

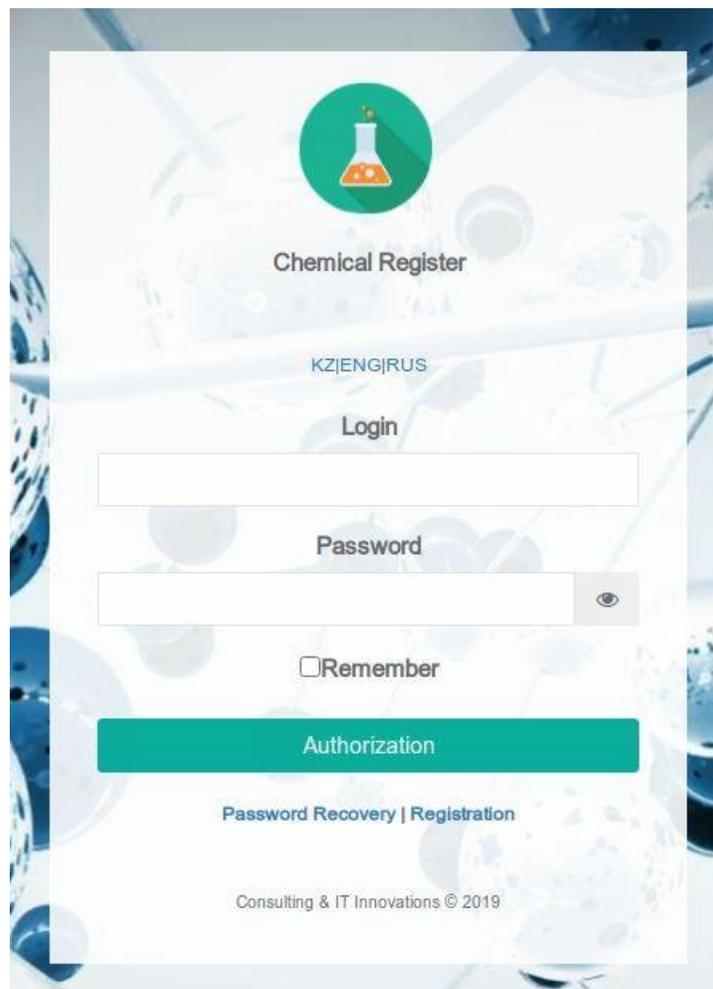
Chemical Register

User Guide

1. Applicant Registration

1.1 Registration

Click on the link to enter the System [Chemical Register](#).



