



Dear Applicants,

As MHRA are anticipating a high volume of Nitrosamine submissions, we are using an automated process to handle these submissions. It is therefore important that the below criteria are followed to prevent any delays in processing your submissions:

Please ensure that the updated [MHRA Excel Table template](#) available on our website is used. **(Please avoid using the previous template)**. The completed template filename should begin with at least the first PL number in your submission.

- You can submit **up to 20 PL numbers** on one MHRA Excel Table Template.
- When submitting multiple PL numbers please ensure you use a separate line for each PL number.

UK PL Number
PL 12345/0001
PL 12345/0002
PL 12345/0003
PL 12345/0004
PL 12345/0005

- When writing the PL Number, please ensure you use the below format

PL 12345/0001

**Ensure there is a space between the PL prefix and the start of the 5 digits company code
Ensure the separator is a forward slash and not a hyphen.**

- Avoid using any of the below formats when providing the PL number.

UK PL Number	Error
PL 12345/0001 - 0003	Submission number also provided
PL 4356/0001	The company code is not a 5 digit number
PL 12345-0001	The virtual workers will only accept slash and not a dash
PL12345/0001	There must be a space between the PL number and the 5 digit company code.

- Please avoid gaps when providing the PL number in the template.

UK PL Number
PL 12345/0001 - 0003
PL 12345-0001

- Please do not send scanned copies of documents or documents that will not allow information to be copied and pasted, as our virtual workers will not be able to proceed with your submission (For example scanned pdf version do not allow the copy and paste functionality)
- As CMDh guidance states, combination of several products onto one Step 1 template is acceptable when the outcome is identical. However please ensure when filling out the table you provide each license detail on a separate line.
- Please do not write any other information then what has been requested for each of the columns in the excel template. For example, 'Risk Identified' column should only state 'Yes' or 'No'. The below example must be **avoided** in order for our virtual workers to proceed with your submission successfully.

C	
Risk Identified (Yes/No)	
Yes - Possibly	c
	c
Yes - Possibly	c
	c
Yes - Possibly	c
	c