

***For IMVO use only***

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

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

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| --- |
| *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 |
| **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.

**Please return the completed form to** **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****. 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****.**

**Queries about alerts should be sent to** **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), 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)