

Guide to Legal Entity name change

Step 1: Please log in to your ECHA account.

Step 2: Go to the „My account” section where you will see the following (presumably you will see the Legal Entity name here, which you gave, when creating your account as Primary Legal Entity).

My Account

USER INFORMATION
View and edit your user account details

First Name
[Redacted]

Last Name
[Redacted]

Email
[Redacted]

Username
[Redacted]

Phone
[Redacted]

Primary Legal Entity Name
Old Legal Entity Name

Primary Legal Entity UUID
[Redacted]

Creation Date
[Redacted]

Step 3: Go to the „Legal Entities” section and click on your current Legal Entity name as shown in the example below.

ECHA
EUROPEAN CHEMICALS AGENCY

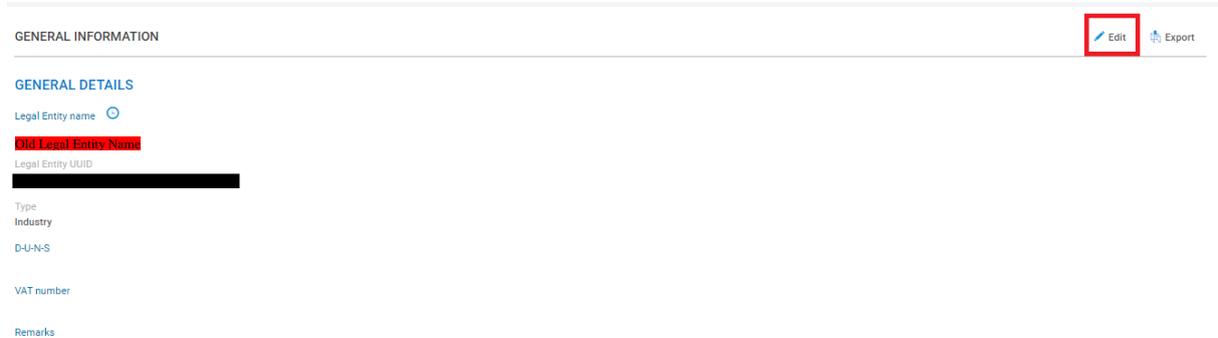
Legal Entities

LEGAL ENTITY LIST
View the list of Legal Entities with which your User Account is associated with

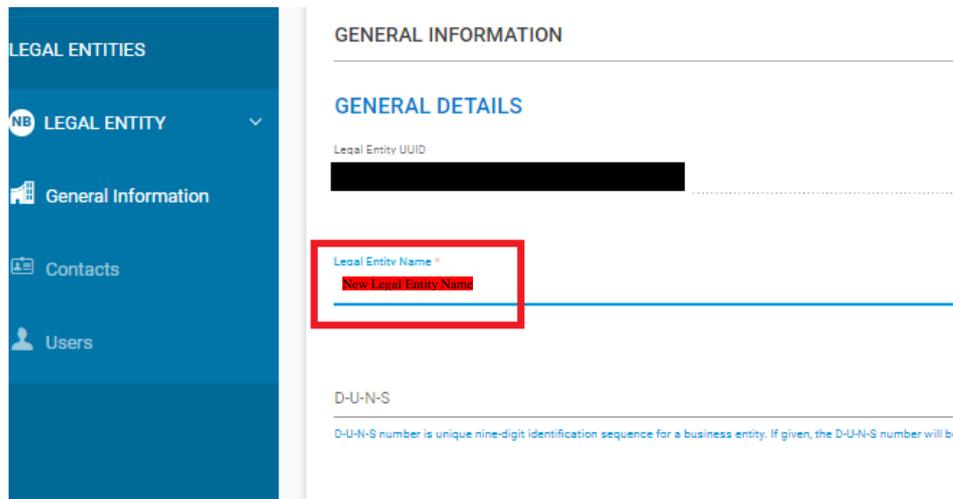
Legal Entity Name	Country
Old Legal Entity Name	Hungary
[Redacted]	Hungary
[Redacted]	Hungary

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Step 4: This will open the „General Information” window with an „Edit” icon on the top right corner, please click on it.



Step 5: After that, a free text field will appear, where the Legal Entity name can be edited.



Please note, that you can only finalise the changes if you upload a document justifying the change. If the old legal entity name was created by mistake, any document would be sufficient (e.g. a blank word document). If the name change is official, you can upload an extract from the commercial register showing the change of name of the company.

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Step 6: Click on the appearing toggle switch and upload the relevant document:

The user hereby declares that the renamed legal entity is the same legal entity as the legal entity mentioned in the previous submission and that the change of name is not as result of a change of legal personality (e.g., following a merger, company split or change of only representative). The user further declares that the information provided is true, correct and not misleading



Supporting Document *

Select file

Please attach an extract from the commercial register showing the change of name of the company

Step 7: Save the changes by clicking the save button on the bottom right corner

The user hereby declares that the renamed legal entity is the same legal entity as the legal entity mentioned in the previous submission and that the change of name is not as result of a change of legal personality (e.g., following a merger, company split or change of only representative). The user further declares that the information provided is true, correct and not misleading

Supporting Document *



[Redacted] .docx (69.4 KB) X

Please attach an extract from the commercial register showing the change of name of the company

D-U-N-S

D-U-N-S number is unique nine-digit identification sequence for a business entity. If given, the D-U-N-S number will be shown in invoices sent to you by ECHA. Example: 12 3456 789

0/255

VAT number

A value added tax identification number. If given, the VAT number will be shown in invoices sent to you by ECHA. Format: Country code + Number e.g. BE111-222-333

0/255

Remarks

Additional remarks for your own use

0/4000

CONTACT INFORMATION

Phone *

Save

Cancel