DG4, Service Food, FOODSUP,

Eurostation II,

Place Victor Horta, 40 box 10,

1060 Brussels,

Belgium

# ANNEX 1: FOODSUP – Creation of local admin

Every organization using FOODSUP needs a “local admin-account”, the local admin-account can only be created by the FPS and that only on request by using this form.

!!! This form should be sent to the FPS only after the user who has to become local admin has registered on the website.

For more information about the registration and the responsibilities of the local admin please consult the FOODSUP Front Office Manual, more in particular point 4.

|  |  |
| --- | --- |
| Enterprise Name: |  |
| Notification Company Number (for new companies indicate “new”): |  |
| Type of notified product  | [ ]  Food supplement/fortified food[ ]  Food for specific groups (FSG) |
| KBO/BCE Number (for Belgian enterprises) |  |
| VAT Number (for foreign enterprises) |  |
|  |  |
| Address: |  |
|  Street + Nr + Box |  |
|  Zip code + City |  |
|  Country |  |

Contact person - Local admin:

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Registered e-mail address: |  |
| Phone number: |  |
|  |  |
| Address (to fill in only if different from Enterprise address) |  |
|  Street + Nr + Box |  |
|  Zip code + City |  |
|  Country |  |

Date:

Name:

Signature:

To be scanned and sent to: apf.sup@health.belgium.be