



Thank you for your interest in Allergan. We have received your preliminary request for a donation of Allergan products for a medical mission. Allergan is committed to supporting charitable medical mission efforts providing care to the ill and/or needy in developing countries. We require organizations requesting Allergan product, for use in a medical mission, to provide the information below to determine whether it is consistent with applicable law and Allergan policies.

**In the interest of providing the best possible medical therapy for your missionary work, we are requiring a 6-8 week advance notification, as well as a written request on the sponsoring organization's letterhead, with the following information:**

1. The date, designation, and length of your missionary work, and the date you will need to receive the medications.
2. Doctor's full name and address where the medications are to be sent – within the U.S. only.
  - Medications will be shipped to the doctor's business address only
  - Please include a phone number in case of questions about the request
3. Doctor's Name, city, state, and active state medical license number.
4. **Non-profit organization's nine-digit 501c(3) Federal Tax I.D. number; do not send Physician's professional Tax I.D. number**
5. Specify the names and quantities of Allergan products being requested.
  - Allergan will determine maximum quantity allowed based on length of mission
6. Include the following statement on the written request:

*"Records of the products received will be retained, to be available to the IRS upon request. I understand that it is my responsibility to comply with applicable Food and Drug Administration (FDA), Export Administration Regulations (EAR) and import laws, including Ministries of Health (MOH) requirements of the importing country."*

7. Physician signature, with professional designation.
8. An email address or fax number is required to process this request.

**Please send your request to one of the following:**

Mail: ATTN: Allergan Medical Missions  
P.O. Box 42847  
Cincinnati, OH 45242

Fax: (844) 411-8682

Email: [AGNMedicalMissions@Triplefin.com](mailto:AGNMedicalMissions@Triplefin.com)

If you have any questions, please do not hesitate to call Allergan at (866) 625-0069.

Sincerely,

Allergan Medical Missions