

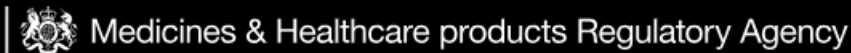
User reference guide – Paying online before submitting an annual safety report.

Step 1:

Please visit the online payments service [GOV.UK Pay](#) link which will take you to MHRA Pay to pay the fee using either credit or debit card. We accept debit cards (DC) - Maestro; Delta; Visa Electron and credit cards (CC) – Mastercard, Visa and American Express.

Step 2:

You will need to enter a submission reference number instead of an invoice number which must be in the following format 'DSUR-[5 digit MHRA company number]-[Investigational Medicinal Product name]-[Payment date DD/MM/YYYY]':



[< Back](#)

Enter your Invoice Number

The invoice number can be found below your address on the invoice.
Please do not add any other text or spaces in this field.

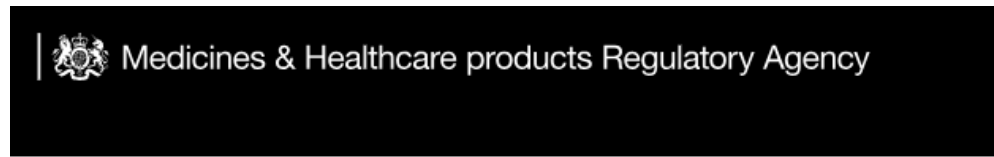
[Continue](#)

If you have licensed a medicine or submitted a clinical trial application (CTA), the company number should be the first 5 digits of either your Product Licence number, or the CTA number from the trial that your organisation has previously submitted.

This reference number **must not be duplicated** for use in future DSUR submissions, and we will be monitoring to identify any misuse.

Step 3:

Enter the DSUR fee amount and check all details before entering payment and billing details of the paying company:



[< Back](#)

MHRA Pay

Check your details

Invoice Number	DSUR-12345-IMP-16/02/2024	Change
Total to pay	£248.00	Change

[Continue to payment](#)

Step 4:

A receipt will be generated and emailed to the contact details you have provided upon payment. This emailed receipt must be included as the documentation in the DSUR submission to the MHRA – screenshots will not be accepted and will render the submission invalid:

The GOV.UK logo, featuring the Royal Coat of Arms and the text "GOV.UK", is positioned at the top of a black banner.

Your payment of £248.00 to MHRA was successful

Payment for: MHRA Pay
Reference: DSUR-12345-IMP-16/02/2024
Date of payment: 16 February 2024 – 10:48:22

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

Submissions that fail to include this receipt will be made invalid until you can provide evidence of this payment*.

Further Information

This fee covers the service charge of the MHRA reviewing the annual safety report. It will be expected that the Sponsor and third-party contract research organisation (CRO) have agreed on who is responsible for making the payment.

Submissions that do not provide proof of payment indicate a failure to submit annual safety reports and this will be considered during GCP inspections.

* However, submissions that reflect a fee waiver will be considered valid. Sponsors or CROs that have a pre-payment arrangement on their account with MHRA will need to email the contact details below in order to progress with submitting proof of payment.

See the [terms and conditions for making a payment by credit and debit card](#).

Contact Details

For all enquiries on these fees please contact DSURfees@mhra.gov.uk