

April 2009

- Business Application -
How to prepare and submit
a notification form

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Chapter 1

Introduction

You are about to fill in and submit your notification to the national authorities of the Member States. Please read this manual as it explains how to correctly complete and send the form through the Business Application.

Notification obligation

The Business Application has been created in order to simplify the practical aspects of the obligation of producers and distributors under Article 5(3) of the General Product Safety Directive (2001/95/EC, GPSD) to notify the competent national authorities of the Member States if they know or ought to know, on the basis of the information in their possession and as professionals, that a product they have placed on the market is dangerous.

Guidelines

After consultation of the Member States within the GPSD Committee, the Commission has adopted '*Guidelines for the notification of dangerous consumer products to the competent authorities of the Member States by producers and distributors in accordance with Article 5(3) of Directive 2001/95/EC*' ('Business Guidelines'). These guidelines clarify the scope of the notification obligation, provide relevant criteria for determining what are 'dangerous products', and explain to whom and how the notification should be submitted.

It is highly recommended that you read these guidelines before completing and sending a notification through the Business Application. The guidelines are available on the Europa website:

http://ec.europa.eu/consumers/safety/rapex/guidelines_business_en.htm.

More information about the General Product Safety Directive (GPSD) can also be found on the Europa website: http://ec.europa.eu/consumers/safety/prod_legis/index_en.htm .

National authorities

Producers and distributors are encouraged to contact the national authorities of the Member States if they have evidence or just suspicion of a potential problem in order to discuss whether a notification is appropriate. The authorities will assist them in meeting their notification obligations.

The updated list of national market surveillance authorities is available on the Europa website: http://ec.europa.eu/consumers/safety/rapex/guidelines_business_en.htm.

Business Application

The Business Application consists of two elements: the notification form and the online database.

The notification form is intended for producers and distributors. Producers and distributors should use this form in order to inform the competent national authorities of the Member States that a product they have placed on the market is dangerous, in line with their obligation under Article 5(3) of the GPSD. All notifications will be sent to and stored in the online database.

The notification form is available in five languages: English, French, German, Italian and Spanish, and can be completed in one of these languages.

The online database is intended exclusively for the national authorities of the Member States responsible for receiving notifications of dangerous consumer products submitted by producers and distributors. Businesses do not have access to the database. In the database, the national authorities can view and process notifications sent by businesses.

Submission of the notification

In order to inform the national authorities of the Member States — through the Business Application — that a product placed on the market is dangerous, you should proceed as follows:

Step 1. Read this manual and the ‘Business Guidelines’.

Step 2. Download the notification form.

The notification form (in five language versions) is available on the Business Application website: <https://webgate.ec.europa.eu/gpsd-ba>

GPSD Business

Welcome into GPSD-Business Application

Overview of the Application

For Producers and Distributors

Please note that in order to use the notification form, you need **Acrobat Reader** version **7.0.7** or higher installed in your computer.

- 1.- **Read the manual**
- 2.- **Download the form**
 - + English
 - + French
 - + German
 - + Italian
 - + Spanish
- 3.- **Complete the form**
- 4.- **Submit the form**
Please note that *no browser is needed*.
- 5.- **Save the form**
Keep it on your PC for future reference.

For National Authorities

You can access the application by clicking **here***.

**Please note that only national authorities of Member States responsible for receiving notification submitted by business have access to this application*

Step 3. Complete the notification form.

Information provided in the form should be as complete as possible: producers and distributors should fill in all the fields in the form (otherwise it cannot be submitted to the database). If any information is not available, this should be indicated.

The notification form contains various fields: multiple check boxes, fields with drop-down menus as well as text fields. When filling in the latter, the information you provide should be *short* and *precise*. Please note that text fields are limited to 4 000 characters.

Please see Chapters 2.1 – 2.8 of the manual on how to fill in each section of the notification form.

Step 4. Submit the notification form.

Please see Chapter 2.9 of the manual on how to submit the notification to the database.

Step 5. Confirm the submission of the notification form.

Please see Chapter 3 of the manual on how to confirm the submission of the notification to the database.

Requirements

The following are required for completing and sending the notification form:

- Adobe Reader version 8.1.2 or higher
- Microsoft Internet Explorer version 6. Internet Explorer should have JavaScript enabled and accept cookies (no personal data is stored in any cookies or log files)
- Computer monitor resolution of at least 1024 x 768 pixels.

Attachments

Please note that only the following file types are supported for additional documentation:

- *.doc extension: MS Word files*
- *.pdf extension: Acrobat Reader files*
- *.txt extension: Raw text file supported by all text editors*
- *.xls or .csv extension: MS Excel files*
- *.jpeg or .jpg extension: Joint Photographic Experts Group (JPEG) format used for compressed images on the Internet*

Please note that *all* documents attached to the notification form cannot exceed a total of **4000 kilobytes (KB)** in size.

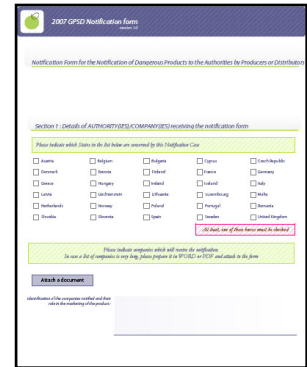
Contact

The online database is maintained by the European Commission's Directorate General responsible for consumers (sanco-businessapplication@ec.europa.eu).

