EUROPEAN REGISTRY
DATA SHEET N°3: Transfer units

By default, a transfer transaction **needs to be initiated by an AR (Authorised Representative) and approved/validated by** another **AR** – 4 eyes principle**.**
The account holder can ask the Registry Team, by written statement, to allow transfers to an account listed on the TAL (Trusted Account List) of the transferring account to be executed on initiation (no need of approval of another AR – 2 eyes principle)

Timeframe for execution of transactions:
- If the acquiring account **is listed in the TAL** (Trusted Account List) of the transferring account:
    - If the transaction **is approved** (initiated if the approval is not required) **within business** hours (working days 10:00-16:00 CET) ➔ the transaction is **executed immediately**
    - If the transaction **is approved** (initiated if the approval is not required) **outside business hours** ➔ the transaction **is executed at the next start of business hours**.
- If the acquiring account is **not listed in the TAL** of the transferring account:
    - If the transaction is approved **before 12:00 CET** of a working day ➔ the transaction is **executed at 12:00 CET on the next working day**.
    - If the transaction is approved **after 12:00 CET** of a wording day ➔ the transaction is executed **at 12:00 CET on the** second **working day thereafter**.
    - If the transaction is approved on a non-working day ➔ the transaction is executed **at 12:00 CET on the** second **working day thereafter**.

Stage ❶ : **Initiation of the transaction (by an AR having the initiator role)**

1. Login as an Account Representative (AR) with initiator (or initiator and approver) role in the Union Registry: https://unionregistry.ec.europa.eu/euregistry/FR/index.xhtml

2. On the homepage choose "English" language on the top right side of the screen, click on "Accounts" menu item (on the left side of the screen)

3. Click on account number (first column) from which you would like to transfer.

4. On the details page, select the "Holdings" tab and click on "Propose a transaction" button.

5. On the transaction selection page, select one of the 2 regular transfers:

6. Enter the destination account by clicking on "Select from trusted accounts" .

7. Select the destination account from the Trusted Account List (TAL):

8. The system will display the transfer page again, with the selected account:

Enters the quantity of the transfer and click on the "Next" button and "Confirm" to finalise the transfer.

9. The system will ask you to "sign" the transaction: enter your password and use the EU Login Application from your mobile device to scan the QR code displayed on the computer screen. Follow the instructions displayed on the computer screen.

10. EU Login Application on your mobile device will display a one-time password, enter it on the computer on the field "Code generated by your app" and click on "Sign" button

Important: if your account option is 4-eyes principle, the transaction needs to be validated by another AR.

Stage ❷ : **Validation/approval of a transfer (by an AR) for accounts having the 4-eyes principle**

1. Login as an AR with Approver role (other than the AR who has initiated the transaction) in the Union Registry https://unionregistry.ec.europa.eu/euregistry/FR/index.xhtml

2. On the homepage choose "English" language on the top right side of the screen, click on " Task list " menu item (on the left side of the screen)

3. Tick the check button (first column) and click on "Claim task" button to book the task.

	Request ID ⇕	Task Type ⇕	Initiator	Claimant ⇕	Account identifier ⇕	Account Holder ID ⇕	Account type	Initiation Time ⇕	Transaction ID ⇕
☑	45380	Approve Transaction Request			16205	14965	Operator holding account	07/08/2019 16:51:07	EU26709

Page 1 of 1 (1 rows found)

Claim task   Unclaim task   Assign

4. Your name should appear in the column "Claimant". Then click on "Request ID" to see the detail of the task.

	Request ID ⇕	Task Type ⇕	Initiator	Claimant ⇕	Account identifier ⇕	Account Holder ID ⇕	Account type	Initiation Time ⇕	Transaction ID ⇕
☐	45380	Approve Transaction Request		▮▮▮▮▮	16205	14965	Operator holding account	07/08/2019 16:51:07	EU26709

Page 1 of 1 (1 rows found)

Claim task   Unclaim task   Assign

5. The detail of the task will be displayed, and you can choose to "Approve" or "Reject" the task. If you reject the task, the transaction will be rejected.

6. If you click on "Approve" button, a confirmation screen will appear, click on "Confirm" button

7. Once confirmed, the system will ask you to "sign" the validation of the transaction: enter your password and use the EU Login Application from your mobile device to scan the QR code displayed on the computer screen. Follow the instructions displayed on the computer screen.

8. EU Login Application on your mobile device will display a one-time password, enter it on the computer on the field "Code generated by your app" and click on "Sign" button