

**This checklist is a practical tool and is not exhaustive.** It is recommended that it is used by the appellant for checking the content of the notice of appeal.

This checklist should be used together with the *Practice directions to parties to appeal proceedings before the Board of Appeal of the European Chemicals Agency* and the *Rules of Procedure (Commission Regulation (EC) No 771/2008 of 1 August 2008 laying down the rules of organisation and procedure of the Board of Appeal of the European Chemicals Agency as amended by Commission Implementing Regulation (EU) 2016/823*.

### Checklist supporting the filing of an appeal

- Appellant's name and address**
- Proof of existence in law**, if appellant is a legal person
- Representative:** name and business address, if appointed
- Power of attorney**, if representative appointed
- Acceptance of electronic service/method chosen:** fax – email
- Fax number and/or email address**, if service accepted using fax and/or email
- The number of the contested ECHA decision**
- What is contested in the decision**
- Remedy sought**
- All the pleas in law and arguments of fact and law** relied on
- All the evidence and information related to that evidence**
- Summary** of the dispute
- Confidentiality request**, if applicable
- Signature and date**
- Proof of payment** of the appeal fee
- Justification for paying a reduced fee**, if the appellant is a micro, small or medium-sized enterprise
- Copies:** sufficient number
- Numbered paragraphs**
- Pagination:** consecutive numbering