Chapter 2

How to fill in and submit the notification form

This chapter of the manual explains step by step how to correctly fill in each section of the notification form. It also shows how — using the Business Application — to submit the notification to the national authorities of the Member States. The form is divided into 9 sections, as described below.



Chapter 2.1

Section 1 — Authority(ies)/company(ies) receiving the notification

Section 1 of the form consists of two parts.

In the first part, you should indicate the **Member States that are to receive your notification**.



As a general rule, a producer/distributor is required by the GPSD to notify the market surveillance authorities of all Member States where a dangerous product has been marketed or otherwise supplied to consumers. For exceptions, please refer to Chapter 4.2 of the 'Business Guidelines'.

To indicate a Member State, put a cross in the appropriate check box.

Please indicate which States in the list below are concerned by this Notification Case

<input checked="" type="checkbox"/> Austria	<input checked="" type="checkbox"/> Belgium	<input checked="" type="checkbox"/> Bulgaria	<input type="checkbox"/> Cyprus	<input type="checkbox"/> Czech Republic
<input type="checkbox"/> Denmark	<input checked="" type="checkbox"/> Estonia	<input checked="" type="checkbox"/> Finland	<input type="checkbox"/> France	<input type="checkbox"/> Germany
<input type="checkbox"/> Greece	<input checked="" type="checkbox"/> Hungary	<input checked="" type="checkbox"/> Ireland	<input type="checkbox"/> Iceland	<input type="checkbox"/> Italy
<input type="checkbox"/> Latvia	<input type="checkbox"/> Liechtenstein	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Malta
<input type="checkbox"/> Netherlands	<input type="checkbox"/> Norway	<input type="checkbox"/> Poland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Romania
<input type="checkbox"/> Slovakia	<input type="checkbox"/> Slovenia	<input type="checkbox"/> Spain	<input type="checkbox"/> Sweden	<input type="checkbox"/> United Kingdom

At least, one of these boxes must be checked

In the second part of this section, you should identify the **company(ies) that will receive your notification** and the role that these companies have in the marketing of the product. For example, if you are a producer, you should identify all the distributors (which distributed the notified dangerous product), who should then be sent this notification.

This will prevent distributors from sending notifications to the national authorities of the Member States as they will know that the product has already been notified by a producer.



Please note that the Business Application is intended exclusively for the national authorities of the Member States, so you should send your notification to the indicated companies by other means such as email or fax.

Please provide **complete information about each company** (name, address, phone and fax numbers, email address and website) by entering them in a text box.

Identification of the companies notified and their role in the marketing of the product :

1. Distributor in Belgium

Name: 'Best toys1'
Address: Rue Loi 56
Bruxelles 1070
Phone number: +32 2 595 68 75
Fax number: + 032 2 596 98 79
e-mail: besttoys1@com.be

2. Distributor in the UK

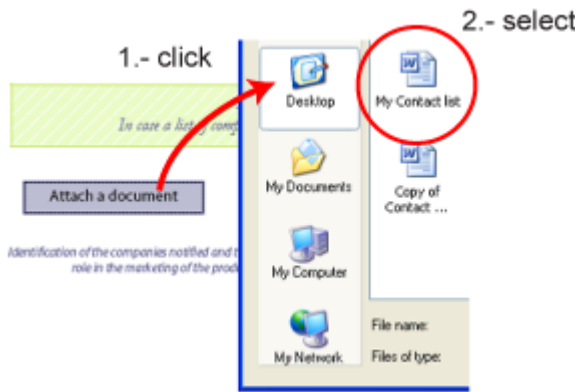
Name: 'Best toys 2'
Address: 81 Rivington Street
London
Phone number: + 020 9567 2573
Fax number: + 020 1589 5789
e-mail: besttoys2@com.uk

If the list of companies is very long, please provide it in a separate document and attach it to the form.

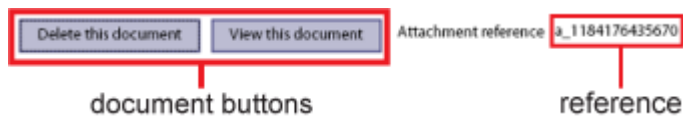
Attach a document

Identification of the companies notified and their role in the marketing of the product :

To do this, click on the 'Attach a document' button (1) and select the appropriate file (2).



Once the list of companies is attached to the notification form, a reference will be added along with document buttons to view or delete the list.

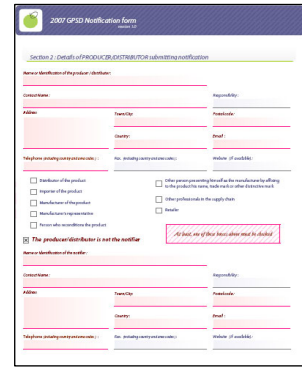


(To view a document, you need to have the PDF Attachment Settings enabled).

Please note that the attached list will be available to the national authorities of the Member States only after the entire notification form has been submitted to the database.

Chapter 2.2

Section 2: Details of producer/distributor submitting the notification



Section 2 of the form consists of two parts.

