


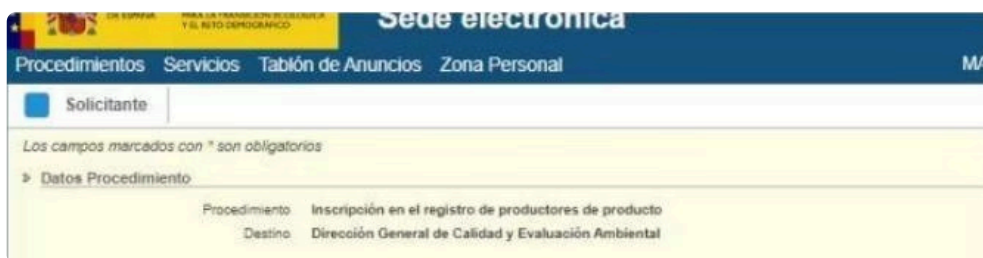
Procedure for Registering in the Product Producer Registry

How to register in the Product Producer Registry?

To start this process, it is necessary to enter through the electronic headquarters of the Ministry <https://sede.miteco.gob.es/portal/site/seMITECO/> and follow these steps:

1. Access to "Procedures"
2. Enter the "Environmental Quality and Assessment" section
3. Access "Registration in the product producer registry"
 - a. This will take you to the main page of the procedure where you can view information about user manual documents, links to regulations, the Electronic Register of Powers of Attorney, etc.
4. Start the registration process
 - a. To start the registration process, click the "Start Electronic Procedure" button.
5. Identification by digital certificate
 - a. After clicking this button, the system will automatically request identification using a valid digital certificate, in which case the desired certificate must be selected depending on whether the person initiating the procedure is an authorized individual, representative, or attorney-in-fact of the product producer through the REA.

 If it is the first time the company registers in the RPP, it will have to complete all the information required by the form:



The screenshot shows the 'Sede electrónica' website interface. At the top, there is a navigation bar with 'Procedimientos', 'Servicios', 'Tablón de Anuncios', and 'Zona Personal'. Below this, there is a search bar labeled 'Solicitante'. A note states 'Los campos marcados con * son obligatorios'. The main content area is titled 'Datos Procedimiento' and contains a table with the following information:

Procedimiento	Inscripción en el registro de productores de producto
Destino	Dirección General de Calidad y Evaluación Ambiental

➤ **Representación**

Usted presenta esta solicitud* A título personal En representación

Certificado digital de representante Representación acreditada en el REA

Si la solicitud se realiza en representación acreditada en el REA, debe rellenar el NIF / NIE del Representado y pulsar en Buscar datos del Representado

➤ **Datos Representante**

Nombre* MANUELA BLANCOR VIDAL

NIF / NIE * 10000322Z

➤ **Datos del Representado**

NIF / NIE* Q0100000I

Tipo de persona Física Jurídica

Nombre / Razón social* FUFASAREV

➤ **Notificaciones**

¿Cómo quiere recibir las notificaciones?

Formato electrónico Papel

Datos de contacto a efectos de notificaciones:

Dirección*

País* España ▼

Provincia* -- Provincias -- ▼

Municipio*

Código postal*

Teléfono

Teléfono móvil

Correo electrónico* f@ac.om

Fax

Si solicitante o representante son personas jurídicas, están obligados a relacionarse con las Administraciones Públicas a través de medios electrónicos.

La documentación se aportará en los siguientes apartados de la solicitud.

Next, click "next" and add the Royal Decree corresponding to the registration application, in this case: **Royal Decree on Packaging and Packaging Waste**. Then click "Add RD".

