Medicines & Healthcare products Regulatory Agency

# **Certificates of Free Sale**

## **Reference Guide**

Please do not print this document. View online only to ensure you have the latest version.

© Crown Copyright 2024

## **Contents – Certificates of Free Sale**

Logging in2
Username and Password3
New Users > Change temporary password4
Forgot password > resets4
Certificates of Free Sale (CFS) Service
Organisations8
Check organisation information9
Ordering a CFS10
Completing the CFS Application11
Review order and preview CFS Certificate and Schedule 16
Pay for your CFS order18
CFS Order confirmation email22
Order complete confirmation23
CFS layout24
Schedule layout25
Manage registered devices26
Update registered devices and products
Re-ordering a CFS27
Save and exit: resume applications
Adding a New Manufacturer (for UKRP in UK and AR in NI)31
Annex I – Workflow

## Logging in

Access MHRA Agency Services for Device Registrations and Certificates of Free Sale for medical devices.

### Agree to Cookie Policy

Before accessing MHRA Agency Services, you will need to agree to our Cookie Policy. Please read the Cookie Policy and only use MHRA Agency services if you agree.

1. When you have read the Cookie Policy, click the 'I Agree' button.



### **Username and Password**

Once your Account request has been accepted by MHRA, two emails will be sent to the email address you entered in your account request application:

- A welcome email with subject line Account creation outcome, from email address no-reply@mhra.gov.uk with instructions on initial actions to take in the registration system
- A separate email with subject line MHRA Portal account creation from email address admin@mhrabpm.appiancloud.com containing your username (usually firstname.lastname), a temporary password and a link to the system

Please log in for the first time on a laptop or PC not a mobile or tablet. If you have not received the emails, please check your Junk/Spam folder. You will be asked to change the password to one of your choosing.

If the welcome email or the username and temporary password email have not been received this is usually due to your system blocking the originating email address. Please add the above email addresses to your **safe senders** list, usually via settings in your email system and email <u>device.registrations@mhra.gov.uk</u> to obtain your username and further instructions.

- 1. On the log in page, **enter** the details sent to you by email (it is preferable for you to copy and paste your details into the boxes provided).
- Medicines & Healthcare products Regulatory Agency Password Forgot your password? gov.uk MHRA Terms & Conditions
- 2. Click the 'Log in' button.

### New Users > Change temporary password

Change Password Please complete the form to change your passwo	rd.
Old Password	
New Password	
Confirm New Password	2

- 1. Copy and paste the temporary password (long password with multiple characters) sent to you via email into the old password box.
- 2. Enter a password of your choice into the new password and confirmation boxes.
- 3. Click on Submit. You will be able to use the password you entered from now on.

## Forgot password > resets

- 1. On the log in page, click the 'Forgot your password' link.
- 2. Enter your username (usually firstname.lastname not your email address).
- 3. Click the 'Send email' button.

You will be sent an email containing a link. Please check your Junk/Spam folder. Click on the link and follow the instructions to change your password. Please do this on a Laptop/PC not on a mobile/tablet.

Password Forgot your password? Gov.uk MHRA Terms & Conditions	Medicines & Healthcare products Regulatory Agency	i
Password Forgot your password? Gov.uk MHDA Torms & Conditions		
Forgot your password?	Password	
gov.uk	Forgot your password?	LOG
MHDA Torms & Conditions	gov.uk	
MITRA TETTIS & COTULIOIS	MHRA Terms & Conditions	

緣

Medicines & Healthcare products Regulatory Agency

## Forgot Password

2

Username

Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.

Back to sign-in page



## **Certificates of Free Sale (CFS) Service**

This service enables UK based manufacturers, UK Responsible Persons and Authorised Representatives in Northern Ireland to apply for Certificates of Free Sale for medical device products that have been registered with MHRA.

Please follow all the instructions in the **Device Registration Reference Guide** to register devices for your organisation or manufacturers you represent.

Please note the important information in the above guide on adding product (model/version Catalogue/Reference and UDI DI etc.) data – only the Medical Device Name, Model/Version and Catalogue/Reference, Basic UDI DI and UKCA or CE Certificate Reference No. data that you enter will appear on the Certificate of Free Sale.

*in vitro diagnostic* medical devices for performance evaluation cannot be included on CFS orders.

It is your responsibility to check with the receiving country that they will accept the CFS **before** your make payment for your order. You will be given the option to download a preview sample that you can email to the country. Please note the formatting on the preview sample may not match the final certificate formatting.

CFS order applications are **non-refundable** – please see our terms and conditions. You must preview the CFS Certificate and Schedule **before** making payment to ensure it meets your needs and **before** you pay.

Since 01 January 2021 new medical device regulations have applied in the UK. Depending on your location and the type of Conformity Assessment that your registered device(s) comply with, the CFS certificate will state that the devices can be placed on either the GB (England, Scotland, Wales) market, or the UK (England, Scotland, Wales and Northern Ireland) market. For Northern Ireland-based manufacturers and Authorised Representatives with devices that are CE marked, the CFS certificate will also state that devices can be placed on the EU/EEA market. Please ensure that you download the preview and check with the recipient country **before** placing your order.

CFS for medical devices are issued as pdf documents with electronic signature. Hard copies with wet signature are no longer issued. We will try to process your order within 10 working days from date of receipt. During busy periods orders may take longer. Please order as far in advance as possible.

**Please note** that the Foreign, Commonwealth & Development Office will not apostille pdf documents directly from MHRA. You will need a Notary to carry out checks on the certificates with MHRA to ascertain their authenticity, and can then notarise the certificates, if required by the recipient country. Once notarised, the Foreign, Commonwealth & Development Office will apostille the documents.

Where appropriate, Certificates of Free Sale are issued as a service to UK exporters. A Certificate of Free Sale should not be taken as a Government endorsement of any product that is referred to on the certificate. In issuing Certificates of Free Sale, the MHRA does not assess or verify that the product complies with relevant export requirements and restrictions. It is the applicant's responsibility to ensure compliance with these requirements and restrictions.

- 1. Read our terms and conditions. Certificate of Free Sale orders are non-refundable.
- 2. Click the Enter button on the Landing page.



## Organisations

#### **Organisation page**

1. Click on the name to select the manufacturer that you want to order a CFS for. This could be Your Organisation if you are a manufacturer or a Represented Manufacturer if you are a UK Responsible Person in the UK or an Authorised Representative in Northern Ireland.

**Please note** you can only order Certificates of Free Sale for registered devices. Follow all the instructions in the **Device Registration Reference Guide** to Add devices for your organisation or to Add manufacturers that you represent.

