

	LOI Application Submission			
	Document type	Form	Approved by	CEO WMDA
	Document reference	ACC_7200_01_F_LOI	Approval date	8/31/2026
	Version	16	Approval status	approved
	Pillar / Scope	P4/ Certification body	Status	Confidential

LETTER OF INTENT TO SUBMIT AN APPLICATION FOR WMDA BENCHMARK LEVEL 1 / BENCHMARK LEVEL 2 / FULL STANDARDS

You can fill in the form below and send by e-mail to the WMDA office: accreditation@wmda.info.

Today's date: _____

Name of applicant organisation:	
ION:	
Name(s) and title(s) of authorised official(s) signing the certification agreement:	
E-mail address(es) of authorised official (s) signing the certification agreement:	
Name and title of contact person for official communication:	
E-mail address of contact person for official communication:	
Name(s) and e-mail address(es) of person(s) working on the online submission:	
Language in which the organisation's documentation is written:	
Has the organisation already obtained WMDA certification?	☐ Full Standards, seeking to renew Full Standards ☐ Benchmark L2, seeking Full Standards status ☐ Benchmark L1, seeking to renew Benchmark L1 ☐ Seeking first time Benchmark L2 or Benchmark L1 ☐ Other, please describe:
Does the organisation have certification from another international accrediting body (e.g., NetCord-FACT or ISO) that might demonstrate compliance with one or more WMDA Standards (WMDA Stnd 1.02)?	☐ Yes, NetCord/FACT ☐ Yes, ISO 9001 ☐ Yes, FACT-JACIE ☐ Yes, other (provide name of accrediting body and title of standards) ☐ No
Is WMDA certification programme accepted by the regulators in your country?	☐ Yes, please provide name of regulator ☐ No
In the past 2 years, please list any paid consultants the applicant has hired to assist with the application to be submitted based on this letter of intent:	

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Name(s) of potential reviewers who might have a conflict of interest https://share.wmda.info/x/So1JlAQ :	
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Applicants for WMDA Certification are required to meet the following requirements: An organisation responsible for all of the following: (1) maintaining a searchable donor file of at least 500 adult volunteer donors and/or at least 100 umbilical cord blood units; (2) coordinating the search of this file for a source of haematopoietic stem cells (HSC) and other cellular products for an unrelated potential recipient; and (3) providing HSC; is eligible for WMDA Benchmark Level 1/2 as a first step, followed by WMDA Full Standards compliance as a second step.

ORGANISATION DETAILS	
Number of adult volunteer donors listed in organisation's database (WMDA Stnd. 1.01):	
Number of cord blood units listed in organisation's database (WMDA Stnd. 1.01):	
The organisation would like to submit an application online for:	☐ Adult volunteer donors only ☐ Cord blood units only ☐ Both stem cell sources

Number of unrelated HSC donations shipped in last 3 calendar years (must be at least 6 shipments from which a minimum of 2 out of 6 must be international shipments):					
ADULT VOLUNTEER DONATIONS			CORD BLOOD SHIPMENTS*		
Year	National	International	Year	National	International
Are any of the organisation's services provided by entities that are located in a country different from that of the registry?			☐ Yes (see appendix 1) ☐ No		
Is the applicant a donor centre affiliated with a registry that is not yet certified?			☐ Yes ☐ No		

** Six shipments minimum required for first Full Standards application with cord blood as donor source in addition to adult volunteers. If only cord blood, 6 shipments required for each application.*

