



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of the Environment, Transport,
Energy and Communications DETEC

Federal Roads Office ASTRA
Western Road Infrastructure Division

Details on updating address data in the special permit application

Details on updating address data in the special permit application (FA SB)

As part of the introduction of centralized management of business partner data for the Swiss Federal Administration, your business data must be re-entered. This centralized management is based on the use of the company identification number (UID), which enables unique and nationwide identification of all companies. Thanks to the UID, authorities can automatically retrieve master data, so that the same data does not have to be re-entered every time official procedures are carried out.

Many Swiss and Liechtenstein companies already have a unique business identification number (UID) and can therefore register very quickly and easily. Foreign companies and private individuals must enter their details once.

[What is the UID?](#)

Registration in ASTRA FA SB

This data entry is required before you can submit requests.

After the initial data entry, it may take some time for your details to be checked and compared with the database. We therefore ask for your patience if the first time you log in takes a little longer.

Details on registering a new customer with a main address

This corresponds to the previous registration process. After logging in, a blank form is displayed in the dashboard of the logged-in user. After filling in the data and saving it, the form is displayed with the entered data (and the customer field still empty):

The screenshot shows the user dashboard for the Federal Roads Office (FEDRO). The page header includes the Swiss flag and the text 'Schweizerische Eidgenossenschaft', 'Confédération suisse', 'Confederazione Svizzera', and 'Confederaziun svizra'. The main header displays 'Federal Roads Office FEDRO', 'Version Information r1.12.3', and language options 'DE FR IT EN'. A user profile 'LR Liechten Reto Requester' is visible in the top right.

The left sidebar contains a navigation menu under 'Account/Master data' with items: Dashboard, Addresses, Motor vehicles, Trailers, Dossiers, Notifications (0), and Create new request. A 'Help' icon is present next to the menu.

The main content area features a 'Notice' box stating that a central administration of business partners is being introduced, requiring new business data entry. Below this is a blue button labeled 'Enter business data'. The main form area contains the following fields and values:

- Name ***: LE Tests
- Addition**: (empty)
- Addition 2**: (empty)
- Street ***: Pulverstrasse
- Street number**: 13
- PO Box**:
- Country ***: Switzerland
- Zip code ***: 3063
- Town/city ***: Hünenberg

The footer of the dashboard includes 'Federal Roads Office FEDRO', 'Legal framework', and 'Contact'.

Figure 1 User dashboard after registration with main address

Details on new registration as a customer applicant/business partner

When registering as a business partner, the customer must select

- whether they are in Switzerland/Liechtenstein
- or abroad

In addition, registration as a company or individual differs, which is why the customer must decide whether their registration is

- a company (including sole proprietorships) or
- an individual

Registration instructions:

Registration of a company based in Switzerland/Liechtenstein

- Step 1.1 -**Registration as a company based in Switzerland/Liechtenstein with UID number**

Or

- Step 1.2 –**Registration as a company based in Switzerland/Liechtenstein without a UID number**

Or

Registration of a person based in Switzerland/Liechtenstein

- Step 2.1 –**Registration as a person based in Switzerland/Liechtenstein**

Or

Registration of a foreign company or foreign individual

- Step 3.1 –**Registration of a foreign company/individual**

Registration as a company based in Switzerland/Liechtenstein with UID number (Step 1.1)

If the company is entered in the UID register, it must be identified using the UID register search function built into ASTRA SB. Failure to do so will delay the registration process and, as a result, the processing of applications.

Note: For companies entered in the UID register, the data is taken from the UID register and cannot be changed in ASTRA SB. If the data taken from the UID register is incorrect, please request a change to the UID data (<https://www.uid.admin.ch/> → link "Change my UID data").

You can search the UID register either directly using the UID number (this is the fastest and most reliable way, as you will find exactly the entry you are looking for) or using the company name and postcode (this usually returns a list of results, sorted so that the best matches appear at the top of the list).

Enter business data ×

Switzerland / Liechtenstein
 Other Country

Company / Business
 Person

Search via UID:

Search via name:

Search via ZIP:

UID	Name	ZIP	Town	Street	No.
<input type="radio"/> CHE-260.830.124	MWST-Gruppe, Integra Petrochemicals Eu	6300	Zug	Alpenstrasse	9
<input type="radio"/> CHE-104.867.501	Bio Test Agro AG	3110	Münsingen	Erlenauweg	17
<input type="radio"/> CHE-354.525.972	Association Ka - Bikini Test	2300	La Chaux-de-Fonds	La Joux-Perret	3
<input type="radio"/> CHE-108.202.105	Bikini Test (Association KA)	2300	La Chaux-de-Fonds	La Joux-Perret	3
<input type="radio"/> CHE-422.054.644	CH-TEX AG	6300	Zug	Chamerstrasse	176

5 Results per page Page 1 of 6 < >

I do not have a UID

Name * UID

Figure 2 Searching the UID register using the company name and postcode

Select your company from the list of results; the data will then be entered into the form, so that you only need to enter the telephone number, email address and correspondence language.

Registration as a company based in Switzerland/Liechtenstein without a UID number (Step 1.2)

If your company does not have a UID number (e.g. sole proprietorship that does not meet the annual turnover threshold for a commercial register entry), select "I do not have a UID number". In this case, you will need to enter all the information manually. The UID register search is replaced by the address checker, which helps you to enter a valid postal address.

