the transfer**. If the transfer does not include any registrations, the transfer will now be complete.

11. If the transfer includes registrations, your successor will receive an invoice in REACH-IT. **Your successor will need to pay the invoice for the transfer before the extended due date.** The due date will be 14 days after they accepted the transfer followed by an extended period of 30 days after the initial due date. If the invoice is not paid on time, the transfer in REACH-IT will automatically be undone and your registrations and notifications will be returned to your account, where after the withdrawal date they will be void.

Follow-up needed by the successor after the transfer

After the transfer, as a successor, you will need to review the contact persons assigned to each registration, so ECHA can contact you in case of questions on a particular registration.

You also have to review all the registrations transferred to you, and update them to add any new information on the substance and to reflect the changes after the transfer – for example in the registered tonnage band, your role, the composition of the substances, the uses, the information to be kept confidential, etc.

Also be aware that, as a successor, you become responsible for complying with any decisions addressed to your predecessor.

Cancelling your transfer

If the UK withdrawal is postponed or if a Withdrawal Agreement with a transition arrangement takes effect on 30 March 2019, you may want to cancel the transfer of your registrations and notifications.

If you want to cancel your transfer, you will need to arrange this with your successor. Your successor will need to ask you in REACH-IT to 'update' the transfer (see step 8). When you receive the request for update, choose to 'delete' the transfer. This will cancel the transfer and restore all your registrations and notifications in your account in REACH-IT.

If your successor has already accepted the transfer, and if the transfer included registrations, your successor must not pay the invoice (see step 12). This will cancel the transfer and restore all your registrations and notifications in your account in REACH-IT.

Practical instructions for transferring your registrations in REACH-IT

The following step-by-step instructions explain how to use the wizard of the legal entity change functionality in REACH-IT to transfer UK REACH registrations and notifications in view of the UK withdrawal from the EU.

Still have questions? Read the new [manual on legal entity change](#), our [Brexit pages](#) or contact ECHA through the [contact forms](#).

Overview of the legal entity change functionality in REACH-IT

'BREXIT window'

Until 29 March 2019

Start the legal entity change
12 March 2019

Complete description of all the steps in the next pages.

These steps must be completed before 29 March 2019

Initiator (UK company) begins steps 1-4 of the wizard.	<i>Step 5</i>	<i>Outside REACH-IT</i>
<ul style="list-style-type: none"> Legal entity change details Attachments Confirmation – no changes can be made after this point. 	Receive LEC security token	Initiator sends the security token

This step will be blocked after 29 March 2019

Delete

Provide an update

Request an update

Successor should **avoid requesting an update after 29 March 2019**
Please note that initiators can only provide an update before 29 March 2019

LEC status becomes Created	Success or receives the security token	Legal entity change Successor (EU – 27/EEA) begins step 1-4 <ul style="list-style-type: none"> Search the transfer Validate token in RIT Provide contact details 	Accepts the transfer (only after 29 March 2019)	Pays the invoice if chargeable items are transferred	Payment pending	Payment received Assets are transferred
		<i>Steps 1-4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>System step</i>	

Steps to be performed by the legal entity change **Successor (EU – 27/EEA)**

Legal entity change wizard - Initiator's steps

<p>Practical Tip Before initiating</p>	<p>Legal entity change details</p> <p>Step 1 LEC status: n/a</p>	<p>Legal entity change type</p> <p>Step 2 Status: 'draft'</p>	<p>Attachments</p> <p>Step 3 Status: 'draft'</p>	<p>Confirmation</p> <p>Step 4 Status: 'draft'</p> <p>Step 5 Status: 'draft'</p>		<p>Transfer has been sent to the successor</p> <p>Status: 'created'</p>
<p>Clean up old legal entity changes in the account</p>	<ol style="list-style-type: none"> 1. Name your legal entity change 2. Select or create a contact person 3. Place the UUID of the successor 4. Continue to legal entity change type 	<ol style="list-style-type: none"> 1. Select the type of legal entity 2. Choose how to select the assets 3. Select the asset(s) 	<ol style="list-style-type: none"> 1. Add supporting document 2. Name the document 3. Search the document in your system 4. Confirm upload 5. Continue to confirmation 	<ul style="list-style-type: none"> • Review the asset list & provided information 	<ul style="list-style-type: none"> • Confirm the transfer 	<ul style="list-style-type: none"> • Receive a token from REACH-IT • Provide the token to the successor outside REACH-IT <p>ECHA recommends to complete this step between 12 and 29 March 2019.</p>



1

Menu Home

Manage company

Company information

Company size

Contacts

Email notification settings

Legal entity change

- Initiate a legal entity change
- Search or finalise a legal entity change
- Create and export an assets list

2

Before you start the legal entity change, Search if your REACH-IT account has old legal entity changes that have not been finalised.

