



Riga, August 2018

# E-Invoicing Policy and Standardization Recommendations for Latvia

*This document has been developed by Latvian Information and Communication Technology Association (LIKTA) in the framework of CEF Telecom financed project Internet of Business (IoB) within CEF-TC-2016-3 call as Milestone 10 deliverable.*

## Introduction

The Europe 2020 strategy sets out a vision of a highly competitive European economy for and emphasizes that it is crucial to reap the full economic and social benefits of a digital society. To this end, electronic invoicing (e-invoicing) is part of the European Commission's flagship initiative A Digital Agenda for Europe which gives prominence to achieving a single digital market and calls for removal of the regulatory and technical barriers that prevent mass adoption of e-invoicing. To the detriment of consumers and enterprises alike, the existing rules that govern e-invoicing in Europe are still fragmented along national lines and most of the potential of e-invoicing is still untapped. What is more, exchanging e-invoices is still too complex and costly, in particular for SMEs. While 42 % of large enterprises in Europe say they receive or send e-invoices, adoption rate among SMEs remain at much lower level. As a result, the average market penetration of e-invoicing remains rather low.

The perception of e-invoicing by SMEs and consumers usually includes machine-readable e-invoices along with e-invoices that are prepared and transmitted in electronic form but not machine-readable e-invoices. Such form of electronic invoices is not ready for automated processing by information systems – PDF documents, e-mails, etc. However only machine-readable e-invoices are capable of producing true efficiency via automated processing.

According to DESI 2017 Latvia holds 10<sup>th</sup> rank in EU in terms of B2B/B2G/G2B e-invoicing usage with 19% usage rate.

EU Directive 2014/55/EU sets mandatory for all EU Member State's public sectors to be able to receive machine-readable e-invoices by April 2019<sup>1</sup>. This is a minimum requirement which number of EU Member states aim to exceed. For example, Estonia aims at making e-invoices mandatory in all transactions with public sector by the beginning of 2019.

Internet of Business project has implemented European standard for electronic invoices in Estonia along with PEPPOL access points for several operators and local electronic delivery solution using centralized government operated integration platform X-Road through CEF Telecom financed project "Internet of Business". Omniva (Eesti Post), Telema, Tieto are project partners that have presence in Estonia and also Latvia therefore can play a role and are well prepared for need for a service in Latvia.

## E-invoicing in Estonia

In e-invoicing Estonia is currently on 12<sup>th</sup> place according to Digital Economy and Society Index (DESI) 2017. About 30% of all invoices are e-invoices. More specifically the best situation is in B2C transactions where about 40% of all invoices are e-invoices. The main influence in B2C transactions come from e-banking, for example the possibility to have e-invoices sent directly to personal bank. In B2G transactions the volume of e-invoices is around 30%, which is foreseen from the fact that over 90% of the central government entities and around 40% of other public sector entities are able to receive e-invoices. The lowest volume of e-invoices, less than 10%, is seen in B2B transactions. Overall e-invoicing deployment has increased every year, but the main obstacle is in exchanging the electronic data in automatic or machine-readable and cost-effective way. Since over 99% of the enterprises are small and medium-sized enterprises, it is crucial to provide them easy and inexpensive e-invoicing solutions and developments. For now, many steps have been taken and many more need to be taken towards increasing e-invoicing volumes in all sectors in Estonia.

First, to foster the uptake of e-invoices, public sector has taken the direction to make e-invoicing mandatory in public sector during the next few years. The e-Invoicing Directive 2014/55/EU makes it mandatory for all Member State's public sectors to be able to receive e-invoices by April 2019. Estonian Government sees the opportunity to foster the uptake of e-invoices in both public and private sector even more by making e-invoices mandatory in all transactions with public sector by the beginning of 2019. It means that all private sector companies doing business with Estonian public sector must be able to send and receive e-invoices, which is predicted to increase the uptake of e-invoices in all sectors.