In the first part, please **identify yourself** by entering your name and complete contact details such as your address, phone and e-mail address. You should also give details of a contact person able to give additional information if necessary.



Please note that according to the GPSD:

- a **'producer'** is a manufacturer of a product who is established in the Community and any other person presenting himself as a manufacturer by affixing to a product his name, trade mark or other distinctive mark, or the person who reconditions a product. If a manufacturer is not established in the Community, then a representative of the manufacturer who is established in the Community is regarded as a producer. If there is no such representative, an importer of a product or other professionals in the supply chain, insofar as their activities may affect the safety properties of a product placed on the market are considered to be a 'producer' here;
- a **'distributor'** is any professional in the supply chain whose activity does not affect the safety properties of a product.

For example, if a notified product was manufactured outside the EU and there is no manufacturer's representative established in the EU, an importer of this product is regarded as a producer and its contact details should be provided in the first part of this section.

Name or identification of the producer/distributor :

"Best toys"

Contact Name :

Acke Nillson

Responsibility :

Manager

Address

Vasagatan 12

Town/City:

STOCKHOLM

Postal code :

110 00

Country:

Sweden

Email :

acknilson@best-toys.se

Telephone (including country and area codes) :

+ 46-8-411 76 37

Fax. (including country and area codes) :

+ 46-8-632 75 67

Website (if available) :

www.best-toys.com

- Distributor of the product
- Importer of the product
- Manufacturer of the product
- Manufacturer's representative
- Person who reconditions the product

- Other person presenting himself as the manufacturer by affixing to the product his name, trade mark or other distinctive mark
- Other professionals in the supply chain
- Retailer

At least, one of these boxes above must be checked

If a notification form is not filled in directly by a producer/distributor but by a third party (e.g. a law firm) acting on a producer's/distributor's behalf, its contact details should be provided in the second part of section 2.

Please note, however, that information about a producer/distributor should always be provided in the first part of this section.

In order to open the second part of section 2, please mark the 'producer/distributor is not the notifier' check box.

The producer/distributor is not the notifier

<i>Name or Identification of the notifier:</i> Law Office of Hans Meier		
<i>Contact Name :</i> Hans Meier		<i>Responsibility :</i> -
<i>Address</i> Vaihinger Str. 124	<i>Town/City:</i> Stuttgart	<i>Postal code:</i> 70247
	<i>Country:</i> Germany	<i>Email :</i> Hans_Meier@law.de
<i>Telephone (including country and area codes) :</i> + 49-711- 256-98-75	<i>Fax. (including country and area codes) :</i> + 49-711- 578- 56-27	<i>Website (if available) :</i> www.carl-porter.com

Chapter 2.3

Section 3 — Details of the product involved



In section 3 of the form, please **identify precisely the notified dangerous product**. Provide as much detail as possible in order to avoid confusion.

The first step in completing this section is to **identify the product category**. If you cannot find a category that matches the product, please use the ‘other’ text box to describe it.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Electrical appliances | <input type="checkbox"/> House-hold appliances |
| <input type="checkbox"/> Child care articles | <input type="checkbox"/> Furniture | <input type="checkbox"/> Kitchen/Cooking accessories |
| <input type="checkbox"/> Children's equipment | <input type="checkbox"/> Gadgets | <input type="checkbox"/> Laser pointers |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Garden machines | <input type="checkbox"/> Lighters |
| <input type="checkbox"/> Computer hardware | <input type="checkbox"/> Gas appliances | <input type="checkbox"/> Motor vehicles |
| <input type="checkbox"/> Cosmetics and Hygiene | <input type="checkbox"/> Hobby/sports equipment | <input checked="" type="checkbox"/> Toys |

if other, please specify -> : _____

Please specify a sub-category if necessary : _____

In the next part of this section, please give **more specific information about the product** such as the model name, the trademark, the bar code and the product description. Make sure that the product description is *short* and *accurate*.

Trademark:

"Best Toys"

Model name:

'Soft teddy' Bar code: 4 6

Bar code:

5709557619318

CN Tariff:

-

Country of origin :

Sweden

Brief description : (please, give details, which would allow to identify the product) (max.4000 characters.)

Long description (over 4000 characters) should be prepared in the Word document and attached to the form.

A teddy made from white fur, wearing a red dotted bow.

Size: 23 cm.

Weight: 90 gram

Material: Soft plush

Color: white

Price: 13 €

All items were manufactured between 20.12.2005 - 20.12.2007

If a longer **technical description of the product** has to be attached, please upload it using the 'Attach a document' button.

Long description

This document must be in one of the following formats: WORD, PDF.

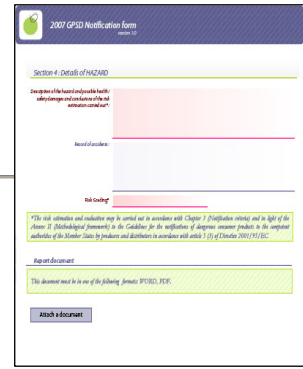


The product description should always be supported by **photographs**.



Chapter 2.4

Section 4: Details of the hazard



In the first field of section 4 please provide a **detailed description of the risks** posed by the notified product. It should include information about the **types of risks** (e.g. choking, electric shock, chemical, burns, etc.) followed by a short **summary of the laboratory or visual tests**. You should also clearly indicate if the notified product does not comply with the **safety requirements** under European or national standards and legislation.

