

Moving Europe towards a sustainable and
safe railway system without frontiers.

Organisation Code Register - User Manual

User Manual for Organisation Codes requests

Document History

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1.0	28/08/2025	Initial version
2.0	10/07/2026	Updated version following changes on ERA website

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1. Introduction

1.1. About the Organisation codes

Organisation codes are defined in accordance with the EVR decision¹, they are unique identifiers that shall be assigned by the Agency to one Company/Organisation.

Additional information and this manual are available in the OCR webpage: [Organisation Code Register \(OCR\) | European Union Agency for Railways](#).

1.2. Purpose

The objective of this manual is to guide users through the process of creating and registering an account, signing in, applying for an Organisation Code, and managing organisation data, including modifications and revocations.

The European Union Agency for Railways (ERA) is responsible for allocating Organisation Codes to all relevant parties operating in EU territory.

IMPORTANT REMARKS

Organisation Codes are not the same as RICS Company Codes issued by the International Union of Railways (UIC). Even organisations that hold a UIC RICS Code must transform it as an ERA Organisation Code if they interact with ERA registers (under EU territory).

****Starting January 1, 2026, all railway actors operating within the EU must switch to Organization Code.**

Change in Responsibility

- *Until December 31, 2025, all railway actors within the EU use the 4-digit numeric Company Code, assigned by UIC (also known as RICS code), for unique identification in Telematics TSI message exchange.*
- *From January 1, 2026, all railway actors operating within the EU must switch to a 4-character alphanumeric Organization Code, assigned by ERA.*

Important: No automatic migration!

- *To continue participating in Telematics TSI message exchange without issues after January 1, 2026, you need an Organization Code that matches your current Company Code.*
- *If you do not have a code yet, please apply for an Organization Code immediately and inform your partners in the Telematics TSI message exchange.*

Notify Your Partners

- *Report the alignment of your Organization Code immediately to your customer advisor and other partners in the Telematics TSI message exchange.*
- *This also applies to new assignments and first-time assignments.*

¹ [Implementing decision - 2018/1614 - FR - EUR-Lex](#)

Required Actions for Migration

Please check the list below of possible steps that should be carried out:

1. *Company Code and Organization Code match → No action required.*
2. *Company Code exists, but no Organisation Code → If you operate in EU territory, request update of your data to UIC to transform your company code in organisation code*
3. *Your company has 2 codes → Request revocation of the unused code (for telematics purpose, numeric code should be kept).*
4. *Neither Company Code nor Organization Code exists → Apply for an Organization Code.*

Finally, before requesting a new Organisation Code, please verify whether your organisation already has one assigned. You can check your organisation's status at [TELEREF](#).

1.3. Support

Concerning the allocation of ERA accounts, more information is available on the agency website: era.europa.eu in the "My ERA profile" webpage: [My ERA Profile | European Union Agency for Railways](#)