Second, many initiatives have also been taken in private sector. For example, many large enterprises have gone over to e-invoices and have made difference pricing decisions to make their clients, suppliers and partners to start using e-invoices. There is also different pricing policy in e-invoicing operator's services, where exchanging and converting between usual invoices and e-invoices cost more than exchanging only e-invoices. Another important initiative is definitely the cooperation between private companies and moving together towards e-invoicing. The best example here is the IoB project funded under CEF Telecom

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<sup>1</sup> EU Directive 2014/55/EU is mandatory in public procurement for certain thresholds – see Article 71 of Directive 2014/24/EU and Article 88 of Directive 2014/25/EU.

2016: eInvoicing program. This is probably the biggest project with the largest EU funding in Estonia where different private sector partners with the same goal have come together and foster the uptake of e-invoices.

Next most important steps for Estonia in e-invoicing field are 1) using EU Norm as the main e-invoicing standard and 2) the obligation to send and receive only e-invoices in public sector. Both of these steps support cost-effective and future-directed views to have less but commonly used standards and increase the usage of e-invoices both in Estonia and cross-border.

## E-Invoicing in Latvia

Currently each tax payer in Latvia can prepare and manage invoices and supporting documents in the format they want to. There are tax payers who use their own accounting systems and billing is done electronically. These companies mostly send created invoices electronically to their partners in a mutually agreed format. In parallel there is a number of accounting companies which specialise in electronic invoicing, documentation management, storage and further processing once the information from commercial banks is received. Since enterprises are using various types of accounting systems there is no unified standard for electronic invoicing and data exchange. There are about 20 different electronic invoice-exchange formats used in the market. Some of them have bigger share (for example, the Riga City Council developed own e-invoice standard), just because of larger volume of processed invoices.

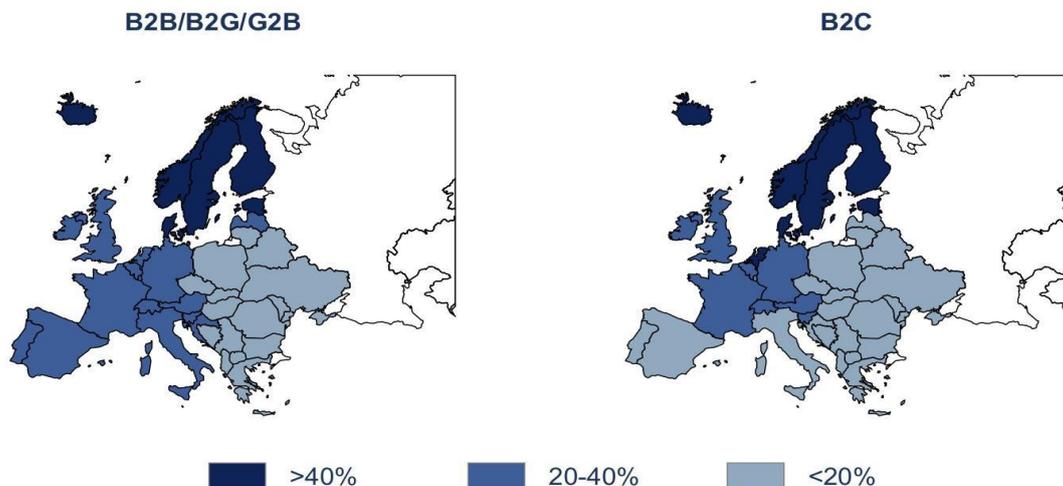
Most of the e-invoicing solutions that are used in Latvia are developed elsewhere and adopted in Latvia with the exception of Riga City Council solution.

In the same time, there are many small and medium enterprises that maintain accounts in paper format and the invoices and supporting documents are being prepared in *MS Excel*, *MS Word*, etc. There are 4 companies in Latvia (Tilde, HansaWorld, 1C, VadiPats) that offer accounting solutions for free.

According to commercial bank estimates, based on their transaction statistics, there are about 120 million invoices per year.

# Predicted Market Adoption 2018

(Electronic share of total invoice/bill volume)



16.03.2018

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Figure 1 Predicted Market Adoption Rate of Electronic Invoices

## Swedbank

Swedbank offers e-invoicing solution which entails invoice delivery from the service provider to the payer's Internet Banking account and comes with optional automatic invoice payment feature. The solution makes life easier both for corporate and private customers.

