ETHIOPIAN FOOD AND DRUG AUTHORITY

Medicine Evaluation and Marketing Authorization Lead Executive office

Guideline for Renewal of Marketing Authorization

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Document History

Version No.	Reason for Amendment	Effective Date
001	**Newly issued document**	**15/05/2023**
002	The term re-registration is replaced with 'renewal', and the document is amended in line with the new nomenclature of the MA function	**05/11/2023**
003	Revise the timeline for renewal approval process	**05/12/2023**

Seble Shambel

05/12/2023

Guideline for Renewal of Marketing Authorization

RONYMS

cGMP	Current Good Manufacturing Practices
EFDA	Ethiopian Food and Drug Administration
MA	Marketing Authorization
NRA	National Medicine regulatory Agencies
SmPC	Summary of Product Characteristics
SRA	Stringent regulatory agency
WHO	World Health Organization
DH	Desk Head
MEMA	Medicine Evaluation and Market Authorization
LEO	Lead Executive Office

ACKNOWLEDGEMENTS

This guideline is developed by the dedicated staff of the EFDA and through consultative workshops on face-to-face discussion and online collection of the comments from all concerned stakeholders. Therefore, The Ethiopian Food and Drug Authority (EFDA) would like to acknowledge and express its appreciation to its stakeholders for the financial and technical support delivered in preparation of this Guideline for Renewal of Medicines Marketing Authorization in Ethiopia. The Authority would like to acknowledge also its staff and all who participated in the drafting and its consultative workshops and their respective organizations for their contributions in the development of this document.

Guideline for Renewal of Marketing Authorization

Definitions

Applicant

The person or entity who submits a marketing authorization renewal application of product to the Authority and responsible for the product information

Authority: The Ethiopian Food and Drug Authority (EFDA)

Authorized local agent (Representative)

Any company or legal person established within a country or jurisdiction who has received a mandate from the manufacturer and/or license holder to act on his behalf for specified tasks with regard to the manufacturer's and/or license holder's obligations under legislation of the medicine and other regulatory guidance's issued by the Authority.

Conditional Approval

Is a time limited provisional marketing authorization procedure of medicine devised to provide access to certain medicines for unmet medical need of the public such as medicines for seriously debilitating disease or life treating disease, those used under emergency situation and orphan medicines, thus providing therapeutic benefit to the patients with potentially very limited alternative choices.

Emergency Use Authorization

A decision to expedite the availability of medicinal products during the public health emergency declared by the ministry of health when justify the authorization of emergency use for the medicinal products. It fills the need for timely and practical medical treatment under emergency condition as it allows for the use of the best available medicinal products prior to the full approval by the EFDA

Reference authority

Is a national, regional or international body whose decision or public information are considered by EFDA for its decision-making process with respect to the marketing authorization of medicinal products. WHO, WHO listed authorities and other national and regional bodies could be listed as reference authority as may be updated from time to time.

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Guideline for Renewal of Marketing Authorization

1. Introduction

As provided in the proclamation for food and medicine administration Number 1112/2019, article 20 (6) and Marketing Authorization directive 963/2023 article 20, every medicine registered in accordance with these proclamation and directive shall have its marketing authorization renewed every five years. According to these provisions, a product registration certificate is valid for five years. Therefore, an applicant is required to apply for renewal of marketing authorization of the product that has been on the Ethiopian market for the five years except that when the products were approved under conditional approval or the emergency use authorization procedures though which the products are permitted to access the market for shorter period.

The marketing authorization (MA) issued under conditional approval procedure will remain valid only for one year unless cancelled prior to this time due to serious safety and quality concern on the product whereas the emergency use authorization will remain valid as long as the emergency situation declared by the ministry of health is not lifted. However, when the emergency declaration is lifted or when such product which get marketing authorization under conditional approval or emergency situation are reported to be an approved product by the other NRA, regional and international bodies, applicant are expected to submit complete dossier through the appropriate application path ways established by EFDA.

2. Guidance for submission of Application

Application for the renewal of the MA shall be made within 180 days prior to the due date. For the application not submitted within this due date, applicant can still submit application within another 180days provided that applicant has made payment equivalent to the payment set for the new application as per the most current service fee regulation of the Authority. Applications not submitted for marketing authorization renewal within this due date are considered as revoked with the chance for applicant to submit the whole new dossier.