Device Regi	stration	& Certificates of Free	Sale			
Your Organisat	ion					
Name	Address		Country		Devices (Products)	Registrat Statu:
MHRA Demo	10 South Colonna Greater London, E	de, 10th Floor Area 7, Canary Wharf, London, :14 4PU	England, United	d Kingdom	2 (15)	۲
Key						
Only registered manufact be found from the <b>Applic</b> Only use the <b>ADD NEW M</b> already registered the rep	urers appear here ations list. ANUFACTURER fur resented manufact	Sent . Newly submitted and draft manufacturers car nction if you have not turer. If you have	1		dda Da	NEW MANUFACT
Only registered manufact be found from the <b>Applic</b> Only use the <b>ADD NEW M</b> already registered the rep registered the manufacture register additional devices Search by manufacturer	you repres turers appear here ations list. ANUFACTURER fur resented manufact rer, please use the on the existing acc r name:	Sent Newly submitted and draft manufacturers car nction if you have not turer. If you have Add Devices function to count.	1		AD0 AD	NEW MANUFACT
Only registered manufact be found from the Applic Only use the ADD NEW M already registered the rep registered the manufactur register additional devices Search by manufacturer	you repres turers appear here rations list. ANUFACTURER fur resented manufact rer, please use the con the existing acc r name:	Sent Newly submitted and draft manufacturers car nction if you have not turer. If you have Add Devices function to count. SEAR	н		AD AD	NEW MANUFACT
Only registered manufact be found from the Applit Only use the ADD NEW M already registered the rep registered the manufactur register additional devices Search by manufacturer Name	you repres turers appear here tations list. ANUFACTURER fur resented manufact rer, please use the, i on the existing act r name: 1	Sent I. Newly submitted and draft manufacturers car Inction if you have not Eurer. If you have Add Devices function to Count. SEARI Address	TH Country	Devices (Products)	ADD Relationship	NEW MANUFACT
Only registered manufact be found from the Applic Only use the ADD NEW M already registered the rep registered the manufactur register additional devices Search by manufacturer Name DEMO Represented Org	you repres turers appear here cations list. IANUFACTURER fu resented manufact rer, please use the. : on the existing act r name: t t ;anisation	eent . Newly submitted and draft manufacturers car nction if you have not turer. If you have Add Devices function to count. SEAR Address 123 Road, Sea View, Boston, 12345	Country United States	Devices (Products) 1 (2)	ADD ADD Relationship UK Responsible Person	NEW IMPORT
Only registered manufact be found from the Applic Only use the ADD NEW M already registered the rep registered the manufacture gister additional devices Search by manufacturer DEMO Represented Org Key @ Registered () Not F List of Importer	you repres turers appear here cations list. IANUFACTURER fu resented manufact rer, please use the, is on the existing act r name: t t canisation t tegistered Ur rS	Sent U Newly submitted and draft manufacturers car Inction if you have not turer. If you have Add Devices function to count.  SEAR Address 123 Road, Sea View, Boston, 12345  nregistered ① Suspended X Rejected	TH Country United States	Devices (Products) 1 (2)	ADD AD Relationship UK Responsible Person	NEW MANUFACT D NEW IMPORT D NEW IMPORT Statu
Only registered manufact be found from the Applic Only use the ADD NEW M already registered the rep registered the manufacture registered the manufacture search by manufactures DEMO Represented Org Key Registered Not F List of Imported Name	you repres turers appear here tations list. IANUFACTURER fu resented manufact and the existing acc r name: t t t t t t t t t t t t t t t t t t t	Sent  Newly submitted and draft manufacturers car Inction if you have not turer. If you have Add Devices function to count.  SEAR  Address  123 Road, Sea View, Boston, 12345  nregistered  Suspended × Rejected	Country United States	Devices (Products) 1 (2)	According         Relationship         UK Responsible Person         Relationship         Relationship	NEW MARUFACT D NEW IMPORT D NEW IMPORT Status Status

## Check organisation information

- 1. Check that the organisation information is correct on the Summary page.
- 2. The Registered Address displayed here will be the address printed as the Legal Manufactuer on the Certificate of Free Sale.
- If you need to edit organisation details, see the Editing Organisation Details section of the Account Management Reference Guide. <u>Statutory fees</u> apply to edit organisation details.
- 4. If you have already registered devices you will see the option to Order CFS. If no devices and products have been added, follow all the instructions in the Device Registration Reference Guide to Add devices for your organisation or a manufacturer that you represent as a UK Responsible Person in the UK or an Authorised Representative in Northern Ireland.

AGENCY SERVICES A	PLICATIONS ACCOUNT MANA	GEMENT		
✓ Back to DR&CF MHRA D Paperoso	Services emo: DEMO	3 Register	rganisation Details	CFS Add Devices Manage Devices Update gister Manufacturer Export Devices Data to Excel File
	ICATIONS DEVICES PRODUC	TS CONTACTS OTHER ADDRESSE	S DOCUMENTS NEWS	
Summary				
9 Your registri determined by being suspend the competent	ation with the MHRA must be he date your account was ci d. A suspended account me authority (MHRA). It is an off	e reviewed and renewed one yea eated with the MHRA. Your Regi. ans you will not be able to place ence to place a non-compliant de	r after the anniversary date an stration Renewal is 01/01/2022 new devices on the market give evice on the market in the UK.	d every two years subsequently. The anniversary date is Failure to renew your registration will result in your account in it is a legal requirement to hold an active registration with
Basic Inform	ntion		Pogistration Status	Paristanad
EU Registration No	ingle mber (SRN)		PARD Options	Publish UK Responsible Person Name     Publish UK Responsible Person Address     Publish UK Responsible Person Address
Role / Accoun	Type Manufacturer			Publish Organisation's Address
UK Respo F	nsible MHRA Demo erson			
Company	Type Limited Company		Company Registration Number	N/A
VAT No	mber N/A		Registration Number	Ma
Created	Date 19 September 2019		2017 MDRs	NO
Organisation	Details			
Organi	ation • Maxillofacial techn	ology organisation	Telephone	345365655
Descr	<ul> <li>Manufacturer of pr</li> <li>Other</li> </ul>	osthetic devices	Fax	N/A
2 Registered Ac	dress 123 Road, Sea View Boston 12345 United States		Website	N/A
Contact Deta	ils			
Full	Name Mary Jones		Email	jane@reporg.com
Jo	Title Quality Manager		Telephone	2334456
Customer Se	vice Contact			
Telepho	e No.		Email Address	

