



How to apply for a CBG Portal Account

(Adding Organisation to an existing Group Account)

Guide to fill out the application form

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Purpose of this document

- This document is a guide to fill out the application form to request for a CBG Portal adding to existing group account
- When you apply for a CBG Portal Group Account, you apply for:
 - an organisation in the group is the Marketing Authorisation Holder of the Medicinal Product linked to the case
 - an organisation in the group is the applicant of the case (not linked to a particular Medicinal Product).
- Please read the Terms and Conditions carefully
- This guide will go through the form per section
- Fields with an asterix * are required



Application form
to access the CBG Portal
and the organisation related case data
**adding to existing group
account**



Section 1: Organisation and Director information (1/3)



Section 1.1 Organisation's details

- **Name:** The name of your organisation as stated in the documents of the Registration Authority (e.g. Chamber of Commerce, Kamer van Koophandel, or equivalent)
- **Organisation registration number:** This is the Registration number known by the Registration Authority (e.g. Chamber of Commerce, Kamer van Koophandel or equivalent)
- **Registration Authority:** This is the registration authority where your organisation is registered (e.g. Chamber of Commerce, Kamer van Koophandel or equivalent)
- **Address fields:** Address of your organisation as stated in the documents of the registration authority where your organisation is registered (e.g. Chamber of Commerce, Kamer van Koophandel)
- **General telephone number of the company:** Telephone number of, for instance, your organisation's front desk, from where callers can be connected to an employee.

I hereby wish to apply for a CBG Portal account on behalf of my Organisation

Section 1: Organisation and Director Information	
All fields with a * are required to be able to take the application in consideration.	
1.1 Organisation's details	
Name*	<input type="text"/>
Organisation registration number*	<input type="text"/>
Registration Authority*	<input type="text"/>
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
General Telephone number of the company*	<input type="text"/>

Section 1: Organisation and Director information (2/3)



Section 1.2 Organisation Director's details

The organisation's Director is a person who is authorized to sign on behalf of the company, and registered in the documents of the Registration Authority (mentioned in section 1.1) as a member of the board of directors.

- **Title, First Name, Middle Name, Last Name:** Enter his/her title, first name, middle name and last name in these sections, as stated in the documents of the Registration Authority mentioned in section 1.1.
- **Telephone number:** the telephone number on which the Director can be contacted.
- **Business Address fields:** This section should only be filled out if the business address of the Director is different than the address in section 1.1.

1.2 Organisation Director's details	
Title	<input type="text"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Telephone no.*	<input type="text"/>
Business Address	(Only if different than address in section 1.1)
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip	<input type="text"/>
City	<input type="text"/>
County / State	<input type="text"/>
Country	<input type="text"/>
Fax	<input type="text"/>

Section 1: Organisation and Director information (3/3)



Section 1.3 Main contact person for CBG Portal application

This is the main contact person handling this application. This person will be contacted by the CBG-MEB when we have questions regarding the application (for instance, missing information).

1.3 Main contact person for CBG Portal application	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Telephone number*	<input type="text"/>
E-mail address*	<input type="text"/>

- **First Name, Last Name:** Enter his/her first name and last name in these sections.
- **Telephone number:** the telephone number on which the main contact person can be contacted.
- **E-mail address:** the e-mail address on which the main contact person can be contacted.

Account information (1/2)



I request the Organisation mentioned in section 1 to be added to the existing CBG Portal Group Account mentioned in section 2.

Explanation :

- This means that I give the Company Administrator or Proxy Administrator of the existing Group Account the authority to:
 - Manage the view rights of the CBG cases of your Organisation (e.g. decisions of adding other Organisations in the Group Account)
 - Act on behalf of your Organisation on matters related to the CBG Portal and CBG Portal Identity Management System (e.g. appointing another Company Administrator)

until the Organisation mentioned in section 1 explicitly requests to be taken out of the Group Account.

- In order to add the organisation described in section 1 to the group account, the information in section 2 needs to be filled in.

If you have selected this option 1, it is required to fill in the information in section 2.

Section 2: Organisation Account information (only required if option 2 was selected)



- **Existing GroupID Name:** the name of the Group Account that your organisation wants to be added to. Please state the exact name, as stored in the CBG Identity Management System (these names are unique)

Owned by

- **Organisation name:** The name of the organisation that is the owner of this Group Account. The owner is the organisation that requested the creation of the Group Account.
- **Organisation registration number:** The Registration number under which this organisation is registered. This is required to check if there was a mutual agreement to add your organisation to the existing Group Account.
- **Registration Authority:** The Registration Authority where this organisation is registered. This is required to check if there was a mutual agreement to add your organisation to the existing Group Account.

Section 3: Organisation Account information (if option 2 is selected)	
All fields with a * are required to be able to take the application in consideration.	
Existing GroupID Name*	<input type="text"/>
Owned by	<input type="text"/>
Organisation name*	<input type="text"/>
Organisation registration number*	<input type="text"/>
Registration Authority*	<input type="text"/>

Section 3: Any other information relevant to you application



Enter any other information that may be relevant to your application

For example:

- did you have a CBG Portal Account before?
- Was your organisation added to a Group Account in the past?
- Is your Company Administrator also a Company Administrator of another Group Account?
- Will there also be other organisations added to this group account ?