The application for renewal of MA shall only be made through the electronic information registration system of the EFDA. www.eris.efda.gov.et. The application form to be filled will be as per the Annex I of this guideline

The application for renewal of MA should include Information indicated in section 3 under administrative and product information.

Any technical documents shall not be requested upon renewal of MA but all necessary administrative documents indicated as detailed below in section 3 shall be submitted. However, for application not submitted within the second due date indicated above, complete new dossier containing technical information should be provided.

3. ADMINSTRATIVE AND PRODUCT INFORMATION

3.1.Covering Letter

Dated and signed letter for submission of the renewal application by mentioning the product included in the application from the manufacturer and/or local agent responsible for renewal of the MA

3.2.Table Contents

Table of contents of should be provided

3.3.Application Form

Complete application form on eRIS system using https://www.eris.efda.gov.et/login. The application form provided in Annex I may facilitate the filling of the application in the online platform

3.4.Agency Agreement

The re-submission of the agency agreement may not be required when the agency responsible for the previous registration or renewal was not changed. Only a declaration letter indicating that the agency has not been changed.

However, when the local agent is changed or a third party introduced in the business relationship, the agency agreement fulfilling the following requirements should be made.

a) All medicine manufacturers or product licence holder who import or offer import into the Ethiopian Market must identify local Agent or Representative to start the renewal of marketing authorization process or at least declare that the same agent responsible for previous registration is unchanged. The local Agent or Representative must be physically located in the Ethiopia and will serve as the primary and/or default point of contact between EFDA and the applicant

b) An agency agreement should be made between the applicant or manufacturer of the product and the agent responsible for submission of application in Ethiopia. The signed agreement where the company manufactures the product at two or more places, the agreement and responsibility of each party made between the manufacturers should be submitted. In such a case, the agency agreement between the local agent and the manufacturer should be the site where the file is kept and the applicant for renewal of marketing authorization. However, when the product license holder or a manufacturer has authorized a third party for the renewal of marketing authorization, the agreement can be between the local agent and the authorized third party provided that a valid agreement between the license holder or a manufacturer and a third party is submitted. The signed agreement should be submitted online through the electronic regulatory information system of the Authority.

c) The agreement should be signed by both parties and such is what is to be presented. The seal/stamp of both parties should also be affixed to the document for agency agreement.

d) The agreement should specify the local agent/representative to handle the medicine registration process. In case the manufacturer wishes to have more than one distributor, this has to be mentioned in the agreement; the appointed agent(s)/representative(s) are responsible for correspondence and complete compliance with regulatory requirements pertaining to the product distribution life cycle in the country. However, application for renewal of marketing authorization and corresponding communications shall only be between single agents appointed for the same purpose. Importation, distribution and post approval issues including safety and quality monitoring will be the responsibility of all

parties (manufacturer or license holder and the local agents).

e) The agreement should state that if any fraud or unsuspected and unacceptable adverse event occurs to the consumer under normal utilization; all the party's (local agents, manufacturer, and/or license holder and a third party) mentioned in the agreement will be responsible for collecting the product from the market and will be responsible for substantiating any related consequences.

f) The agreement should specify that both parties are responsible for pharmaco-vigilance and post-marketing reporting of the product safety, quality, and efficacy follow-up after marketing. Therefore, the agreement should also include the post market risk management plan of the parties signing the agreements

g) Without a justifiable reason any commenced agency agreement shall not be terminated before marketing authorization or approval of the product under application processing.

h) The agents representing applicant (license holder and/or manufacturer)for processing of renewal of marketing authorization should be a pharmacist in the pharmaceutical field, but not allowed to involve in the importation of such Registered products without having valid competence certificate from EFDA and Trading License from Ethiopian Ministry of trade or equivalent institution designated by Ethiopian Government.

i) The agreement should state that if any fraud or unsuspected and unacceptable adverse event occurs to the consumer under normal utilization, all the party's (local agents, manufacturer, and/or license holder) mentioned in the agreement will be responsible for the product recall and for substantiating any related consequences and liable for legal action as per article 38 (1&4) of proclamation 1112/2019 or other relevant laws of the country.