1. Go to REACH-IT Menu >
2. Search or finalise a legal entity change
3. In the legal entity change status, select: 'Draft'
4. Click on Search



Tasks

Substances

Messages

Quick search by number



Menu Home

Advanced search

I am looking for: Legal entity changes

Locate

Filters

Legal entity change name: Please enter a minimum of three characters

Legal entity change status: Draft x

Reference number: Please enter a minimum of three characters

Legal entity change type: You may select multiple items

4

Search Clear

☰ Results 1 results found

Download results

Legal entity change name	Role in Legal entity change	Legal entity change status	Legal entity change date
Transfer 1	Initiator	Draft	

Page of 1   **1**   Items / Page:

5

Delete Edit

 **REACH-IT**

 Menu  Home

-  **Manage company**
- Company information
- Company size
- Contacts
- Email notification settings
- Legal entity change
 -  **Initiate a legal entity change**
 -  Search or finalise a legal entity change
 -  Create and export an assets list

6

If you have 'Draft' transfer(s), we recommend that you delete all of them and start a new one from the beginning.

5. You can select the draft and click on Delete

6. Begin a new transfer by going to **REACH-IT Menu > Initiate a legal entity change.**

Step 1
LEC status: n/a

1. Name your transfer
2. Select or create a contact person.
3. Place the UUID of the successor.
4. Continue to legal entity change type

1

Legal entity change name: *

Contact person: *
ECHA@echa.europa.eu
+35846612345

Assign contact 2

Originating legal entity UUID:
Originating legal entity name:

3

Legal successor UUID: *

4 Continue to legal entity change type >

This field does not define the successor, it is only used to give a name to this transfer.

To highlight the reason for the transfer, you may wish to include the term *UK withdrawal*, at the beginning of your legal entity change name, e.g. *UK withdrawal + your LEC name*.

UUIDs only become valid after the REACH-IT terms and conditions have been accepted. If the successor has provided a UUID and has not accepted the REACH-IT terms and conditions, the system will prompt the error: "The UUID is not valid".



Step 2
Status: 'draft'

1. Select the type of legal entity
2. Choose how to select the assets:
 - Manual selection
 - Continue to selection of assets

1 Please select the type of legal entity change

- Merger
- Split
- Only representative changes

2 How do you wish to define the assets to be transferred?

- Manual selection of assets in REACH-IT
- Upload of file with identified assets

ECHA will exceptionally allow to use the "Legal entity change" functionality in REACH-IT to address new scenarios brought about by the UK's Withdrawal. Therefore in this page of the wizard, the **'legal entity change type'** is used to select assets in the following way:

Merger – selects all assets in the account automatically in one step, to transfer all assets in the account.

Split – allows for individual asset selection, keeping unselected assets in the account.

Only Representatives - have to choose the 'Only representative changes' transfer option.

UK manufacturers and **importers** are advised to choose the **'Merger'** option if all registrations will be transferred to the same successor, otherwise to use the **'Split'** option.

Step 2
Status: 'draft'

- 3. Find your assets:
Search for the assets

Or

- 4. Click and select each asset.
- 5. Continue to attachments

3 **a** Find assets

🔍 Locate **3** ⌵ Filters

Reference number: <small>Please enter a minimum of three characters</small>	Asset type: <small>Select an asset type</small>
Substance identity (EC, CAS, name): <small>Please enter a minimum of three characters</small>	Submission date: <small>from: dd/mm/yyyy</small> <small>to: dd/mm/yyyy</small>

Search Clear

b Select assets: You may select assets individually by clicking on **+** or Select all

Reference number	Asset type	Substance
01-2222222222-22-0000	Registration	EC: 200-817-4 CAS: 74 chloromethane 4 +
01-2112112111-11-0006	Registration	EC: 214-302-7 CAS: 1120-2... decyldimethylamine +

c Selected assets: You may remove assets individually by clicking on **🗑** or Deselect all

Selected assets from Section **b** will be placed here, in section **c**

5 Continue to attachments >

Step 3
Status: 'draft'

1. Add the supporting document
2. Name the document
3. Search the document in your system
4. Confirm upload
5. Continue to confirmation

Menu Home Initiate legal entity change

Legal entity change details Transfer 2 Legal entity change type Only representative cha... Attachments Confirmation

Supporting documents ?

