|  |  |  |  |
| --- | --- | --- | --- |
| *Date* | 8/01/2021 13:53:59 |  | Federal Public Service of Health  Food Chain Safety and Environment  DG for the Environment –  Department of Climate Change  **Attn. the registry administrator**  Eurostation – Building II  Place Victor Horta 40, PB 17  B-1060 Brussels |
| *Contact* | Registry Helpdesk |  |
| *Tel* | +32 (0)2 524 95 44 |  |
| *Fax* | +32 (0)2 524 96 32 |  |
| *Email* | helpdesk@climateregistry.be |  |
|  |  |  |
| **Account holder : 0000000000** | |  |

**MODIFICATION OF THE ACCOUNT HOLDER’s DATA AND/OR MODIFICATION OF THE WAY OF SENDING THE ANNUAL FEE**

This document must be **signed by a (**legal or authorized**) representative**

and must be **returned by e-mail** ([helpdesk@climateregistry.be](mailto:helpdesk@climateregistry.be)) to the registry administrator.

I, **(first name + last name)**, inform you of the modification of the contact data of **(company name - as in the KBO/BCE)** and/or our choice to change the way of sending the annual fee.

**Account holder data**

|  |  |
| --- | --- |
| Company name | **(company name - as in the KBO/BCE)** |
| Company number (KBO/BCE) | **0000000000** |

**Account holder contact data**

|  |  |
| --- | --- |
| Generic phone number 1 | **(keep the current data)** |
| Generic phone number 2 | **(keep the current data)** |
| Generic email address | **(keep the current data)** |

**Account holder retribution data**

The yearly retribution is sent to the official postal address of the account holder. This address is the one mentioned in the (Belgian) company registry (KBO/BCE). **A change of the postal address in the KBO/BCE will automatically be reflected in the Belgian greenhouse gas registry.**

**If desired, the yearly retribution can be sent electronically instead of on paper. In this case, please fill in the – preferably generic – email address of the accountancy department of your company below :**

|  |  |
| --- | --- |
| Accountancy department email address | **(keep the current data, if any)** |

|  |  |
| --- | --- |
|  | Original signature of **(first name + last name)**  *(Original signature like on the identity card ;  initials or a shortened signature are not valid)* |