6. On the same screen, a series of fields will then appear to be completed. It is necessary to provide all the requested information:

a. Producer Data:

- **NIF/CIF/NIE:** must belong to the producer being registered in the product producer registry. The information is extracted from the identification in the electronic headquarters.
- **Type of entity:** physical/legal. This is completed depending on whether you have identified yourself with a NIF/CIF/NIE.
- **Name and surname of the producer** if it is a physical person.
- **Company name of the producer** if it is a legal entity.
- **Foreign:** must be checked if the producer is a foreign physical or legal entity.
- **Type of company:** the corresponding option must be selected from the drop-down menu. (It is optional).

b. Contact Information:

This section will differ depending on whether the Foreign checkbox has been marked in the Producer Data:

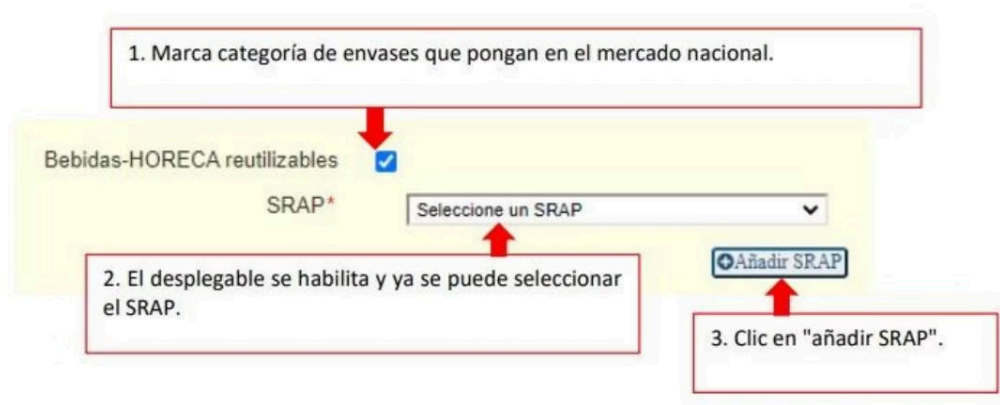
- **Country:** if the Foreign checkbox has not been marked, the country is Spain and cannot be modified. If the Foreign checkbox has been marked in the producer data, it is necessary to fill in the country in the drop-down. This is mandatory data.
- **Email:** mandatory. This information is already pre-filled with the email address indicated on the previous page of the applicant, and to modify it, you must return to the initial page and enter the correct address there.

c. Royal Decree on Packaging and Packaging Waste:

- **NIF/NIE of the representative:** is **mandatory**. If the application in the electronic headquarters is being submitted by a representative or attorney, the information will be automatically completed there. If the application in the electronic headquarters is being submitted by the producer personally, then it will be necessary to indicate the representative's information.
- **Name of the representative:** is **mandatory**. If the application in the electronic headquarters is being submitted by a representative or attorney, the information will be automatically completed there. If the application in the electronic headquarters is being submitted by the producer personally, then it will be necessary to indicate the representative's information.
- **CNAE:** is **mandatory**. The corresponding CNAE can be selected from the drop-down menu. Up to two different CNAE codes can be added by clicking the "Add CNAE" button. If the producer has more than two CNAE codes, the codes for the two main activities will be selected. If the CNAE corresponding to the company's activity does not appear in the list, indicate the CNAE that most closely approximates its activity.
- **PACKAGING CATEGORIES AND PRO OF THAT CATEGORY:** it is **mandatory** to select at least one category. Each producer must mark all packaging placed on the national market, indicating the category or categories, whether they are single-use or reusable packaging or both, and for each of the selected categories. Likewise, for each selection made, at least one Extended Producer Responsibility System (PRO) must be chosen.

d. PRO Selection

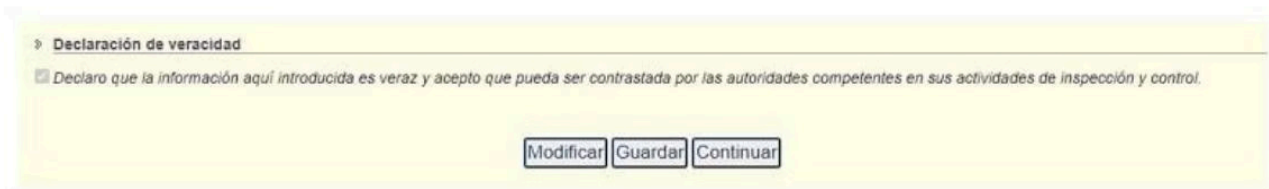
It is mandatory to select at least one PRO. Up to ten PROs can be added per category and packaging type. If you wish to add a new PRO, you must select the button that allows this action "Add PRO": In this category, the option "**Procircular**" will appear.



