

What information do I need to include in the body of my email submission?

If you have attached a complete [identity](#) file, no other information needs to be included in the body of the email. You do not need to include [business registration numbers](#), [certification ids](#), or [commercial permit numbers](#) in the body of the email; all of that information should be in either [identity.txt](#) or in the report files themselves. Repeating [certification ids](#) and [commercial permit numbers](#) in the body of the email might slow down processing, because [Service Bureau](#) staff will need to compare the information in your email against the files you have submitted.



The most reliable way to ensure that the data you need to report are properly processed is by submitting the data in correctly formatted report files.

If you have not attached a complete [identity](#) file, include the name and phone number of a contact person whom we can call if there are any problems with the submission. All [certification ids](#) and/or [commercial permit numbers](#) should be in the appropriate [PRL Forms](#).