

General guidelines

- The form field “The company’s own notes” is for internal notes and records. The field is not read by the CBB.

Completing the form

1. Contact information

a. The company’s contact information

In the box, specify the company’s name, address, telephone number and CVR number (The Central Business Register).

b. The site’s (department/production site) contact information

If the site for storing the controlled material has an address other than that of the company, specify the site’s name, address, telephone number and any production unit number (P number).

All companies with a CVR number also have one or more P numbers. This number identifies the physical location, from where the company operates, and may be the same number as, or different from, the company’s main address. Information on CVR and P numbers can be found on www.CVR.dk.

2. Information about the appointed biosecurity officer to be enrolled on the course

The course for future biosecurity officers is compulsory and lasts one day.

In the box, specify the name and workplace contact information of the biosecurity officer. Please also specify education degree and job description.

In the “Employment conditions” field, specify whether the person is permanently employed, a project

employee etc. It should be noted that, in accordance with Appendix 1 to Executive Order no. 981 of 15 October 2009, the biosecurity officer must be employed by the company.

In the “Obtaining criminal record” field, confirm by ticking the box that the designated biosecurity officer is aware that attendance on the course requires signing a consent form for the requisition of a 10-year criminal record.

In the “Preferred course dates” field, specify the desired course dates in order of priority. Course dates are continuously updated on biosikring.dk.

3. Information on any additional biosecurity officers to be enrolled on the course

In the box, specify the name and workplace contact information of the other biosecurity officer/s. For the rest of the fields, see Section 2.

4. Information on the biosecurity officer in charge

The name and workplace contact information of the responsible manager must be specified in this box.

5. Signature

Date and signature of the responsible manager. The responsible manager, who signs on behalf of the company, is an authorised signatory for the company and, together with the biosecurity officer, is responsible for ensuring that the company complies with biosecurity legislation and any conditions or requirements stipulated by the CBB for the permit applied for.

It is the company’s responsibility to ensure that the correct people sign.