**REQUEST TO THE AGENCY FOR THE INITIATION OF THE PROCESS FOR THE SUBMISSION OF A NOTIFICATION OF CHANGES TO AN ALREADY AUTHORISED VEHICLE PURSUANT TO ARTICLE 16.4 OF COMMISSION IMPLEMENTING REGULATION (EU) 2018/545**

This form shall be used by the entity managing the change to request to the Agency the creation of a folder in the SharePoint environment of the Agency in order to submit a notification pursuant to article 16(4) of [Commission Implementing Regulation (EU) 2018/545](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1524040548225&uri=CELEX%3A32018R0545) when the Agency would be the authorising entity if the change would require a new authorisation.

The process to follow to submit a notification is described on the website of the Agency:

<https://www.era.europa.eu/can-we-help-you/faq/292_en?target_id=948>

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| 1. **Entity managing the change (EMC) initiating the notification**   *Please fill in the corresponding fields.* | |
| * 1. Name of organization: | Click here to enter text. |
| * 1. Address of organization, street and number: | Click here to enter text. |
| * 1. Town: | Click here to enter text. |
| * 1. Post code: | Click here to enter text. |
| * 1. Country: | Click here to enter text. |
| * 1. Contact person: | Click here to enter text. |
| * 1. E-mail address: | Click here to enter text. |
| * 1. Phone: | Click here to enter text. |

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| 1. **Users in charge of the notification**   *Please indicate up to 3 users who shall have access to the dedicated extranet space for the notification. If the user’s account needs to be created, that user will not have access to the notification until the ERA extranet user’s account creation is completed; that user will be informed by email of the steps to follow.* | |
| **User 1 details** | |
| User has already an account to access to the Agency extranet:  User´s e-mail address: Click here to enter text. | User does not have an account to access to the Agency extranet and it needs to be registered as:  First name: Click here to enter text.  Last name: Click here to enter text.  User´s e-mail address: Click here to enter text.  If the user´s organisation is not the EMC, please also provide:  Name of organization: Click here to enter text.  Address of organization: Click here to enter text.  Town: Click here to enter text.  Post code: Click here to enter text.  Country: Click here to enter text.  E-mail address: Click here to enter text.  Phone:Click here to enter text. |
| **User 2 details** | |
| User has already an account to access to the Agency extranet:  User´s e-mail address: Click here to enter text. | User does not have an account to access to the Agency extranet and it needs to be registered as:  First name: Click here to enter text.  Last name: Click here to enter text.  User´s e-mail address: Click here to enter text.  If the user´s organisation is not the EMC, please also provide:  Name of organization: Click here to enter text.  Address of organization: Click here to enter text.  Town: Click here to enter text.  Post code: Click here to enter text.  Country: Click here to enter text.  E-mail address: Click here to enter text.  Phone:Click here to enter text. |
| **User 3 details** | |
| User has already an account to access to the Agency extranet:  User´s e-mail address: Click here to enter text. | User does not have an account to access to the Agency extranet and it needs to be registered as:  First name: Click here to enter text.  Last name: Click here to enter text.  User´s e-mail address: Click here to enter text.  If the user´s organisation is not the EMC, please also provide:  Name of organization: Click here to enter text.  Address of organization: Click here to enter text.  Town: Click here to enter text.  Post code: Click here to enter text.  Country: Click here to enter text.  E-mail address: Click here to enter text.  Phone:Click here to enter text. |
| 1. **General information**   *Please provide below the project name (significant to you to distinguish this notification from another one).* | |
| * 1. Project name: | Click here to enter text. |
| * 1. Estimated date of submission of the notification: | Click here to enter a date. |

Request date: Click here to enter a date.

Requestor´s e-mail: Click here to enter text.