

VANA™

A man with a beard, wearing a white hairnet and a green lab coat, stands with his arms crossed in front of a wall of green plastic crates. The crates are stacked and have a grid-like pattern with small holes. The background is a solid green color.

Guide Registration of company with VANA A/S

Version 2.0

Registration and reporting obligations

Companies covered by producer responsibility in Denmark are obliged to register with Dansk Producentansvar (DPA) and continuously report the quantities made available to the authorities. Furthermore, it is also a requirement to be a member of a PRO (Producer Responsibility Organisation) for companies that have producer responsibility for disposable packaging.

VANA A/S can handle the producer responsibility for disposable and reusable packaging and single-use plastic products respectively on behalf of our members.

This guide describes how the company becomes a member of VANA A/S by registering in VANA's Member Portal.

All registration and reporting of data is done collectively in the Member Portal for the registered producer organisations. From here, VANA A/S handles the transfer to the respective authorities at DPA.

PLEASE NOTE! Only companies with a Danish CVR number can be registered in the Member Portal. If you wish to register a foreign company, please contact medlemsservice@vana.dk.

Other guides, templates and tools for e.g. reporting quantities, adding material categories and self-check can be downloaded from [VANA's member universe at vana.dk](#), which you can access when your company is registered in the Member Portal.

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Business registration in the Member Portal

What you must have ready before you start

- Primary contact person: The employee who will be the primary contact person for your producer responsibility must also be responsible for the registration in the Member Portal (can be changed subsequently).
- MitID Erhverv: The registration requires validation with MitID Erhverv - both when you register with VANA and when you later confirm your information with DPA. An employee with access to MitID Erhverv must therefore be present during registration if the contact person does not have this. If you are a sole proprietorship, MitID Private can be used.

Start registration of your company in the Member Portal [here](#).

VANA

Join VANA

When looking up the CVR number from Virk, the company's information is retrieved for the purpose of setup.

CVR-no.
CVR-no.

If you wish to register a company located outside of Denmark, please contact cs@vama.dk

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As a member of VANA you will be part of a strong community of businesses that take responsibility for reducing packaging waste and creating a positive change for the world.

Creation of company and contact person in the Member Portal

1. Company information

CVR number: A check of the CVR number is made in the CVR register, which fills in available company information here. Any missing necessary information that cannot be found in the CVR register must be filled in manually.

Invoicing email: Fill in this field if you want the invoice to be sent to another email than the primary contact person's. The billing address can also be changed in the Member Portal subsequently.

Producer responsibility: Tick the producer responsibilities you want VANA to handle (packaging and/or single-use plastic products). If packaging is ticked, you must also check the box if you expect to make available less than 8,000 kg of packaging in total per year on the Danish market.

Company information

CVR-no.

44710870

Company

VANA A/S

Address

Vesterbrogade 6

City

København V

Zip code

1620

The company's telephone number

The company's e-mail*

The company's website*

E-mail invoicing

Producer responsibility

- Packaging Check if the company expect to make less than 8,000 kg of packaging available in 2024? Read more [here](#)
- Single-use plastic

2. Contact person details (primary)

When registering in the Member Portal (to become a member of VANA A/S), the primary contact person must accept: Upon creation, the primary contact must accept:

- VANA's [Privacy Policy](#)
- VANAs [Terms and Conditions](#), incl. VANA's [Competition Compliance Guidelines](#) and VANA's [Code of Conduct](#).

In the Member Portal, the primary contact person can invite and authorise colleagues to have access to VANA's member universe (login to the website) and possibly also to report on behalf of the company in the Member Portal.

Contact person information

First name*	Last name*
<input type="text" value="First name*"/>	<input type="text" value="Last name*"/>

E-mail*

Phone number

- [I accept VANA's privacy policy*](#)
- I confirm that the information provided is correct.*
- I confirm that I have read and accepted VANA's terms and conditions and agree that we will receive a contract to be signed by an authorized representative.

MitID Erhverv approval

When approving with MitID Erhverv, the company and contact person is registered in VANAs Member Portal, where the setup process continues. Once the setup in VANA is finalized, the company and the provided information will be registered in DPA by VANA.



When information about the company and contact person has been filled in, the registration is completed with MitID Erhverv. Contact person and MitID Erhverv holder do not have to be the same person.

Then complete the set-up by following the instructions to create a user profile and password for the Member Portal.

Contract, invoice and confirmation at DPA

VANA sends invoice and contract immediately after creation to the specified email address(es). The contract must be signed by the authorised signatory in the company. The deadline for payment of the invoice is 14 days.

PLEASE NOTE. VANA can only register and report on behalf of your company in the official government registers at DPA once the contract has been signed.

Once VANA has registered your data with the authorities, you will receive a message directly from DPA asking you to confirm your information within 7 days. At the same time, DPA will charge their registration fee of DKK 1,000 (DKK 500 for companies already registered with DPA). It is important that the 7-day deadline is respected, otherwise your information will be deleted from the authority register.

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