With e-invoicing, the company gets accurate incoming payment information which, in turn, significantly speeds up invoice processing and helps avoiding mistakes. Automated payment of e-invoices allows planning incoming payment flow more precisely.

The company sends invoices itself (in .xml format according to Swedbank's specifications) or through an intermediary - operator services (Omniva - [www.omniva.lv](http://www.omniva.lv), Fitek - [www.fitek.lv](http://www.fitek.lv)).

## Fitek

In Latvia Fitek for B2C segment offers solution developed by Fitek itself that does not comply with specific standard. Mainly Fitek provides delivery of invoices to recipient in PDF format via portals rekini.lv and epay.lv as well as there is an option to deliver invoice PDF as an attachment to e-mail.

On top of it, subject to agreement, recipient of invoice can view invoice in portal rekini.lv in CSV and XML formats according to specific requirements of issuer and recipient.

Fitek also acts as an operator for delivery of invoices to SEB bank and Swedbank internet banking solutions. Also, in this case there is no particular standard used. Fitek receives invoice information in various formats and converts it according to requirements set by SEB bank and Swedbank.

In similar way Fitek operates also in B2B segment. Fitek accepts any kind and any format of invoice information from their customers and delivers further to recipient in the format and delivery method acceptable for recipient – would it be another operator, ERP system supplier or data store specified by customer.

Besides Latvia Fitek operates also in Estonia, Lithuania, Slovakia and Serbia.

## Riga City Council

Authorized customers at the municipality portal [www.eriga.lv](http://www.eriga.lv) can submit electronically invoices for services provided to municipal institutions (deliveries). In order for legal entities to use this service, it is initially necessary to obtain an authorization at the Riga City Council Visitors' Acceptance Center, according to the "Personal Authorization" service, granting rights to use the e-services of Riga City Municipality on the web site of the municipality [www.eriga.lv](http://www.eriga.lv).

This service is available only for authenticated users of the portal [www.eriga.lv](http://www.eriga.lv) using:

- Username and password (issued by the Municipal Visitor Acceptance Center);
- E-signature smart card issued by Latvian Post and / or LVRTC, eID;
- Mobile ID (via mobile phone);
- Offered online banking.

It is possible to view upload history (what invoices are submitted), download XML files and view invoices in JPG and PDF format is an option for both legal and physical persons.

Riga City Council offers submission of electronic invoices in the following ways:

### 1. Manual input of invoice information in Web form

- Invoice information is entered into the section "Invoices" of this e-service, filling in the Web form.
- This type is recommended for suppliers with a small number of bills per year (up to 60 bills a year for the municipality of Riga).
- No additional changes to the Supplier's accounting system are required.

### 2. Upload files in XML format

- Invoices are presented in the "Invoices" section of this e-service using the button - Import XML invoice.
- This type is recommended for Suppliers with a regular, small number of bills per year (up to 120 bills a year for the Municipality of Riga).
- The supplier's accounting system must be able to store data in an XML file format.

### 3. Web API

- Invoices are submitted through the direct accounting system of Riga Municipality.
- This type is recommended for suppliers with a large number of bills per year (over 120 bills per year for the municipality of Riga).
- It is intended to harmonize the exchange of data between accounting systems.

The service provides an opportunity to view your submitted invoices, their history, billing, and payment status information. Distinguishing aspect of Riga City Council e-invoicing system otherwise well thought and developed is that it does not provide nor integrates with any delivery system but is focused to receipt of electronic invoices directly delivered into Riga City Council e-invoicing system.

## Other actors

The largest companies which prepare invoices in the electronic format are Fitek, Telema, Omniva. Both Omniva and Telema are electronic invoicing operators active in all three Baltic states – Estonia, Latvia and Lithuania. Since both Omniva and Telema operators have participated in Internet of Business project they already have all necessary knowledge for implementation of PEPPOL BIS version 3 electronic invoicing access infrastructure.