Chemical Register

KZJENGRUS

Login

Password

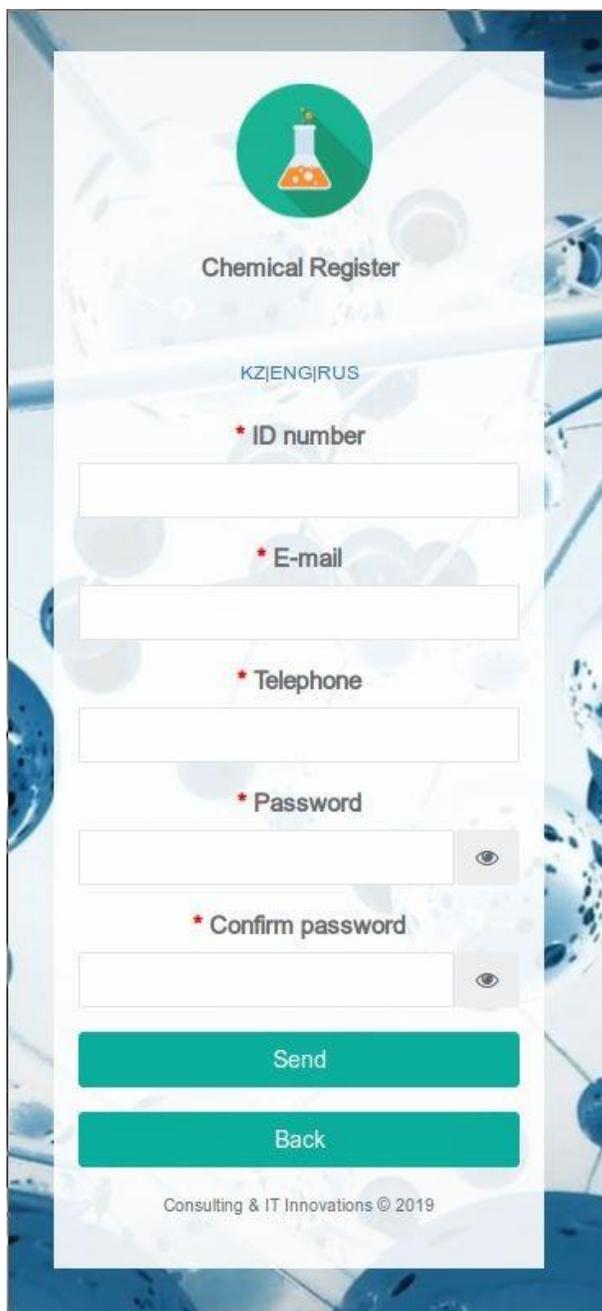
Remember

Authorization

[Password Recovery | Registration](#)

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To register the applicant, you must specify your login (identification code), e-mail, phone number, password and click the "Send" button.



The image shows a registration form for a 'Chemical Register'. At the top, there is a green circular icon containing a white laboratory flask with orange liquid. Below the icon, the text 'Chemical Register' is displayed. The form includes several input fields, each preceded by a red asterisk indicating a required field. The fields are: 'KZ|ENGI|RUS' (pre-filled), 'ID number', 'E-mail', 'Telephone', 'Password', and 'Confirm password'. The 'Password' and 'Confirm password' fields have eye icons to toggle visibility. At the bottom of the form, there are two large green buttons labeled 'Send' and 'Back'. A copyright notice 'Consulting & IT Innovations © 2019' is located at the very bottom of the form area.