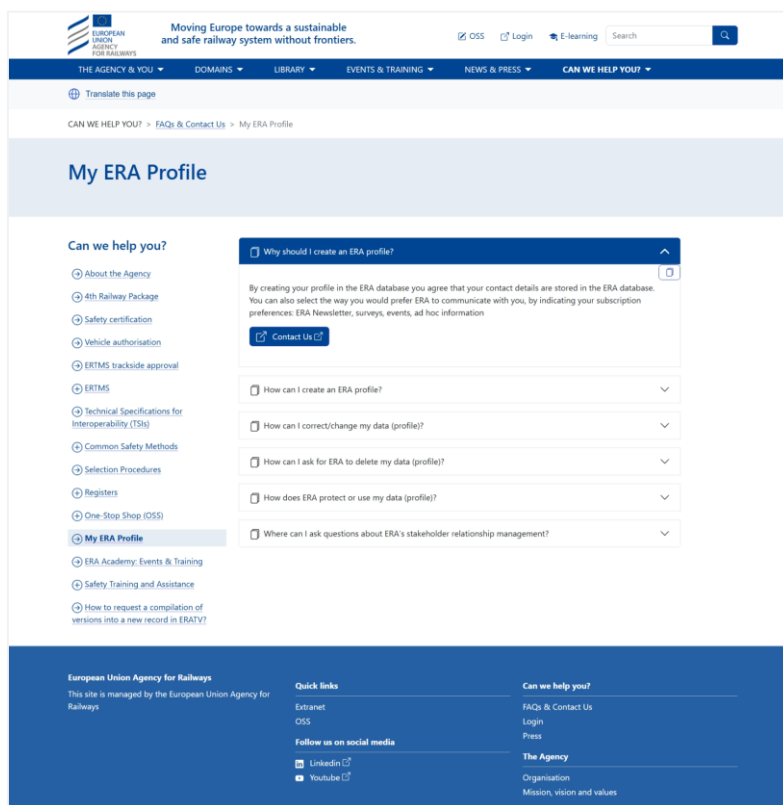


Figure 1 - My ERA Profile

2. General information

The allocation of an Organisation Code is the responsibility of the Agency, which has developed a dedicated IT tool for this purpose: the Organisation Code Management Tool.

To allocate an Organisation Code, the Agency requires the administrative representative submitting the request to have an account in the Stakeholder Relationship Management (SRM) tool.

If you are already a user of the Agency's systems, you probably already have an ERA account. In that case, you can sign in (see Section 3.2) and follow the instructions provided in Section 4.

If you are new to our systems, you must first create an account by following the steps described in Section 3.

3. ERA Account

3.1. Creation of the account

If you do not have ERA account, your starting point is the home page of the Agency website (**Error! Reference source not found.**): www.era.europa.eu. Once there, please click on the "My ERA Profile" button on the top of the page, this will direct you to the sign-in page (**Error! Reference source not found.**), where you shall click on the "Create an account" tab (Figure 3).

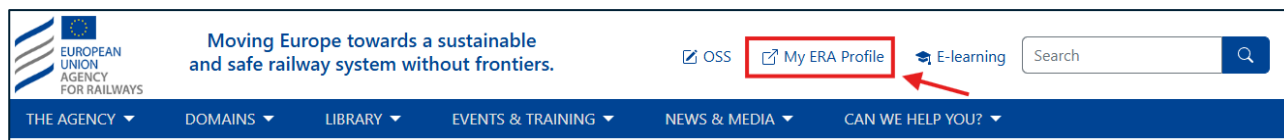


Figure 2 - ERA Website Home page

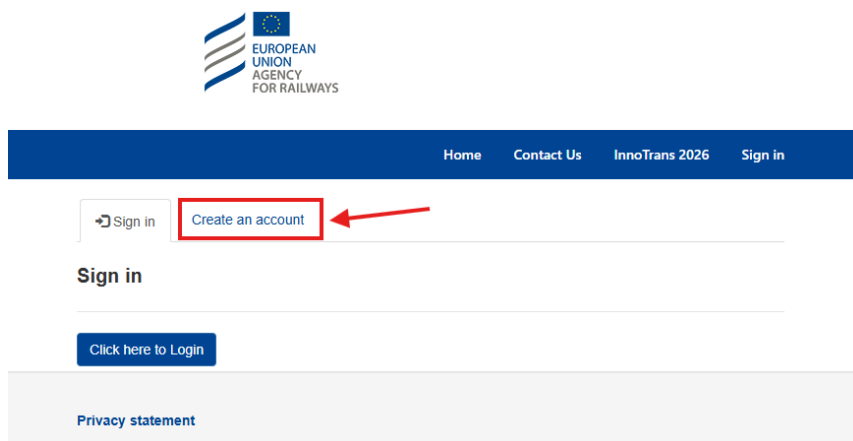


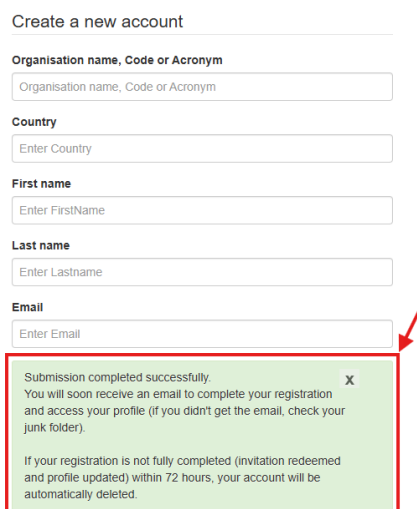
Figure 3 - Create an account

The next step is to fill in the registration form in **Error! Reference source not found.**. The following fields are required:

- **Organisation name, Code or Acronym:** Search your organisation name or OCR Code or Acronym
- **Country:** the country where your company is legally set.
- **First Name:** your entire first name, please no abbreviations
- **Last Name:** your entire last (or family name), please no abbreviations
- **Email:** your personal professional email address (functional or otherwise shared are not supported).