## Ordering a CFS

1. Click the Order CFS button.

Back to DR&CFS Servi	ces		
<b>MHRA Dem</b>	o: DFMO	it Organisation Details	CFS Add Devices Manage Devices
Renresente	d Organisation		
epresente	u organisation		
SUMMARY APPLICATIO	NS DEVICES PRODUCTS CONTACTS OTHER ADDR	ESSES DOCUMENTS NEWS	
Summany			
Summary			
9 Your registration w	ith the MHRA must be reviewed and renewed one	year after the anniversary date an	d every two years subsequently. The anniversary date is
determined by the dat	e your account was created with the MHRA. Your R	egistration Renewal is 01/01/2022	P. Failure to renew your registration will result in your account
being suspended. A si the competent author	ispended account means you will not be able to pla itv (MHRA). It is an offence to place a non-complian	ice new devices on the market give it device on the market in the UK.	en it is a legal requirement to hold an active registration with
Pasic Information	······		
Account Number	0000009133	Registration Status	Registered
EU Single		PARD Options	<ul> <li>Publish UK Responsible Person Name</li> </ul>
Registration Number			Publish UK Responsible Person Address
(SRN)			Publish Organisation's Name     Publish Organisation's Address
Role / Account Type	Manufacturer		- Publish Organisation's Address
UK Responsible	MHRA Demo		
Person			
Company Type	Limited Company	Company	N/A
VAT Number	N/A	Registration Number	
Created Date	19 September 2019	Registered under 2017 MDRs	No
	ils		
Organisation Deta	<ul> <li>Maxillofacial technology organisation</li> </ul>	Telephone	345365655
Organisation Deta Organisation	<ul> <li>Manufacturer of prosthetic devices</li> </ul>	Fax	N/A.
Organisation Deta Organisation Description	0.1	Website	N/A
Organisation Deta Organisation Description	• Other		
Organisation Deta Organisation Description Registered Address	<ul> <li>Other</li> <li>123 Road, Sea View</li> <li>Boston</li> </ul>		
Organisation Deta Organisation Description Registered Address	Other     123 Road, Sea View Boston     12345		
Organisation Deta Organisation Description Registered Address	Other     123 Road, Sea View Boston     12345 United States		
Organisation Deta Organisation Description Registered Address Contact Details	Other     123 Road, Sea View Boston     12345 United States		
Organisation Deta Organisation Description Registered Address Contact Details Full Name	Other     123 Road, Sea View Boston     12345 United States Mary Jones	Email	jane@reporg.com

## **Completing the CFS Application**

#### Adding products to your CFS order

 Use the filters to search for specific products. Only products that are CFS Ready will display, *in vitro diagnostic* medical devices for performance evaluation cannot be included on CFS orders so will not appear in the product table. If the conformity assessment document linked to the devices has expired, you cannot order CFS for the underlying products.

Please note if products you are expecting to see do not appear, check if conformity assessment document has expired - see Manage registered devices in the **Device** Registration Reference Guide.

If product information is incorrect see Updating registered devices and products in the **Device Registration Reference Guide**. You may need to remove the product and add it again.

- 2. Select the products which are to appear on the Certificate of Free Sale. A maximum of 1000 products can be added to the order.
- Use the Add to Cart function to add your selected products. If you have 1000 products or less, you can Add all products to cart. If you select more than one product, your products will appear on the Schedule attached to the CFS Certificate.

**Please note** it is the product data that is added to the CFS order (Medical Device Name, Model/Version and Catalogue/Reference **only**) not the device (GMDN<sup>®</sup> Code or Term).

	evice Type / Class:	Search by GMDN Code /	Medica	al device name:	Registered [	)ate:	Search by	Search by	ing End
	Select device type / 🔹	Term: GMDN Code / Term			dd/mm/yyy	/	model/version:	Catalogue/References	
	ustom Made:	Is Measuring:		Is Single-use:		ls Implanta	ble:	Reusable surgical	UDI-DI Number:
	-	•	•		•	-	•	Reusable surgical instrum 💌	
	Active:	Device Reg Under 20	017:	Is Sterile:		UKCA/ CE/	CE (UK NI) Expiry	Basic UDI-DI Issuing Entity:	Basic UDI-DI Numbe
	-	• -	•		-	dal/mm/yy	y 🗮		
	roduct Status:	Presence of Medicin substance:	al/Herbal	Presence of Blo substance:	od/Plasma	Has a Clinio been condu	al investigation	Intended purpose other than medical(Annex XVI):	Is Intended to Administer/remove
1		-	•		-	-	•	•	
	Reprocessed single-use	e: Custom-made SPP		Containing late:	x:	Human cel	ls or tissues:	Animal cells or tissues:	MRI safety informat
	-	• -	•		•		-	•	-
	eed for sterilisation bef	fore use: End	locrine dis	ruptor:	•	UKCA/CE/C conformity	E (UK NI)/ Self-certii declarations:	fication	SEARCH
	ADD ALL PRODUCTS TO	CART ADD SELECTED TO C	ART		Shov	10	•		
	<ul> <li>Medical device nar</li> </ul>	ne		t Model	/Version		Ca	talogue/Reference	
	Premium Stent A			2.5mm	ı		S8	17878	
	ADD SELECTED TO CART	7							

#### Check products in cart

4. When you have added all the required products to cart click to view cart.

Medical device name       Model/Version       Catalogue/Reference         Premium Stent A       2.5mm       587878         Premium Stent A       3mm       546455         Premium Stent A Plus       4mm       535454         Premium Stent A Plus       5mm       535456         Premium Stent A Plus       2.5mm       535456         Premium Stent B       2.5mm       535456         Premium Stent B       2.5mm       535456         Supersharp Stainless       21cm       552/2/1001
Premium Stent APremium Stent ASSmSSR78Premium Stent ASmmS46465Premium Stent AMmSSA54Premium Stent ASmmS45466Premium Stent ASumSS454Premium Stent BSmmSS4456Premium Stent BSmmSS4456Premium Stent BSmmSS4456Supersharp StainlessStemSSS21/001Supersharp StainlessScomSSS26/001
Premium Stent A Plus     3mm     S46465       Premium Stent A Plus     4mm     S35454       Premium Stent A Plus     5mm     S4646       Premium Stent A Plus     5mm     S35454       Premium Stent B     2.5mm     S35454       Premium Stent B     3mm     S6464       Supersharp Stainless     21cm     S5521/001       Supersharp Stainless     26cm     S5526/001
Premium Stent A Plus     4mm     S35454       Premium Stent A Plus     5mm     S45466       Premium Stent B     25mm     S35445       Premium Stent B     3mm     S64646       Supersharp Stainless     21cm     SS5271001       Supersharp Stainless     26cm     SS526/001
Premium Stent A Plus     Smm     S45466       Premium Stent B     25mm     S35445       Premium Stent B     3mm     S66466       Supersharp Stainless     21cm     SSS/21/001       Supersharp Stainless     26cm     SSS/26/001
Premium Stent B         2.5mm         S3545           Premium Stent B         3mm         56464           Supersharp Stainless         21cm         552/21/001           Jupersharp Stainless         26cm         555/26/001
Premium Stent B         3mm         S6464           Supersharp Stainless         21cm         SSS/21/001           Supersharp Stainless         26cm         SSS/26/001
Supersharp Stainless         21cm         SSS/21/001           Supersharp Stainless         26cm         SSS/26/001
Supersharp Stainless 26cm SSS/26/001
Toxogon10 Not Applicable 10/TG/111
Toxogon10 Not Applicable 10/TG/222
< 1 - 10 of