Description of the hazard and possible health/safety damages and conclusions of the risk estimation carried out:*

The notified toy (teddy bear) poses a serious risk of choking to children.

During the tests carried out by the independent laboratory it has been discovered that the plastic eyes of the teddy bear can be easily detached using a force of less than 60 N. Detached eyes fit completely within the small parts cylinder defined by the European Harmonised Standard on Toys Safety EN 71. Detached eyes can be put by children (in particular below 36 months) into mouth and thus pose a risk of choking.

This toy does not comply with the safety requirements of the Council Directive of 3 May 1988 concerning the safety of toys (88/378/EEC) and the European Harmonised Standard on Toys Safety 71:1. The test report is attached.

The risk evaluation indicates that due to the high severity of potential injuries as well as high overall probability of the injuries the posed risk must be considered as serious. The risk assessment is attached.

In addition, please provide detailed **information about any incidents/accidents** reported as well as **complaints by consumers concerning the safety** of the notified product.

Record of accidents: So far, no incidents have been reported.
Two consumer complaints have been registered by the producer.



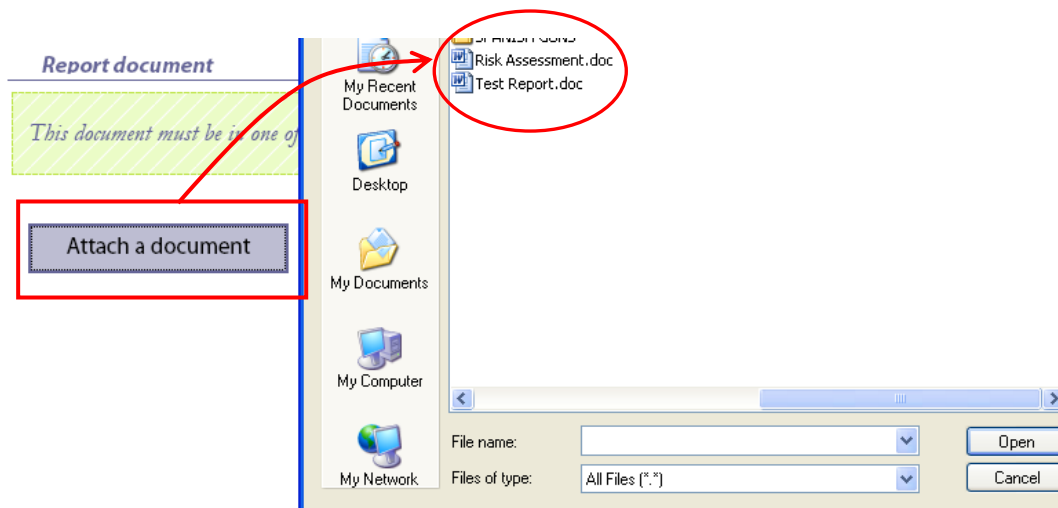
Please note that the risk estimation and grading should be carried out in accordance with the risk assessment method described in Annex II to the 'Business Guidelines'.

It is very important for you to be familiar with the risk assessment method before carrying out the risk evaluation and indicating **the risk grading of the notified product** in section 4.

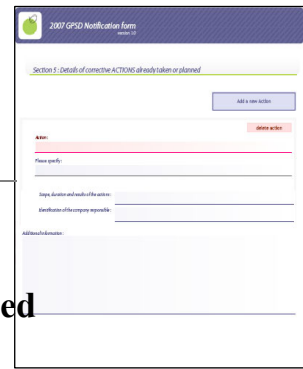
Risk Grading* **Serious**

**The risk estimation and evaluation may be carried out in accordance with Chapter 3 (Notification criteria) and in light of the Annex II (Methodological framework) to the Guidelines for the notifications of dangerous consumer products to the competent authorities of the Member States by producers and distributors in accordance with article 5 (3) of Directive 2001/95/EC*

In addition, you are welcome to attach more information, for example a **test report** and a description of the risk assessment evaluation and grading.



Please note that the national **market surveillance authorities are not bound by the results of the risk evaluation** and grading performed by a producer/distributor. The Member States authorities are entitled to perform an independent risk assessment of the notified product on the base of the data received from a producer/distributor and its findings may differ from those reported by the latter.



Chapter 2.5

Section 5: Details of corrective actions already taken or planned

This section of the notification form is for corrective actions taken or planned by a producer/distributor to reduce or eliminate the risk to consumers.

First of all, please indicate the type of action taken or planned. It should be selected from the dropdown list in the 'Action' field.

Action:

warning/information to consumers
Suspension of the product supply/display
Stop of the product marketing
Withdrawal of the product from the market
Recall of the product from consumers
Destruction of the product
Corrective actions
Other

You should then specify the action in more detail and provide information about its scope, duration and results. Finally, you should indicate the company responsible for the action.

Please specify:

The notified product has been withdrawn from all shops located in Belgium, Sweden and United Kingdom.

Scope, duration and results of the actions: Belgium, Sweden and United Kingdom.
01.01.2008 - 29.02.2008

Identification of the company responsible: "Best Toys"



Please note that according to the GPSD:

- '**withdrawal from the market**' – means any measure aimed at preventing the distribution, display and offer of a product dangerous to the consumer;
- '**recall from consumers**' – means any measure aimed at achieving the return of a dangerous product that has already been supplied or made available to consumers by the producer or distributor.