Chemical Register

KZ|ENGI|RUS

* ID number

* E-mail

* Telephone

* Password

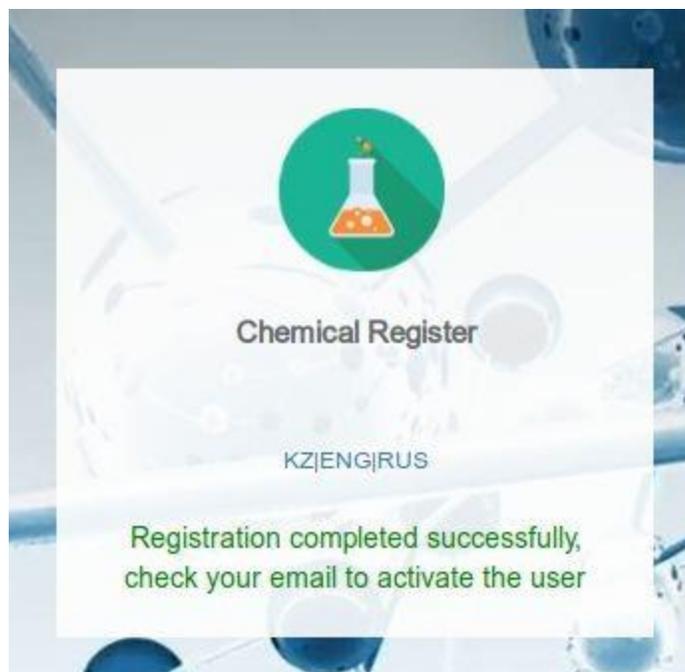
* Confirm password

Send

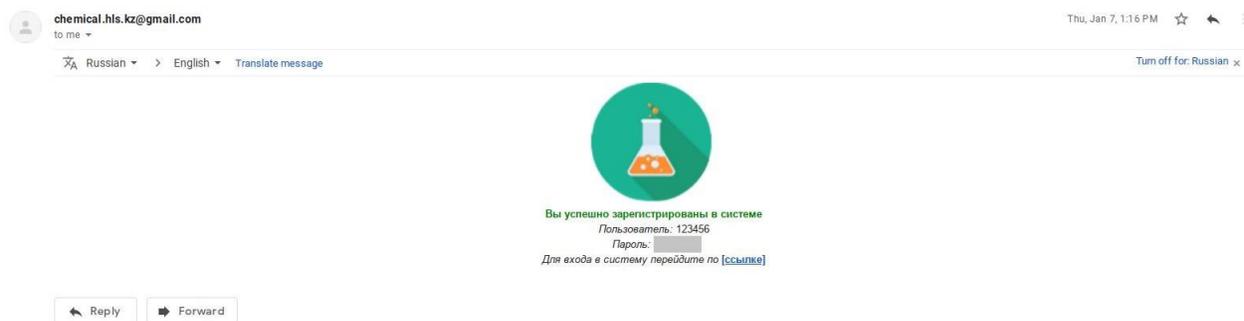
Back

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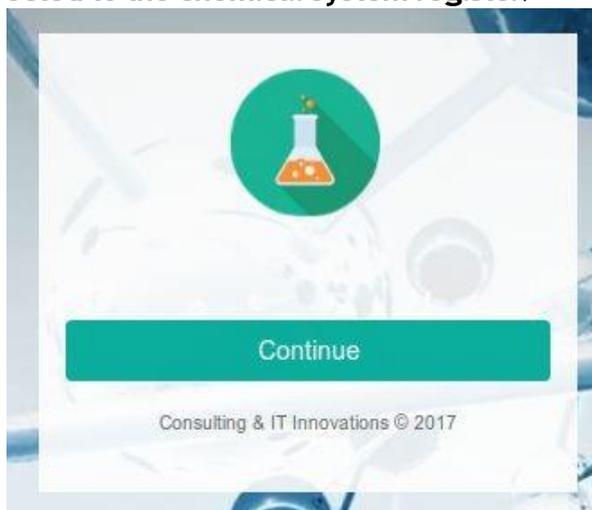
After clicking the "Send" button, an email will be sent to the specified email address with instructions and a link to activate your account.



To activate your account, you must follow the link indicated in the letter.



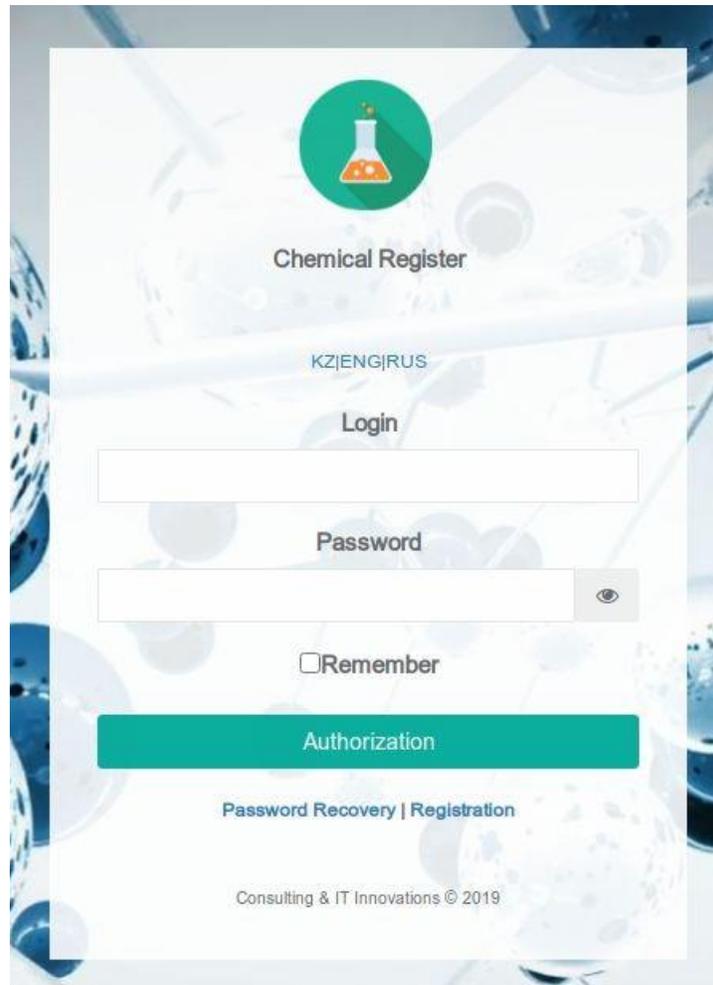
You will be redirected to the chemical system register.



