

# Updating your Application Owner or Company Information details



## Updating your Application Owner or Company Information overview

The Application Owner is the main contact in your organisation that submits the application on your company's behalf. An application can be assigned to a different individual if the Application Owner leaves the organisation or is re-assigned. The original Application Owner must enter the new contact's details to transfer the application to them.

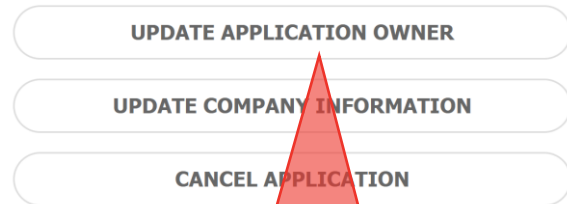
Please note that the application **cannot be edited** until the edited Application Owner details have been validated and accepted by BSI.

### Updating the Application Owner overview

Scroll to the **My Account** section of the portal home page at the bottom right.

Click **UPDATE APPLICATION OWNER**.

## My Account



The **Update Application Owner** page displays.

Enter the following details:

**Application:** select one or more applications that this individual will be the Application Owner for. If you only have one application, it will automatically be selected.

**First Name (English):** enter the new Application Owner's first name.

**Last Name (English):** enter the new Application Owner's last name.

**Email:** enter the new Application Owner's email address.

**First Name (Local):** if the company is based in China, you can also enter the local version of the Primary Contact's first name.

**Last Name (Local):** if the company is based in China, you can also enter the local version of the Application Owner's first name.

Please select which application the updates relate to: \*

BSI 0001018122 - Application In Draft - Created On: 15 Feb 2023

Please provide details of the new Application Owner:  
If the legal manufacturer is based in China, please provide Application Owner details in English and your local language.

First Name (English) \*

Enter text here 0/35

Last Name (English) \*

Enter text here 0/35

Email \*

Enter text here 0/76

First Name (Local) \*

Enter text here 0/35

Last Name (Local) \*

Enter text here 0/35

CANCEL SUBMIT

**Important:** the local versions of the first and last name will only display if your company is based in China.

Click **SUBMIT**.

Once the change has been processed by BSI, the new Application Owner will be informed via a system-generated email that they are now the Application Owner for the selected Applications and will be provided with a link to the portal.

If the new Application Owner has not been setup on the BSI portal previously, they will also be provided with security credentials of a username and system-generated password in separate emails.

# Updating your Primary Contact or Company details



## Updating your Company Information

Scroll to the **My Account** section in the bottom right of the portal home page.

Click **UPDATE COMPANY INFORMATION**.

## My Account

UPDATE APPLICATION OWNER

UPDATE COMPANY INFORMATION

CANCEL APPLICATION

The **Update Company Information** page displays.

Enter the following details:

**Application:** select one or more applications you need to update the Company Information for. If you only have one application, this will be selected.

**Legal Company Name (English):** amend the company's legal name.

**Address (English):** amend the company's registered address.

**City (English):** amend the company's registered city.

**State/Province (English):** amend the company's registered state or province, if applicable.

**Postcode/Zipcode (English):** amend the company's postcode/zip code.

**Country (English):** amend the company's registered country.

**Website:** amend the company's website URL.

If the company is based in China, additional address fields are available to amend in the form of a local version of each field and must be completed also.

Click **SUBMIT**.

Once the change has been processed by BSI, the new company information will display on the system.

BSI 0001017570 - Application In Draft - Created On: 31 May 2022

Submitting this request will place your application on hold until our Commercial Team has reviewed the information.

Current Company Information	Current Company Information (Local)
<b>Legal Company Name (English)</b> UAT S25 CHINA 202205	<b>Legal Company Name (Local)</b> 读写汉字
<b>Address (English)</b> Ming Hu	<b>Address (Local)</b> 109 西
<b>City (English)</b> Jinanshi	<b>City (Local)</b> 广
<b>State/Province (English)</b> Shandong	<b>State/Province (Local)</b> 越秀
<b>Postcode/Zipcode (English)</b> 200000	<b>Postcode/Zipcode (Local)</b> 200000
<b>Country (English)</b> China	<b>Country (Local)</b> 中国
<b>Website</b> www.CN.com	

! If the legal manufacturer is based in China, please provide Company Information details in English and your Local Language.

Updated Company Information	Updated Company Information (Local)
<b>Legal Company Name (English) *</b> UAT S25 CHINA 202205 20/255	<b>Legal Company Name (Local) *</b> 读写汉字 12/255
<b>Address (English) *</b> Ming Hu 7/255	<b>Address (Local) *</b> 109 西 7/255
<b>City (English) *</b> Jinanshi 8/40	<b>City (Local) *</b> 广 3/40
<b>State/Province (English) *</b> Shandong 8/80	<b>State/Province (Local) *</b> 越秀 6/80
<b>Postcode/Zipcode (English) *</b> 200000 6/20	<b>Postcode/Zipcode (Local) *</b> 200001 6/20
<b>Country (English) *</b> China	<b>Country (Local)</b> 中国
<b>Website</b> www.CN.com 10/255	

CANCEL
SUBMIT

**Important:** the local versions of the company information will only display if your company is based in China.