Document title	Attachment	Comment
No attachments found		

1 Add supporting document

Add supporting document

2 Document title: * Please enter a minimum of three characters

2 Comment: Please enter a minimum of three characters

3 Document: * Browse...

Cancel 4 Add supporting document 5 Continue to confirmation >

Please review your legal entity change:

Legal entity change details:

Legal entity change name: UK withdrawal transfer from company X to OR Y

Contact person:  Hugo Molina
 ECHA@echa.europa.eu
 +35846612345

Originating legal entity UUID: **Your legal entity's UUID number is automatically displayed here**

Originating legal entity name: **Your legal entity's name is automatically displayed here**

Legal successor UUID: **The legal successor's UUID is automatically displayed here**

Edit

Legal entity change type

Legal entity change type: Only representative change (Manual selection of assets in REACH-IT)

List of assets:  [Assets list](#)



Edit

Attachments

Document title	Attachment	Comment
Name of my doc	Appointment letter.docx	

Edit

Step 4

Status: 'draft'

1. Click to download and Review the asset list
2. Confirm the legal entity change



Stop!

Please check the asset list before continuing to confirming the transfer. If the asset list is not correct, please edit it at this point.

Remember to confirm this step by the withdrawal date of 29 March 2019.

By confirming this legal entity change, I declare that the information provided herein related to the legal entity change is true, correct and not misleading.

Do you agree with this information?

2

If yes, confirm your legal entity change

If no, you may edit the information of any step.

Step 5
Status: 'created'

- Receive the token from the system
- Provide the token to the Successor company

The legal entity change has been successfully created. Please contact the legal entity successor, in order to proceed with the acceptance of the assets transfer.

Legal entity change name:

UK withdrawal transfer from
company X to OR Y

Token:

1111111111112



[Download Confirmation as PDF](#)



[Download assets list as PDF](#)



A message confirming this legal entity change creation will be available in your [message box](#) shortly.



The token and the legal entity name will need to be communicated to the legal successor outside of REACH-IT.

Please contact the legal successor, in order to proceed with the acceptance of the assets transfer. Following successful validation of the legal entity change by the legal successor and, if needed, payment of the related fee, the legal entity change will be completed by transferring the listed assets to the legal successor.

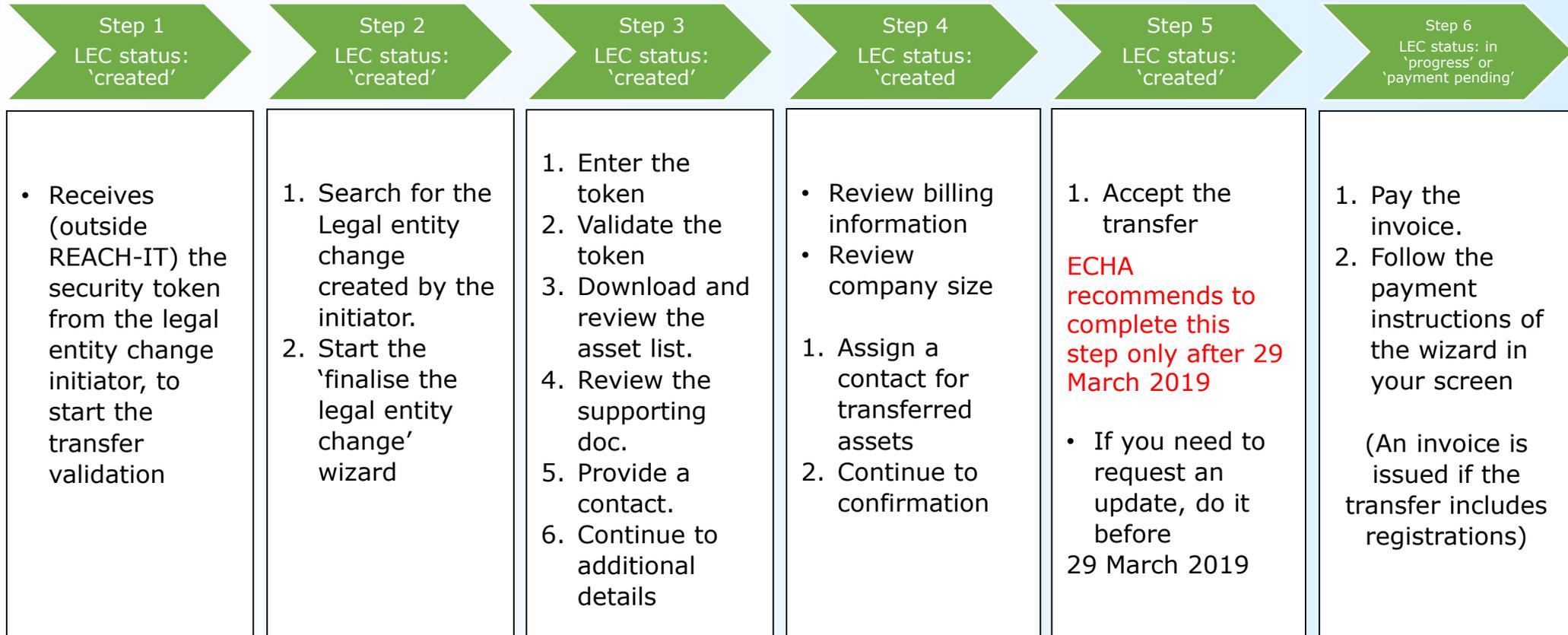
REACH-IT does not provide the security token to the successor.