Each action should be clearly described in each 'action' box. If more than one action is taken, e.g. withdrawal from the market and recall from consumers, two or more 'action' boxes should be created.

To add more 'action' boxes, click on the 'Add a new Action' button.

The image shows a user interface for adding actions. At the top right is a button labeled "Add a new Action". Below it are two "Action box" forms. The first form is filled with the following text:

- Action :** Withdrawal of the product from the market
- Please specify :** The notified product has been withdrawn from all shops located in Belgium, Sweden and United Kingdom.
- Scope, duration and results of the actions :** Belgium, Sweden, United Kingdom. 01.01.2008 - 29.02.2008
- Identification of the company responsible :** Best Toys

The second form is empty and has a red arrow pointing to its top section. Each form has a "delete action" button in the top right corner.

If you wish to provide **additional information** on actions, please add this at the end of the section in the 'Additional information' text box.

Additional information :
In total 95.750 items have been withdrawn: 26.589 - Belgium, 23.650 - Sweden, 45.511 - United Kingdom. All withdrawn items will be destroyed in March 2008 (protocols will be sent to the competent market surveillance authorities).

To remove an action added by mistake click on the Delete button above the 'action' box.

This image shows a close-up of the "delete action" button and the top part of an "Action box" form. The button is labeled "delete action". Below it is the "Action :" field containing the text "ct from the market".

Chapter 2.6

Section 6: Details of other company(ies) in the supply chain which hold affected products

In section 6 of the form, please provide **details of companies in the supply chain which hold affected products** and indicate the approximate number of products in their hands.



Please note that under the 'Business Guidelines' this section needs to be completed only where:

- the **notified product poses a serious risk** to consumers (this is because in the event of a serious risk producers and distributors are required to include all the available information relevant for tracing the product);
- a **producer/distributor opts to submit the notification only to the authority of the Member State in which it is established**, which will then transmit this notification to other Member States through the RAPEX system.

In each 'company' box please specify the contact details of **only one company** and the number of products it holds.

delete		
<i>Company name</i> "Best Toys"		<i>Company type:</i> Distributor
<i>Address</i> Plac Poswtancow Warszawy 7	<i>Town/City:</i> Warsaw	<i>Postal Code:</i> 00-950
	<i>Country:</i> Poland	<i>Tel. (incl. country and area codes) :</i> +48-22-689-10-10
<i>Fax. (including country and area codes):</i> +48-22-559-82-59	<i>Email:</i> besttoys4@com.pl	<i>Web site (if available)</i> www.best-toys4.com
Product information		
<i>Number of products held:</i> 15.265	<i>Reference number type</i> Serial number	<i>Reference number</i> TB-5684

To add another company, click on the ‘Add a new company’ button to open a new ‘company’ box.

Add a new company

Details of the COMPANY (IES)

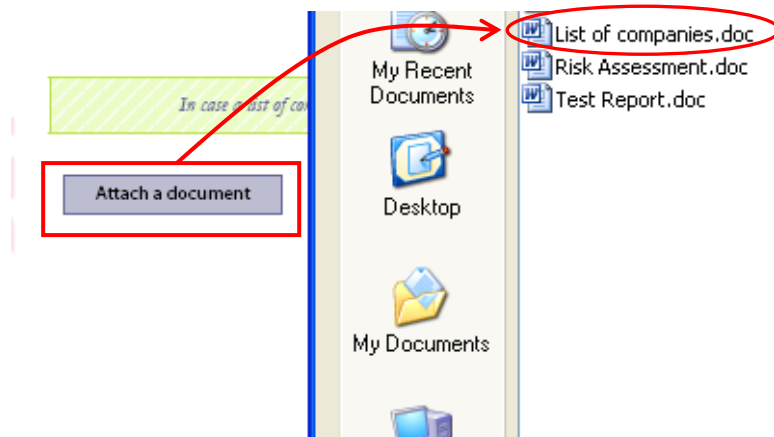
Company name "Best Toys"		Company type : Distributor	delete
Address Plac Powstancow Warszawy 7	Town/City: Warsaw	Postal Code: 00-950	
Fax. (including country and area codes) : +48-22-559-82-59	Country : Poland	Tel. (incl. country and area codes) : +48-22-689-10-10	
Email: besttoys4@com.pl	Web site (if available) www.best-toys4.com		
Product information			
Number of products held: 15,265	Reference number type Serial number	Reference number TB-5684	

Company name		Company type :	delete
Address	Town/City:	Postal Code:	
	Country :	Tel. (incl. country and area codes) :	
Fax. (including country and area codes) :	Email:	Web site (if available)	
Product information			
Number of products held:	Reference number type	Reference number	

To remove a company added by mistake click on the Delete button above the ‘company’ box.

	delete
Company type :	Distributor
Town/City:	Warsaw
Postal Code:	00-950

If the list of companies is long, it can be prepared in a separate document and then attached to the form. Please make sure that the uploaded file has all the information given in the ‘company’ box.



At the end of this section, please provide the **total number of products hold by all companies**.

