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| --- |
| **Request to Terminate a licence/authorisation/registration** |
| **Company** |  |
| **Lic/Auth/Reg no:** |  |
| **Please terminate the following: (tick all of those which you no longer require).** |
| **MIA** | **[ ]**  | **MANA** | **[ ]**  | **MS** | **[ ]**  | **MANSA** | **[ ]**  |
| **MIA(IMP)** | **[ ]**  | **MeAT** | **[ ]**  | **NOP** | **[ ]**  | **BEA** | **[ ]**  |
| **WDA (H)** | **[ ]**  | **WDA (V)** | **[ ]**  | **API** | **[ ]**  | **BRKR** | **[ ]**  |
| **Reason for Termination:** |
| **Select all those that the company had responsibility for under the Licence/Authorisation/Registration(s) that is/are being terminated:** |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stability Studies | ¨ | Retention Samples Storage | ¨ | Manufacturing and TestingEquipment  | ¨ |
| Complaints and PVManagement | ¨ | Work In progress materials | ¨ | Finished Product | ¨ |
| RecallManagement  | ¨ | Raw Materials | ¨ | Record Storage | ¨ |

 |
| **For all those selected please provide details below for companies or persons who will manage those items through to the end of shelf life of batches and archival requirements for documentation:***If any remaining materials or items have been destroyed, please state.**If any remaining materials or equipment have been sold, please confirm if relevant testing and calibration/maintenance activities have been completed post final usage and prior to the sale.**Storage locations for materials and/or records.*  |
| **Reminder to licence/authorisation/registration holders requesting termination:*** **Once the licence, authorisation or registration has been terminated it is illegal to carry out any activity that requires a licence, authorisation or registration.**
* **It is the obligation of the licence, authorisation or registration holder to ensure all contract givers, contract acceptors and customers have been informed of the termination as relevant.**
* **Once the licence, authorisation or registration has been terminated if a new application is submitted at any point in the future, no fee reduction will apply because a licence, authorisation or registration was previously held.**
* **The licence, authorisation or registration holder may have additional responsibilities e.g. for the retention of records, safe disposal of stock or materials, if you have any doubt contact the Inspectorate for advice before a request is made to terminate the licence, authorisation or registration.**
* **There is routinely a delay of 28 days before the termination is processed.**
* **To avoid liability for the annual service fee the licence, authorisation or registration the request to terminate must be submitted on/before 31 December.**
* **The details of the termination will be published on the MHRA website.**
 |
| **Requested by:** |  | **Date:**  |  |
| **Job Title:** |  |

**Form T V1.0 Please e-mail to:** pcl@mhra.gov.uk