

27 May 2021

## Instructions for the use of the Product Assessment Report template and its confidential annex

Two different sets of Product Assessment Report (PAR) templates and their confidential annexes are available for a single biocidal product or a biocidal product family for national, simplified, and Union authorisation applications.

The confidential annex has to be used to report confidential information that should not be made available in the public PAR. MSCAs include in the confidential annex information deemed confidential (Art. 66(2) of the BPR) and information for which confidentiality claims have been accepted (Art. 67(3) and (4) of the BPR).

Where needed, the competent authority should prepare a separate document named "Confidential annex – MSCAs only" containing information that should only be made available to other MSCAs (for example, the composition of products from competitors or active substance stabilizers not known to the applicant).

When compiling the templates, please note the following:

- Text or text options that should be filled in or selected, as appropriate, are marked as follows:  
[Verdana 10 – Regular – Square brackets] or (Verdana 10 – Regular – Round brackets)  
Remove the brackets after filling in or selecting the appropriate text or text option.
- Explanatory notes and other text that should be deleted, are marked as follows:  
*[Verdana 9 or 10 – Italics – Square brackets]*
- Examples provided for some areas are marked as follows:  
*[Verdana 9 – Italics – red writing – Square brackets]*

The applicant and the competent authority should use the predefined styles in the template (i.e. PAR 1, 2, 3, 4 and normal) and update the Table of Contents.

The applicant and the competent authority should not delete sections from the templates, but should instead indicate that they are not relevant, where necessary.

If a table is not relevant for a certain section of the template, the applicant and the competent authority should delete it and update the numbering of the remaining tables by selecting the title of the subsequent table, right clicking and select "Update field".

The applicant and the competent authority should not embed files (for example calculation sheets) into the templates.

The applicant should remove pages 1-2 of the PAR template and its confidential annex (i.e. cover page and document history page), before providing them to the competent authority.

The competent authority should not use commenting boxes in the templates, to indicate, for example, which factors have been changed from the calculations in the PAR submitted by applicants.

The PAR templates and the confidential annexes will be reviewed in the light of experience.