Before moving to the next screen, the "**Declaration of data veracity**" checkbox must be marked. Once the checkbox is marked, press next.

Clicking the next button will automatically trigger an error message if any mandatory data is missing or if any error is detected. In this case, the error will be indicated, and the platform will not allow you to continue until it has been resolved.

- If no error is detected, it will proceed to the next page where a **summary of all information** will be displayed.
- **Important:** If the "Save" option is selected, the application will be saved as a draft and the system will exit the procedure, leaving the registration unsubmitted in the RPP. If you wish to continue with the procedure, you must select "Continue".



- **Continue to sign and register the application.**
- Important: Upon clicking "Continue", a notice will appear at the top of the window **indicating the registration number associated with the product producer in question** and, therefore, the one that must appear from now on in all invoices issued by them. Despite showing the registration number, the application will still not be submitted to the RPP until it is signed by the user.
- Clicking continue will lead to the "Attach documentation" and "Signature" steps.
- Attaching documentation is not mandatory at this step to continue with the procedure.

Signature

Once the desired documentation has been attached, by clicking "Next", a new window will appear displaying an informational message about the signing process. If you wish to continue, you must click "Sign and Register".

Inscripción en el registro de productores de producto

■ Cumplimentación

Solicitar
 Adjuntar documentación
 Firmar y registrar
 Finalización

Una vez cumplimentada la información requerida, se procederá a la firma de la solicitud y documentos anexos (si existen).

Para poder realizar la firma de la solicitud es necesario la utilización de la aplicación "AutoFirma" [Más información](#)

Una vez completada la instalación podrá realizar la firma y registro de su solicitud. Tenga en cuenta que para el proceso de firma se le solicitará el certificado digital con el que ha accedido a la Sede Electrónica.

atrás firmar y registrar

To sign, it is necessary to have a signing application installed in the browser. If the user does not have one installed, the system requests its installation (it is recommended to install AUTOFIRMA:

<https://firmaelectronica.gob.es/Home/Descargas.html>).

7. Once the signing process has been successfully completed, the finalization and confirmation screen will appear:

■ Confirmación de solicitud

Solicitar
 Adjuntar documentación
 Firmar y registrar
 Finalización

✔ Solicitud finalizada con éxito.

Para consultar el estado de la solicitud acceda a la **Zona personal**.

Para regresar al catálogo **pulse aquí**


Descargar Justificante: 20190020001090

Justificante de registro (formato zip) [Descarga](#)

Justificante de registro (formato pdf) [Descarga](#)

8. We attach a link to a video tutorial on registration in the RPP that explains how to view the registration number granted to the entity after completing the registration: [Video tutorials on the Product Producer Registry \(miteco.gob.es\)](#)

9. The registration number in the product producer registry is shown in:

DATOS DE LA INSCRIPCIÓN	
	
Real decreto de envases y residuos de envases	
Nombre y apellidos de contacto	nombre del contacto prueba 2
NIF/NIE del representante	12345672P
Nombre y apellidos del representante	nombre y apellidos representante prueba 2
CNAE	1721 - Fabricación de papel y cartón ondulados; fabricación de envases y embalajes de papel y cartón

Additional resources

For more specific questions, you can consult the technical document for the communication of data from the packaging section of the Product Producer Registry (starting on page 84) to clarify any doubts:

[231006 FAQ envases def-3.pdf \(miteco.gob.es\)](#) and the [ESIR user manual](#) on the registry's website.

📄 We are here to support you in this process. For any questions, please contact us at info@procircular.es, your account manager, or through our website: www.procircular.es

Sincerely,

The Procircular team

