

Annex

Suggested standard wording for asking for a postal address:

*Thank you for your request for access to documents. Unfortunately you have not indicated your postal address that is required for registering and handling your request in line with the procedural requirements. Please send us your full postal address at your earliest convenience. Pending your reply, we reserve the right to refuse the registration of your request.*

*You may, of course, use directly the electronic form for entering your request:*  
<http://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=fmb&language=en>

NB: Other language versions will be made available shortly.