Once fields are filled in, please read the privacy statement², tick the checkbox as agreement, fill in the captcha (note that this is case sensitive) and finally click on “Submit”. If the submission is successful you will land on the page presented in **Error! Reference source not found.**

Figure 4 - Registration form



The image shows a registration form titled "Create a new account". It contains five input fields: "Organisation name, Code or Acronym", "Country", "First name", "Last name", and "Email". Below the form, a green box with a red border contains a success message. A red arrow points from the "Email" field to the success message box.

Create a new account

Organisation name, Code or Acronym

Country

First name

Last name

Email

Submission completed successfully. You will soon receive an email to complete your registration and access your profile (if you didn't get the email, check your junk folder). If your registration is not fully completed (invitation redeemed and profile updated) within 72 hours, your account will be automatically deleted.

Figure 5 - Successful submission

² You can find the link in the footer of the webpage.

At this point of the process, open your mailbox (the one used for the registration) because you should have received an email with a validation link. If you don't find it, please check the Spam folder. Once open, click the link present in it.

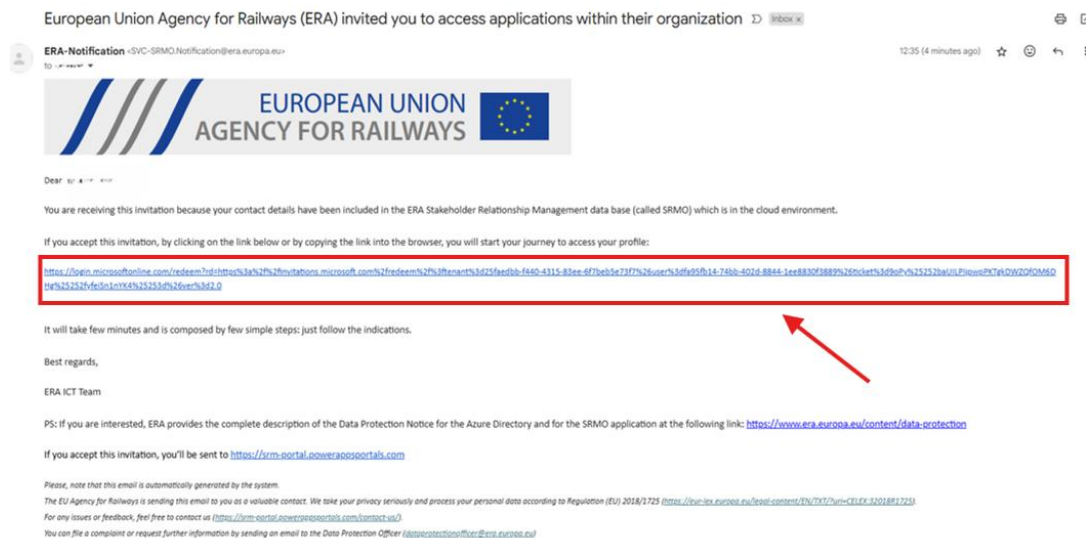


Figure 6 - Confirmation email

The link will direct you to a page where you will need to follow the on-screen instructions to complete the creation of your account (also called a profile).

3.2. Sign in to your account (profile)

Once the creation of the ERA account is finalized, the user needs to complete the profile.

Click on the button “Click here to login”.

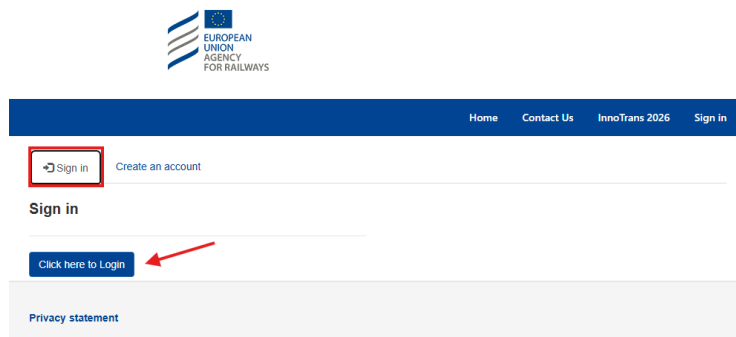


Figure 7 - Sign in page

At that time, the user may be required to configure the Multifactor Authentication (MFA): follow on-screen instructions.