5. The products added will display. If you want to remove any click the red X to remove.

Medical device name	Model/Version	Catalogue/Reference	
Premium Stent A	2.5mm	\$87878	×
Premium Stent A Plus	4mm	\$35454	×
Premium Stent B	2.5mm	\$35445	×
Premium Stent B	3mm	S64646	×
Supersharp Stainless	21cm	SSS/21/001	×
Supersharp Stainless	26cm	SSS/26/001	×
Taxagon10	Not Applicable	10/TG/111	×
Taxagon10	Not Applicable	10/TG/222	×
			8 items
			8 items

- 6. Click the Hide cart link to add more products. If adding more products, ensure you view cart again before proceeding.
- 7. Click the Continue button to continue to Review page or Save & Exit to save a TEMP application or Delete Application to discard or start again.

## **Certificate details**

- 1. You can have **one** address in addition to the legal manufacturer's address on the CFS certificate. You can select which additional address appears on the Certificate.
- 2. You can select more addresses to appear on the schedule. Both UKRP and Authorised Representative addresses as well as manufacturer other addresses will appear in the dropdown. Ensure that you select an address that has been added for this specific manufacturer.

**Important note:** the Clear More addresses button is **not** currently working. If you select incorrect addresses you will need to **delete** the application and start again. We are working towards a fix for this issue. Please accept our apologies for any inconvenience and ensure that you <u>Review order and preview CFS</u> before making payment.

Address to be printed on CFS	
Registered Address:	MANAGE ADDRESSES
10 South Colonnade, 10th Floor , Cabot Square, Canary Wharf, London, E14 4PU, England, United Kingdom	
One additional address on certificates:	
[Manufacturer] [Manufacturing site/Physical manufacturer] China Medical Co, No 7, Section 5, Luzhongshan, Liaoning, 110001, China	•
You can choose only one additional address to be printed on certificates.	
More addresses on schedule:	
[Manufacturer] [Manufacturing site/Physical manufacturer] India Medical Co, Andhra Cantt, Hyderabad, Andhra Pradesh, 523270, India	-
Any other addresses you choose will be printed on the schedule.	
	CLEAR MORE ADDRESSES

3. You can add additional addresses to the system by clicking on the Manage addresses link. Follow the steps in the Shipping, Billing, Manufacturing Site Addresses section of the MHRA Account Management Reference Guide to add addresses.

**Please note** if you click on the Manage addresses link you will be asked to save your application. You can then proceed to Manage addresses then come back and complete your application by following the <u>Save and exit: resume applications</u> instructions.

4. You no longer need to select a Certificate delivery address as all CFS orders are now issued as pdf documents with electronic signature. Hard copies with wet signature are no longer issued. The pdf will be emailed to the email address of the person who placed the order.

Devices & pro	ducts Certificate details Review Payment Confirmation
ddress to b	e printed on CFS
	Registered Address: MANAGE ADDRESSES
	One additional address on certificates:
	[UK Responsible Person] [Billing Address] MHRA Finance Dept, 10, South Colonnade, LONDON, London, E14 4PU, United Kingdom
	You can choose only one additional address to be printed on certificates.
	More addresses on schedule:
	[Manufacturer] [Manufacturing site/Physical manufacturer] Mexico Medical inc, 678 Buenavista , Mexico City, Iztacalo, 00810, Mexico 🔹
	Any other addresses you choose will be printed on the schedule.
pecial form	atting request (optional)
5	The only request that will be considered is for manufacturing site address/s where no schedule is generated due to only one product (model/version) on the order. You must use the 'Other Addresses' function to add manufacturing site addresses for selection on CFS orders where more than one product is added to the order and a schedule will be generated. Only the Medical Device Name, Model/Version and Catalogue/Reference columns will be included on CFS orders. All orders are sorted by Medical Device Name. Please do not ask for other formatting changes as they will not be considered and CFS orders are non-refundable.

5. Enter any Special Formatting Requests.

Please note MHRA will not:

- add other addresses to the Certificate or Schedule unless the order is for a single product (where no schedule is generated) – you need to add and select other addresses before making payment. Follow the steps in the Shipping, Billing, Manufacturing Site Addresses section of the MHRA Account Management Reference Guide to add other addresses
- make any changes to CFS certificate or schedule including layout or text or adding additional columns
- 6. Enter the country name/s and number of certificates. If you do not want to specify a country, tick the 'Do not specify a country' box. Check that the recipient country will accept this.

#### **Please note:**

You can only select from countries that appear in the <u>Foreign, Commonwealth &</u> <u>Development Office's (FCDO) Geographical names index</u>. We print the Country Name from this index on the CFS certificate e.g. for CFS requested for Venezuela we print 'Venezuela', not the Official Name e.g. 'The Bolivarian Republic of Venezuela'.

If the country name does not appear in the dropdown in the system, or in the above index, you can still order a CFS by selecting 'Do not specify a country'. However, you must check that the recipient country will accept this, <u>before</u> placing your order.

The fee is dependant on the total number of certificates.

The expiry date on all CFS certificates will be the earliest Conformity Assessment document expiry date of any device included in the CFS order plus 365 days. For devices with Declaration of Conformity or Custom-made Statements the maximum validity will be 5 years.

7. Click the Continue button to review your order.

Ghana 🗙	2 Do not specify a country
United Arab Emirates 🗙	2 Do not specify a country
• Add country	

## **Review order and preview CFS Certificate and Schedule**

- 1. Review and/or Edit your Order.
- 2. Click the Download CFS documents Preview link to view and review the CFS certificate and schedule for your order.

**Please note**: Our system allows you to preview an order **before** submitting payment. It is your responsibility to ensure that the order is correct and acceptable to the receiving country. **CFS orders are non-refundable** – see our terms and conditions.

If you forget to preview your schedule and certificate before you press the Continue to Payment button, and then click the Back button on the payment page, the previews will no longer be available. To preview you will need to go Back again to Order page and then **click** the continue button. The preview will then be available again.