Enter business data

- Switzerland / Liechtenstein
- Other Country
- Company / Business
- Person

I do not have a UID

Search via street name: Search via street number:

Please provide a Street name to enable search functionality

Search via ZIP:

Please provide a ZIP code to enable search functionality

Street	No.	Town	ZIP
<input type="radio"/> Marktgasse	1	Bern	3011
<input type="radio"/> Marktgasse	10	Bern	3011
<input type="radio"/> Marktgasse	11	Bern	3011
<input type="radio"/> Marktgasse	13	Bern	3011
<input type="radio"/> Marktgasse	14	Bern	3011

Figure 3 Registration of a Swiss company without a UID number with address verification

Registration as a person based in Switzerland/Liechtenstein (Step 2.1)

As a person, you must enter all information manually. The address checker helps you to enter a valid postal address.

Enter business data

- Switzerland / Liechtenstein
- Other Country
- Company / Business
- Person

Search via Street name: Search via Street number:

Please provide a Street name to enable search functionality

Search via ZIP:

Please provide a ZIP to enable search functionality

Street	No.	Town	ZIP
<input type="radio"/> Marktgasse	1	Bern	3011
<input type="radio"/> Marktgasse	10	Bern	3011
<input type="radio"/> Marktgasse	11	Bern	3011
<input type="radio"/> Marktgasse	13	Bern	3011
<input type="radio"/> Marktgasse	14	Bern	3011

5 Results per page Page 1 of 2

Figure 4 Registration as a person based in Switzerland/Liechtenstein with active address verification

Registration of a foreign company/individual (Step 3.1)

When registering as a foreign company or person, you must enter all information manually. The only difference between registering companies and persons is in the name fields:

- Companies have a main name field and 3 fields for additional information
- Individuals have one field for first and last names

Enter business data

×

- Switzerland / Liechtenstein
- Other Country
- Company / Business
- Person

Name *	
<input type="text"/>	
Addition	Addition 2
<input type="text"/>	<input type="text"/>
Addition 3	
<input type="text"/>	
c/o	
<input type="text"/>	
Street *	No.
<input type="text"/>	<input type="text"/>
Country *	
<input type="text"/>	
Town *	ZIP *
<input type="text"/>	<input type="text"/>
Country (phone)	Phone
<input type="text"/>	<input type="text"/>

Figure 5 Registering a foreign company

Please ensure that the data is entered correctly (e.g. correct format for your country's postcode). If discrepancies are found during the subsequent data check, the registration process and, as a result, the processing of applications will be delayed.

Confirmation email

At the end of the registration process, you will receive a confirmation email at the email address entered when registering the business partner. This completes the registration process and all functions in ASTRA SB are now available to you.

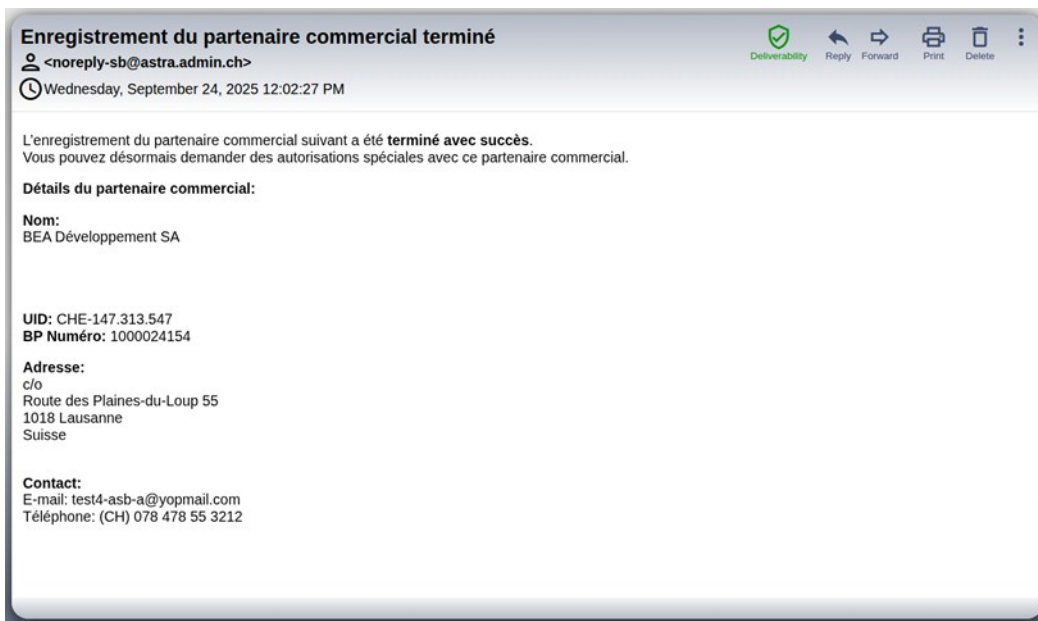


Figure 6 Confirmation email

Note: many of the functions are already available to you even if the registration process has not yet been completed, so you can already enter master data or submit applications. However, the complete processing of applications is blocked until the registration process has been completed.

Do you have any further questions?

- UID FAQ: the link [UID - Frequently asked questions / FAQ](#) will help you.
- AGOV FAQ: the link [CH-LOGIN to AGOV — eIAM help pages](#) will assist you.
- If you have any technical questions about the special permit application (FA SB), please contact Schadenwehr Gotthard (SWG) by email. sonderbewilligungen@astra.admin.ch