3.5.Good Manufacturing Practice

a) A Copy of valid Good Manufacturing Practice (GMP) and Manufacturing License Certificate of FPP manufacturer issued by Authority in the exporting country should be

provided. When available, supporting documents issued by other national, regional and international bodies including WHO prequalification program, WHO listed Authorities and other NRA recognized by EFDA could be submitted.

b) Re-inspection of the manufacturing site (by the Authority) may not be pre-request for submission of application for renewal of the marketing authorization. However, if the manufacturing site has been already re-inspected or re-waived from GMP by EFDA documents supporting the same could be provided, otherwise, the manufacturing site should be re-inspected before renewal of the marketing authorization certificate of the medicine under consideration. Thus, the copy of GMP certificate or GMP waiver letter issued by the Authority shall be requested prior to issuing the renewal of marketing authorization certificate.

3.6.Certificate of Pharmaceutical Product

A valid Certificate of pharmaceutical product or marketing authorization certificate issued by the exporting country should be provided. Certificate of pharmaceutical product as a requirement for renewal could be optional provided that valid cGMP Certificate and Market Authorization Certificate issued by the NRA of the exporting country are submitted. The WHO prequalification and GMP and marketing authorization certificates issued by the WHO listed authorities or other EFDA recognized NRA may be considered in lieu of documents from the NRA of exporting countries on case by cases. The format of the CPP is provided in Annex II of this Guideline. The CPP should be valid during submission to the EFDA. The CPP for the products should be in line with the explanatory notes of the CPP and summary of product characteristics as provided in Annex III of this Guideline.

3.7.Certificate of Suitability(CEP) and Confirmation of the API prequalification (CPQ),if applicable

Where CEP or CPQ has been used as an option for the submission of the API information during the previous registration, applicant should provide a declaration that the CEP or CPQ was not

withdrawn or changed. Otherwise, a new version of these documents should be provided, if changes have been made to these documents.

3.8.Product information

Product information including package insert, labeling, and summary of product characteristics (SmPC) should be provided. All product information label statements are required to be in English and/or Amharic. Any information appearing in the product information (labels, PIL, and SmPC) should be based on scientific justification. However, when changes have not been made to product information since the previous registration or renewal applicant has to provide a declaration letter confirming no change has been made to the product information since the previous registration or renewal.

3.8.1. Summary of Product Characteristics

Recommended format for the content of the SmPC is provided in Annex III of this Guideline. The applicant is required to provide.

3.8.2. Labelling (immediate and outer label)

Only original labels or computer-ready color-printed labels are accepted for final approval. In case where the text of the labels is printed directly on plastic bottles through a silk screen process, colored copies of these labels will be accepted for approval.

The titles for batch number, manufacturing and expiry dates should be part of the printing (type written materials, stickers, etc., are not acceptable). If the labeling technology of the manufacturer is such that the is information is to be printed on the label during production, a written commitment to show all the required information on the label of the finished product must be submitted. The contents of the label should at least contain:

a) The name of the product– brand and generic/International Non-proprietary Name(INN);

b) Pharmaceutical form and route of administration;

c) Qualitative and quantitative composition of active ingredient(s) and Special excipients such as lactose, Aspartame, preservative(s), and antioxidant (s);

d) The volume of the contents, and/or the number of doses, or quantity in container;

e) Directions to consult the package insert or the carton label for complete directions for use;

f) Handling and storage conditions;

g) License number of the manufacturer;

h) Batch number;

i) Manufacturing date;

j) Expiry date; and,

k) Name and address of manufacturer.

When the immediate container label is too small (in size) to contain all the above information, the label needs to contain at least information as indicated on a, b, c, d, f, h, I and j. Additionally, the label needs to contain logo of the manufacturer and/or license holder.

All the pharmaceutical trade items and/or logistic units to be distributed in Ethiopia shall bear a unique barcode and the barcode shall be printed on the label of the product in a visible manner as per the national law and requirements. Applicants are required to consult the EFDA traceability directive and pharmaceutical products barcoding guidelines available on the Authority's website (http://www.efda.gov.et/)

3.8.3. Patient Information Leaflet(PIL) or Package Insert

The general content of the PIL should be prepared in line with the content of the SmPC

The information on leaflet of medicine that is included in the national essential medicine list of Ethiopia or widely circulated in Ethiopian market is required to be at least in English and Amharic.

