



4 Steps to InS Registration of Products to H1, H2, H3 or Other Categories

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This is a quick guide on how to register a product for InS H1, H2 or H3 approval

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We have tried to make your registration process as easy as possible. Follow the four steps below to ensure a trouble-free procedure. But please remember, we can only register your product if you provide all the information requested. Full details for registration of lubricants are provided in our Registration Guidelines, Form RG1.

Step 1

All applications must be made online or using Form AP1.

If you have not registered with us before:- tick the "New company" box and complete your company details.

If you have registered with us before:- tick "Company previously registered with InS" and enter just your company name.

Step 2

There are 4 types of application listed down the right hand side of Form AP1. Complete all sections that are relevant to your application.

If you are registering a new product, complete section 1 and tick to indicate the appropriate category: H1, H2, H3 or other (in which case enter the category code).

If you are applying for rebrander registration, complete section 2 and also enter the rebrander's details on the left. Rebrander registration can only be applied for by the supplier of the product and the supplier must sign to confirm that the rebrander's named product is identical to the supplier's named product. Once the product is registered, the rebrander can apply for annual renewal.

If you are applying for range registration, complete the Range sheet RA1 as well as the Formulation sheet FO1.

Step 3

Gather together all the documents you will need to submit. Use the tick boxes at the bottom left of Form AP1 to check that you have everything needed. Material Safety Data Sheets are required for all products and ingredients. Include your Purchase Order if this is how you wish to pay.

Step 4

Sign the form and send it with all documentation to InS Services at the address above, or by email to registrations@insservices.eu.

Finally

Your product is not registered until you receive our email confirming registration and giving you a registration number unique to that product, and you have paid in full. Registration remains valid as long as the product is listed in the **InS Register** at www.insservices.eu.