Telecommunication operators and energy utilities are preparing invoices in electronic format, mostly on their own, without using any service provider. Some banks are also offering e-invoice solutions. Leader in this area is Swedbank by offering e-invoicing solution that provides invoice transfer from the service provider to the payer's internet bank automatically, and customers can combine these with automatic invoice payment functionality.

Latvia has recognized the need to act upon Directive 2014/55/EU. State treasury has been appointed by Ministry of Finance as the main stakeholder of implementation of Directive 2014/55/EU in Latvia. More over State treasury is also leading body for accounting principles in Latvia as well as they are operating their own internet banking solution for making payments from the State treasury accounts. This naturally makes State treasury one of the most interested government bodies for automation of invoice processing thus saving time, effort, money, significantly decreasing amount of errors created by manual process.

## State Regional Development Agency

State Regional Development Agency of Latvia is an institution operating centralized government information systems like e-government portal latvija.lv, centralized e-address system that shall come in operation starting January 2019 and electronic procurement system (EIS).

Public procurement in Latvia is increasingly moving into electronic environment – electronic tenders, electronic frame agreements – all available via electronic procurement system (EIS). Clause 1 of Article 39 of Public Procurement Law prescribes use of electronic procurement system in all cases unless explicitly exempted.

Law on Official Electronic Address prescribes mandatory use of electronic address account for governmental institutions, registered legal entities and reserve soldiers gradually throughout late 2018 and 2019, transition period ending January 2020. Official Electronic Address solution is an integral part of latvija.lv e-government portal with notifications over e-mail address of choice and an API for connecting information systems. State Regional Development Agency considers official electronic address as the best option for local electronic delivery of electronic invoices to governmental institutions. This could be compared to local delivery solution via X-Road in Estonian implementation of local delivery solution.

## ERDF financed PKIP project

In the ERDF financing period 2014-2020 under activity 2.2.1 “Ensuring increased reuse of public data and effective collaboration between public and private sector” a project with Riga City Council as a beneficiary is defined. The value of project is 4.5M EUR and tenor is 36 months. Number of municipalities participating in this project is expected to be 65 what makes 55% of all municipalities in Latvia. This project contains activities to integrate municipality e-services in e-government portal and to integrate municipal e-services with government e-services

Besides other activities this project also includes integration with centralized Secure Delivery platform and Service Delivery and Management platform. Development of current Riga City Council e-invoicing platform and deployment to partner municipalities as well as connectors to partner municipality ERP systems is within planned scope of this project.

## Latvian Information and Communication Technology Association

Latvian Information and Communication Technology Association (LIKTA) is the largest Information and Communications Technology (ICT) industry non-governmental organization (NGO) with over 160 small, medium and large companies, universities, research institutions and ICT professionals as members.

LIKTA has been following developments in electronic invoicing area already since 2014 when EU Directive 2014/55/EU was adopted. LIKTA has established e-invoicing working group of representatives of LIKTA members – telecom operators, ERP solution providers, e-invoicing solution providers and other interested parties. LIKTA has involved in this working group also representatives from Ministry for Environmental Protection and Regional Development, Ministry of Finance, State Revenue Service, State Treasury and other stakeholders. LIKTA e-invoicing group has regular meetings and is discussing best approach for e-invoicing implementation in Latvia both from legal and technical perspective. LIKTA member representatives have been taking active and leading role in standardization process via participation in Standard Technical Committee (STK) 54 of Latvijas Standarts, the national standardization body. In 2016 LIKTA, upon invitation by Infotehnoloogia ja Telekomunikatsiooni Liit (ITL), leading NGO in ICT field in Estonia, participated in EU Baltic Sea Region Seed Money financed project “Internet of Business” to seek funding for joint

undertakings in field of Real Time Economy (project ID S 95). Our joint application for CEF Telecom 2016 e-Invoicing call with the project “Internet of Business” with ITL as leading partner was successful and project has ended in August 2018. LIKTA role in the Internet of Business project was to exchange information with stakeholders in Latvia, disseminate project results and provide recommendations to implementation projects in Latvia as well as to promote actual use of results of the project.