The PIL should not be described or presented in a manner that is false, misleading, or deceptive or is likely to create an erroneous impression regarding its use in any respect, either pictorially or in words

3.9.Periodic product safety report

Any post market safety information since the previous marketing authorization should be submitted. This should include the summary of the periodic safety updates submitted to the EFDA and other unreported safety concerns. Available safety should be reviewed when renewing marketing authorization certificates. Periodic safety updates of products can be obtained from different sources such as from the periodic safety review conducted by EFDA, periodic safety updates provided from the MA holder or relied reference authorities and WHO Periodic safety update Websites. When the reports indicate that there is tangible safety concern of the product under renewal application, the authority may not issue renewal for the marketing authorization and such application should be consulted with the product safety office and other relevant bodies. Applicant will be notified of the same to conduct further investigation of the noted concern and report the same to the EFDA.

3.10. List of post marketing changes

Applicant shall provide Tabular summary of any variations notified, accepted, and pending with the Authority since the grant of previous MA.

If applicant declares previously unreported variation during renewal, the renewal processing will be continued whereas the variation will be treated by the variation guideline of the Authority variation via a separate application provided that the reported variation have no major impact on the safety, efficacy and quality of the registered product.

Therefore, the applicant needs to apply renewal application first and variation application will be followed up on approval of renewal application. In such case applicant is required to make separate application and payment for the renewal and the variation and the payment shall be made as per the most current service fee regulation of the EFDA.

However, if variation is identified by the assessor during the renewal application the Authority may impose administrative measures or revoke the MA as per Medicine Marketing Authorization Directive and other relevant law of the Country based on the potential impact of the changes on the product quality, safety and efficacy.

3.11. Evidence for an application fee

Each renewal application should be accompanied by a relevant service fee for renewal of marketing authorization. The application fee shall be made per application and the payment receipt shall be bearing the application number issued by the eRIS. If the payments are made for more than one application and gross payments are made, a tabular listing of the application number and payment for each application shall be prepared and submitted along with the attachment for the total payment. Applicants are advised to consult the current Rate of Service Fees Regulation of the Authority for the amount to be paid for application and contact the Authority for details of mode of payment.

4. Requirements for the renewal of MA

4.1. Renewal of the MA issued under routine procedure

a) All information and documentation under section 3 should be provided except for section 3.7 except when there is change to or withdrawal of the documents mentioned under this section. These submitted information and documentation should be as detailed in their respective section

4.2. Renewal of the MA issued under WHO collaborative registration procedure

a) Documents discussed under 3.7 above, the most current CPQ, where applicable.
b) For the compliance of the manufacturer with the cGMP requirement: a copy of the most current WHO public inspection report should be included in the submission and the copy of this document should be in agreement with the one in the WHO prequalification website.
c) The most recent copy of the Quality information summary

d) Information in 3.9 and 3.10

4.3.Renewal of the MA issued reliance procedure

a) Documents discussed under 3.7 above, the most current CEP, where applicable.
b) A valid copy of the latest renewal of MA or equivalent thereof, issued by the reference Authority listed by EFDA. However, if the manufacturing site is outside the countries listed by EFDA but the manufacturing site have valid GMP certificate issued by one of the reference authority, documents discussed under 3.5 above should be included in the submission.
c) Written commitment letter to notify the EFDA that whenever a pending variation, notice of concern, withdrawal, or recall is initiated by the reference authority, the same shall be communicated to the EFDA; and,
d) The latest product information (summary of product characteristics (SmPC), or an equivalent thereof, the patient information leaflet (PIL), or equivalent thereof, and the labelling) accepted by the reference authority. Note: Applicant should also provide a web link to the reference authority approved product information, preferably on the website of the reference authority itself, if available
e) Information in 3.9 and 3.10

4.4.Renewal of the MA issued under conditional approval procedure

The provisional marketing authorization of medicine is limited to a maximum of one year. However, when the conditions required to be fulfilled including additional study data, information and documentations could not be completed within a period decided by EFDA; applicant should provide adequate scientific justifications to request for extension of submission period one month prior to due date. Once the conditions are fulfilled the product could be issued MA under the routine, WHO-CRP or the reliance procedure, as applicable. The requirements for the then renewal procedure will be as described under section 3 and 4.1-4.3 of this guideline as applicable. The MA with a validity period of five years could only be issued after the conditions under which it gets approval are fulfilled within period decided by EFDA.

