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| Breakdown of Fees for Variations to Manufacturer’s Licences\* |

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| --- | --- | --- | --- |
| Description | Addition | Amendment | Deletion |
| Company Name |  | Admin. |  |
| Trading Style | Admin. | Admin. | Admin. |
|  |  |  |  |
| Company Contact  |  | Admin. |  |
| Company Address |  | Admin. |  |
| Company Address plus site address | Standard | Standard/Admin. |  |
|  |  |  |  |
| Communications Contact | Admin. | Admin. | Admin. |
| Communications Address | Admin. | Admin. | Admin. |
|  |  |  |  |
| Invoicing Contact | Admin. | Admin. | Admin. |
| Invoicing Address | Admin. | Admin. | Admin. |
|  |  |  |  |
| Any - Telephone, e-mail, mobile details | No Fee | No Fee | No Fee |
| Any - Postcode Changes due to Royal Mail |  | No Fee |  |
|  |  |  |  |
| Add a new site (Including Contract Laboratories and Storage and Handling)  | Standard |  |  |
| Delete an existing site  |  |  | Admin |
|  |  |  |  |
| Site Name |  | Admin. |  |
| Site name plus company name |  | Standard |  |
| Site Address |  | Standard | Admin. |
| Site Functions  | Standard | Standard | Admin. |
| Operations conducted at the site | Standard | Standard | Admin. |
|  |  |  |  |
| Named Persons, Site Contact.  | Admin | See below.  | Admin |
| Named Persons (including Qualified Person, Quality Controller and Production Manager) | Standard | See below.  | Admin |
| Amend details e.g. due to marriage |  | Admin. |  |
| Amend details e.g. update CV |  | Admin. |  |
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| Notes: |
| Where multiple changes are required and more than one fee category applies the higher fee will be applied.  |
| Where identical bulk changes are submitted, i.e. the licence holder requires exactly the same changes to be applied to a number of different licences, the licence attracting the higher fee will be charged at the full rate and the remaining changes at 50%. |
| These fees comprise the Administrative portion of the fee and particularly in the case of changes which attract the Standard Fee an Inspection may be necessary in which case an additional fee will be payable. |
| \* Excludes Non-Orthodox Practitioners (NOP) Licences |