Appendix 2. Template for nominating BPR NEA Administrator and/or BPR end-user support point-of-contact

[Place], [Date]

European Chemicals Agency

Submissions and Cloud Platforms Unit

Telakkakatu 6

P.O. Box 400

FI-00121 Helsinki

Finland

**Subject:** Appointment of BPR NEA Administrator and/or BPR end-user support point-of-contact

With reference to Interact Portal BPR NEA access of [name of country] the [provide name and address of Member State Authority where the BPR NEA Administrator will be based]

nominates the following person as BPR NEA Administrator

* Name and surname of the appointed person: [**type here**]
* Email: [**type here**]
* Phone number: [**type here**]
* Address: [**type here**]
* Institution name: [**type here**]
* Description of the Institution’s Responsibility: [**type here**]
* Starting date of appointment: [**type here**]
* Ending date of appointment: [**type here**]

nominates the following person as BPR NEA Administrator alternate

* Name and surname of the appointed person: [**type here**]
* Email: [**type here**]
* Phone number: [**type here**]
* Address: [**type here**]
* Institution name: [**type here**]
* Description of the Institution’s Responsibility: [**type here**]
* Starting date of appointment: [**type here**]
* Ending date of appointment: [**type here**]

nominates the following person as NEA BPR end-user support point-of-contact (SPOC) for [name of country]

* Name and surname of the appointed person: [**type here**]
* Email: [**type here**]
* Phone number: [**type here**]
* Address: [**type here**]
* Institution name: [**type here**]
* Description of the Institution’s Responsibility: [**type here**]
* Starting date of appointment: [**type here**]
* Ending date of appointment: [**type here**]

[name of the nominated person’s superior]

[name of Member State Authority where the BPR NEA administrator or BPR end-user support point-of-contact will be based]