4.5.Renewal of the MA issued under Emergency use Authorization procedure

The authorization issued under emergency use authorization will remain valid as long as the emergency situation declared by the ministry of health is not lifted. But, once, the emergency declaration is lifted by the ministry, the applicants should submit the application through either the routine, WHO-CRP or the reliance procedure, as applicable. The requirements for the then renewal procedure will be as described under section 3 and 4.1-4.3 of this guideline as applicable.

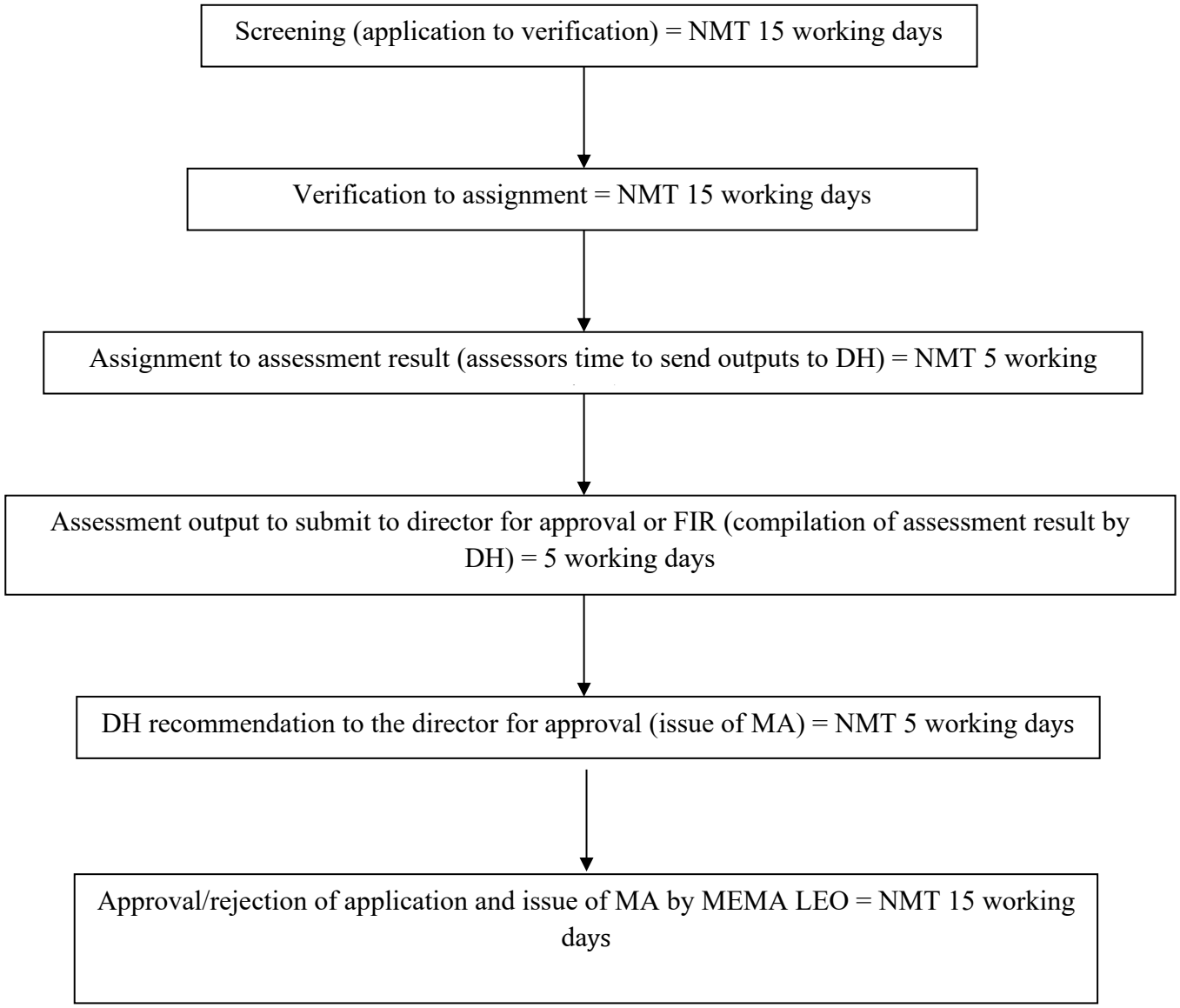
5. Process flow and the processing time line

Renewal applications may not generally take longer processing time. However, the applications have a waiting time in a queue of application before being assigned and assessed by the assessor. Sometimes the assessors may find missing information from the submitted application or further clarity may be required on certain matters deemed to be necessary based on the observation of the assessor and this will cause a clock stop period and this period are expected to increase the approval time.