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Which of the four services are provided by the applicant? Check all that apply. <i>Note: The organisation may outsource services or parts of services but the responsibility for the services remains with the organisation.</i> <i>Note: If not all services are provided by the applicant, consult the document ACC-7110 F SSL that lists the services associated with specific standards. If a service is not provided by the applicant, some standards may not be applicable and do not require documentation.</i>	☐ Receive requests for searches; maintain searchable database. This service is provided by applicants with a database of adult donors and/or cord blood units that were recruited by the applicant or its affiliated donor centre(s) or cord blood bank(s). Volunteers and units listed in WMDA's Search & Match database are listed under the ION of the applicant or one of its affiliated donor centres or banks. The applicant may have a search algorithm that may be used to identify potential matches for searches or the organisation may rely on a qualified third party under a service level agreement to identify potential matches found in the applicant's database. ☐ Coordinate provision of adult volunteer donors as a source of stem cells. This service includes those services such as providing information to the volunteer, obtaining donor consent, overseeing laboratory testing and medical assessment of the donor. Collection of cellular products from the donor may be performed by a qualified third party under a service level agreement with the applicant or an affiliated donor centre. Support and care of the donor post-collection is also part of this service. ☐ Coordinate provision of umbilical cord blood units as a source of stem cells. This service includes those services such as providing information to the maternal donor, obtaining maternal donor consent, overseeing laboratory testing and medical assessment of the maternal or infant donor. Collection and processing of umbilical cord blood is also overseen by the applicant providing this service. ☐ Provide support for search requests from registry's transplant centres. The focus of this service is on applicants that request international searches on behalf of their affiliated transplant centres. Applicants that do not request international searches do not provide this service.
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Date the organisation would like to submit an application to the WMDA office:

(Note: application submission date will be at least 6 months after submission of this LOI. Approved date for submission will be determined by WMDA office depending on reviewer availability)

Date the organisation would prefer to schedule the on-site/remote audit (Full Standards application only):

(Note: approved date for audit will be determined by WMDA office depending on reviewer availability)

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By submitting this form, your organisation is requesting an evaluation based on WMDA International Standards for Haematopoietic Stem Cell Donor Registries. The organisation understands that an initial audit fee for Benchmark L1/L2 applications is due at the time of submission. If the application does not proceed, an administrative fee will still be charged.

Signature(s) of authorised official(s): _____

Response WMDA office

The application for

- ☐ Full Standards, seeking to renew Full Standards
- ☐ Benchmark L2, seeking Full Standards status
- ☐ Benchmark L1, seeking to renew Benchmark L1
- ☐ Seeking first time Benchmark L2 or Benchmark L1
- ☐ Other, please describe:

will be accepted on the following date: _____

Services provided by applicant (check all that apply):

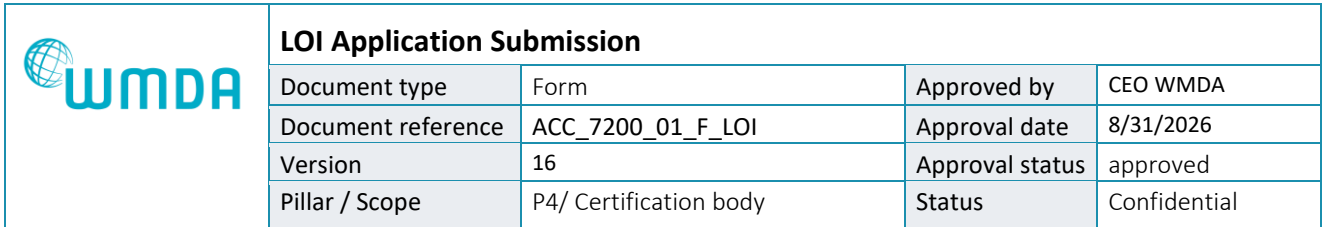
- ☐ Receive requests for searches; maintain searchable database
- ☐ Coordinate provision of adult volunteer donors as a source of stem cells
- ☐ Coordinate provision of umbilical cord blood units as a source of stem cells
- ☐ Provide support for search requests from registry's transplant centres

Comments/questions to be asked the applicant organisation prior to the assignment of the evaluation team or that should be passed on to the evaluation team:

Name person signing on behalf of WMDA office: _____

Signature WMDA office: _____

Date: _____



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Appendix 1: Third parties providing some services to the applicant organisation. This may include donor or transplant centres or cord blood banks located in a country different from the location of the applicant organisation. It also includes, for example, information systems providers located outside of the country of the applicant organisation.

[illegible]