After you click Continue, the user is automatically activated and you will be redirected directly to the Company Profile Pages.

If you are already registered in the system, you only need to enter the system with your username and password obtained during registration.

If you forgot your password, you can recover it using your email address.



Chemical Register

KZJENGRUS

Login

Password

Remember

Authorization

[Password Recovery | Registration](#)

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Click on the "Forgot password" button, enter your email address in the field on the new page, and click on the "Recover password" button. After that, the message "You will receive a link to reset your password by email" will be displayed.

To reset your password, follow the link in the email.

1.1.1 Company Profile

After logging in, the first page will be “Company Profile”.

Chemical Registry 92122730092

Company Profile Help

Organization Information

Full name *

Tax code *

Company legal form *

Organization type *

Industrial sector *

Abbreviation

Head of the Company

First name * Last name *

Father name Title of Position *

Legal basis for actions Document of Legal basis for actions

E-mail * Phone number *

Further Information

Postal code

Company e-mail *

Phone number *

Fax

Emergency Contact Information *

Company Legal Address

Country *

Region

Municipality

City/Settlement *

Street and number *

Company Physical Address

Country *

You need to fill in information about the company, contact person and etc.

Organization Information

Full name *	<input type="text"/>
Tax code *	<input type="text" value="92122730092"/>
Company legal form *	<input type="text"/>
Organization type *	<input type="text"/>
Industrial sector *	<input type="text"/>
Abbreviation	<input type="text"/>

It is necessary to fill in information about the organization, as well as legal and physical addresses. In the case of the same physical address, it can be copied from the Legal Address.

Company Physical Address 

Country *	<input type="text"/>
Region	<input type="text"/>
Municipality	<input type="text"/>
City/Settlement *	<input type="text"/>
Street and number *	<input type="text"/>

Company Legal Address

Country *

Region

Municipality

City/Settlement *

Street and number *

Company bank account information must be filled in in the "Bank account" section - bank name, SWIFT code and account number.

Bank accounts

Bank name

SWIFT

Card account number / current IBAN

If the company has branches, information about them should be filled in in the “Branches” section. A company can add as many branches as it has.

The screenshot shows a 'Branches' section with two columns of input fields. The left column is titled 'Branch Info' and contains fields for: Full name *, Abbreviation, Identification Code * (with the value 92122730092), Company type *, Company E-mail * (with an email icon), and Phone number * (with a phone icon). The right column is titled 'Address' and contains fields for: Country *, Region, Municipality, City/Settlement *, Street and number *, and Postal code.

In the company profile, you must fill in the information about the contact person.

The screenshot shows a 'Contact Person' section. At the top, there is a checkbox labeled 'Presenter of registrant'. Below this, there are two columns of input fields: First name *, Last name *, Father name, Title of Position *, E-mail * (with an email icon), and Phone number * (with a phone icon).

Also information about the "Head of the company".

Head of the Company

First name *

Last name *

Father name

Title of Position *

Legal basis for actions

Document of Legal basis for actions

E-mail *

Phone number *

The Additional Information section contains additional information about the company.