The submitted additional data or information will be also in a queue of additional data or information submission for assessment. It is based on this ground that the processing time for the renewal application from the date of submission of the application is estimated to be 60 working days. However, the maximum Regulatory processing time for the renewal of application should not be more than 90 working days from the data of submission.

Process flow and the time line for the applications received for the renewal of the marketing authorization will be as indicated below in Figure 1.

Figure 1: Process flow and the time line for the MA renewal applications.



6. Annexures

Annex I: Application form **(Form-MEMA-017.001)**

A. Renewal application for the product approved under (insert √)

Routine procedure	
WHO-collaborative procedure	
Reliance procedure	

B. Detail of the product

Proprietary name (trade name)			
Approved generic name (s) (use INN if any)			
Standard claimed (BP, Ph.In, Ph. Eur., USP, IH, etc.)			
Strength(s) per dosage unit			
Dosage form			
Route of administration			
Shelf life (months)			
Storage condition			
Visual description			
Description of container closure			
Packaging and pack size			
	Composition	Strength	Function

Complete qualitative and quantitative composition (indicate per unit dosage form, e.g., per tablet, per 5ml, etc.). ***Note:*** • ***As many rows and columns as needed could be added/deleted,*** • ***Type of batch should be described***			
Complete qualitative and quantitative composition (indicate per batch in Kg, L, etc.). ***Note:*** • ***As many rows and columns as needed could be added/deleted,*** • ***Type of batch should be described***	Composition	Strength	Function
Statement of similarity and difference of clinical, bio-batch, stability, validation, and commercial batch sizes			
Regulatory situation in other country (Provide a list of countries in which this product has been granted a marketing authorization and the restrictions on sale or distribution, e.g., withdrawn from the market, etc.)			

C. Detail of the applicant

Name	
Business address	
Street number and postal address	

Telephone number	
Fax number	
E-mail and website address	
Contact person in a company	Name:
	Position:
	Postal address:
	Telephone number:
	Fax number:
	E-mail:
Details of Manufacturer, if different from above	<< Insert the required information as indicated above >>

D. Detail of Active pharmaceutical(s) ingredient(s) manufacturer

Name of manufacturer	
Street and postal address	
Telephone/Fax number	
E-mail	
Retest period/Shelf life	

E. Detail of local agent (representative) in Ethiopia

Name of local agent	
Sub-city and postal address	

Telephone/Fax number	
E-mail	
Contact person in company Address of company	

F. Details on dossiers submitted with the application

Section of dossier	**Page number, Annex, etc of submission**
Module 1, as described in this guideline	
declaration that the previous local agent was not changed or an agency agreement if the local agent has been changed	
Tabular summary of any variations notified, accepted, and pending with the Authority since the grant of marketing authorization, if any	

CERTIFICATION BY A RESPONSIBLE PERSON IN THE APPLICANT COMPANY

I, the undersigned, certify that all the information in the accompanying documentation concerning an application for a marketing authorization for:

Proprietary name (trade name)	
Approved generic name(s) (INN)	
Strength(s) per dosage unit	

Dosage form	
Applicant	
Manufacturer	

… is correct and true and reflects the total information available. I further certify that I have examined the following statements and I attest to their accuracy.

1. The current edition of the WHO Guideline, "Good manufacturing practices for pharmaceutical products," is applied in full in all premises involved in the manufacture of this product.
2. The formulation per dosage form correlates with the master formula and with the batch manufacturing record forms.
3. The manufacturing procedure is exactly as specified in the master formula and batch manufacturing record forms.
4. Each batch of all starting materials is either tested or certified against the full specifications in the accompanying documentation and comply fully with those specifications before it is released for manufacturing purposes.
5. All batches of active pharmaceutical ingredient(s) are obtained from the source(s) specified in the accompanying documentation.
6. No batch of active pharmaceutical ingredient will be used unless a copy of the batch certificate established by the active ingredient manufacturer is available.
7. Each batch of the container/closure system is tested or certified against the full specifications in the accompanying documentation and complies fully with those specifications before it is released for manufacturing purposes.
8. Each batch of the finished product is either tested or certified against the full specifications in the accompanying documentation and complies fully with the release specifications before it is released for sale.

