



Appointment of Security Administrator (SA)

Please complete the form, sign it and submit it to Danish Health and Medicines Authority. We prefer to receive the completed form as a scanned PDF file attached to an email and submitted to: dkmanet@dkma.dk

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

Danish Health and Medicines Authority, Axel Heides Gade 1, 2300 Copenhagen S, Denmark, Att. DKMANet support.

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

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 Danish Health and Medicines Authority 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 Danish Health and Medicines Authority of such changes.

I/we hereby declare that I/we am/are authorised to sign for the company.

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 Danish Health and Medicines Authority 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.
- Email address:** Provide the email address where the Danish Medicines Agency can contact the company's SA.
- Telephone no.:** Provide the telephone number on which the Danish Medicines Agency can contact the company's SA.
- RID number:** Provide the RID number of the digital employee signature that the company's SA has been given. The RID number is the signature's ID number. How to find the RID number? The digital employee signature must be installed on the CA's PC. Open Internet Explorer and select Tools > Internet options > Content > Certificates > Double-click on the certificate > Details > Highlight the item Subject, and your RID-number will appear in the text field below.

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.

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 dkmanet@dkma.dk