**Modification of Contact Details Form**

This document may be used to transmit new contact details, to modify the previously communicated contact details, and to ask for the deletion of previously communicated contact details.   
This form should be sent to the [carriers\_onboarding@eulisa.europa.eu](mailto:carriers_onboarding@eulisa.europa.eu) mailbox by the Carrier or System SPOC. Please add “**Contact Registration**” in the subject field of the e-mail.

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| **Table A** – to change the contact in form **F01** (should be sent by Carrier SPOC) **Table B** – to change the contact in form **F03** (should be sent by Carrier SPOC) **Table C** – to change the contact in form **F04** (should be sent by System SPOC) |

|  |  |  |
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| 1. **Contacts from the form *F01 – Carrier Registration Form*** | | |
| **Carrier Submission ID** | | ***Mandatory (****e.g. C0191) assigned by eu-LISA and communicated to the carrier* |
|  |
| **Carrier Company Commercial Name** | | ***Mandatory*** |
|  |
| **Reason of Contact Request** | | ***Mandatory*** *(Tick only one) Creating a new contact means that the previous contact automatically turns inactive* |
| ☐ Create a new Contact  ☐ Update current Contacts details ☐ Delete current Contact |
| **Contact Role** | | ***Mandatory*** *(Tick only one)* |
| ☐ The Carrier’s legal representative  ☐ The SPOC for the Carrier  ☐ The backup for the SPOC |
| **Contact details** | ***Mandatory*** *Contact’s data*  *(\*) obsolete when Contact deletion is requested* | |
| **Name** |  |
| **Surname** |  |
| **Position** |  |
| **Postal address\*** |  |
| **e-mail** |  |
| **Phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Mobile phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Time zone\***  *(e.g. UTC +2)* |  |

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| **B. Contacts from the form *F03 – Carrier system and Service Provider Form*** | | |
| **Carrier Submission ID** | | ***Mandatory (****e.g. C0191) assigned by eu-LISA and communicated to the carrier* |
|  |
| **Carrier Company Commercial Name** | | ***Mandatory*** |
|  |
| **Service Provider**[[1]](#footnote-2) | ***Mandatory*** | |
| **Organisation Name** |  |
| **System Name** |  |
| **Reason of Contact Request** | | ***Mandatory*** *(Tick only one)* |
| ☐ Create a new Contact ☐ Update current Contacts details ☐ Delete current Contact |
| **Contact Role** | | ***Mandatory*** *(Tick only one)* |
| ☐ System SPOC  ☐ System Backup SPOC |
| **Contact details** | ***Mandatory*** *Contact’s data*  *(\*) obsolete when Contact deletion is requested* | |
| **Name** |  |
| **Surname** |  |
| **e-mail** |  |
| **Phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Mobile phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Time zone\***  *(e.g. UTC +2)* |  |

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| **C. Contacts from the form *F04 – Connection Information Form*** | | |
| **Carrier Submission ID** | | ***Optional (****e.g. C0191) assigned by eu-LISA and communicated to the carrier* |
|  |
| **Carrier Company Commercial Name** | | ***Optional*** |
|  |
| **Service Provider[[2]](#footnote-3)** | ***Mandatory*** | |
| **Organisation Name** |  |
| **System Name** |  |
| **Reason of Contact Request** | | ***Mandatory*** *(Tick only one)* |
| ☐ Create a new Contact  ☐ Update current Contacts details ☐ Delete current Contact |
| **Contact Role** | | ***Mandatory*** *(Tick only one)* |
| ☐ System connection contact  ☐ System connection backup contact |
| **Contact details** | ***Mandatory*** *Contact’s data*  *(\*) obsolete when Contact deletion is requested* | |
| **Name** |  |
| **Surname** |  |
| **e-mail** |  |
| **Phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Mobile phone\***  *(e.g. +31 (0) 123456789)* |  |
| **Time zone\***  *(e.g. UTC +2)* |  |

|  |  |
| --- | --- |
| **Contact Roles description** | |
| **Carrier’s legal representative** | It is the legal representative of the company (refers to contacts in the F01 form) |
| **Carrier’s SPOC** | It is the administrative Single Point of Contact for the Carrier Entity (refers to contacts in the F01 form) |
| **Backup SPOC** | It is the backup administrative Point of Contact for the Carrier Entity (refers to contacts in the F01 form) |
| **System SPOC** | It is a Single Point of Contact for the System-to-System integration (for an external Service Provider or internal system), that will manage the communication related to the System-to-System integration (refers to contacts in the F03 form) |
| **System Backup SPOC** | It is a backup Point of Contact for the System-to-System integration (for an external Service Provider or internal system), that will manage the communication related to the System-to-System integration (refers to contacts in the F03 form) |
| **System connection contact** | It is a contact that will manage the communication related to the System-to-System integration regarding system-to-system connectivity configuration technical issues (refers to contacts in the F04 form) |
| **System connection backup contact** | It is a backup contact that will manage the communication related to the System-to-System integration regarding system-to-system connectivity configuration technical issues (refers to contacts in the F04 form) |

1. In the case of an Internal System, please provide the name of the company and the name of the system within the company. [↑](#footnote-ref-2)
2. In the case of an Internal System, please provide the name of the company and the name of the system within the company. [↑](#footnote-ref-3)