

CENTRAL REGISTRY OF NOTIFICATIONS (CRN)

Revision

1. This information note is directed at Member Delegations and provides guidance on the procedures to be followed when submitting notifications data to the Secretariat.

2. All notifications received by the Secretariat are recorded in an internal WTO computer database known as the *Central Registry of Notifications (CRN)*. Once they have been registered in this database, they are circulated to the relevant operational Divisions within the Secretariat for action. It is essential, therefore, that Members direct **all notifications**, regardless of their subject content or the requirement under which they are being submitted to **the administrator of the CRN**.

3. Notifications may be submitted through online submission systems, as electronic attachments to emails, or on paper.

- Notifications submitted through Online Submission Systems

Members are encouraged to use the online submission systems where available (SPS, TBT, TRIPS, Agriculture).

- Notifications submitted as electronic attachments to emails

Members are submitting notification data to CRN in electronic format. While the electronic transmission of data is extremely practical and swift, it is important for Members to be aware of the following points:

Submit notification documents in Word format and attachments to notifications in PDF format.

Use the available templates for regular notifications as well as corrigenda and addenda, etc.

The address to which notifications should be sent is: CRN@wto.org

- Notifications submitted on paper

All notifications on paper should be addressed as follows:

World Trade Organization (WTO)
Attention: Administrator, Central Registry of Notifications (CRN)
Centre William Rappard
154 rue de Lausanne
CH-1211 GENEVA 2 Switzerland

Please do not address notifications to individual Divisions, Committees, Directors or the Registry of the WTO.

- Notifications can no longer be submitted as faxes

4. Enquiries concerning notifications submitted to the Secretariat and requests for information contained in the CRN should be addressed to the Administrator:

Via email: CRN@wto.org

Via post: **World Trade Organization (WTO)**
Attention: Administrator, Central Registry of Notifications (CRN)
Centre William Rappard
154 rue de Lausanne
CH-1211 GENEVA 2 Switzerland

Via phone: +41 22 739 59 89

5. All Member agencies with responsibility for preparing notifications in accordance with the requirements of the *Marrakesh Agreement establishing the World Trade Organization* should be informed of the procedures outlined in this information note.