Get in touch with the successor outside REACH-IT to provide the token



ECHA recommends that successors (EU – 27/EEA) start the validation of the token (successor's step 3) as soon as possible, in order to review the asset list and provide feedback to the initiator if needed before 29 March 2019.

Legal entity change wizard – Successor's steps



Step 1
Status: 'created'

- Legal entity change successor receives the token from the legal entity change initiator to start the transfer validation

Successors (EU – 27/EEA) will require a security token number to accept the legal entity change.

The token should be provided by the initiator outside REACH-IT.

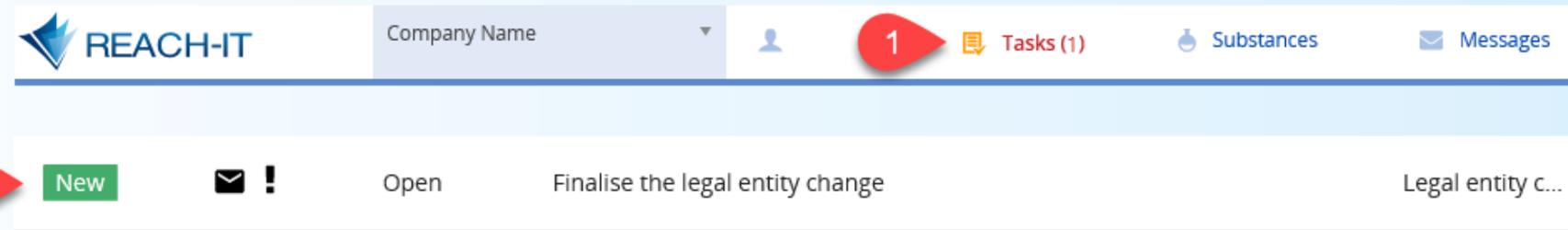


ECHA suggest that you validate the token as soon it has been provided and complete successor's step 3 to verify the asset list and if necessary, provide feedback to the initiator.

