



## Appointment of Security Administrator (SA)

Please complete the form, sign it and submit it to the Danish Medicines Agency. We prefer to receive the completed form as a scanned PDF file attached to an e-mail and submitted to: [medicinpriser@dkma.dk](mailto:medicinpriser@dkma.dk)

Alternatively, the form can be sent by ordinary post to:

The Danish Medicines Agency, Axel Heides Gade 1, 2300 Copenhagen S, Denmark, Att. DKMANet support.

<b>Company:</b>	
<b>Business registration number:</b> (see guideline on page 2)	
<b>Company address:</b>	
<b>DKMA Company number(s):</b> (See guideline on page 2)	
<b>The following employee is hereby appointed as Security Administrator:</b>	
<b>Name:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	
<b>RID-number:</b> (The digital signature ID - see guideline on page 2)	
<b>Does the appointed Security Administrator currently have access to DKMANet?</b>	
<b>No</b>	<b>Yes</b>

I am aware that the company is responsible for persons outside the company being duly authorised if necessary. In this case, the company is responsible for the relevant parties, including the holder of the marketing authorisation, being informed of such authorisation.

I am also aware that the information that the Security Administrator gives to the Danish Medicines Agency via DKMANet is binding on the company. This also applies to information given by the company's employees whom the Security Administrator has authorised to make entries in or submit applications via DKMANet. Information provided by persons outside the company whom the Security Administrator may authorise to make entries in or submit applications via DKMANet is also binding on the company.

If any of the information provided on this form change, it is the responsibility of the company to notify the Danish Medicines Agency of such changes.

The undersigned hereby declares to be authorised to sign on behalf of the company. **Please attach documentation for the signing authority.**

**Date:** \_\_\_\_\_ **Name(s):** \_\_\_\_\_

**Signature(s) and company stamp:** \_\_\_\_\_

# Guideline on completing the form for appointment of Security Administrator

## Information about the company

- Company: Indicate the name of the company requesting to appoint a Security Administrator (SA).
- Address: Provide the address of the company requesting to appoint a Security Administrator
- Business registration number: Provide the business registration number from the business register at the place of registration.
- Company number: Provide the Danish company number(s) of the company requesting to appoint a company administrator (CA). The Danish company number is a unique administrative number which the Danish Medicines Agency has given each individual company. A company can have several company numbers (e.g. as the result of mergers). The company number is on the company's Danish manufacturer's and importer's authorisation, and/or wholesale dealer's authorisation. If the company does not have a company number from the Danish Medicines Agency, please leave the field empty.

## Information about the Security Administrator

- Name: Indicate the name of the new Security Administrator (SA). Only one name can be listed, as only one SA per company can be set up. The SA can subsequently set up several users in the company.
- E-mail: Provide the email address where the Danish Medicines Agency can contact the company's SA.
- Telephone: Provide the telephone number on which the Danish Medicines Agency can contact the company's SA.
- RID number: Provide the RID number, which is the digital ID number associated with your digital ID. How to find your RID number:
- When logging in with MitID Erhverv: You can obtain your RID number by contacting your MitID Erhverv administrator.
  - When logging in with Closed User Group (CUG): Go to the login page [www.dkmanet.dk](http://www.dkmanet.dk) > Select the tab 'Login with closed usergroup' > Click 'Browse' > Select the named HTML file > Click 'Open' > Click 'Show details'. Your RID number will appear in the top line.

## Does the appointed Security Administrator currently have access to DKMANet?:

Indicate if the appointed SA already has access to DKMANet as either company administrator or company user for the company in question.

## Details about the persons signing

Please note that the person signing the form (appointing the administrator) must be authorised to legally bind the company. If the company requires several people to sign jointly, the relevant persons must sign the form. Please attach documentation that the person signing is authorised to legally bind the company, e.g. documentation of company appointments from the business register at the place of registration.

- Date: Please provide the date of the signature in block letters
- Name: Please provide the name of the person signing in block letters

If you have questions about completing the form, please write to [DKMANet support on medicinpriser@dkma.dk](mailto:DKMANet.support@medicinpriser.dk)