Section 6 : Details of other COMPANY(IES) in the supply chain which hold affected products

Companies should complete and send section 6 in case of a serious risk or when the producer/distributor opts to submit the notification only to the authority of the Member State in which he is established.

Details of the COMPANY (IES)

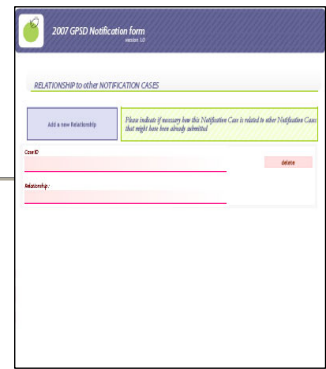
Add a new company

In case a list of companies is very long, please prepare it in WORD or PDF and attach to the form

Attach a document

Total number of products held :

A large, empty rectangular box with a light blue background, intended for entering the total number of products held.



Chapter 2.7

Section 7: Relationship to other notifications

In section 7 of the form, you may indicate that this notification **is related to** other notifications previously sent using the Business Application. This may be the case when for example you notify a product in the same category as one notified in the past.

In this section, you can also indicate that this notification is **an update** of a notification sent previously. For example, the information required for section 6 of the notification form may take longer to collect than for the other sections, because it may be necessary to collect it from several organisations. For this reason, the 'Business Guidelines' advise companies to send sections 1-5 as soon as possible and send section 6 as soon as the information is available.

To provide information in section 7, click on the 'Add a new Relationship' button



and then provide the requested details. In particular, you should indicate whether you want to relate your notification to another or update a previously sent notification. You will then be asked to give the 'Case ID' of the other notification (see chapter 3).

Case ID	2008/01/BE
Relationship :	Related to

To create more 'relationship' boxes, click on the 'Add a new Relationship' button.

Case ID	2008/01/BE
Relationship :	Update of

Case ID	
Relationship :	

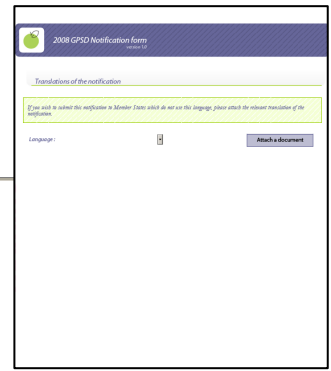
Relationship box

To remove a relationship added by mistake, click on the Delete button next to the 'relationship' box.

Add a new Relationship	<i>Please indicate if necessary how this Notification Case is related to other Notification Cases that might have been already submitted</i>
CaseID 2008/01/BE	delete
Relationship: Related to	

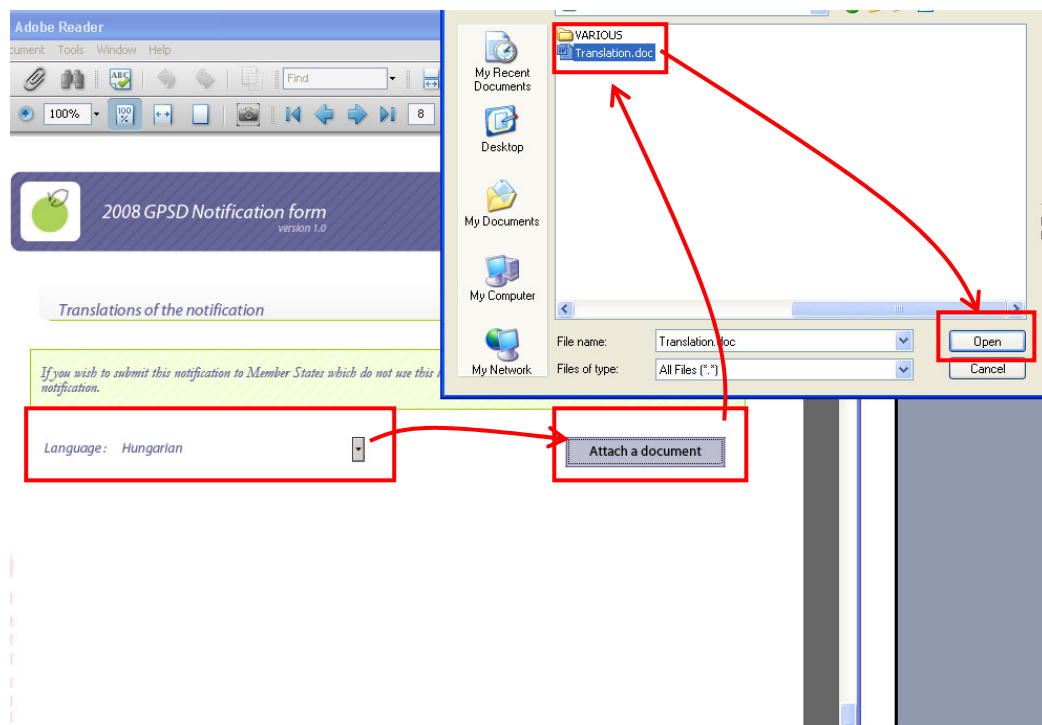
Chapter 2.8

Section 8: Translations of the notification



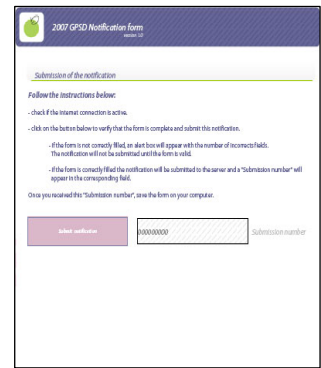
The notification form is available in five languages: **English, French, German, Italian and Spanish**, and can be completed in one of these languages.

