# Supporting document for the notification for an administrative change of a national authorisation under Regulation (EU) No 354/2013

*Please note that your notification cannot be processed if the supporting document is not included with your change application or properly filled in.*

**Authorisation(s) affected by the proposed change(s)**

|  |  |  |
| --- | --- | --- |
| **Product (family) name\*** | **Asset number\*** | **Member State(s)\*\*** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

\*product (family) name and asset number (authorisation number) should be indicated as given in R4BP 3

\*\*if applicable, indicate all Member States in which the administrative change is sought simultaneously

**Description of all the proposed administrative changes to the product (family)**

Please select the nature of the change from the dropdown menu and provide a detailed description of the change. It should be clearly indicated whether the change concerns an addition, modification, or deletion. In case of modification, please provide both the old and new text. Always specify the text to be added. Add rows, if necessary.

Where a change leads to or is the consequence of other changes of the terms of the same authorisation, please include a description of the relation between the changes.

In case the change concerns the addition of a manufacturer of the active substance (Change number 5 of Section 1 of Title 1 of the Annex to the Regulation (EU) No 354/2013), please indicate whether the source is a reference source or a technically equivalent source including the relevant technical equivalence asset number.

For a biocidal product family, please indicate the meta-SPC(s)/product(s) concerned by the change.

Please note that a transfer of the authorisation to a new holder (Change number 3 of Section 1 of Title 1 of the Annex to the Regulation (EU) No 354/2013) is only feasible through the submission of an NA-TRS application.

| **#** | **Nature of the change** | **Detailed description of the change** | **Member State(s) in which the change has already been agreed** |
| --- | --- | --- | --- |
|  | Choose an item. | The proposed change concerns Choose an item.Click or tap here to enter text. | Click or tap here to enter text. |
|  | Choose an item. | The proposed change concerns Choose an item.Click or tap here to enter text. | Click or tap here to enter text. |
|  | Choose an item. | The proposed change concerns Choose an item.Click or tap here to enter text. | Click or tap here to enter text. |

**Grouping of changes**

If you indicated more than one proposed administrative change, please justify the grouping of the changes in accordance with Article 4(2) of Regulation (EU) No 354/2013:

[ ]  Article 4(2)(a): a series of proposed administrative changes affecting different products in the same manner.

[ ]  Article 4(2)(b): a series of proposed administrative changes affecting the same product.

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**Annex I. List of all approved or pending changes for the biocidal product (family), following the first authorisation or the last renewal of the product (family)**

Please list all changes that you applied for since the first authorisation or the last renewal of the biocidal product/product family, whichever is the latest. For each change, please indicate the case number, the type: administrative (ADC), minor (MIC) or major change (MAC), the status: approved / pending and provide a brief description of the change. Add rows, if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **R4BP 3 case No** | **Type of change** | **Status** | **Brief description of the change** |
|  | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |