
General guidelines

- Forms for annual reporting of inventory are used exclusively to report activities under an existing licence.
- Form for annual reporting of inventory must be submitted before March 1 of each calendar year, even if there has been no stock movements or purchases and sales during the year.
- Form for annual reporting of inventory must be submitted together with completely updated copies of all annual inventory lists. The most recent inventory list must be current, i.e. as close to March 1 as possible.
- The note box "The company's own notes" is a service for companies, who wishes to make their own notes. The note will not be read or used by CBB.

1. Basic information

In the box, specify the company's name, address, telephone, journal and licence number and the E-mail address of the biosecurity officer.

2. Signature

Date, name and signature of the site's biosecurity officer.

3. Sent by registered mail

Inventory lists of controlled related materials may be sent by E-mail or by regular mail. Inventory lists of controlled biological substances may be sent by E-mail or by regular mail, if CBB-codes are applied. If CBB-codes are not applied, inventory lists and other communications relating to controlled biological substances must be sent by registered mail.

The form shall be sent by mail to:

Centre for Biosecurity and Biopreparedness

Statens Serum Institut
Artillerivej 5
DK-2300 Copenhagen S

E-mail: cbb@ssi.dk

Guide to completing the form by company type

The guide includes the most common types of company subject to Executive Order no. 981 of 15 October 2009, concerning the protection of certain biological substances, delivery agents and related material. Distributors of biological substances and other companies not included in this guide are asked to contact the Centre for Biosecurity and Biopreparedness for guidance.

	Licence to possess biological substances	Licence to possess related material	Licence for diagnostics	Retailers of related material with stock in Denmark	Retailers without stock in Denmark
Submitted to CBB	Once a year (March 1)	Once a year (March 1)	–	Once a year (March 1)	–
Section 1-2	Must be completed	Must be completed	–	Must be completed	–