

## Permit Document Update Form

### 1 Contact Information

*Enter the contact person's details in this field so that the Agency may get in touch with them when necessary. This person may be the responsible manager or an authorized person who is familiar with application processes.*

**Name-Surname of the Contact Person**

**Phone Number of the Contact Person**

**E-mail Address of the Contact Person**

### 2 Facility Information

**Name and Address of the Facility**

**Facility Permit Document Date and Number**

### 3 Scope of the Update and Supplementing Documents

*Select the scope of the document update that will be done. More than one option may be selected.*

3.1 Change in Company/Facility Information		Supplementing documents
	<b>Change in Trade Title</b>	<ul style="list-style-type: none"><li>• Trade registry gazette announcing the title change</li><li>• The original permit document</li></ul>
	<b>Change/Update of the Address of the Permit Holder</b>	<ul style="list-style-type: none"><li>• A letter showing the current address change from municipality etc. institution, or a manufacturing license with the current address</li><li>• The original permit document</li></ul>
	<b>Update of the Manufacturing Site Address</b>	<ul style="list-style-type: none"><li>• A letter showing the current address change from municipality etc. institution -</li><li>• Manufacturing license with current address</li><li>• The original permit document</li></ul>

## Document Update Form

3.2	Annex-1 / Annex-2 Information	Supplementing documents
	<b>Adding Permitted Activity</b>	<ul style="list-style-type: none"> <li>Approval letter following the additional activity inspection</li> <li>The original permit document</li> </ul>
	<b>Termination of Permitted Activity</b>	<ul style="list-style-type: none"> <li>Declaration on which activity(s) has(have) been terminated</li> <li>The original permit document</li> </ul>

3.3.	Changes in Information Indicated Under Annex-3	Supplementing documents
	<b>Adding a New Contract Manufacturing Facility</b>	<ul style="list-style-type: none"> <li>Contract manufacturing facility form</li> <li>Contract for domestic contract facilities</li> <li>Declaration and GMP certificate for foreign contract facilities</li> <li>The original permit document</li> </ul>
	<b>Cancellation of Approved Contract Manufacturing Facility</b>	<ul style="list-style-type: none"> <li>Declaration on the termination of the service procurement</li> <li>The original permit document</li> </ul>
	<b>Updating Approved Contract Manufacturing Facility Information</b>	<ul style="list-style-type: none"> <li>Current manufacturing site permit of the contract manufacturing facility</li> <li>The original permit document</li> </ul>
	<b>Updating Services Outsourced From Approved Contract Manufacturing Facility</b>	<ul style="list-style-type: none"> <li>Contract manufacturing facility form that shows the current services received from the contract manufacturing facility</li> <li>Current contract for domestic contract facilities</li> </ul>

## 4 List of Supplementing Documents

*Select only the documents you will submit. Do not send physical documents other than the original permit.*

Cover Letter

Original Permit (Physical)

Trade registry gazette

Current facility opening and operating license

A letter showing the current address change from municipality etc. institution -

Copy of the contract signed with domestic contract facilities

Contract manufacturing facility form

Copy of the current production site permit for a domestic contract facility

Copy of current GMP certificate for contracted facilities abroad

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Other (*Specify.*)