

Dear Marketing Authorisation Holder or Parallel Importer,

Your Company has registered with SecurMed UK as a Marketing Authorisation Holder or Parallel Importer (MAH). You have been identified to us as the authorised signatory for the MAH Agreement(s).

Please find attached a blank template contract that you now need to complete and return to SecurMed UK **at least 2 weeks before the selected deadline**. One contract should be completed per MAH legal entity.

Note: Contracting through third party commercial agents is not permissible.

**Instructions on how to complete the contract:**

1. **Download** the template contract from this e-mail
2. **Complete** the **Highlighted Fields** as follows:

**Title Page:**

**Name of Company**

**Page 1:**

**Do NOT date the agreement** (This will be completed by SecurMed UK).

**Complete** **[NAME OF COMPANY]**

**Complete** **[type of company]**

**Complete** **[Company Number (or other applicable national identification code)]**

**Complete** **[registered /official address of Company]**

**Page 7:**

**Complete** the 'For the Company' section:

The name of the authorised signatory

**[Insert name]**

The role or title of the authorised signatory

**[Insert title]**

3. **Print** the contract document
4. **Sign** and date the contract document (Authorised Signatory)
5. **Scan** the signed contract document (preferably >200dpi resolution in PDF file format).
6. **Return the scan of the signed contract document via e-mail** to SecurMed UK at [mah@securmed.org.uk](mailto:mah@securmed.org.uk) no later than 2 weeks before your selected deadline together with any supporting information.

**On receipt of your signed contract SecurMed UK will return a copy signed by the SecurMed UK General Manager and move to invoice the Company.**

Should you require that the SecurMed UK invoice reference your Purchase Order (PO) number(s), **please supply the PO number(s) by e-mail to [accounts@securmed.org.uk](mailto:accounts@securmed.org.uk)**

Please Note: **Ensure the payment is made prior to your selected payment deadline** using the attached Company Details file for processing payments, or your company will be moved to the next payment deadline and an additional invoice will be raised.

Kind Regards,

Jerome Bertin  
General Manager