

# Payment procedure

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Before submitting an application to the FVS, the customer should prepay in full for the service provided by the FVS in accordance with an invoice issued by the FVS.

In order for the customer to receive the invoice issued by the FVS, the customer must fill out a payment application and send it to the email address [invoices@pvd.gov.lv](mailto:invoices@pvd.gov.lv).

Based on the information specified by the customer in the payment application, the FVS issues the invoice and sends it to the customer for pay to the email address specified in the payment application.

Making the prepayment the customer must specify the invoice number in the payment order.

In order not to delay an assessment of the application, the applicant must submit the application together with the following:

- proof of payment (bank statement) indicating the invoice number;
- the invoice issued by the FVS.

The price-list of services for veterinary medicinal products and payment application forms are available [HERE](#).

The application won't be considered valid until the documents indicated in point 5 are submitted!

Paid services provided by the FVS for the circulation of veterinary medicinal products are not subject to value added tax in accordance with Section 3, Paragraph 8 of the Value Added Tax Law.

## Application of fees in the case of grouped VNRA and VRA

In the case of application for Variations not requiring assessment (VNRA), the fee for each veterinary medicinal product is applied once in accordance with point 7.1. to the Regulation No. 681 (pricelist) (please see the example below).

Example	Variation	Product	Point of price-list	Price (euro)	The total for pay (euro)
Application Nr. 1	VNRA 1	Product A, 10 mg tablet	7.1.	132,5	132,5
	VNRA 2		7.1.	132,5	
	VNRA 3		7.1.	132,5	
Application	VNRA 1	Product A, 10 mg tablet	7.1.	132,5	265,0
	VNRA 2		7.1.	132,5	

n Nr. 2	VNR A 1	Product B, 20 mg tablet	7.1.	132, 5	(132,5+13 2,5)
	VNR A 2		7.1.	132, 5	

In the case of application for Variations requiring assessment (VRA), the fee for each veterinary medicinal product is applied once according to the point of the price-list that has the highest price (please see the example below).

Exempl e	Vari ation	Produ ct	Point of price- list	Pri ce (e ur o)	The total for pay (euro)
Applicat ion Nr. 1	S type	Produ ct A, 10 mg tablet	7.5.	22 9, 0	229,0
	R type 1		7.2.	19 9, 5	
	R type 2		7.2.	19 9, 5	
Applicat ion  Nr. 2	S type	Produ ct A, 10 mg tablet	7.5.	22 9, 0	458,0  (229,0+2 29,0)
	R type		7.2.	19 9, 5	
	S type	Produ ct B, 20 mg tablet	7.5.	22 9, 0	
	R type		7.2.	19 9, 5	

#### Application of fees in case of VNRA that are rejected and re-submitted in the UPD

If an application submitted to the Union medicinal product database (UPD) for variations not requiring assessment (VNRA) in the registration documentation of veterinary medicinal products is rejected for technical reasons and is subsequently submitted again for the same veterinary medicinal products and for the same points of variations, the applicant must submit the application together with the initially issued invoice and the proof of payment (bank statement) indicating the initially issued invoice number.

If an application submitted to the UPD for variations not requiring assessment (VNRA) in the registration documentation of veterinary medicinal products is rejected due to incorrect classification of variations, then before submitting again the application for variations to the UPD the applicant must fill out a payment application indicating only the difference caused by changing the point of price-list and send it to the email address [invoices@pvd.gov.lv](mailto:invoices@pvd.gov.lv). Based on the information specified by the customer in the payment application, the FVS will issue the invoice and will send it to the customer for pay. When re-submitting a revised variations application to the UPD, the applicant must attach the initially issued and new invoices and proof of payment for both invoices.

<https://www.pvd.gov.lv/en/payment-procedure>