*[Before signing this letter, please* ***Choose an item.*** *from all the drop-down lists (you may copy and paste drop-down lists in case you want to submit a request for multiple organisations), replace all the text within <> and remove all the text within [] ]*

**<*Place, date>***

**Subject:** **Choose an item.** role access request – **<*OMS ORG-ID>***

Dear Sir/Madam,

We are hereby requesting that ***<name of the administrator>*** is authorised to obtain the first **Choose an item.**for **<*name of the Organisation from* theOrganisation(s) listed below*>*** and therefore is empowered for the approval/rejection of **Choose an item.** user access requestswithin the same organisation(s).

Details of the **Choose an item.** User Admin/Super User are provided below:

|  |  |
| --- | --- |
| **Name\*** |  |
| **Surname\*** |  |
| **Organisation name\*** |  |
| **Organisation address\*** |  |
| **Organisation postcode** |  |
| **Organisation country\*** |  |
| *(all fields marked with an asterisk are mandatory)* | |

By obtaining the **Choose an item.** role, the user accepts the responsibility for the accuracy of the lists of **Choose an item.** and other users representing the same organisation(s), and for ensuring that there is always at least one **Choose an item.** acting on behalf of the organisation(s) they represent and that the rights of access for all their users are kept up to date.

*[If the User Admin/Super User has requested multiple roles linked to different organisations in the EMA Account Management Portal, fill in the table below, otherwise delete the table]*

***List of Organisations for which the first* Choose an item. *needs to be affiliated****:*

|  |  |  |
| --- | --- | --- |
| Organisation name | Organisation country | Organisation ID |
| <Organisation A> | <Netherlands> | ORG-1000XXXXX |
| <Organisation B> | <Netherlands> | ORG-1000XXXXX |
| <Organisation C> | <Switzerland> | ORG-1000XXXXX |

Yours faithfully,

##### [Signature of person currently authorised to sign on behalf of the Organisation to be selected in the EMA Account Management Portal]