

## **How to submit a procedural document to the Board of Appeal using the webform?**

The Registry of the Board of Appeal has introduced a webform which the parties in appeal cases can use when submitting documents in appeal proceedings before the Board of Appeal.

The aim of the webform is to facilitate this submission. The webform will gradually replace currently used email submissions of the procedural documents.

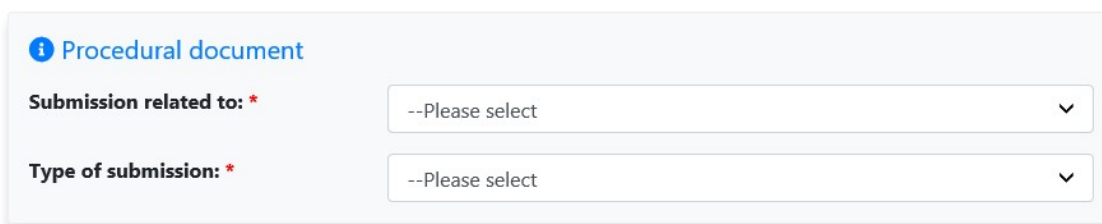
This document contains instructions for the use of the webform. For advice on the preparation of the procedural documents the parties of the appeal cases are requested to refer to the consolidated version of the Rules of Procedure and the Practice Directions available <https://echa.europa.eu/about-us/who-we-are/board-of-appeal/the-board-of-appeal/roles-responsibilities>.

The Board of Appeal has also published special forms and a supporting check list which are available <https://echa.europa.eu/about-us/who-we-are/board-of-appeal/appeal-procedure/forms-to-prepare-documentation-for-appeals>. These forms can be used also for preparing procedural documents that are submitted using the webform. The use of the forms is not obligatory, but strongly recommended.

For submitting a procedural document to the Board of Appeal using the webform please access the webform [http://comments.echa.europa.eu/comments\\_cms/RBoA.aspx](http://comments.echa.europa.eu/comments_cms/RBoA.aspx), fill in the required information and upload the procedural document(s) as follows.

First, you must identify the document you are submitting using the following dropdown menus:

### Submission of documents to the Registry of the Board of Appeal



The screenshot shows a light blue header with an information icon and the text "Procedural document". Below this are two dropdown menus. The first is labeled "Submission related to: \*" and the second is labeled "Type of submission: \*". Both dropdown menus currently display "--Please select" and have a downward arrow icon on the right side.

If you are submitting a new notice of appeal, you will be asked to provide further information on the appeal fee and the number of the Contested Decision:


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**i** Procedural document

**Submission related to: \***

**Type of submission: \***

**Appeal fee paid: \***

**Date of Appeal fee paid: \***  

**Contested ECHA decision number: \***

If your submission is related to an existing appeal you will be asked to identify the type of submission and provide the number of the appeal case:

**i** Procedural document

**Submission related to: \***

**Type of submission: \***

**Appeal Number: \***  
(A-XXX-XXXX)

You will then be asked to provide certain information on person filling the document and on the (external) representative(s):

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**i Identity of the submitter**

Person filing the document

**Role in proceedings:\***

**Name:\***

**Address:\***

Information on Representative

**External representative(s) appointed:\***  Yes  No

**Legal entity:\***

**Address of representative(s):\***

**First name: \***

**Last name: \***

**Email: \***

**Phone number:\***

**Agreement on accepting service by email: \***

Next, you will be asked to inform if you request confidential treatment for some of the information contained in the submitted procedural document(s). If the answer is affirmative, you will have to upload the confidentiality request as a separate attachment:

**i Information on confidentiality**

**Confidentiality requested: \***   
(to be further specified and justified in the confidentiality request to be attached below)

**Upload confidentiality request**    
*Maximum file size is 100 MB*  
*Add attachment if applicable.*

Then, you will need to upload the procedural document(s) you are submitting and the supporting documents, if any. These documents must be submitted as one single attachment containing both the procedural document and all the annexes.

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**i** Procedural documents/supporting documents

**Procedural documents/supporting documents: \***

**Upload attachment**

*Maximum file size is 100 MB*  
Add one attachment containing the procedural document and all the annexes.

If your procedural document contains annexes, you will have to upload a Table of Annexes as a separate attachment:

**i** Table of Annexes

**Table of Annexes attached:**


**Upload attachment \***

*Maximum file size is 100 MB*  
Table of Annexes is compulsory if the submission contains annexes and must be attached as a separate file.

Lastly, you will fill in the place of submission and the total number of pages submitted:

**Done at:**

**Total number of pages:\***

I'm not a robot  reCAPTCHA  
Privacy - Terms

To conclude submitting the procedural documents, you just have to confirm you are a person by clicking the "I am not a robot" button and then select submit button.