

***For IMVO use only***

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| --- | --- |
| *IMVO MAH No:* |  |
| *Date of receipt:* |  |

**MARKETING AUTHORISATION HOLDER (MAH) REGISTRATION FORM[[1]](#footnote-1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please complete* ***all*** *sections of form, marking ‘not applicable’ or N/A’ where appropriate.* | | | | | |
| **DETAILS OF MAH** | | | | | |
| **Name of MAH:** *(full legal name)* | | | |  | |
| **Business address:** | | | |  | |
| **Official address:**  *(e.g. registered office, if different to business address)* | | | |  | |
| **Country in which MAH is established** | | | |  | |
| **Company registration no.:** *(or equivalent)* | | | |  | |
| **MAH ID in European Hub:** *(if known)* | | | |  | |
| **Contact details:** | | *Email:* | |  | |
| *Phone no.:[[2]](#footnote-2)* | |  | |
| **AUTHORISED SIGNATORY OF MAH[[3]](#footnote-3)** | | | | | |
| **Name:** | | | |  | |
| **Job title:** | | | |  | |
| **Function:** | | | |  | |
| **Correspondence address:** *(if different to business address above)* | | | |  | |
| **Contact details:** | | *Email:* | |  | |
| *Phone no.:* | |  | |
| **INVOICING INFORMATION** | | | | | |
| **Name of legal entity to be invoiced:** | | | |  | |
| **Invoice address:** *(if different to MAH business address):* | | | |  | |
| **Contact person for invoices:** | | *Name:* | |  | |
| *Email:* | |  | |
| *Phone no.:* | |  | |
| **VAT number** (or equivalent) of legal entity being invoiced:  *(Country code must be included)* | | | |  | |
| **Is entity being invoiced eligible for zero-rating of VAT?** | | | | Yes  No | If Yes, please attach evidence of tax authority approval for zero-rating (e.g. Revenue Form 56B for Irish tax-registered company) |
| **Purchase order (PO) number required?** | | | | Yes  No | If Yes, please send PO number by email [mah@imvo.ie](mailto:mah@imvo.ie) |
| **Any other special invoicing instructions?** *(e.g. fees for different MAHs to be included on one invoice)* | | | | Yes  No | If Yes, please provide precise details: |
| **CONTACT PERSONS FOR ALERTS** | | | | | |
| *You must nominate a single point of contact (and backup) for alerts relating to your company’s products by completing the sections below. Having these points of contact will facilitate our communications and follow-up with you about specific alerts.* | | | | | |
| **Single Point of Contact (‘SPOC’)** | | | | | |
| **Name:** | | |  | | |
| **Job title:** | | |  | | |
| **Department:** | | |  | | |
| **Contact details:** | *Email[[4]](#footnote-4):* | |  | | |
| *Phone no.:* | |  | | |
| **Back-up SPOC** | | | | | |
| **Name:** | | |  | | |
| **Job title:** | | |  | | |
| **Department:** | | |  | | |
| **Contact details:** | *Email:* | |  | | |
| *Phone no.:* | |  | | |

**Checklist:**

1. Have you completed all parts of this form?
2. If a PO number is required, have you provided one?
3. If the entity being invoiced is eligible for zero-rating of VAT, have you attached evidence of relevant tax authority approval?
4. If you wish to apply for a rebate on MAH fees on the basis of having a turnover in Ireland of less than €100,000, please complete the IMVO MAH Fee Rebate Application Form (FORM-016C). To request a copy of this form please email [mah@imvo.ie](mailto:mah@imvo.ie).

**Please return the completed form to** [**mah@imvo.ie**](mailto:mah@imvo.ie)**.**

**A MAH Agreement must also be signed by the MAH and IMVO. The MAH Agreement template is available to download at** [**www.imvo.ie**](http://www.imvo.ie) **or by email request to** [**mah@imvo.ie**](mailto:mah@imvo.ie)**. If required, invoices may be issued before the MAH Agreement is signed.**

**Any queries about this form or the MAH registration process in general should also be sent to** [**mah@imvo.ie**](mailto:mah@imvo.ie)**.**

**Queries about alerts should be sent to** [**alert.support@imvo.ie**](mailto:alert.support@imvo.ie)**.**

1. One form to be completed for each MAH [↑](#footnote-ref-1)
2. Include international dialling code for all phone numbers provided on this form [↑](#footnote-ref-2)
3. i.e. the person who will sign the IMVO MAH Agreement on behalf of the MAH [↑](#footnote-ref-3)
4. If your alerts are handled by a central team which is contactable by way of a generic email address (e.g. [alerts@companyX.com](mailto:alerts@companyX.com)), it is acceptable to provide this generic email address for either the SPOC or back-up SPOC, however, two email addresses must be provided. [↑](#footnote-ref-4)