

## User reference guide – Paying online before submitting a Development Safety Update Report (DSUR)

### Step 1:

Please visit the dedicated [DSUR page within GOV.UK Pay](#) where you can pay the DSUR review 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.



Medicines & Healthcare products Regulatory Agency

Medicines and Healthcare products Regulatory Agency

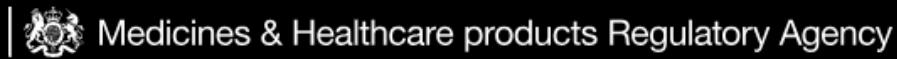
## Pay for a DSUR submission

Use this service to pay for a Development Safety Update Report (DSUR) submission by Credit or Debit Card.

[Continue](#)

## Step 2:

You will need to enter a payment reference 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 Payment Reference Number

Please enter in the following format

'DSUR-[5 digit MHRA company number]-[Investigational Medicinal Product]-[Payment date DD/MM/YYYY]'

e.g. 'DSUR-12345-IMP-31/10/2024'

[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.

The format of the payment reference number must be adhered to for us to match a payment to a DSUR submission and allocate monies correctly with internal systems.

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

### Step 3:

The DSUR fee is pre-set. Please check all details before entering payment and billing details of the paying company:



Medicines & Healthcare products Regulatory Agency

[< Back](#)

## Pay for a DSUR submission

### Check your details

|                                 |                           |                        |
|---------------------------------|---------------------------|------------------------|
| <b>Payment Reference Number</b> | DSUR-12345-IMP-01/01/2025 | <a href="#">Change</a> |
|---------------------------------|---------------------------|------------------------|

|                     |         |
|---------------------|---------|
| <b>Total to pay</b> | £248.00 |
|---------------------|---------|

[Continue to payment](#)

Please note, using a card issued in a country that is different to that of the IP address where the card is being used online will lead to payments being declined by the portal.

**Step 4:**

A receipt will be generated and emailed to the contact details you have provided upon payment:



**Your payment of £248.00 to MHRA was successful**

Payment for: MHRA Pay

Reference: DSUR-12345-IMP-01/01/2025

Date of payment: 1 January 2025 – 09:23:34

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

This emailed receipt must be included in its original format (no PDF copy) as a standalone document alongside the cover letter and DSUR report in the submission to the MHRA – screenshots will not be accepted and will render the submission invalid.

Submissions that fail to include this receipt will be made invalid and you will be requested to resubmit.

## **Further Information**

This fee covers the service charge of the MHRA reviewing the DSUR. 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 reflect a fee waiver will be considered valid.

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

Advanced online payments are not recommended, and the onus will be on the Sponsor and CRO to ensure they still in the position to be submitting a DSUR by its deadline date.

Submissions that do not provide proof of payment indicate a failure to submit annual safety reports and you will be expected to document and retain this non-compliance in the Trial Master File, with appropriate corrective and preventative actions.

Failure to recognise submissions are invalid, overdue and not resubmitted in a timely manner may result in GCP inspection findings, especially where repeated failures are identified.

## **Contact Details**

For all enquiries on these fees please contact [DSURfees@mhra.gov.uk](mailto:DSURfees@mhra.gov.uk)