

Instructions for the registration in the Registry of Intermediary Services Providers including Hosting Services.

Registration in the Registry

New providers can register electronically in the registry through the Eregistry application.

In order to register the intermediary service you provide in the Registry of the Intermediary Services Providers, you must first check whether your company is already registered in the EETT Business and Licenses Registry and whether it has active users in the Eregistry application.

To find out if your company is already registered in the EETT Business and Licenses Registry, select the "Business Registration" link from the main page of the application at the link <https://eregistry.eett.gr>.

After you enter the company's Tax Identification Number (TIN), there are three possible scenarios:

- The company is not registered in the Business Registry. The system allows you to submit a business registration request by selecting "Business Registration". For companies based in Greece, business registration requires you to log in to the application using the company's TaxisNet credentials.
- The company is registered in the business registry and has active users. In this case, one of the active users must log in to the application. For companies based in Greece, user management is available by using the company's TaxisNet credentials.
- The company exists in the business registry but has no active users. For companies based in Greece, you can add users using the company's TaxisNet credentials.

Unregistered Providers in the Business and Licenses Registry

1. If the company is not registered in the registry, you'll need to enter the company's details and the basic information of the administrator (business registration application).
2. If the company registration is not performed using TaxisNet credentials, you must attach to the request a digital copy of both sides of the administrator's police ID card or passport. If the business registration request is performed using TaxisNet credentials, you don't need to attach the administrator's police ID or passport.
3. If the company is registered without using TaxisNet credentials, you will also receive a pre-filled administrator's form in PDF format. You must attach this form to the business information modification request you'll submit later.
4. Once you receive your password, you will be able to log in to the application and act on behalf of the company.
5. Next step: submission of a business information modification request. This will allow you to apply for registration in the registry of intermediary services. In this particular request, you must attach your company's legal documents. To submit the modification request,

you must have already entered the following information: the Legal Representative (who needs to have a TIN and an ID card or passport number) and the company size.

6. Next step: submission of a request for a new license by navigating to New Application / New License / Intermediary Services from the main menu.

Registered Providers in the Business and Licenses Registry with Active Users

1. If your company is already registered in the Business and Licenses Registry, you will need to submit a business information modification request. This will enable you to apply for registration in the registry of intermediary services. In this request, you must attach your company's legal documents. To submit the request, you must have already entered the following information: the Legal Representative (who needs to have a TIN and an ID card or passport number) and the company size.
2. Next step: the submission of a request for a new license by navigating to New Application / New License / Intermediary Services from the main menu.

Registered Providers in the Business and Licenses Registry with No Active Users

1. For companies based in Greece, it is possible to add users using the company's TaxisNet credentials. For companies outside of Greece, the application allows you to register an administrator. The "Administrator Registration" option allows you to submit an administrator request for an already existing company in the registry.
2. After obtaining credentials for the Eregistry application, you must submit a business information modification request so that you are able to apply for registration in the registry of intermediary services. In this request form, you must attach your company's legal documents. To submit the request, the Legal Representative (who needs to have a TIN and an ID card or passport number) and the company size must have been entered in the system.
3. Next step: the submission of the request by selecting New Application / New License / Intermediary Services from the main menu.

For companies within Greece, business registration is done using TaxisNet credentials. For companies outside of Greece, if you are not using TaxisNet credentials for registration, a digital copy of both sides of the administrator's police ID card or passport must be attached along with the request.

Applying for an Intermediary Services License

The information you need to fill in is:

1. The webpage through which the intermediary service is provided

2. Services provided: Select services from the "**Select services provided**" list using the '+' icon. The requested services are presented in the "Selections" list. To remove a service, use the '-' icon.
3. Languages for official communication: Select languages from the "**Available Languages**" list using the '+' icon. The requested languages will appear in the "Selections" list. To remove a language, use the '-' icon.
4. Countries within the EU: In this field, select the countries where your company provides services to. Select the countries from the "**Select countries within the EU**" list using the '+' icon. The selected countries will appear in the "Selections" list. To remove a country, use the '-' icon.
5. Contact information for the public: The application automatically generates the contact information by copying your headquarters' details. You can modify this information specifically for the provision of intermediary services.
6. Details of the representative in Greece (for companies based outside of Greece): In this case, if the representative is a natural person, it's mandatory to fill in their TIN and ID Card or Passport Number. If the representative is a legal person, you must provide the legal person's details, along with the details of their Legal Representative (including their TIN and ID Card or Passport Number).
7. Details of representatives specifically for the intermediary services license.

You can apply for multiple intermediary service licenses, for different services that you provide through different websites. The services you select from the "Select services provided" table for each different website may be the same or different.

For the provision of intermediary services, it is mandatory to declare:

- a point of contact for the recipients of the service,
- a point of contact for crisis management, and
- a point of contact for the competent authorities of the Member States, the European Commission, and the Council.

Specifically, for businesses that provide hosting services, a point of contact for receiving orders to remove terrorist content must also be declared. For this particular point of contact, only an email address and a phone number is requested. It is not possible to submit the application without declaring these specific types of contact points.

To avoid problems during the submission, select "Check" on the request pre-submission processing page. Once you select "Submit", the request will be submitted and reviewed by EETT.