9. The person releasing the product for sale is an authorized person as defined by the WHO guideline "Good manufacturing practices: Authorized person - the role, functions and training."
10. The procedures for control of the finished product have been validated for this formulation.
11. The market authorization holder has a standard operating procedure for handling adverse reaction reports on its products.
12. The market authorization holder has a standard operating procedure for handling batch recalls of its products
13. All the documentation referred to in this Certificate is available for review during a GMP inspection.
14. Any clinical trials including bioequivalence study were conducted according to WHO's "Guidelines for good clinical practice (GCP) for trials on pharmaceutical products."

    Signature: _____

    Name: _____

    Position in company (print or type): _____

    Date: _____

Annex II: Certificate of Pharmaceutical Products[1] **(FORM-MEMA-002.001)**

This certificate conforms to the format recommended by the World Health Organization (General instructions and explanatory notes attached)

No. of Certificate _____

Exporting (certifying country): _____

Importing (requesting country): _____

1. Name and dosage form of the product: _____

1.1. Active ingredient(s)[2] and amount(s) per unit dose[3] : _____For complete composition including excipients, see attached[4] : _____

1.2. Is this product licensed to be placed on the market for use in the exporting country?[5]**yes/no** (Key in as appropriate)

1.3 Is this product actually on the market in the exporting country? (Key in as appropriate) **yes/no/unknown**

If the answer to 1.2. is **yes**, continue with section 2A and omit section 2B. If the answer to 1.2 is no, omit section 2A and continue with section 2B:[6]

2.A.1. Number of product license[7] and date of issue:

_____

2.A.2. Product license holder (name and address):

2.A.3. Status of product license holder:[8] a/b/c (Key in appropriate category as defined in note 8)
2.A.3.1. For categories (b) and (c), provide the name and address of the manufacturer producing the dosage form:[9]

_____

2.A.4. Is a summary basis for approval appended?[10]**yes/no** (Key in as appropriate)

2.A.5. Is the attached, officially approved product information complete and consonant with the license?[11] yes/no/not provided (Key in as appropriate) 2.A.6. Applicant for Certificate, if different from license holder (name and address):[12]

_____

2.B.1. Applicant for Certificate (name and address):

_____

2.B.2. Status of applicant: a b/c (Key in appropriate category as defined in footnote 8)

2.B.2.1. For categories (b) and (c), provide the name and address of the manufacturer producing the dosage form:[9]

_____

2.B.3. Why is marketing authorization lacking?

not required/not requested/under consideration/refused (Key in as appropriate)

2.B.4. Remarks:[13]

3.Does the certifying authority arrange for periodic inspection of the manufacturing plant in which the dosage form is produced?

If not or not applicable, proceed to question 4.

yes/no/not applicable[14] (Key in as appropriate)

3.1. Periodicity of routine inspections (years): _____

3.2. Has the manufacture of this type of dosage form been inspected? yes/no

3.3. Do the facilities and operations conform to good manufacturing practices (GMP) as recommended by the World Health Organization (WHO)?[15]

yes/no/not applicable[14] (Key in as appropriate)

4. Does the information submitted by the applicant satisfy the certifying authority on all aspects of the manufacture of the product:[16] yes/no (Key in as appropriate)

If no, explain:_____

Address of certifying authority: _____

Telephone: _____

Fax no.: _____

E-mail:

_____

Name of authorized person: _____

Signature: _____

Stamp and date: _____

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General instructions Please refer to the Guideline for full instructions on how to complete this form and for information on the implementation of the Scheme. This form should always be submitted as a hard copy, with responses printed in type rather than handwritten.

Additional sheets should be appended, as necessary, to accommodate remarks and explanations. Explanatory notes

[1] This Certificate, which is in the format recommended by WHO, establishes the status of the pharmaceutical product and of the applicant for the Certificate in the exporting country. It is for a single product only, since manufacturing arrangements and approved information for different dosage forms and different strengths can vary.

[2] Use, whenever possible, the International Nonproprietary Names (INNs) or national nonproprietary names.

[3] The formula (complete composition) of the dosage form should be given on the Certificate or should be appended.

[4] Details of quantitative composition are preferred, but their provision is subject to the agreement of the productlicense holder.

[5] When applicable, append details of any restriction applied to the sale, distribution, or administration of the product that is specified in the product license.

