How to use the Swiss ID Register

Manual in English, August 2024

LadenPunkt

English Manual for Using the Swiss ID Register

The tool called "ID for charging station operators (CPO) and e-mobility providers (EMP)" is available in the Swiss national languages German, French and Italian. These instructions will help English speakers to use the tool in the German version.

On the main page "ID for Charge Point Operators (CPO) and E-Mobility Providers (EMP)" you will find three buttons that direct you to the following subpages:

Request a new ID   Adjust an ID   Swiss ID register

Request a new ID

As a charging station operator (CPO) or charging service provider (EMP) you can <u>apply for your ID here</u>. If you already use an ID you can have it entered in the register.

Please complete the form below (see next slide). **After you have submitted the form, you will receive an e-mail to which you must reply.** Your identity will be verified in this way. Your ID is only valid once it has been officially confirmed by the Swiss Federal Office of Energy (SFOE). Your ID is valid throughout Europe and can be viewed publicly in the <u>national ID register</u>.

Choose your role in the drop down: CPO, EMP or both. You can add more ID requests with the plus button.

The ID consists of 5 characters: CH-XXX. The country code CH is predefined, for the following 3 characters you can enter a desired combination of letters and numbers (e.g. ABC, R1G, 123). If you leave the field blank, you will be assigned a random ID.

In the ID register you can check which IDs have already been assigned. The Swiss Federal Office of Energy (SFOE) reserves the right to assign you a different ID if your desired ID has already been assigned or cannot be assigned for other reasons.

Company name

Street and house number

Country

Company phone number

First name

Position within company

Phone number

Anbieterrolle*

Wunsch-ID (i)

Firma

Firmenname*

UID* (i)

If your company is based in Switzerland, please enter your company identification number (UID) here. For foreign companies, please enter the value added tax identification number (VAT number).

Strasse / Nr.*

PLZ*

Ort*

Land*

Schweiz

Webseite*

Zip/postal code and city

Company website

Telefonnummer*

E-Mail*

Kontakt

Vorname*

Name*

Company email address

Surname

Funktion*

Telefonnummer*

E-Mail*

Email address

☐ Ich habe die Allgemeinen Bedingungen ↓ und Datenschutzerklärung ↗ gelesen und akzeptiere sie. Ich erkläre mich ausdrücklich einverstanden mit der Veröffentlichung folgender Daten im ID Register: Firmenname, zugewiesene ID und Anbieterrolle.

Check the box to agree on:
I have read and accept the General Terms and Conditions and Privacy Policy. I expressly agree to the publication of the following data in the ID Register: company name, assigned ID and provider role.

Absenden

Adjust an ID

ID anpassen
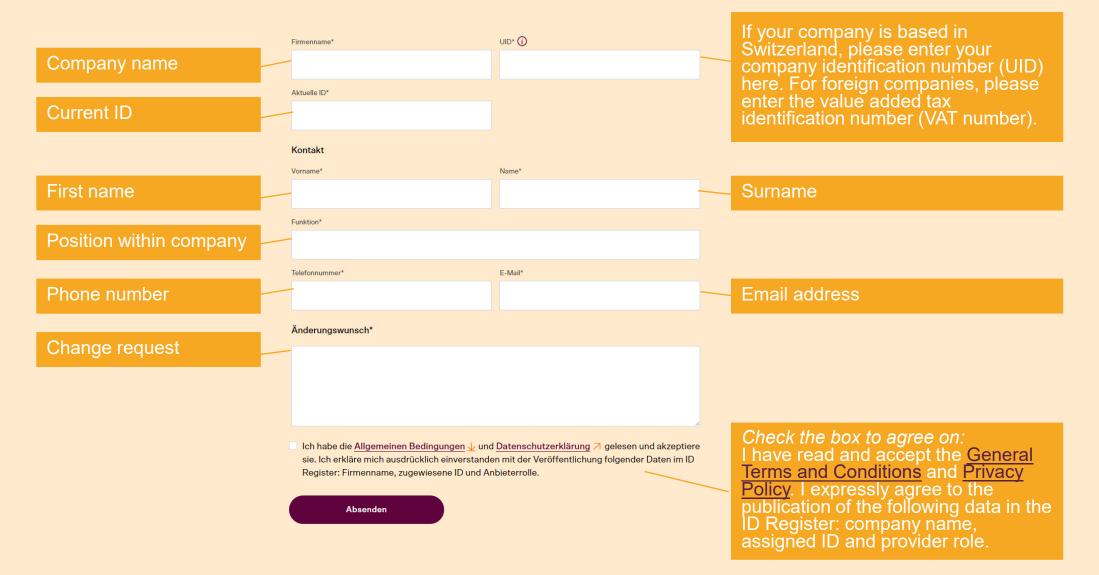
If you already have an ID as a charging station operator (CPO) or charging service provider (EMP) and would like to change your details, you can do so here.

To make changes to your entry, please complete the form below (see next slide). For example, you can request the following changes: change of address, transfer of an ID to another company, change of contact person or deletion of an ID.
After you have submitted the form, you will receive an e-mail to which you must reply. Your identity will be verified in this way. Changes are only valid once they have been officially confirmed by the Swiss Federal Office of Energy (SFOE).

Company name

Current ID

If your company is based in Switzerland, please enter your company identification number (UID) here. For foreign companies, please enter the value added tax identification number (VAT number).

Firmenname*

UID* ⓘ

Aktuelle ID*

Kontakt

First name

Surname

Vorname*

Name*

Position within company

Funktion*

Phone number

Email address

Telefonnummer*

E-Mail*

Change request

Änderungswunsch*

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Check the box to agree on:
I have read and accept the General Terms and Conditions and Privacy Policy. I expressly agree to the publication of the following data in the ID Register: company name, assigned ID and provider role.

Absenden

Swiss ID register

All officially valid IDs of Charge Point Operators (CPO) and E-Mobility Providers (EMP) are listed in the national ID register.

All IDs valid throughout Europe can be found in the European e-mobility ID register.
Would you like to apply for an ID? You can do so on the ID application subpage.
Would you like to change your existing ID? Complete the form on the Adjust ID subpage.

Contact

info@laden-punkt.ch
www.laden-punkt.ch

Swiss Federal Office of Energy, August 2024