You will land on your profile page, where you will have to complete the required information (marked by an asterisk). Once you have duly filled in the form, click “Submit”

Profile

Profile

- Organisation code - application form
- Revocation Organisation Code
- Organisation code - Requests
- ERA Training List
- Events Calendar
- Safety Culture Declaration

My Memberships

- ERA Extranet - Home
- Access to Vehicle Authorisation Toolkit
- ERA Extranet Terms of use

Applications access requests

- Safety Alerts IT Tool
- ERA Academy (e-learning)
- OSS Applicant

Your information

First Name *	Last Name *
Ext	Part40
Professional Email *	Organisation / Company Name *
	European Union Agency for Railways
Title	Job Title
Select	Tester
Address *	City *
test	test
Postal Code *	Country *
test	France
Business Phone *	Other Phone
+33333	Provide a telephone number
Fax	

☒ I agree that my contact details above are kept by ERA *

☒ I accept to receive communications from the Agency (e.g: events/trainings/newsletters/surveys).

Submit Remove me from ERA database

Figure 8 - Profile

4. Apply for an organisation code, revoke or modify organisation data

After completing your user profile, you can:

- › Request an Organisation Code if your company operates within the EU.
- › Update your company details if your company already has an Organisation Code.
- › Request the revocation of one or more Organisation Codes associated with your company.

You may attach any official supporting documentation to facilitate the review and approval of your request. In some cases, supporting documentation is mandatory (for example, when requesting a company name change).

4.1. New organisation code

Open the Organisation code – application form:

Profile

Your information

First Name *
Ext

Last Name *
Part40

Professional Email *
[redacted]

Organisation / Company Name *
European Union Agency for Railways

Title
Select

Job Title
Tester

Address
test

City
test

Postal Code
test

Country
France

Business Phone
+33333

Other Phone
Provide a telephone number

Fax

☒ I agree that my contact details above are kept by ERA *

☒ I accept to receive communications from the Agency (e.g: events/trainings/newsletters/surveys).

Submit Remove me from ERA database

Figure 9 - Organisation code - application form

Search your Company/Organisation by typing the name or acronym:

Organization code - application form

Search for: Organisation name, Code or Acronym
Organisation name, Code or Acronym

Organisation Name *

Short Name / Acronym

Registered Business Number *

VAT Number

Office address (street and number) *

Postal code * City *

Search for: Country
Country

Phone (international) *

Figure 10 - Organisation code - application form

If your company/organisation is already registered in ERA system, its details will be displayed. You will be able to review and update the information in the fields highlighted in green, select the appropriate domain(s) of activity, and choose whether to request an alphanumeric code or a numeric code (reserved for Telematics).

You may also upload supporting documentation to justify your request.

Once you have completed the form, click **"Submit"** to send your request.

Organization code - application form



Profile
Organization code - application form
Revocation Organisation Code
Organization code - Requests
ERA Training List
Events Calendar
Safety Culture Declaration

My Memberships
ERA Extranet - Home
ERA Extranet Terms of use

Search for: Organisation name, Code or Acronym

Organization Name *

Short Name / Acronym *

Registered Business Number *

VAT Number *

Office address (street and number) *

Postal code *

City *

Search for: Country *

Phone (international) *

Company email (should not be normative) *

Website *

Domains of activity
☐ Allocation Body (for capacity allocation)
☐ Assessment Body (AsBo) Certification Body
☐ Designated Body
☐ Distributor
☒ ECM Certification Body
☐ Entity in charge of collecting, maintaining and exchanging the accessibility data
☐ Entity in Charge of Maintenance (ECM)
☐ Information Aggregator
☐ Infrastructure Manager (IM)
☐ Intermodal Transport Operator
☐ Issuer
☐ Issuing body for EC Declaration of Verification
☐ National Accreditation Body
☐ National Recognition Body
☐ Notified Body (NBBo)
☐ Railway customer (Passenger/freight)
☐ Railway Manufacturer
☐ Railway Rolling Stock Leasing Company (ROSCO)
☐ Railway Undertaking freight
☐ Railway Undertaking passenger
☐ Railway Undertaking shunting
☐ Retailer
☐ Service Facility Operator freight
☐ Service Facility Operator passengers
☒ Service Provider
☐ Station Manager
☐ Ticket Control Organisation
☐ Vehicle Keeper
☒ Vehicle Owner
☒ Vehicle Registration Entity

Administrative representative

First Name *

Last Name *

Nominative email address *

Job Title *

Request

☒ We apply for a new organisation code (alphanumeric).