In 2017 LIKTA applied for financing of e-invoicing implementation in Latvia in CEF Telecom e-Invoicing call CEF-TC-2017-3 together with other partners from LIKTA member organisations, however application did not receive financing. Currently work is in progress to apply for CEF Telecom e-invoicing call CEF-TC-2018-2 with State Regional Development Agency as lead partner.

## Standardization considerations

EU Directive 2014/55/EU had sparked development pursuant to its Article 3. The European Committee for Standardization (CEN) issued the European standard EN 16931-1:2017, Electronic invoicing — Part 1: Semantic data model of the core elements of an electronic invoice and the list of syntaxes CEN/TS 16931-2:2017, Electronic invoicing — Part 2: List of syntaxes that comply with EN 16931-1, according to CEN system of classification. With the Commission Implementing Decision 2017/1870 dated October 16, 2017 adopted EN 16931 as European standard for electronic invoices.

With the application for funding of Internet of Business project, it was already found and adopted that PEPPOL network is the most appropriate for delivering electronic invoices across borders of Member States. Open specifications, open source implementation of necessary software components, no roaming fees between operators and high adoption rate in other Member States, especially in Northern Europe make it natural choice for electronic delivery (e-Delivery). Local centralized G2G/G2B/B2G electronic information exchange and integration solutions already exist both in Estonia and Latvia. Estonian local electronic delivery solution was adopted for local G2G/B2G/G2B electronic delivery of electronic invoices within the Internet of Business project. This approach has proven valid and reusable also for Latvia. In Latvia centralized government integration platform is operated by State Regional Development Agency under supervision of Ministry of Regional Development and Environment Protection as the main government body for information technology matters.

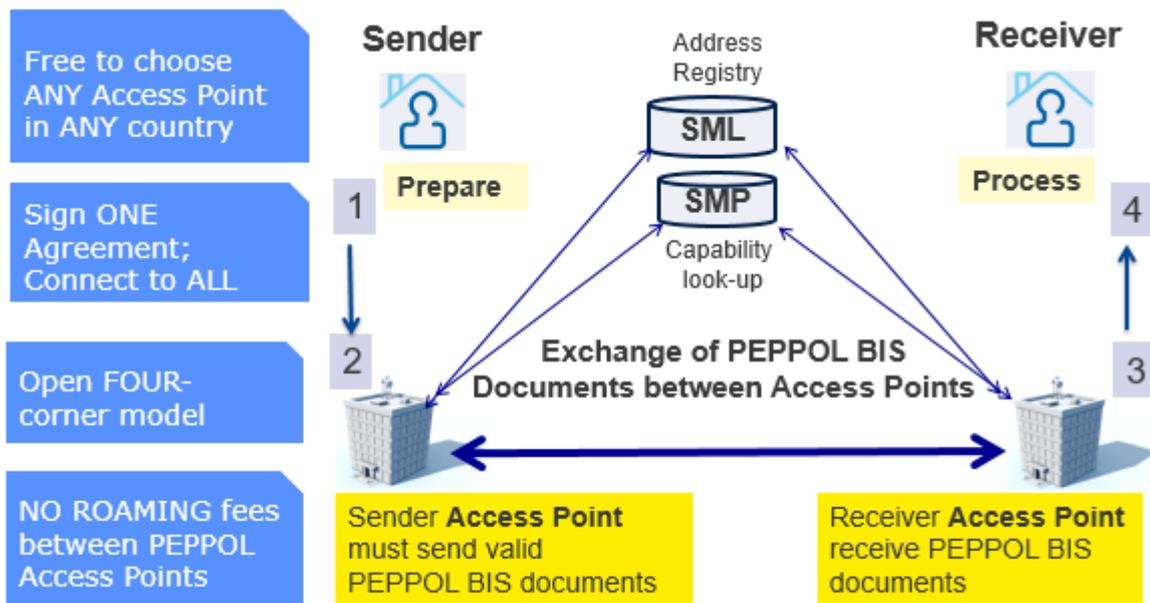


Figure 2. PEPPOL Delivery network diagram.