Further Information

Postal code

Company e-mail *

Phone number *

Fax

Emergency Contact Information *

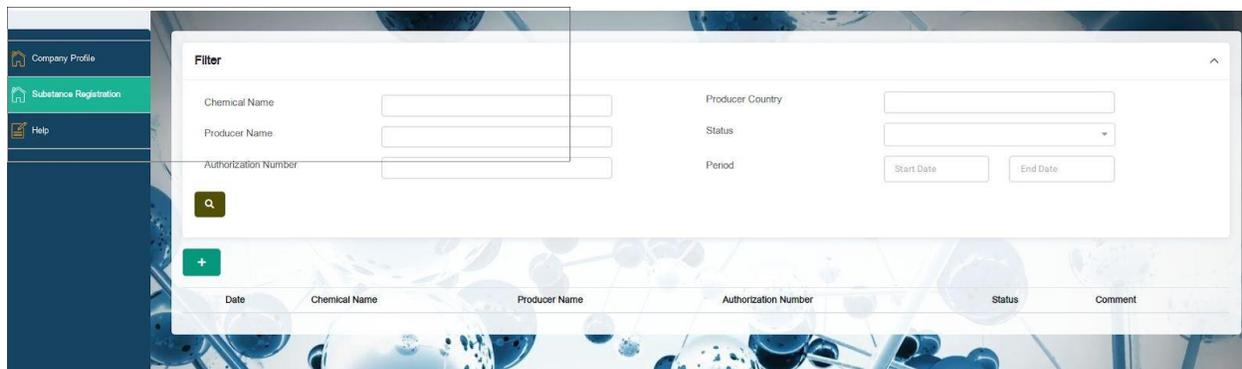
All required fields in the system are marked with a red asterisk * and must be filled in, otherwise the information cannot be saved.

After you fill in all the required details, you must save the information using the "Save" button.



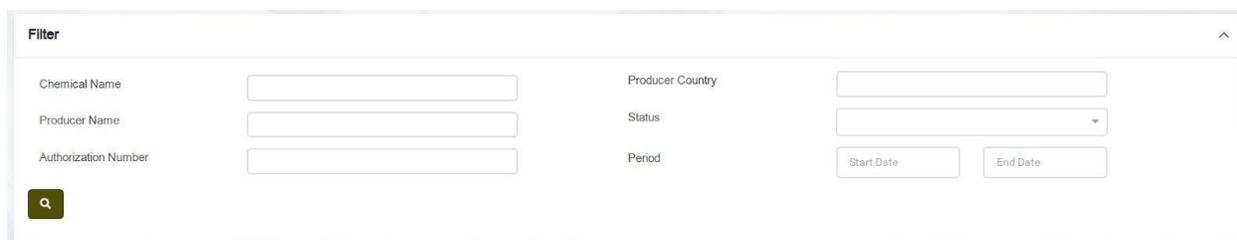
1.2 Registration of substance

After saving the information about the company, you will be redirected to the chemical registration section



The screenshot shows a web application interface for chemical registration. On the left is a dark blue sidebar with navigation links: 'Company Profile', 'Substance Registration' (highlighted in green), and 'Help'. The main content area features a white 'Filter' panel with the following fields: 'Chemical Name' (text input), 'Producer Name' (text input), 'Authorization Number' (text input), 'Producer Country' (text input), 'Status' (dropdown menu), and 'Period' (two date input fields labeled 'Start Date' and 'End Date'). Below the filter panel is a green search button with a magnifying glass icon and a green '+ Add' button. At the bottom, a table header is visible with columns: 'Date', 'Chemical Name', 'Producer Name', 'Authorization Number', 'Status', and 'Comment'.

Substance registered in the system can be found using the different filters.



This is a close-up view of the 'Filter' panel. It contains the same set of input fields as the previous image: 'Chemical Name', 'Producer Name', 'Authorization Number', 'Producer Country', 'Status', and 'Period' (with 'Start Date' and 'End Date' sub-fields). A green search button with a magnifying glass icon is located at the bottom left of the panel.

