*National Record[[1]](#footnote-1):* Competent Authority - Supplementary Protocol[[2]](#footnote-2)

*Fields marked with an asterisk (\*) are mandatory.*

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| **General information** |
| 1. Country:\*
 | <Country name> |
| 1. Name of the competent authority:\*
 | <Text entry> |
| **Contact details** |
| 1. Street Address:
 | <Text entry> |
| 1. City:\*
 | <Text entry> |
| 1. State or Province:
 | <Text entry> |
| 1. Postal or Zip code:
 | <Text entry> |
| 1. Country of Contact:\*
 | <Country name> |
| 1. Phone number(s):[[3]](#footnote-3)\*
 | <Text entry> |
| 1. Fax number(s):[[4]](#footnote-4)
 | <Text entry> |
| 1. Email address(es):\*
 | <Text entry> |
| 1. Website address(es):[[5]](#footnote-5)
 | <URL and website name> |
| **Additional contact information** |
| 1. Contact person:
 | *<BCH record number>**Please enter the BCH record number containing the contact information or, if not registered, attach a “Contact” common format[[6]](#footnote-6).* |
|  |
| **Responsibilities***If there is more than one competent authority responsible for the functions under Article 5 of the Nagoya – Kuala Lumpur Supplementary Protocol on Liability and Redress, please specify for which functions each competent authority is responsible.* *If the competent authority exercises other functions related to liability and redress beyond those set out in Article 5 of the Supplementary Protocol, you may also provide a description of those functions below.*  |
| 1. Is this the only designated competent authority for the Supplementary Protocol in your country? \*
 | ☐ Yes OR☐ No └ If “no”, please describe the responsibilities of the competent authority and complete a different common format for each competent authority: <Text entry>  |

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| **Timeframe for confirmation or updating of information** |
| Please note that this category of information requires confirmation or updating after one year from the date of submission. After the deadline you will be asked to confirm or update the record within 3 months. After this period, if no confirmation has been received, the record will be marked as “Non-confirmed”.  |
| **Additional information** |
| 1. Any other relevant information:[[7]](#footnote-7)
 | <Text entry>*and/or* <URL and website name>*and/or* <Attachment> |
| 1. Notes:[[8]](#footnote-8)
 | <Text entry> |

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| **Record validation** |
| Information should be submitted online to the BCH through the Submit page. This offline common format is made available to assist BCH users to gather and organize their records prior to submission to the BCH.In case of difficulties in submitting this information online, the completed documents should be signed in the section below by the BCH National Focal Point and sent in MS Word format by e-mail to bch@cbd.int**.**Alternatively, it may be sent by fax to **+1 514 288 6588**.or postal mail to: **Secretariat of the Convention on Biological Diversity****413 rue Saint-Jacques, suite 800****Montreal, Quebec, H2Y 1N9****Canada****Important Notice:** Please note that in case this form is going to be sent via fax, postal mail or from an e-mail address different from the registered e-mail address of the BCH National Focal Point (BCH-NFP), a copy/scan of this signed page should be attached.  |
| Date:\* | <YYYY-MM-DD> |
| Country:\* | <Country name> |
| Name of the BCH National Focal Point:\* | <Text entry> |
| *I hereby confirm that the above information is correct and agree for its inclusion in the Biosafety Clearing-House.* |
| Signature of the BCH National Focal Point:\* |  |

1. National records contain information validated by BCH National Focal Points prior to publication in the BCH. The common formats for national records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. In decision CP-9/15, Parties to the Nagoya – Kuala Lumpur Supplementary Protocol (NKLSP) were requested to designate a competent authority to perform the functions set out in Article 5 of the NKLSP, and to make the contact information of its competent authority available on the Biosafety Clearing-House. Please note that to complete this form you may need to also download the following common format: “Contact”. [↑](#footnote-ref-2)
3. Please use the following format: + (country code) (city code) (telephone number) (extension, if necessary); Example: +1 514 288-2220 ext 221 (where 1 = North America, 514 = Montreal, 288-2220 = CBD Secretariat number, ext 221 = direct extension to the switchboard). [↑](#footnote-ref-3)
4. See footnote above. [↑](#footnote-ref-4)
5. Please provide the URL of the website (e.g. http://www.cbd.int) and the name of the website (e.g. ‘Convention on Biological Diversity’). [↑](#footnote-ref-5)
6. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-6)
7. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-7)
8. The “Notes” field is for personal use only. It can be seen only when the record is being edited but is not visible when the record is published. This field is not meant to be used for confidential information. [↑](#footnote-ref-8)