3. If you need to make any changes click the Edit button.

**Important note:** the Clear More addresses button is **not** currently working. If you select incorrect addresses you will need to **delete** the application and start again. We are working towards a fix for this issue. Please accept our apologies for any inconvenience and ensure that you <u>Review order and preview CFS</u> before making payment.

Address to be	printed on CFS	
	Registered Address:	MANAGE ADDRESSES
	10 South Colonnade, 10th Floor , Cabot Square, Canary Wharf, London, E14 4PU, England, United Kingdom	
	One additional address on certificates:	
	[Manufacturer] [Manufacturing site/Physical manufacturer] China Medical Co, No 7, Section 5, Luzhongshan, Liaoning, 110001, China	•
	You can choose only one additional address to be printed on certificates.	
	More addresses on schedule:	
	[Manufacturer] [Manufacturing site/Physical manufacturer] India Medical Co, Andhra Cantt, Hyderabad, Andhra Pradesh, 523270, India	-
	Any other addresses you choose will be printed on the schedule.	
		CLEAR MORE ADDRESSES

Devices & products	Certificate details	Review	Payment	Confirmation
v Devices a products			CFS docum	Download CFS documents Prev ents preview with limited formatting exactn
✓Certificate details				
Address to be printed on CFS				
Registered address (mandatory) :				
[Manufacturer] [Regi	stered Address] 123 Fourth Street, Boston	n, MA, 12345, United States		
Additional address on certificates	:			
[UK Responsible Pers	on] [Registered Address] 10 South Colonna	ade, 10th Floor Area 7, Canary Wharf, Londo	n, Greater London, E14 4PU, England, Un	ited Kingdom
Additional addresses on schedule :	1			
[UK Responsible Pers	on] [Manufacturing site/Physical manufact	turer] Mexico Medical Inc, 123 Road, Cancun	, Yucatan, 12345, Mexico	
Special formatting request				
Delivery address				
Registered Address :				
[UK Responsible Pers	on] [Registered Address] 10 South Colonna	ade, 10th Floor Area 7, Canary Wharf, Londo	n, Greater London, E14 4PU, England, Un	ited Kingdom
Countries & number of copies				
Country		Number of contification		
-		Number of certificates		
Ghana		2		
Ghana United Arab Emirates		2 2 2		
Ghana United Arab Emirates Total number of certificates: 4		2 2 2		
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00		2 2 2		
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific	ates and £10.00 for each addition	2 2 2		
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific	ates and £10.00 for each addition	numer of certificate		
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific	ates and £10.00 for each addition	number of certificate		
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific	ates and £10.00 for each addition	numer of certificate		Download CFS documents Prev
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific	ates and £10.00 for each addition	numer of certificate	CF5 docum	Download CFS documents Prev ents preview with limited formatting exacto
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific EDT	ates and £10.00 for each addition nderstood the above requirements and	nal certificate	CFS docum	Download CFS documents Prev ents preview with limited formatting exacto
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific EDT Please tick to confirm you have read and u	ates and £10.00 for each addition nderstood the above requirements and iditions	I that you agree to our <u>terms and condition</u>	CFS docum	Download CFS documents Prev ents preview with limited formatting exacto
Ghana United Arab Emirates Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certific EDIT Please tick to confirm you have read and u I ave read and agree to the terms and cor CONTINUE TO PAYMENT SAVE & EXIT	ates and £10.00 for each addition nderstood the above requirements and iditions	I that you agree to our <u>terms and condition</u>	CFS docum	Download CFS documents Prev ents preview with limited formatting exacto

- 4. Read & Tick the 'I have read and agree to the terms and conditions' checkbox if you have read and agree to the terms and conditions.
- 5. Click the Continue to Payment button.

## Pay for your CFS order

1. Chose a billing address

See Managing Shipping, Billing, Manufacturing Site addresses in the MHRA Account Management Reference Guide.

2. Click on the worldpay button. We only accept payment by worldpay for CFS orders.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.

Devices & products	Certificate details	Review	Payment	Confirmation
Choose a Billing address and the	n related payment method. See instru	ctions below on how to add a ne	ew Billing address if required.	
Payment details				
CFS orders: £75.	.00			
Total: 675				
Address details				
Choose Billing Address				
MHRA Finance Dept. 10th Floor.		-		
Please choose a Billing Address mat	ching your payment card.			
MHRA Finance Dept, 10th Floor, L	ondon			
E14 4PU, United Kingdom				
E14 4PU, United Kingdom () You can add other addresses orgnisation's 'Related Actions' tat	by going to ' <b>Manage Other Address</b> e 5.	s' in your		
E14 4PU, United Kingdom O You can add other addresses orgnisation's 'Related Actions' tat Remember to 'Save and Exit' to ke away from this screen	by going to ' <b>Manage Other Addresse</b> ). eep the information already entered if	<b>s'</b> in your 'you move		
E14 4PU, United Kingdom O You can add other addresses orgnisation's 'Related Actions' tat Remember to 'Save and Exit' to k away from this screen Payment method	by going to ' <b>Manage Other Addresse</b> b. eep the information already entered if	<b>s'</b> in your 'you move		

3. A confirmation message will appear. Select the Yes button if you wish to proceed

ai	Confirmation
Ł	Are you sure want to proceed with WORLDPAY ? (Note: If you select 'Yes' then you will redirected to payment screen.)
ini	NO YES 3

4. Click the link to be directed to the worldpay site.



5. Select the payment method.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.



			tion.	
Order summary			English	~
Reference:	CFS113312	201118114533		
Description:	Certificate(s	s) of free sale for medi	cal device(s)	
Amount (GBP):	£75.00			
	maestro.	EXPRESS	Diners Club INTERNATIONAL	masterpass
WIGHT MIDDLEIG	ald Massuo	AMEA	Diliera	Learn more
		• •		

When you submit your transaction for processing by Worldpay you confirm your acceptance of Worldpay's privacy

policy

© Worldpay 2013-2020. All rights reserved.

6. Enter payment details and click the Make payment button.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.

1	est Mode - This is r	not a live transactio	on.
Order summary			English 🗸
Reference:	CFS113312011	18114533	
Description:	Certificate(s) of	free sale for medica	al device(s)
Amount (GBP):	£75.00		
Payment details * Indicates a required field			VISA VISA Back
Card number *		Cardholder's na	me *
4444 3333 2222 1111		Jane Smith	
Expiry date *		Security code *	Last 3 digits on the back of card
Billing address DEMO Finance Department, 20	City Road, London ,	EC1 6ZH, United Ki	ingdom
Contact details devices.transformation@mhra.g	ov.uk		
Cancel			Make Payment

7. Click the Submit Application button. If you do not click this button (and your payment was successful) the TEMP application will remain in the Applications Tab and you will need to wait at least 24 hours for the application to be auto-submitted to MHRA. Please ensure that you click Submit Application to avoid unnecessary issues and delays.