The new substance should be added using the "Add" button.

The first step is to register the substance, whether it is a biocidal product or active substances. First, we should choose the type of product - the biocidal product or active substance. The filling format changes depending on this.

Another important step is the type of operation: re- registration or new registration.

Registration Documentation Payments

Operation Type * Registration x ▼

Registration Number 1150236452

Product Type * Active substance/Individual chemical ▼

Area of use * ▼

1.2.1 Registration of a biocidal product/preparation form/chemical mixture

To start the registration process of a biocidal product, it is necessary to select the type of product - biocidal product, as well as indicate the field of application.

Operation Type * Registration x ▼

Registration Number 1150236452

Product Type * Biocidal product/Preparatory form/Chemical mixture ▼

Area of use * x In vitro diagnosis x ▼

Risk assessment stages. Hazard identification and classification and labeling information should be completed in the following sections.

Risk Assessment Phrases

Risk Assessment Phrases

Product category

+

Target Research *

+

Hazard

Hazard identification

+

Labeling

Labeling *

+

Signal word

▼

Hazard statement (H-phrase)

+

Prevention statement (P-phrase)

+

Information about manufacturer, such as the manufacturer's name and manufacturer's address, must be filled in in the appropriate sections.

Transportation

Active substances forbidden or/ not on Passenger and cargo according ADR/RID

IMDG/IMO (International Maritime Dangerous Goods Code)

ICAO/IATA (International Civil Aviation Organization)

Producer Information

Producer Name *

Producer Address/Location

Country of production *

Region

Municipality

City/Settlement *

Address *

There is also information about production sites and warehouses.

Industrial plant

Country of production *

Region *

Municipality *

City/Settlement *

Address *

Warehouses



Country

Address

Each component of the biocidal product must be added separately from the section "Information of Components".

Information of Components



Category	Product Name	Cas Number	Registration number	IUPAC number	% of composition
----------	--------------	------------	---------------------	--------------	------------------

The name of each component must be from the list of component biocide ECHA. You can search for a component by its name or CAS number.

Information of Components

Information of Components

Registration with... *

Category *

Component *

Component Name *

Cas Number *

Registration number *

IUPAC number

% of composition, or (From/To) *

1.2.2 Registration of active substance / active substance / individual chemical

First of all, it is necessary to select “Active substance” in the product type.

Operation Type *	Registration
Registration Number	1150236452
Product Type *	Active substance/Individual chemical
Area of use *	In vitro diagnosis

The active substances can be found in the list provided by ECHA. The active substance can be searched for by name, CAS number or EC number.

Product Identification

Substance *	<input type="text"/>
Name of the substance *	<input type="text"/>
CAS number *	<input type="text"/>
EC number *	<input type="text"/>
Synonyms and abbreviations	<input type="text"/>
IUPAC number	<input type="text"/>
Code import/export	<input type="text"/>
Technical name *	<input type="text"/>
Trade name *	<input type="text"/>
Chemical formula *	<input type="text"/>
Chemical structure *	<input type="text"/>
Molecular weight *	<input type="text"/>
Purity of the main product %	<input type="text"/>

After searching for the substance name, CAS number or EC number in the Substance field, the other two corresponding fields will be filled in automatically.

Some other data such as the manufacturer's name and address must be filled in the corresponding sections.

Producer Information

Producer Name *

Producer Address/Location

Country of production *

Region

Municipality

City/Settlement *

Address *

The user must submit information about warehouses.

Information about the hazards and classification and labeling should be as well to be filled in the following sections:

Hazard

Hazard identification * +

Labeling

Labeling * +

Signal word ▼

Hazard statement (H-phrase) +

Prevention statement (P-phrase) +

Impurities substances should be added to the relevant section:

Component

+

Component	Percentage
-----------	------------

After filling press the save button and an impurity is added to the table components :

Component

Component

Component

Percentage

After registration of the biocidal product or active substance, all the necessary documents must be uploaded to the "Documentation" section. You section can add several documents with different types of documents or upload one document for all the necessary components.