During the course of Internet of Business project PEPPOL developed new version of its Business Interoperability Specifications (BIS) – BIS version 3. Since there are no current implementations of PEPPOL connectivity for Latvia, using PEPPOL BIS version 3 is the best solution. Implementation in Estonia also suggests that there are all necessary prerequisites to implement PEPPOL BIS version 3 if possible without development of specific national or industry specific Core Invoice Usage Specifications (CIUS) as this would involve great additional complexity.

During implementation of project Internet of Business study of available Service Metadata Publisher (SMP) service providers showed that it would be too expensive to use commercial SMP service provider and decision was made to implement own SMP instance using open source software. This is also valid recommendation for any implementation in Latvia.

In order to connect to PEPPOL network it has been concluded that codifier used by European e-invoicing standard EN 16931 is the ICD code according to ISO 6523. At this moment the only valid ICD code for Latvia is VAT number. Therefore, new ICD code has to be registered. This is important because of many different reasons. For example, all the companies in Estonia and Latvia are not registered for VAT and therefore, these companies are not found from the PEPPOL network for now. Since there are so many of these non-VAT companies both in Estonia and Latvia and they are also interested of doing business abroad, we must add company register number as ICD value as well. Last important point is that public sector authorities not always have VAT number, so they are not found in the PEPPOL network for now. They have the same register number as private sector. These three aspects are very important in order to have as much Estonian/Latvian users connected to PEPPOL as possible.

Applying for new ISO6523 ICD code is rather easy process:

- 1) ISO maintenance agency for ISO/IEC 6523-2:1998 is Farance Inc. <http://farance.com>
- 2) Decision should be made who will apply. USD 475 will be charged for allocation of an International Code Designator (ICD) Value.
- 3) Registration form shall be filled out (please see in Appendix 1 ISO/IEC 6523 ICD REGISTRATION APPLICATION FORM filled for getting new ICD value for Company Code in Estonia)
  - Section A – applicant data
  - Section C – most important part - new ICD shall be described as completely as possible
  - Section D – applicant contacts
- 4) Latvijas Valsts Standarts shall be contacted and they have to approve application
  - Section B – Sponsoring Authority has to approve and sign the application
- 5) Application has to be sent to Farance by Sponsoring Authority and it is recommended to ask their opinion before making payment
- 6) If everything is good, payment should be made according to the instructions here: <http://farance.com/paypal-iso6523.html>

However should be noted that registration and update of ICD codes is rather lengthy process.

## Policy amendments

In order to implement EU Directive 2014/55/EU it is necessary to amend following laws of Republic of Latvia:

1. Public Procurement Law
2. Law on the Procurement of Public Service Providers
3. Law on the Procurement in the Field of Defense and Security
4. Public and Private Partnership Law

To maintain flexibility the only provisions that need to be set in the amendments of the laws mentioned above are new definition of electronic invoice – an invoice that is issued, sent and received in structured electronic format that allows its automated and electronic processing and delegation to Cabinet of Ministers to set applicable standard of electronic invoice, specify usage of basic elements and delivery methods of electronic invoices for governmental institutions via Cabinet Regulations.

As it was discussed and agreed in LIKTA e-invoicing working group direct applicability reference to European e-invoicing standard shall not be made in the law thus avoiding costly and rather useless process of translation of standard to Latvian since it is requirement for all standards referenced as directly applicable in the law.

Said Cabinet regulations should be developed and adopted to be in line with EU Directive 2014/55/EU and agreements made between industry NGOs and Government of Latvia regarding application of the e-invoicing Directive and reflecting recommendations outlined in section “Standardization considerations” of this document.

## Other documents for reference

[EMSFEI guidance on implementation for EU public administrations \(PDF\)](#)

[CEF Country e-invoicing factsheets](#)

## ISO/IEC 6523 ICD REGISTRATION APPLICATION FORM

## INTERNATIONAL REGISTRATION AUTHORITY FOR ISO/IEC 6523

Farance Inc. is the Registration Authority for ISO/IEC 6523, and has been established as for assignment of:

## International Code Designator (ICD) Values

The International Code Designator (ICD) is, as detailed in ISO/IEC 6523, used to uniquely identify an Organization Identification Scheme. It is important to note that the ICD does not directly identify an organization.