8. A confirmation screen will appear. Click the Close button

Devices & products	Certificate details	Review	Payment	Confirmation
Your reference number				
202011180216096				
What happens next				

9. You will receive a confirmation email from worldpay.

**Please note** MHRA does not issue tax receipts. The worldpay transaction email and the Certificates of Free Sale order email and receipt are the only documents you will receive in relation to payment for your Certificates of Free Sale order.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.

TEST. MHRA payment
MHRA <do-not-reply@worldpay.com> To ○ Devices Transformation 11:57 Thank you</do-not-reply@worldpay.com>
Your transaction has been processed by WorldPay, on behalf of MHRA.
Transaction details
Transaction for the value of: GBP 75.00
Description: Certificate(s) of free sale for medical device(s)
Worldpay's transaction ID: 3232601738
This is not a tax receipt
Enquires
This confirmation only indicates that your transaction has been processed successfully. It does not indicate that your order has been accepted. It is the responsibility of MHRA to confirm that your order has been accepted, and to deliver any goods or services you have ordered.
If you have any questions about your order, please email MHRA at: <u>Device.cfs@mhra.gov.uk</u> , with the transaction details listed above.
Your payment is securely processed by <b>WorldPay</b> .

## **CFS Order confirmation email**

**10.** You will receive a confirmation email from MHRA.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.

Certificate of Free Sale Se	rvice - [	EMO Represer	nted Organisation
No Reply TEST <no-reply< td=""><td>@mhra.gc</td><th>v.uk&gt;</th><th><math>\leftarrow</math> <math>\ll</math> <math>\rightarrow</math></th></no-reply<>	@mhra.gc	v.uk>	$\leftarrow$ $\ll$ $\rightarrow$
Dear Jane Smith,			
We've received your CFS Order application on 18 M	November 202	0.	
Application reference number: 202011180216096			
Manufacturer name(s) DEMO Represented Organisation			
Cost of application (£): 75		1	
Country	Quantity		
Ghana	2		
United Arab Emirates	2		
We will check the information you've given us and veen accepted or rejected. If you haven't received	will send you a a reply from us	n email within the next 5 days within 5 days please check y	s to let you know if your request our junk mail folder.
Access your MHRA account.			
Remember: do not share your account details and MHRA won't accept responsibility for any unauthor	keep them saf ised access to	e. your account.	
· · · ·			
Yours sincerely,			

### Order complete confirmation

11. Once we have processed and emailed the pdf documents for your order in a **separate email**, you will receive an automated confirmation email from MHRA.

**Please note** CFS for medical devices are issued as pdf documents with electronic signature. Hard copies with wet signature are no longer issued. We will try to process your order within 10 working days from date of receipt. During busy periods orders may take longer. Please order as far in advance as possible.

**Please note** that the Foreign, Commonwealth & Development Office will not apostille pdf documents directly from us. You will need a Notary who will carry out checks on the certificates with MHRA to ascertain their authenticity, and can then notarise the certificates, if required by the recipient country. Once notarised, the Foreign, Commonwealth & Development Office will apostille the documents.

MHRA Certificates of Free Sale service -DEMO Represented Organ
No Reply TEST <no-reply@mhra.gov.uk> To <math>\bigcirc</math> Devices Transformation 12:39 This message was sent with High importance.</no-reply@mhra.gov.uk>
Dear Jane Smith,
Application reference: 202011180216096
Further to your Certificate of Free Sale order on 18 November 2020 for:
Manufacturer organisation: DEMO Represented Organisation
Address: 123 Street Sea View Industrial Estate Boston MA 12345 United States
The PDF documents for your CFS order have been emailed to the user who submitted the order. We no longer issue hard copies.
The PDF(s) do not contain the watermark and hologram found on hard copies. They do have electronic signatures of MHRA staff as registered with the Foreign and Commonwealth Office. We will assist where possible, and if necessary, to verify that these documents have been created by MHRA should any receiving country have queries. All such queries must be sent to <u>Device.cfs@mhra.gov.uk</u>
The account number for your company/organisation is 0000005365. Sign into your account.
Remember: do not share your account details and keep them safe. MHRA won't accept responsibility for any unauthorised access to your account.

Please do not respond directly to this email address. The originating email account is not monitored.

## **CFS** layout

**Please note** the expiry date on all CFS certificates will be the earliest Conformity Assessment document expiry date of any device included in the CFS order plus 365 days. For devices with Declaration of Conformity or Custom-made Statements the maximum validity will be 5 years.



Yours sincerely,

## Schedule layout

**Please note** only the Medical Device Name, Model/Version and Catalogue/Reference, Basic UDI DI and UKCA or CE Certificate Reference No. data will appear on the CFS certificate or schedule. If any of these fields have not been populated in the registrations system, ' 'Not applicable' or N/A' or will appear on the CFS certificate or schedule. To populate these fields, where applicable, follow the Update products instructions in the **Device Registration Reference Guide**.

If you select more than one product, your products will appear on the Schedule attached to the CFS Certificate. Please also note that it is the product that is added to the CFS order (Medical Device Name, Model/Version and Catalogue/Reference, Basic UDI DI and UKCA or CE Certificate Reference No. **only**) not the device (GMDN<sup>®</sup> Code or Term).

Certificate Reference: 2023051202218001/1 Ordered on: 12/05/2023

Directive/Regulation: CE under EU MDD 93/42/EEC, CE under EU IVDD 98/79/EC, UKCA under UK MDR (2002/618) Part II,

Manufacturer Name: DEMO Represented Organisation

CFS Expiry Date: 31/10/2024

Addresses:

[UK Responsible Person] Manufacturing site/Physical manufacturer: India Medical Co , Andhra Cantt, Hyderabad, Andhra Pradesh, 523270, India

[UK Responsible Person] Manufacturing site/Physical manufacturer: Mexico Medical Inc, 123 Road, Cancun, Yucatan, 12345, Mexico