☐ We are specifically requesting a 4-digit numeric code for telematics applications.

Please provide any additional information that may help us process your request

To support your request, please provide any relevant documents.
 No file chosen

Figure 11 - Organisation code form - new code requested

If your company/organisation is not yet registered in our system, no information will be displayed. In this case, you must complete all mandatory fields, select the appropriate domain(s) of activity, and choose whether to request an alphanumeric code or a numeric code (reserved for Telematics).

You may also upload supporting documentation to justify your request.

Once you have completed the form, click **"Submit"** to send your request.

Organization code - application form

Figure 12 - Organisation code - application form - non-existent company

After submission, the request will undergo an internal verification process. Once the review has been completed, the request will be either approved or rejected. A notification email informing of the outcome will be sent to both the requester and the Administrative Representative (if different from the requester).

Particularities:

- › To comply with GDPR requirements, individual email addresses must not be publicly visible. Therefore, please ensure that the **"Company E-mail address (company)"** field contains a generic organisational email address, such as *info@yourcompany.com* or *contact@yourcompany.com*, rather than a personal business email address.
- › It is important to select the correct **domain(s) of activity** when fill in the form, to include only those domains that genuinely reflect the scope of the organisation's activities. Incorrect or irrelevant selections may result in delays in the processing of your application.
- › The Administrative Representative must be a natural person, and the email address provided should be their professional business email address. This person will serve as the primary contact for communications between the Agency and your company/organisation. If an account does not already exist for this person in our system, one will be created automatically. Please note that this email address will not be publicly disclosed.
- › All information provided in the form must be verifiable through the [EU Business Registers platform](#)

Please note: Should you experience any difficulties, do not hesitate to [contact us](#).

4.2. Organisation code update

Open the Organisation code – application form:

Profile

Your information

First Name *
Ext

Last Name *
Parl40

Professional Email *
[Redacted]

Organisation / Company Name *
European Union Agency for Railways

Title
Select

Job Title
Tester

Address
test

City
test

Postal Code
test

Country
France

Business Phone
+33333

Other Phone
Provide a telephone number

Fax

☒ I agree that my contact details above are kept by ERA *

☒ I accept to receive communications from the Agency (e.g: events/trainings/newsletters/surveys).

[Submit](#) [Remove me from ERA database](#)

Figure 13 - Organisation code - application form

Search for your company/organisation, select it, its details will be displayed. You will be able to review and update the information in the fields highlighted in green, update the appropriate domain(s) of activity.

The current Administrative Representative will be displayed. If necessary, you may update the information by designating a new Administrative Representative.

If your company/organisation currently holds:

- › **One alphanumeric Organisation Code**, you may request an additional numeric code by selecting the corresponding option.
- › **Two Organisation Codes**, you may request the revocation of one of the codes (see Section 4.3); **revocation cannot be handled as an Organisation Code update.**

You may also upload supporting documentation to justify your request.

Once you have completed the form, click "**Submit**" to send your request.

Organization code - application form

Profile

Organization code - application form

Registration Organisation Code

Organization code - Requests

ERA Training List

Events Calendar

Safety Culture Declaration

My Memberships

ERA Extranet - Home

ERA Extranet Terms of use

Search for: Organisation name, Code or Acronym

European Union Agency for Railways - ERA - EUPR

Organisation Name *

Short Name / Acronym

Registered Business Number *

VAT Number

Other address (apart from location) *

Postal code *

City *

Search for: Country

Phone (international) *

Company email (should not be nominative) *

Website *

Domains of activity

- Allocation Body (for capacity allocation)
- Assessment Body (AAB) Certification Body
- Designated Body
- Disruptor
- ECM Certification Body
- Entity in charge of collecting, maintaining and exchanging the accessibility data
- Entity in Charge of Maintenance (ECM)
- Information Aggregator
- Infrastructure Manager (IM)
- Intermodal Transport Operator
- Issuer
- Issuing body for EC Declaration of Verification
- National Accreditation Body
- National Recognition Body
- Notified Body (NB(s))
- Railway customer (Passenger/freight)
- Railway Manufacturer
- Railway Rolling Stock Leasing Company (ROSLC)
- Railway Undertaking freight
- Railway Undertaking passenger
- Railway Undertaking shunting
- Assistant
- Service Facility Operator freight
- Service Facility Operator passenger
- Service Provider
- Station Manager
- Traffic Control Organisation
- Vehicle Keeper
- Vehicle Owner
- Vehicle Registration Entity

Administrative representative

First Name *

Last Name *

Nominative email address *

Job Title

Your Company/Organisation
has **1** code

OR

Your Company/Organisation
has **2** codes

Request

The attributed code is **EUAR** (Organisation Code).

