

REMINDER LETTER – ON-BOARDING FEE RISE: A WEEK LEFT!

Monday, the 8th of January 2018

Dear (future) On-boarding Partners,

EMVO would like to kindly remind its On-boarding Partners and future On-boarding Partners that the On-boarding Fee is going to rise by 50% by mid-January for all OBPs that wouldn't have uploaded their valid Participation Agreement on the OBP Portal by that time.

As it has been announced on the 15th of December, in order to benefit from the Early Bird Discount the OBPs starting/processing their on-boarding on the OBP Portal are requested to upload their valid Participation Agreement not later than the 14th of January at 11:59 pm Central European Time, in the relevant step on the OBP Portal.

As a reminder, the OBP's Participation Agreement will be considered valid provided the following conditions are met:

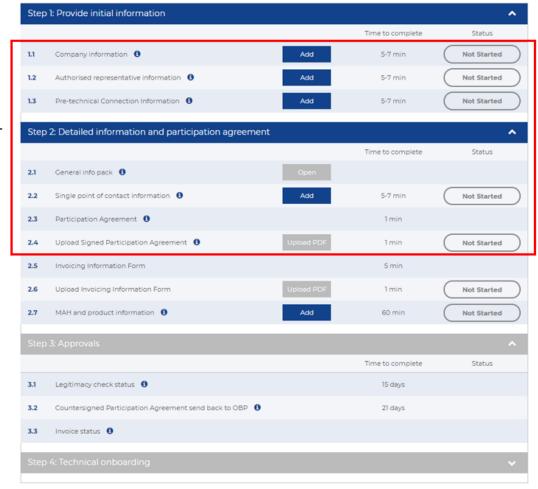
- All pages of the Agreement have been uploaded by the OBP on the OBP Portal
- No amendments, changes or other edits have been made to the Agreement
- The individual(s) signing the Agreement is (are) the individual(s) duly authorised to sign on behalf of the OBP and provide(s) evidence to that respect as per the requirements EMVO has set and communicated to the OBP.

	Early bird On- Boarding fee	From the 15 th January 2018	From the 15 th June 2018
	+50%		
OBP with >12 MAHs	€20.000	€30.000	€45.000
OBP with 6-12 MAHs	€10.000	€15.000	€22.500
OBP with 3-5 MAHs	€8000	€12.000	€18.000
OBP with 2 MAHs	€6000	€9000	€13.500
OBP with 1 MAH	€3000	€4500	€6750



Please note that only the completion of, at least, Step 1, Step 2.1, 2.2, 2.3 and 2.4. will ensure the OBP to be invoiced the Early Bird Fee. Therefore, it is not requested to upload the Invoicing Information Form neither to pay the invoice in advance in order to benefit from the Early Bird Discount.

Mandatory to benefit from the Early Bird Discount – to be filled-in until the 14th of January 11:59 pm CET





In order to get acquainted with the requirements with respect to those steps, please consult our online documentation:







On-boarding Guideline

On-boarding Presentation

On-boarding training video



15.12.2017 Letter of Announcement

The EMVO's team remains at your disposal for support and assistance.

In the event of any question or uncertainty, please do not hesitate to contact our Helpdesk:

Tel. Helpdesk: +372 611 90 44

E-Mail: helpdesk@emvo-medicines.eu

EMVO Team

European Medicines Verification Organisation

www.emvo-medicines.eu