Section 4: Any other information relevant to your application

Please provide any additional details you might consider relevant for your application.

Statements, Documentation, Signatures (1/3)



Statement: Please tick the checkbox if you agree to the CBG-MEB terms and conditions.

I hereby acknowledge that I have read and understood the CBG-MEB terms and conditions (as described in the form) for the use of the CBG portal and agree to be bound by them.

Documentation: Do not forget to send the required documentation with the application. Your application can not be processed without this documentation.

- Together with this form, I send the following documents:
 - A certificate (not older than 6 months) of the Registration Authority mentioned in section 1 stating your Organisation's name, address, registration number and names of the Organisation's Board of Directors members
 - If this form is used to apply for adding an organisation to an existing Group Account A certificate (not older than 6 months) of the Registration Authority mentioned in section 3, stating the name, address, registration number and names of the Organisation's Board of Directors members of the Organisation that owns the existing Group Account, also mentioned in section 3.

Signature(s): Provide the required signature(s). Your application can not be processed without the required signatures.

- I provide the required signature(s):
 - A signature of your Organisation's Director (mentioned in section 1). This person should be an authorised member of the board of directors, as stated in the summary of the Registration Authority (also mentioned in section 1).
 - If this form is used to apply for adding an organisation to an existing Group Account a signature of a Director (as mentioned in the certificate of a Registration Authority) of the Organisation that is the owner of the existing CBG Portal Group Account that your Organisation will be added to (mentioned in section 3).

- The **signature** in this box should be the signature of the organisation's Director named in section 1.2
- **Full name of the organisation:** The name of your organisation as stated in the documents of the Registration Authority mentioned in section 1.1
- **Country:** The country where your organisation is registered
- **Full name of the Signatory:** Full Name of the person who signed this document (the person mentioned as organisation's Director in section 1.2)
- **Location:** Location (city) of signing
- **Date:** Date of signing

For and on behalf of the Organisation:

Full name of the Organisation*	:	
Country*	:	
Full name of the Signatory*	:	
Location*	:	
Date*	:	

Statements, Documentation, Signatures (2/3)



If you want the organisation be added to an existing Group Account, a signature of the Director of the organisation that owns the existing Group Account is required. The Director should be named in the certificate of the Registration Authority.

- Please tick the **checkbox** if you agree to add the Organisation in section 1.1 to your Group Account.
- **Full name of Company:** Full name of the company that is the owner of the existing Group Account as mentioned in section 3.
- **GroupID name:** Group ID name of the existing Group Account mentioned in section 3.
- The **signature** in this box should be the signature of the Director of the Organisation mentioned on section 3, and mentioned on the certificate of the Registration Authority mentioned in section 3.

I accept that Organisation [Full name of Company] will be added to Group Account [GroupID name] of which my Organisation is the owner, and I accept the CBG MEB conditions that are associated with adding a new Organisation to the group.

For and on behalf of the Organisation:

Full name of the Organisation*	:	
Country*	:	
Full name of the Signatory*	:	
Location*	:	
Date*	:	

* Only applicable if this form is used to apply for adding an organisation to an existing Group Account

Statements, Documentation, Signatures (3/3)



- **Full name of the organisation:** The name as stated in the certificate of the Registration Authority of the organisation that is the owner of the existing Group Account that your organisation will be added to (as mentioned in section 2).
- **Country:** The country where this organisation is registered
- **Full name of the Signatory:** The full name of the person who signed this section. This should be the director of the organisation that is the owner of the existing CBG Portal Group Account that your organisation will be added to (as mentioned in section 3, and in the certificate of the Registration Authority).
- **Location:** Location (city) of signing
- **Date:** Date of signing

I accept that Organisation [Full name of Company] will be added to Group Account [GroupID name] of which my Organisation is the owner, and I accept the CBG-MEB conditions that are associated with adding a new Organisation to the group.

For and on behalf of the Organisation:

Full name of the Organisation*	:	
Country*	:	
Full name of the Signatory*	:	
Location*	:	
Date*	:	

* Only applicable if this form is used to apply for adding an organisation to an existing Group Account

Submit the application form



Your application is now complete.

Please send the application form with the required documentation and signatures to the following address:

**College ter Beoordeling van Geneesmiddelen
t.a.v. CBG Portal
Postbus 8275
3503 RG Utrecht**

**Dutch Medicines Evaluation Board (CBG-MEB)
t.a.v. CBG Portal
Postbus 8275
3503 RG Utrecht
The Netherlands**

Next steps:

1. If you also requested a new Group Account (other application form):

When your application has been approved, and the user account of the Company Administrator is created, the Company Administrator will receive a system generated e-mail to notify him/her of the account creation.

2. If you requested to be added to an existing Group Account:

The Company Administrator of the existing account will receive a notification when your Organization has been added to the CBG Portal Group Account.