



Centre for Biosecurity and Biopreparedness

Statens Serum Institut
Artillerivej 5
DK-2300 Copenhagen S

Please read the "Instructions for completing the form for changes to the licence" before completing the form for changes to the licence.

Changes to activities under an existing licence must be sent to Centre for Biosecurity and Biopreparedness, before the scheduled date for implementation of change. The form for changes to the licence must be **submitted by registered mail** to the address above.

1. Contact information

Name of company	
Name of the site	
Road	
Postcode and City	
Telephone number	
P number	

2. Information on the biosecurity officer on the site

Licence number	
Name of the biosecurity officer	
Personal registration number of the biosecurity officer	

3. Categories of the form for changes to the licence

- a. Application for additional material related to the existing licence
- b. Change of biosecurity officer
- c. Changes in the company
- d. Other changes to the existing licence

The company's own notes:

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3a. Additional material related to the existing licence

The change relates to:

The type of biological substances, quantity and storage location

Biological substance	Quantity	Building	Room

Comments

The type of delivery agent and/or related material, quantity and storage location

Delivery systems and/or related material	Quantity	Building	Room

Comments

The company's own notes:

Description of purpose and schedule

The main responsible for the project

Name	Education degree	Job description

Associates related to the purpose/activity

Company Name	CVR number	Contact name

Total resource consumption of the purpose/activity

Internal financing (if the activity is of a fixed duration, specify the amount)	External funding (specify which and the amount)

If there are significant changes to the existing licence, a reviewed vulnerability assessment and security plan must be attached as Appendices.

3b. Change of biosecurity officer

Information on the person, who is to assume the position as biosecurity officer on the site.

Name	
Personal registration number	
Work phone	
Work mobile phone number	
Email address	
Education degree	
Job description	
Employment conditions	

Took part in the course for future biosecurity officer. Enter the date _____

Has submitted course registration

Information on the biosecurity officer if he/she leaves the position.

Name	
Personal registration number	

3c. Changes in the company

Briefly describe the changes in the company: e.g. new building extensions; moving controlled material to another building; change of address; change of ownership; closure etc.:

If there are significant changes to the existing licence, a reviewed vulnerability assessment and security plan must be attached to the application as Appendices.

The company's own notes:

3d. Other changes to the existing licence

Provide a short description of the factors underlying the need to change the existing licence.

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If there are significant changes to the existing licence, a reviewed vulnerability assessment and security plan must be attached to the application as Appendices.

4. Signature

The responsible manager

Name	
Date	
Signature	

The site's biosecurity officer

Name	
Date	
Signature	

The site's biosecurity officer (if more than one)

Name	
Date	
Signature	