



TO REGISTER A MODEL THE FOLLOWING STEPS HAVE TO BE PERFORMED

1. The manufacturer or importer orders the registration forms for the specific product class from one of the *National Registration Offices*. This set comprises the following documents:
 - Description of how to register (present paper);
 - Application form for the specific product class;
 - Test method for the specific product class;
 - General Rules (including rules on The Use of the Label);
 - Contact addresses of all GEEA members and all *National Registration Offices*.
2. The manufacturer or importer fills in the model related data (e.g. model description, power consumption) in the application form and confirms the correctness of the data by signing the form.

The power consumption has to be determined according to the test method issued by the GEEA. The measurements can be performed by the manufacturer or importer (self-declaration)¹.



NOTE: It is possible to register models which are not yet available on the market but which the manufacturer or importer plans to promote using the *GEEA Label*. Therefore for each model the date of the market introduction has to be indicated. **Whether or not the model meets the GEEA criteria depends on the actual criteria at the date of the market introduction.**

If the application for the GEEA Label is done after the market introduction the date of the registration is relevant for the criteria.

3. The manufacturer or importer sends back the signed application form to the *National Registration Office* (by mail or fax). The *National Registration Office* checks the forms.
4. The *National Registration Office* confirms by letter or fax that the model has been registered (or will be registered at the date of the market introduction);
5. The manufacturer, importer or retailer is now allowed to use the *GEEA Label* in his own promotion activities (e.g. prospectus or fairs). The GEEA Label may not be used in the general company promotion (see General Rules). The registered models automatically participate in all promotion campaigns in which GEEA members are involved.

There is no restriction in time for the use of the label (also in case of revision of the criteria the labelled model may still be promoted by means of the *GEEA Label*).

¹ The GEEA or other bodies may perform measurements to check the declared values. In case companies register models which do not meet the criteria set by the GEEA, they will be requested to remove these models from the promotion list. Otherwise the company will be excluded from further participation.