If a notification is prepared in one of the above languages and it will be sent through the Business Application also to the Member States which do not work in that language, a producer or distributor should prepare translations of the notification and attach them to the form. For example, if you prepare a notification in English and Hungary is to receive your notification, you should attach the Hungarian translation of the notification.



Chapter 2.9

Section 9: Submission of the notification



2007 GPSD Notification Form
version 1.0

Submission of the notification

Follow the instructions below:

- check if the internet connection is active.
- click on the button below to verify that the form is complete and submit the notification.
- if the form is not correctly filled, an alert box will appear with the number of incorrect fields. The notification will not be submitted until the form is valid.
- if the form is correctly filled the notification will be submitted to the server and a "Submission number" will appear in the corresponding field.

Once you receive the "Submission number", save the form on your computer.

Submit notification Submission number

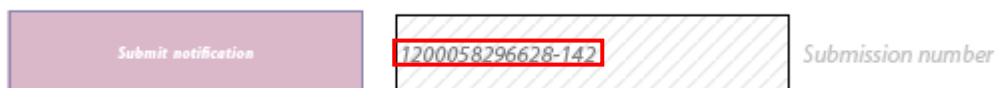
Once the notification form is completed you **can send it to the Business Application (database)** by clicking only **ONCE** on the 'Submit notification' button. **Please do not click on the "Submit notification" button more than once.**



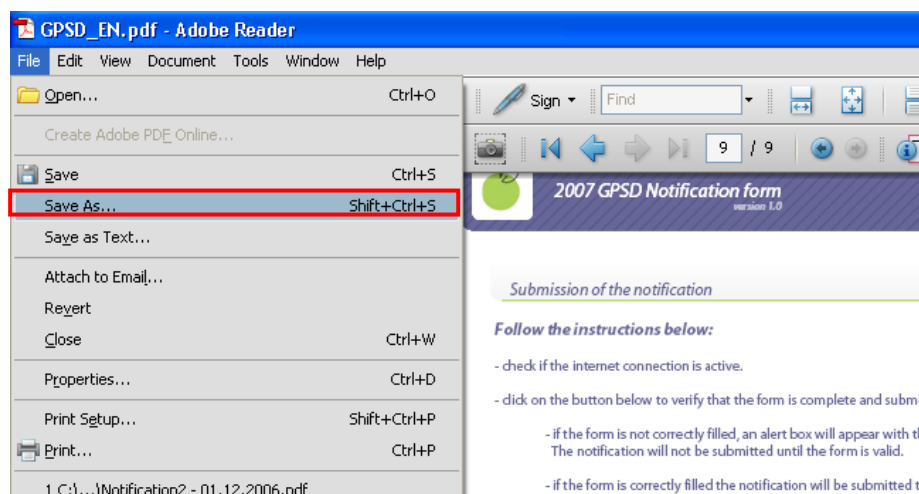
Please wait for a dialog box to confirm that the submission **was successful**. Click on the OK button to continue.



You will then see that the **submission number** (previously zero) has now been generated.

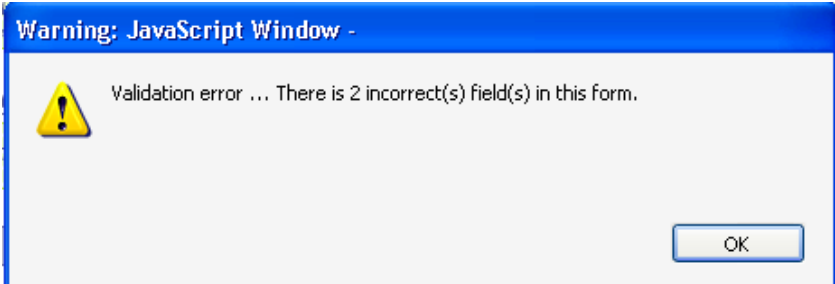


Once the notification form has been successfully sent to the Business Application and the submission number generated, please **save the form on your computer**.

