Annex

How to make a file name

How to make a file name is shown as follows.

File name:

Company code	-	Approval number	-	Symbol	-	Version number	Exten sion
8 digits		13 digits		RMP		3 digits	

(e.g. 12345678_21000AMY00123_RMP_001.pdf)

➢ Points to consider
Half-size characters should be used. Upper-case file name, lower-case extension and underscore should be used.

➢ Company code
Company code which is stated at the time of the application of marketing authorization should be used. In the case of a joint development, the company code of a representative company should be used.

➢ Approval number
Use first 13 digits of the approval number. In the case of several items, of them, the lowest approval number should be used. In the case of a joint development, of the authorization items of a representative company, the lowest approval number should be used.

➢ Version number
At the initial submission, the version number should be set as 001. With respect to each submission, increase the number one at a time.
(e.g. At the initial submission : "RMP_001" and at the second submission: "RMP_002")