## Application for Registration

Applications must be submitted through a Sponsoring Authority. ISO/IEC 6523-2:1998, clause 5.1, defines a Sponsoring Authority as:

- a) an ISO Technical Committee or Subcommittee;
- b) a Member Body of ISO;
- c) an International Organization having a liaison status with ISO or with any of its Technical Committees or Subcommittees.

Note: Details of ISO Member Bodies can be found on the ISO website (<http://www.iso.org> under "ISO Members").

The applicant should complete Sections A, C & D. Sections A, B & C are sent to the Sponsoring Authority for approval; Section D should be sent directly to Farance Inc. along with the fee.

The Sponsoring Authority should complete Section B and forward Sections A, B & C to the Registration Authority, Farance Inc.:

Farance Inc.  
PO Box 256  
New York, NY 10044  
USA

Tel: +1 212 486 4700  
E-mail:  
iso6523@farance.com

## Price

The Registration Authority charges an administration fee of USD \$475 for the allocation of an International Code Designator (ICD) Value.

Payment may be made via PayPal (credit card, bank debit, etc.).

Note: Please do not send checks/cash.

email: iso6523@farance.com

- 1) The applicant should complete Sections A, C & D.
- 2) The applicant should send the Sections A, B & C form to their Sponsoring Authority
- 3) The applicant should send Section D and make payment to the International Registration Authority, Farance Inc..

4) The Sponsoring Authority should complete Section B and forward the form to the International Registration Authority, Farance Inc. –

International Registration Authority, Farance Inc. – contact address:  
Farance Inc, PO Box 256, New York, NY 10044, USA: Tel +1 212 486 4700

Section A — To be completed by the applicant

*Organization details*

Company: Estonian Association of Information Technology and Telecommunications\_\_\_\_\_

Address: Lõõtsa str 6,  
Tallinn\_\_\_\_\_

Postcode: 11415\_\_\_\_\_ Country: Estonia

Contact details of the person within the Organization with particular responsibility for the Organization Identification Scheme

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Email: \_\_\_\_\_

info@itl.ee\_\_\_\_\_

Telephone: +372 6177 145\_\_\_\_\_ Facsimile: +372 6177 146

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Section B — To be completed by the Sponsoring Authority

*Sponsoring Authority*

Organization: ESTONIAN CENTRE FOR STANDARDISATION

Address: Akadeemia tee 21/6, Tallinn

Postcode: 12618\_\_\_\_\_ Country: Estonia

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

info@evs.ee\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The Sponsoring Authority: **APPROVES** the above application

If **REJECTED** please give reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section C — To be completed by the applicant

Please refer to ISO/IEC 6523 Parts 1 and 2 before completing this section. The clauses referred to in column 2 of the table are taken from ISO/IEC 6523 Part 2.

Issuing Organization supplied data		
Name of coding system	4.5.2.a) the preferred name of the organization identification scheme as advised by the issuing organization (IO)	Company code
Intended purpose / application area	4.5.2.b) the intended purpose and application area of the identification scheme	For use in EDI or other B2B (B2C) exchanges to identify private and public organisations.
Name & address of issuing organization	4.5.2.g) the name, address, telephone number, facsimile number and any electronic mail address of the IO and the name of any individual in the IO with particular responsibility for the organization identification scheme	Centre of Registers and Information Systems of the Ministry of Justice <ul style="list-style-type: none"> <li>· Address: Lökke 4, 19081, Tallinn, Estonia</li> <li>· e-mail: rik@just.ee</li> <li>· Phone +372 663 6300</li> <li>· Fax: +372 646 0165</li> <li>· Web: <a href="https://ariregister.rik.ee/index?lang=eng">https://ariregister.rik.ee/index?lang=eng</a></li> </ul>
Structure of code	4.5.2.c) the format of the organization identifiers, including:	Always 8-digit number
: 1)	4.5.2.c).1 number of characters and their	First number in code: 1 – Commercial organisations 7 -- State agencies and local government institutions 8 -- Non-profit associations 9 -- Foundations