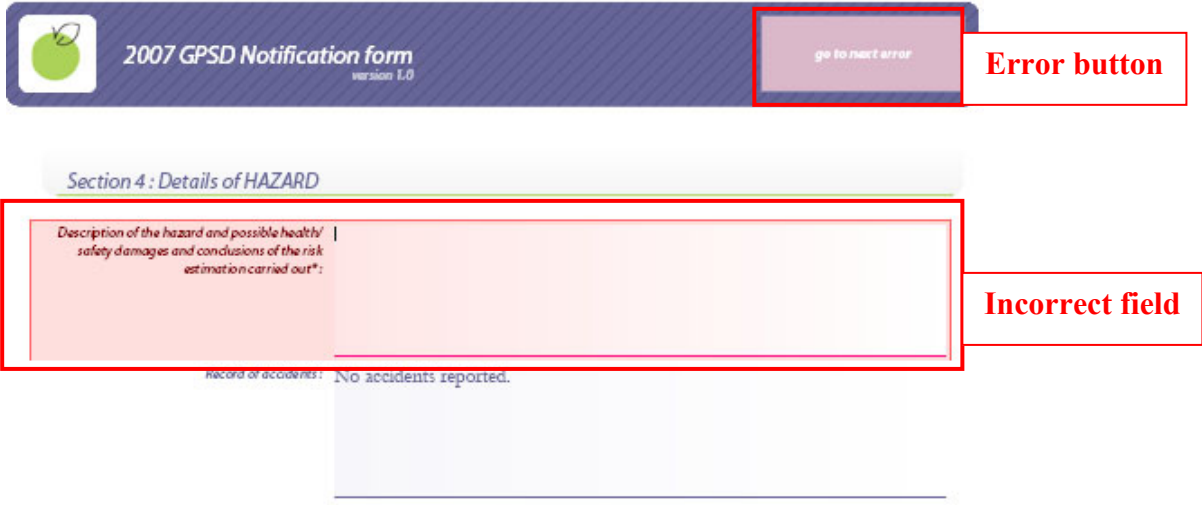


Please note that the notification form (which is in PDF format) is submitted directly to the Business Application by clicking on the 'Submit notification' button, without the need for email or a web browser (however, internet access is necessary).

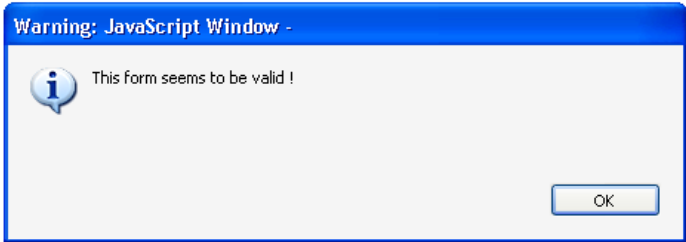
Also note that if the notification form is not correctly completed (e.g. there are missing mandatory fields) an **alert box** will appear with the number of incorrect fields.



All **incorrectly completed fields** are highlighted in red boxes to make them easier to spot. Use the 'go to next error' button to locate fields with errors.



Once all fields are correctly filled in and the following **alert box** is displayed, click on the 'Submit notification' button in order to re-submit the form.



Chapter 3

Confirmation of the submission

Once you have successfully submitted your form to the 'Business Application', you should receive an email message.

This message is automatically generated and sent to:

- if the form is prepared by a producer/distributor: to the email address indicated in part 1 of section 2 of the form,;
- if the form is prepared by a third party (a law firm) on behalf of a producer/distributor: to the email address indicated in part 2 of section 2 of the form and in addition, for information only to the email address indicated in part 1 of section 2 of the form.

In the message, you will receive the **Case ID**, which is the unique reference to this notification, and a **submission number**, which is the unique reference to the PDF submission. Please retain these numbers for future reference.



Once you have received the email message, **click on the link to activate your notification**. This will confirm to the Member State authorities that the notification was sent intentionally and not by mistake.

Clicking on this link will open your browser and **display the following message**:

EUROPA

GPSD Business

Information Message
Your Notification was successfully submitted to the Business Application.
Your case number is 2008/75/SE

Information Message
Your Notification was successfully submitted to the Business Application.
Your case number is 2008/75/SE

Case Overview

Case ID: 2008/75/SE	Product Category: Toys	Model name: Soft teddy	Risk: Serious
Producer/Distributor: Best toys	Main Member State: Sweden	Status: Pending	Form Language: English

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Your notification has now been uploaded and confirmed; it will now be up to the relevant authorities to follow it up.

If you **click again** on the link the following message will be displayed

EUROPA

GPSD Business

Warning Message
Your submission with reference 2008/74/SE is already active.
Submission was already activated by producer

Warning Message
Your submission with reference 2008/74/SE is already active.
Submission was already activated by producer

Case Overview

Case ID: 2008/74/SE	Product Category: Toys	Model name: Soft teddy	Risk: Serious
Producer/Distributor: Best toys	Main Member State: Sweden	Status: Pending	Form Language: English

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Chapter 4

Update of the notification

If you possess new information about the notified product of relevance for the Member State authorities, you may update the form and resend it using the Business Application.

In order to update the form, please add the information to the notification saved on your computer (1) and indicate in section 7 that it is an update (2).

Click on the 'Submit notification' button (3) to resend the form. Resubmission should be followed by the steps described in Chapter 2.9.

The image shows a Windows file explorer window with the path 'olders\romanad\Business Application'. The file list includes 'List of companies.doc', 'Notification_2008-74-SE.pdf', 'Risk Assessment.doc', and 'Test Report.doc'. A red box highlights the 'Notification_2008-74-SE.pdf' file, with a red arrow labeled '1' pointing to it. Below the file explorer is a form section titled 'Identification of the companies notified and their role in the marketing of the product:'. It lists '1. LISAADUOR in Belgium' with contact details. A red box highlights the 'NEW INFORMATION' section, which contains updated contact details for 'Best toys6'. A red arrow labeled '2' points from this section to a form field labeled 'Relationship:' with the value 'Update of'. A red arrow labeled '3' points from the 'Submit notification' button to the 'Submit notification' button.