**PSUR Repository Account Request Form for NCA Staff**

**Please complete this form and Submit at** <https://servicedesk.ema.europa.eu>

# PERSONAL INFORMATION[[1]](#footnote-1)

Gender: Type here you gender (F1 for more information)

Title: Type here your title (F1 for more information)

First Name: Type here your first name (F1 for more information)

Last Name: Type here your last name (F1 for more information)

Nationality: Type here your nationality (F1 for more information)

**WORK INFORMATION**

E-mail: Type here your e-mail address (F1 for more information)

Organisation Name: Type here your organisation name (F1 for more information)

Organisation Address: Type here your organisation's address (F1 for more information)

 City: Type here your organisation's city (F1 for more information)

Zip Code: Type here your organisation's zip code (F1 for more information)

Country: Type here your organisation's country (F1 for more information)

Department: Type here your department (F1 for more information)

Job Title: Type here your job title (F1 for more information)

Phone Number: Type here your telephone number (F1 for more information)

Web Page: Type here your organisation's web page (F1 for more information)

Organisation Position

**MOTIVATION**

Use of the PSUR Repository account:

Type here reasons why you need a PSUR Repository account (F1 for more information)

Type of user: (More information on the different types of users can be found in [PSUR Repository FAQ](http://esubmission.ema.europa.eu/psur/docs/PSUR%20FAQs.pdf): Question 6)

# NOTES

Type here any annotation or comment you may like to add to the account request (F1 for additional information)

*Eudra Common Directory (ECD) POLICY:*

I am aware that the ECD user account is strictly personal, and I certify that I will not permit any other person to use my personal account and that I will not disclose my account password to any third party.

I am aware that the ECD and PSUR Repository service could be suspended for maintenance purposes after e-mail notification to the end-users, or it could be suspended for un-predictable causes due to system or network failures.

I certify that I will use ECD services, the PSUR Repository and the information contained therein in compliance with the provisions of Directive 2001/83/EC and Regulation (EC) No 726/2004.

I authorise the EMA service responsible for ECD to process personal data submitted in this form for the purpose of managing my user profile. The EMA will delete your personal data as soon as we are notified that you no longer work in your organisation. EMA processes personal data in accordance with Regulation (EC) No 45/2001. For more information, please see the page about Privacy/Personal data on the EMA public website: <http://www.ema.europa.eu/ema/index.jsp?curl=pages/home/general/general_content_000516.jsp&mid> or contact the EMA data protection officer dataprotection@ema.europa.eu.

*I authorise the ECD management team to keep a log of the operations I perform with the system.*

*I will not hold the ECD management team responsible in case of loss of data due to any cause.*

I will not hold the ECD management team responsible for the content of the messages I will send or receive using the system.

I certify that I will only send documents to the PSUR Repository that have recently been scanned for viruses with an up-to-date virus scanner.

I undertake to keep all information that is made available to me confidential and not to share it with third parties in a manner that is not explicitly required by law and not explicitly permitted by confidentiality arrangements between the EMA and the relevant NCA.

1. Move along the fields using the TAB key [↑](#footnote-ref-1)