☐ and we want to update our data

☐ Authorise switching to a 4-digit numeric code (By authorizing the switching you confirm the old alphanumeric code is no longer in use.)

Please provide any additional information that may help us process your request

To support your request, please provide any relevant documents.

[Choose Files](#) No file chosen.

Submit

Request

The attributed code is **L&L7** (Organisation Code) and **6222**.

☐ and we want to update our data

Please provide any additional information that may help us process your request

To support your request, please provide any relevant documents.

[Choose Files](#) No file chosen.

Submit

Figure 14 - Organisation Code update form

After submission, the request will undergo an internal verification process. Once the review has been completed, the request will be either approved or rejected. A notification email informing of the outcome will be sent to both the requester and the Administrative Representative (if different from the requester).

4.3. Revocation of an Organisation code

Open the “Revocation Organisation Code” form:

Profile

Your information

First Name *
Ext

Last Name *
Part40

Professional Email *
[Redacted]

Organisation / Company Name *
[Redacted]

Title
Select

Job Title
Tester

Address *
test

City *
test

Postal Code *
test

Country *
France

Business Phone *
+33333

Other Phone
Provide a telephone number

Fax
[Redacted]

Figure 14 - Revocation Organisation Code

Your Company/Organisation has **1** code:

Revocation Organisation Code

Organisation Codes Revocation:
Organisation Codes and RICS Codes coexist and are used according to geographical scope:
• RICS Codes: Used in non-EU countries under UK governance. (Numeric)
• Organisation Codes: Used in EU countries under ERA responsibility. (Alphanumeric and Numeric for Telematics)
More information: Understanding the new Telematics TSI

Search for: Organisation name, Code or Acronym
[Redacted]

Organisation Name
[Redacted]

Company Email
[Redacted]

Administrative representative

Admin First Name *
[Redacted]

Admin Last Name *
[Redacted]

Admin Email Address *
[Redacted]

Request

The attributed code is EUAR (Organisation Code).

☒ Request organisation code revocation

revoked code confirmation
[Redacted]

OCR Comments *
[Redacted]

Submit

Figure 15 - Revocation form - 1 code

Your Company/Organisation has **2** codes:

Revocation Organisation Code

Organisation Codes Revocation:
Organisation Codes and RICS Codes coexist and are used according to geographical scope:
• RICS Codes: Used in non-EU countries under UK governance. (Numeric)
• Organisation Codes: Used in EU countries under ERA responsibility. (Alphanumeric and Numeric for Telematics)
More information: Understanding the new Telematics TSI

Search for: Organisation name, Code or Acronym
[Redacted]

Organisation Name
[Redacted]

Company Email
[Redacted]

Administrative representative

Admin First Name *
[Redacted]

Admin Last Name *
[Redacted]

Admin Email Address *
[Redacted]

Request

The attributed code is ~~XXXX~~ (Organisation Code) and ~~0000~~

☒ Request organisation code revocation

revoked code confirmation
[Redacted]

OCR Comments *
[Redacted]

Submit

Figure 16 - Revocation form - 2 codes

As confirmation, enter the code to be revoked in the “Revoked Code Confirmation” field, provide a justification for the revocation, and click “Submit”.

After submission, the request will undergo an internal verification process. Once the review has been completed, the request will be either approved or rejected. A notification email informing of the outcome will be sent to both the requester and the Administrative Representative (if different from the requester).

5. Publication of the Organisation code

Public can find allocated code on the Organisation Code Register webpage of the Agency's website ([OCR page](#)).

Using the link to the Organisation Codes and Company Codes reference files, the user will be able to:

1. *Search by name or code for Organisation Codes that have been allocated.*
2. *Export the full list of Organisation Codes and RICS codes.*

6. References

- Commission Implementing Decision (EU) 2018/1614 (https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2018.268.01.0053.01.ENG&toc=OJ%3AL%3A2018%3A268%3ATOC)