Registration Documentation Payments



File Name	Description	Area of use	Efficacy Assessment	Packaging	Safety Rules	Substance Compositions	Quality	Safety	Others
-----------	-------------	-------------	---------------------	-----------	--------------	------------------------	---------	--------	--------

Upload Documentation



- Information on area of use, rules and conditions
- Efficacy Assessment
- Information on first aid, precautions and safety
- In case of imported substance, information on identity, quality and safety issued by the official authorities
- Information on substance compositions
- Labels, signs, Storage terms and conditions
- Substance Safety Assessment
- Others

Description

Documents should be in Georgian and certified



After downloading the documentation, the information should be saved by clicking on the save button.

Next, you need to go to the "Payments" section, and select the required registration period and upload a receipt for payment of services.

Payment can be made by card or bank transfer.

If the company chooses bank transfer, it is possible to upload the receipt of payment into the system.

The screenshot shows a web application interface with a dark blue header containing three navigation tabs: "Registration", "Documentation", and "Payments". The "Payments" tab is selected and underlined. Below the header, the main content area is titled "Registration Payment". It contains two input fields: "Registration Period" with the value "10 working days - 400 tenge" and a dropdown arrow, and "Registration Total Amount" with the value "400". Below this is a section titled "Payment Options" with a "Payment Type" dropdown menu set to "Transfer". Underneath is a "Payment Documents" section with a label "Document for Payment tax assignment" and a green upload button. At the bottom, there is a "Total Price" field with the value "400".

Registration Documentation **Payments**

Registration Payment

Registration Period: 10 working days - 400 tenge

Registration Total Amount: 400

Payment Options

Payment Type: Transfer

Payment Documents

Document for Payment tax assignment:

Total Price: 400

If a company chooses a card for payment, it can be done directly from the web page.

