|  |  |  |  |
| --- | --- | --- | --- |
| *Date*  | 24/03/2021 17:16:17 |  | Federal Public Service of Health Food Chain Safety and Environment DG for the Environment –  Department of Climate Change**Attn. the registry administrator**Avenue Galilée 5/21210 Brussels |
| *Contact*  | Registry Helpdesk  |  |
| *Tel*  | +32 (0)2 524 95 44 |  |
| *Fax*  | +32 (0)2 524 96 32 |  |
| *Email*  | helpdesk@climateregistry.be |  |
|  |  |  |
| **File Number : 000** |  |

**CHANGE OF CONTACT DATA OF THE LEGAL REPRESENTATIVE**

This document must be **signed by the legal representative.**Please **return the original signed form via registered mail OR the form signed with the e-ID via email**

to the registry administrator.

I, **(first name + last name)**, legal representative of the user account **EU-100-0000000-0-00** would like to inform you of the modification(s) of my contact data.

# ***Basic user account data***

|  |  |
| --- | --- |
| *File number* | **000** *Equal to the first digits of the account name*  |
| *Account number* |  **-** **0000000 -** **00** |

# ***Legal representative :*** **(first name + last name)**

# ***Modified contact data of the legal representative [[1]](#footnote-1)***

**!!! Important : this form only concerns the modification of the legal representatives’ contact data. Please use the** [**corresponding procedure**](https://www.climateregistry.be/media/docs/procedures/EN-UR_Replace_Legal_Representative.doc) **in order to replace the legal representative by a new person !!!**

|  |  |
| --- | --- |
| Phone number, country code included  | **(keep the current data)** *(for ex. 003223456789)* |
| GSM number, country code included | **(keep the current data)***(for ex. 0032473456789)* |
| Email address | **(keep the current data)** |
| *Preferred language* | *(English, French, Dutch or German)* |

|  |  |
| --- | --- |
|  | Signature of **(first name + last name)** *(Electronic signature with e-ID****[[2]](#footnote-2)*** *or original full signature matching the one on the identity document ; initials are invalid* |

1. *These data will be kept by the registry administrator in accordance with the legislation in force on the protection of privacy. The text of the royal decree can be found on* [*http://www.climateregistry.be*](http://www.climateregistry.be) *(menu* [*Legal framework*](https://www.climateregistry.be/en/registry/legal-framework.htm)*).*  [↑](#footnote-ref-1)
2. *Or equivalent Qualified Electronic Signature (QES) ; for more info also see :*

[*https://www.climateregistry.be/en/registry/qualified\_electronic\_signature.htm*](https://www.climateregistry.be/en/registry/qualified_electronic_signature.htm) [↑](#footnote-ref-2)