#	Medical Device Name	Model/Version	Catalogue/ Reference	Basic UDI DI	Certificate Reference No.
1	Altmatsys	Altmatsys1	AMS/001/01	N/A	BSI_6533453
2	Custom retainer	Cusret1	Not Applicable	N/A	N/A
3	Custom retainer- child	Cusretchild1	Not Applicable	N/A	N/A
4	Premium Stent A	3mm	S46465	8788787656	67868768, 5746576567_EU MDR Art120 Extension
5	Premium Stent A	2.5mm	S87878	8788787656	67868768, 5746576567_EU MDR Art120 Extension
6	Premium Stent A Plus	5mm	S45466	8788787656	67868768, 5746576567_EU MDR Art120 Extension
7	Premium Stent A Plus	4mm	S35454	8788787656	67868768, 5746576567_EU MDR Art120 Extension
8	Premium Stent B	3mm	S64646	8788787656	67868768, 5746576567_EU MDR Art120 Extension
9	Premium Stent B	2.5mm	S35445	8788787656	67868768, 5746576567_EU MDR Art120 Extension
10	Supersharp Stainless	21cm	SSS/21/001	657668787889898	67868768
11	Supersharp Stainless	26cm	SSS/26/001	657668787889898	67868768
12	Toxogon10	Not Applicable	10/TG/444	076568548548	546576767
13	Toxogon10	Not Applicable	10/TG/333	076568548548	546576767
		1	Page 2 of 3	I	

## Manage registered devices

If products need to be added or removed from an existing registered device or Conformity Assessment documents certificates need to be uploaded, linked, or removed (unlinked) from existing registered devices this can be done using the Manage registered devices function. There is currently no fee to do this.

Follow the instructions in the Updating Registrations section of the **Device Registration Reference Guide** to Manage registered devices.

## Update registered devices and products

If products need to be updated, for example Catalogue/Reference data has changed or was not added at the time of registration, this can be done using the Update registered devices and products function. If Medical Device Name or Model/Version needs to be updated, you will need to remove the product and add it again. There is currently no fee to do this.

If Basic UDI DI needs to be added follow the Update Device Details instructions in the **Device Registration Reference Guide**.

If product data needs to be updated, follow the Update products instructions in the **Device Registration Reference Guide**.

## **Re-ordering a CFS**

You can repeat a previous CFS order, optionally amending any of the information entered previously.

1. In your list of applications, **select** the previously completed application you would like to reorder by **clicking** on the Reference number.

**Please note** you will not be able to use the 'Reorder' functionality for any CFS orders submitted prior to 23 May <u>2018</u>.

Oraft Applica earch by manufacture	er name or reference number           SEARCH         Service	All Types 🔹	Show A	W Types 🔹	Show 10 per p
Reference	Manufacturer	Application Type	Sul	bmitted/ Saved On	ţs
earch by organisation	name or reference number				
Reference	Organisation	Applicatior	Show A	W Types	Show 10 per p
Reference 202011180216096	Organisation DEMO Represented Organisation	Application CFS Order	Show A	Submitted/ Se	Show         10 per p           aved On         ↓         \$           2020
Reference 202011180216096 202011180216091	SEARCH Organisation DEMO Represented Organisation DEMO Represented Organisation	Application CFS Order Device Ame	Show A	Submitted/ Se 18 November 18 November	Show         10 per
Reference 202011180216096 202011180216091 202011170216039	SEARCH       Organisation       DEMO Represented Organisation       DEMO Represented Organisation       MHRA DEMO	Application CFS Order Device Ame Device Ame	Show A Type endment endment	W Types  Submitted/ Sa I8 November I8 November I7 November	Show         10 per per           aved On         1         S           2020
Reference           202011180216096           202011180216091           202011170216039           202011150115990	SEARCH Organisation DEMO Represented Organisation DEMO Represented Organisation MHRA DEMO DEMO Represented Organisation Two	Application CFS Order Device Ame Device Ame Device Ame	Show A	W Types  Submitted/ Sa I8 November I8 November I8 November I5 November N I5 November	Show         10 per per           aved On         I         S           2020             2020             2020             2020             2020             2020
Reference           202011180216096           202011180216091           202011170216039           202011150115990           202011150115989	SEARCH SE	Application CFS Order Device Ame Device Ame Device/mar New device	Show A	W Types  Submitted/ Se Submitted/ Se I8 November I8 November I7 November I5 November I5 November	Show         10 per per           aved On         1         S           2020         -         1           2020         -         1           2020         -         1           2020         -         1           2020         -         1           2020         -         1           2020         -         1           2020         -         1           2020         -         1
Reference           202011180216096           202011180216091           202011170216039           202011150115990           202011150115989           202011140015984	SEARCH SE	Application CFS Order Device Ame Device Ame Device Ame Device Ame Device Ame New device Registration	Show A	W Types  Submitted/ Sa Submitted/ Sa I8 November I8 November I8 November I5 November I5 November I4 November I4 November	Show         10 per
Reference           202011180216096           202011180216091           202011170216039           202011150115990           202011150115989           202011140015984           202011140015983	SEARCH       Organisation       DEMO Represented Organisation       DEMO Represented Organisation       MHRA DEMO       DEMO Represented Organisation Two       MHRA DEMO       DEMO Represented Organisation Two       DEMO Represented Organisation Two       DEMO Represented Organisation Two       MHRA DEMO       MHRA DEMO       MHRA DEMO       MHRA DEMO       MHRA DEMO	Application CFS Order Device Ame Device Ame Device/mar New device Registration Registration	Show A	W Types  Submitted/ Se Submitted/ Se I8 November I8 November I7 November I5 November I5 November I4 November I4 November I4 November I4 November	Show         10 per
Reference           202011180216096           202011180216091           202011170216039           202011150115990           202011150115989           202011140015984           202011140015983           202011140015988	SEARCH SEARCH	Application CFS Order Device Ame Device Ame	Show A	W Types  Submitted/Sa Submitted/Sa I8 November I8 November I8 November I5 November I4 November I4 November I4 November I4 November I4 November I4 November	Show         10 per
Reference           202011180216096           202011180216091           202011170216039           202011150115990           202011150115989           202011140015984           202011140015983           202011140115988           202011140115988	SEARCH       Organisation       DEMO Represented Organisation       DEMO Represented Organisation       MHRA DEMO       DEMO Represented Organisation Two       MHRA DEMO       DEMO Represented Organisation       MHRA DEMO       MHRA DEMO       DEMO Represented Organisation       MHRA DEMO       DEMO Represented Organisation       DEMO Represented Organisation       DEMO Represented Organisation       DEMO Represented Organisation	Application CFS Order Device Ame Device Ame Device/man New device Registration New device New device	Show A	W Types • Submitted/ Sa 18 November 18 November 17 November 15 November 14 November 14 November 14 November 14 November	Show         10 per

2. Select the Reorder CFS link in the top right corner.

020111802	16096		
IMMARY PRODUCTS	NEWS		
ummary			
pplication			
Submitted on:	18 November 2020		
Status:	Completed		
/lanufacturer			
Name:	DEMO Represented Organisation		
Organisation Role:	Manufacturer		
Represented by:	MHRA DEMO		
Contact:	Jane Smith   devices.transformation@mhra.gov.uk   0203080	6000	
Countries & n	umber of copies		
Country		Number of copies	
Ghana		2	
United Arab Emirates		2	
otal number of CF	S copies: 4		

3. The products and information entered on the previous order will be pre-populated, providing Conformity Assessment certificates are still valid, but you can add or remove products for the new order as required. Select the Click here to view link to view all products on the original order.

