

Guidance Notes for the completion of Application Form for Export  
Certification for the Importation of a Pharmaceutical Constituent

<b>Section of the Application Form</b>	<b>Notes on Completion</b>
1. Date of Application	Self explanatory
2. Applicant's own reference number	Required to identify the certificate
3.1 Applicant's details	Contact and company name, address and phone number of the applicant for the certificate. This is the address to which the certificate will be returned and the company name of the exporter which will appear on the certificate.
3.2 Invoice details	This is the address to which the invoice will be sent. If it is the same as the applicant this section can be left blank.
4. Importing country for which the certificate is required.	Self explanatory
5. Product Name	Include scientific and generic name if different.
6. Manufacturer	The manufacturer must be an MHRA inspected site situated within the borders of the United Kingdom. Sites outside the United Kingdom are not permitted even if they have had an MHRA inspection.
7. Type of service required	Self explanatory
8. Number of certificates required.	Up to <b>1 original and 2 copies</b> of the certificate will be supplied at no additional cost to the fee for the selected service. Additional Certificates are available at a cost of £33 per certificate. If no indication is given to the amount required on the application form then only <b>one</b> certificate will be supplied. A schedule and certificate of analysis must be submitted for each certificate required plus an additional office copy. They must be all be originals on headed company paper, fax and photocopies not acceptable. They will stamped and attached to each certificate
9. Language Required.	Currently certificates are only available in English.