**Instructions for submitting information through the Biosafety Clearing-House (BCH):**

Please provide your submission(s) using the Submission (SUB) common format, which is available on the *Submit* page of the BCH. You can also directly access the required submission form at the following link: <https://bch.cbd.int/en/register/SUB/new>.

We kindly request information relevant to paragraph 7 of decision CP-10/10 (Annex I) be submitted separately to information relevant to paragraph 8 of the same decision (Annex II). For each submission, conduct the following:

1. Sign in with your registered BCH account or follow the instructions to create one.
2. Click on the “Submission form” and complete the fields according to the instructions. Mandatory fields are indicated with a red asterisk (\*).

Please provide the following information:

* Country OR Organization;
	+ If you are submitting on behalf of a Government, select “Country” from the dropdown list.
	+ If you are submitting a record on behalf of an organization select the “Organization” from the list. If the Organization does not exist in the BCH, click on the Create Biosafety Organization button and complete the fields in the “Submission form” of the Biosafety Organization (ORG) online format.
* Title and date of the submission;
* Related notification (select Notification 2023- 90762 from the list);
* Thematic areas (select “Risk Assessment”); and
* Documents (upload the documents being submitted).
1. Click on “Publish” and then on the Request Publication button. A "Publishing Request" box will appear where you may enter an additional message that will accompany your request. Then, click on the Send Request button to send your request to the Secretariat. You will receive an email notification once your submission has been published.

More detailed instructions can be accessed at the following link: <https://bch.cbd.int/en/kb/tags/submitting-information/How-do-I-submit-and-publish-a-new-record-in-the-BCH-/619c554858029700017ff45f>

If you require additional support, please contact bch@cbd.int

Should you encounter issues during this submission process, you may send your submissions via e-mail to secretariat@cbd.int.