

**MAH SINGLE POINT OF CONTACT FOR ALERTS**

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| --- | --- | --- |
| *Please complete one form per MAH. Complete all sections of form, marking ‘not applicable’ or N/A’ where appropriate.* | | |
| **NAME OF MARKETING AUTHORISATION HOLDER**[[1]](#footnote-1) | | |
| **MAH name:** | | |
| **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:* |  |
| *Phone no.:[[2]](#footnote-2)* |  |
| **BACK-UP SINGLE POINT OF CONTACT** | | |
| **Name:** | |  |
| **Job title:** | |  |
| **Department:** | |  |
| **Contact details:** | *Email:* |  |
| *Phone no.:* |  |
| **Date completed:** | |  |

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.

**Please return the completed form to alert.support@imvo.ie. Any queries about alerts should be sent to** [**alert.support@imvo.ie**](mailto:alert.support@imvo.ie)

1. Full legal name of MAH must be stated [↑](#footnote-ref-1)
2. Include international dialling code for all phone numbers provided on this form [↑](#footnote-ref-2)