	significance, if any	
: 2)	4.5.2.c).2 identification of the check character(s), if any	
Display requirements	4.5.2.c).3 display requirements	None
Character repertoire	4.5.3.d) the character repertoire required to express the full range of permissible organization identifiers	Figure of 1,2,3,4,5,6,7,8,9,0 Unicode code-points U+0030 through U+0039
Language(s) used	4.5.2.j) the language(s) used in the specifications of the organization identification scheme	Estonian, English
Supports organization parts	4.5.2.e) whether the system includes provisions for the identification of organization parts	None
Organization identifier reuse	4.5.2.f) the minimum period that may elapse between the withdrawal of an	It's not reused.

	organization identifier and its reallocation	
Description of organizations covered by the scheme	4.5.2.i) a description of the kind of organizations covered by the organization identification scheme	Commercial organisations, state agencies, local government institutions, non-profit associations, foundations
Notes on use of code	4.5.3.a) notes, not exceeding 50 words, on the use of the organization identification scheme	Company code is major and only unique identifier of all institutions and organisations in Estonia. This code is widely used for various purposes, including electronic commerce. Usage of company code is required in communication between institutions and also in communication between private and public organisations.
Alternate names for scheme	4.5.3.c) any alternative names or abbreviations used to refer to the organization identification scheme	reg. code, company code, commercial register code; in Estonian: registrikood, äriregistri kood
Sponsoring authority	4.5.2.h) the name, address, telephone number, facsimile number and any electronic mail address of the SA and the name of any individual in the SA with particular responsibility for the organization	<p>ESTONIAN CENTRE FOR STANDARDISATION</p> <ul style="list-style-type: none"> <li>· Address: Akadeemia tee 21/6, Tallinn 12618 ESTONIA</li> <li>· Phone: +372 605 5050</li> <li>· Fax: +372 605 5070</li> <li>· E-mail: info@evs.ee</li> <li>· Point of Contact: Martin Merimaa</li> </ul>

	identification scheme	
Amendment supplied data		
<i>Previous ICD</i>	4.5.3.b) reference to any previous versions of the organization identification scheme, identified by an ICD value	None
Original IO name and address	4.5.3.d) the name, address, telephone number, facsimile number and any electronic mail address of the original IO if this responsibility has been transferred, together with date of transfer	None
Original SA name and address	4.5.3.e) the name, address, telephone number, facsimile number and any electronic mail address of the original SA if this responsibility has been	None

	transferred, together with date of transfer	
Cease date and reason	4.5.3.f) if the organization identification scheme ceases to be supported, the date, and the reason if known	None
Registration Authority supplied data		
<i>ICD</i>	4.5.4.a) the ICD value assigned to the organization identification scheme	
Date of issue of ICD	4.5.4.b) the date of issue of the ICD value	
Latest amendment date	4.5.4.c) the date of the latest amendment to the register entry	
Additional comments	4.5.4d) any additional comments, not exceeding 50 words, made by the SA or by the RA	

Date support ceases	4.5.5.a) the date on which the RA determines that the organization identification scheme is no longer being maintained in accordance with the requirements of this International Standard	
Reason for cease	4.5.5.b) the reason(s) the organization identification scheme ceased to be supported	
Replacement ICD	4.5.5.c) the ICD value assigned to any subsequent version of the organization identification scheme	

Section D — To be completed by the applicant

Contact Details

Company: Estonian Association of Information Technology and Telecommunications\_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: +372 6177 145

Email:  
info@itl.ee\_\_\_\_\_

*Payment*

ICD: USD\$ 475.00

Other (if applicable):

Total:

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Purchase Order number (if required): \_\_\_\_\_

Payment Made via PayPal

For Farance Inc. Office Use Only:

International Code Designator (ICD) Value:

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Processed By: \_\_\_\_\_ Date processed:

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Order Number: \_\_\_\_\_ Invoice Number:

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Applicant's Check List:

Section A – Completed

Section C – Completed

Section D – Completed

Sections A, B & C – Sent to Sponsoring Authority

Section D + payment – Sent to Registration Authority (Farance Inc.)