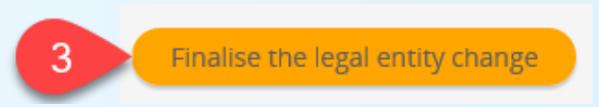
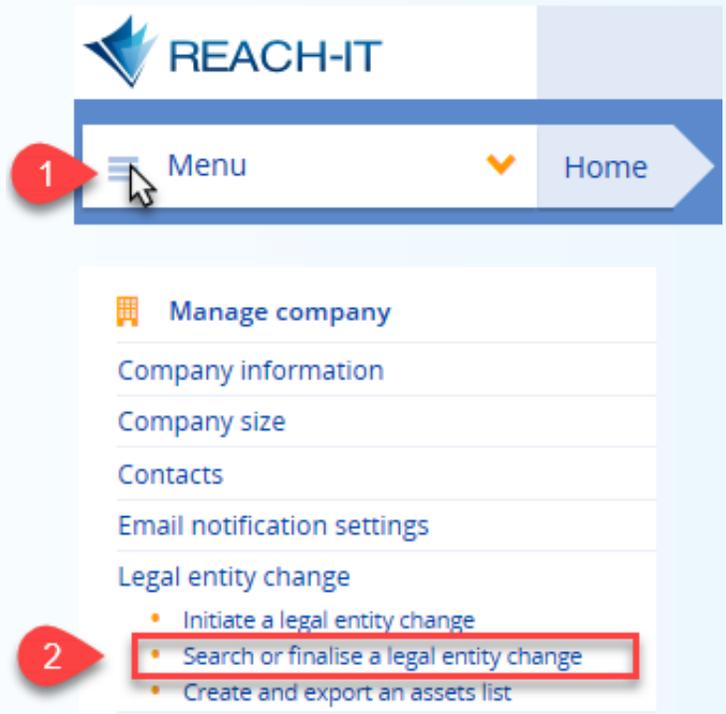
However, successors are recommended to wait after the UK's withdrawal on 29 March 2019 to complete step 4.

Step 2
Status: 'created'

- Searches for the legal entity change
1. Click on Task
 2. Click on the message: finalise the legal entity change
- Or
1. Go to REACH-IT Menu
 2. Search and finalise a legal entity change
 3. Finalise the legal entity change



Or



Step 3
Status: 'created'

1. Enter the token provided by the initiator.
2. Click on Validate the token
3. Download and review the asset list in the transfer.
4. Click and review the supporting doc
5. Provide a contact
6. Continue to additional details

Legal entity change name: UK withdrawal transfer from company X to OR Y

Token: * 1

[Validate](#) 2

Legal entity change type: Only representative change

List of assets: [Download](#) 3

Attachments:

Document title	Attachment	Comment
Name of my doc	Appointment letter.docx	4

Contact person: *

Successor's Contact person
successorcompany@gmail.com
+358123456789

[Assign](#) 5

[Continue to additional details >](#) 6



Please note that legal entity changes do not have an expiration date. The transfer can be finalised by the successor any time.

However, successors are recommended to complete this page of the wizard as soon as the token has been received in order to have time to review and validate the token sent by the initiator.

Successors can only have one legal entity change in progress at a time.

Step 4
Status: 'created'

- Review billing information
 - Review company size
1. Assign a contact for transferred assets.
 2. Continue to confirmation page

Company name: **Company Name**

Billing address: **Successor's REACH-IT billing address is displayed here**

VAT number: **Vat number if your ECHA account contains any**

Invoice language: **English (en)**

Company size: **Your company size as per declared in your REACH-IT account is displayed here**

Ownership structure:

Company size updated on: **Last update information**

Purchase order *Optional* Please enter the purchase order number if relevant

Contact person for all the transferred assets: * Please let us know the contact person for all the assets that are transferred

Assign **1** **Continue to confirmation** **2**

To finalise the legal entity change, make sure that:

- ✓ The **company size** is correct. You can find out [how to determine the company size](#) if you are unsure.
- ✓ The **VAT number and billing address** in REACH-IT are up to date, and optionally you have a purchase order number: they will appear on the invoice. Legal entity changes are invoiced if they involve the transfer of assets related to a registration or PPORD.
- ✓ The contact information and third party representative's information for the transferred assets is up to date. After the legal entity change, your company or third party representative's contacts will replace the initiator's contacts. ECHA and the Member States will use this information for sending decisions and communications outside of REACH-IT, or for data-sharing purposes related to the substance.

If ECHA finds that the company size you declare is incorrect, you may have to pay an additional fee and administrative charge. You can find out [how to determine the company size](#) if you are unsure.



Stop!

Once the legal entity change is accepted, **the process cannot be reverted.**

We recommend completing this step after the UK's withdrawal on 29 March 2019.

Please do not use the 'request legal entity change update' functionality close to the exit date. Doing so will send back the legal entity change to the initiator.

However, UK accounts will not have access to REACH-IT after 29 March and **the transfer will be blocked.**

Step 5

Status: 'created'

1. Accept the legal entity change

ECHA recommends to complete this step only after 29 March 2019

- If you need to request an update, do it before 29 March 2019

By confirming this legal entity change, I declare that the information provided herein as evidence of the legal entity change is true, correct and not misleading.

Do you agree with this information?

1

If yes, please accept the legal entity change

If not, you may edit the information of any step, or **Request legal entity change update** .

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