Registration Documentation **Payments**

Registration Payment

Registration Period: 10 working days - 400 tenge

Registration Total Amount: 400

Payment Options

Payment Type: Payment by card

Total Price: 400

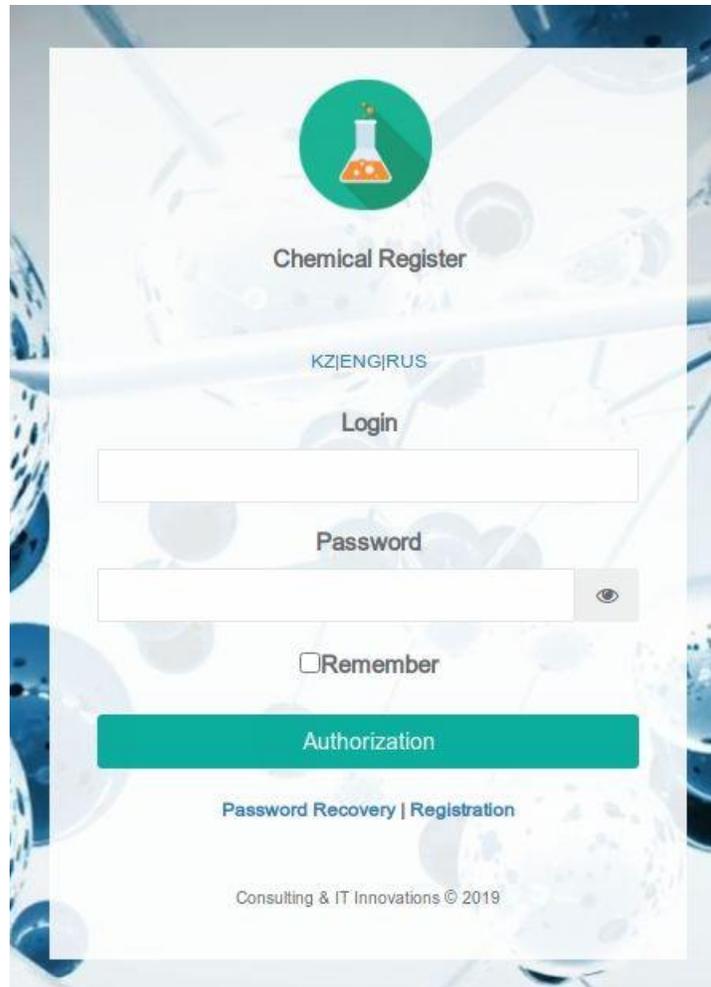
Payment

You will be redirected. to the payment page. After that, you need to click the save button and send a request for verification. The status of the application at this stage is “Stage I submitted”.

2. Guide for the System Administrator

2.1 Authorization

Each user in the system has a predefined role and access. Users with the administrator role must log in using a username and password.



Organizations can be viewed and checked on the Organization page. Various filters can be used to filter information.

Filter

Organization Name: Industrial Sector:

Identification Code: Organization Type:

	Organization Name	Identification Code	Organization Type	Industrial Sector
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Kaz Chemic...	191140029		Agriculture
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Южный поле...	080840000		Agriculture
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Центр "Сод...	070740011		Agriculture
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Евро-Хим К...	130840023		Agriculture
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Baydala"	170940016		Agriculture
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Тест"	921227300		Ceramic
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	1	92122730092		Ceramic
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	ИП "Тест"	970712351		Galvanic Plastic
<input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/>	TOO "Южный поле...	080840000		Agriculture

Substances can be viewed and checked on the Chemicals page. Various filters can be used to filter information.

Filter

Chemical Name: Organization Name:

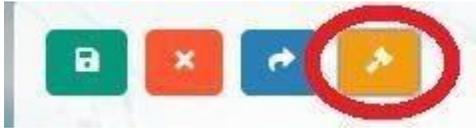
Product Type: Producer Name:

Status: Identification Code:

Period: Start Date: End Date: Authorization Number:

	Chemical Name	Producer Name	Authorization Number	Organization Name	Status	Comment
1 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	(2-Hydroxyethyl...	Lebosol Dúng...	1121136304	TOO "Baydala"	Forwarded	
2 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Bovi-Cu...	Lebosol Dúng...	2609294703	TOO "Baydala"	Forwarded	
3 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Potassium chlor...	АО «ФосАгро...	2320744996	TOO "Kaz Che...	Forwarded	
4 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Magnesium hydro...	Lebosol Dúng...	122278516	TOO "Baydala"	To be specified	не полный пе...
5 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Urea	АО «Объедине...	908708851	TOO "Baydala"	Confirmed	
6 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Potassium sulfate	Открытое акц...	1265459632	TOO "Южный п...	Confirmed	
7 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Ammonium nitrate	АО «Невномы...	445619687	TOO "Евро-Хи...	Confirmed	
8 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	1,2-Ethandiol	ПАО «Нижнека...	2550990981	TOO "Центр "...	Confirmed	
9 <input type="button" value="Q"/> <input type="button" value="E"/> <input type="button" value="R"/> <input type="button" value="A"/>	Potassium dihyd...	Открытое акц...	1918728245	TOO "Южный п...	Rejected (act. item)	не представл...

After the applicant submits information about the company and its substance, the administrator checks all documents and decides whether the application should be accepted, rejected or returned for clarification. Accordingly, the status at this time may be
-"passed Stage 1," "declined by the Stage 1"



If the case is rejected or requires clarification stage 1, the administrator can make a comment stating their comments.

Chemical Name (2-Hydroxyethyl) ammonium dihydrogen orthoborate

Forwarded ✕ ▾

Comment

Save ✕

If the application is approved, you must select “Confirmed” and click the “Save” button.

Chemical Name (2-Hydroxyethyl) ammonium dihydrogen orthoborate

Confirmed ✕ ▾

Comment

Save ✕