Devices & products	Certificate deta	ils Rev	riew	Payment	Confirmation
The table below shows CFS-ready of Products to check if they are CFS of	devices only, e.g. devices which includ	e valid UKCA/CE/CE (UK NI) certificate	s and product information. If you car	not see the device/s you wish to orde	er CFS for, please go to Devices and
Device Type / Class:	GMDN Code / Term:	Medical device name:	Registered Date:	Search by model:	UDI Issuing Entity:
Select device type / Class 🔹 💌			dd/mm/yggy		
Custom Made:	Is Measuring:	Is Single-use:	is implantable:	Is Active:	UDI-DI Number:
- •			- •		
Device Reg Under 2017:	Is Sterile:	UKCA/CE/CE (UK NI) Expiry	Basic UDI-DI Issuing Entity:	Basic UDI-DI Number:	Product Status:
- •	•	dd/mm/www	- *		
Presence of Medicinal/Herbal	Presence of Blood/Plasma	Has a Clinical investigation	Intended purpose other than	is intended to	Is Reprocessed single-use:
substance:	substance:	been conducted:	medical(Annex XVI):	Administer/remove medicinal	
- *	*		- •	- *	
Containing latex:	Human cells or tissues:	Animal cells or tissues:	MRI safety information:	Need for sterilisation before	CMR/Endocrine disruptor:
- *	- *		- *	use:	
JKCA/CE/CE (UK NI) Certificate/ Declaration of Conformity/ Custom made statement:					SEARCH CLEAR
Select Products				_	
ADD ALL PRODUCTS TO CART		Show 10	•	2 pr	oducts selected Click here to view
Medical device name			t	Model	
Cartilage 1				Cartilage 1	
Cartilage 2				546565	

4. To remove product not required on this new order **click** the red X next to the product.

		Hide cart
Medical device name	† Model	
Cartilage 1	Cartilage 1	×
Cartilage 2	546565	×
The maximum number of products per CFS order is 1000		
Number of product(s) selected. 2		

5. Click the Continue button.

6. Make any required changes to Addresses.

Devices & p	products	Certificate details	Review	Payment	Confirmation
ddress to l	be printeo	d on CFS			
	Registere	d Address:			MANAGE ADDRESSES
	123 Str 12345, Un	eet, Sea View Industrial Estate, E ited States	Boston, MA,		
	One addit	ional address on certificates:			
	[UK Resp	onsible Person] [Registered Addres	s] 10 South Colonnade, Canary V	Vharf, London, E14 4PU, England, Un	ited Kingdom 👻
	You can ch	oose only one additional address to	o be printed on certificates.		
	More add	resses on schedule:			
	[Manufac	turer] [Manufacturing site/Physical	manufacturer] Mexico Medical I	nc, Zona Industriale, Cancun, Yucata	n, 456565, Mexico 🔹
	Any other	addresses you choose will be printe	ed on the schedule.		
	0	1			
	Please note	we will try to accommodate your requ	iest, but this cannot be guaranteed		
ertificate (	Please note	e we will try to accommodate your requ ddress	uest, but this cannot be guaranteed		
ertificate o	Please note delivery a • • Registe	e we will try to accommodate your requ ddress red address:	uest, but this cannot be guaranteed		MANAGE ADDRESSES
ertificate o	Please note delivery a • @ Registe 10 Sou 4PU, Engla	we will try to accommodate your requ ddress red address: th Colonnade, Canary Wharf, Lor and, United Kingdom	uest, but this cannot be guaranteed		MANAGE ADDRESSES
ertificate o	Please note delivery a • © Registe 10 Sou 4PU, Engle tries and r	we will try to accommodate your requ ddress red address: th Colonnade, Canary Wharf, Lor and, United Kingdom	uest, but this cannot be guaranteed Indon, E14	· · · · · · · · · · · · · · · · · · ·	MANAGE ADDRESSES
Certificate o	Please note delivery a • Registe 10 Sou 4PU, Engle tries and r	we will try to accommodate your requ ddress red address: th Colonnade, Canary Wharf, Lor and, United Kingdom	uest, but this cannot be guaranteed Indon, E14	Number of cartificator	MANAGE ADDRESSES

- 7. Make any required changes to Countries and number of certificates. If you want to remove a country that was on the original order, **click** the red **X**.
- 8. Click continue to the review page and <u>Review your order and preview CFS Certificate</u> and <u>Schedule</u> then <u>Pay for your CFS Order</u>.

**Important note:** Fee in screenshot is for illustrative purposes only. Check current <u>fee</u> on our website.

Ghana x       2       Do not specify a country         United Arab Emirates x       2       Do not specify a country         • Add country       2       Do not specify a country         • Add country	Ghana x       2       Do not specify a country         United Arab Emirates x       2       Do not specify a country         • Add country       2       Do not specify a country         • Add country       7       Total number of certificates: 4         Price: £75.00       We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	country	Number of certificates	
United Arab Emirates x       2       Do not specify a country         Image: Add country       7       7       7         Total number of certificates: 4       7       7       7         Price: £75.00       7       10 0 certificates and £10.00 for each additional certificate       7	United Arab Emirates x       2       Do not specify a country         O Add country       Total number of certificates: 4       Price: £75.00         We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate       Image: Certificate in the image: Certif	Ghana 🗙	2	Do not specify a country
• Add country Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	• Add country Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	United Arab Emirates 🗙	2	Do not specify a country
Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Total number of certificates: 4 Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Add country		
Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Total number of contificators 4		
Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Price: £75.00 We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Total number of certificates: 4		
We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	Price: £75.00		
We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate	We charge £75.00 for 1 to 10 certificates and £10.00 for each additional certificate			
			litional certificate	
		We charge £75.00 for 1 to 10 certificates and £10.00 for each add		

## Save and exit: resume applications

When completing an application, you can save, exit and return to completing the application from where you left off. This option is not available on all screens.

Please follow the instructions in the **Device Registration Reference Guide**.

## Adding a New Manufacturer (for UKRP in UK and AR in NI)

Follow the instructions in the Updating Registrations section of **the Device Registration Reference Guide** for Adding a Manufacturer. The current <u>statutory fee</u> will be payable.

## Annex I – Workflow