[6] Sections 2A and 2B are mutually exclusive.

[7] Indicate, when applicable, if the license is provisional, or the product has not yet been approved.

[8] Specify whether the person responsible for placing the product on the market:

(a) manufactures the dosage form;

(b) packages and/or labels a dosage form manufactured by an independent company; or,

(c) is not involved in any of the above.

[9] This information can only be provided with the consent of the product-license holder or, in the case of nonregistered products, the applicant. Non-completion of this section indicates that the party concerned has not agreed to inclusion of this information. It should be noted that information concerning the site of production is part of the product license. If the production site is changed, the license has to be updated or it is no longer valid.

[10] This refers to the document, prepared by some national regulatory authorities, that summarizes the technical basis on which the product has been licensed.

[11] This refers to product information approved by the competent national regulatory authority, such as Summary Product Characteristics (SPC).

[12] In this circumstance, permission for issuing the Certificate is required from the product-license holder. This permission has to be provided to the Authority by the applicant.

[13] Please indicate the reason that the applicant has provided for not requesting registration.

(a) the product has been developed exclusively for the treatment of conditions — particularly tropical diseases — not endemic in the country of export;

(b) the product has been reformulated with a view to improving its stability under tropical conditions;

(c) the product has been reformulated to exclude excipients not approved for use in pharmaceutical products in the country of import;

(d) the product has been reformulated to meet a different maximum dosage limit for an active ingredient; or, (e) any other reason (please specify).

[14] Not applicable means the manufacture is taking place in a country other than that issuing the product Certificate and inspection is conducted under the aegis of the country of manufacture.

[15] The requirements for good practices in the manufacture and quality control of drugs referred to in the Certificate are those included in the Thirty-second Report of the Expert Committee on Specifications for Pharmaceutical Preparations, WHO Technical Report Series No. 823, 1992, Annex 1. Recommendations specifically applicable to biological products have been formulated by the WHO Expert Committee on Biological Standardization (WHO Technical Report Series, No. 822, 1992, Annex 1).

[16] This section is to be completed when the product-license holder or applicant conforms to status (b) or (c), as described in note 8 above. It is of particular importance when foreign contractors are involved in the manufacture of the product. In these circumstances, the applicant should supply the certifying authority with information to identify the contracting parties responsible for each stage of manufacture of the finished dosage form, and the extent and nature of any controls exercised over each of these parties.

Annex III: Summary of Product Characteristics (FORM-MEMA-003.001)

(With proposed sentence patterns and illustrative examples)

1. **NAME OF THE FINISHED PHARMACEUTICAL PRODUCT**

   {(Invented) name of product<strength><pharmaceutical form>}

2. **QUALITATIVE AND QUANTITATIVE COMPOSITION**

   For excipients, see 6.1.

   This include the quantitative composition of special excipients (such as Lactose, Aspartame, Preservative and Antioxidants)

3. **PHARMACEUTICAL FORM**
4. **CLINICAL PARTICULARS**

6.1.Therapeutic indications

<this pharmaceutical product is for diagnostic use only>

6.2.Posology and method of administration [See example below.]

Adults

Children and adolescents (4 to 17 years of age)

General administration recommendations

Special dosing considerations in adults

6.3.Contraindications

<Hypersesitivity to the API(s) or to any of the excipients <or {residues}>

6.4.Special warnings and special precautions for use [See example below.]

Drug interactions

Acute hemolytic

Hyperglycemia

Patients with coexisting conditions

6.5.Interaction with other FPPs and other forms of interaction [See example below.]

Rifabutin)

Ketoconazole)

Itraconazole)

Nevirapine) HMG -CoA reductase inhibitors)

Rifampicin)

4.6. **Pregnancy and lactation** [See example below.]

Use during pregnancy)

Use during lactation)

4.7. Effects on ability to drive and use machines

< {Invented name} has < no or negligible influence><minor or moderate influence><major influence>on the ability to drive and use machines.> [describe effects where applicable]

<No studies on the effects on the ability to drive and use machines have been performed><Not relevant]

4.8. **Undesirable effects** [See example below.]

Laboratory test findings)

Post-marketing experience)

4.9. Overdose

<No case of overdose has been reported>

5. PHARMACOLOGICAL PROPERTIES

5.1. Pharmacodynamic properties

Pharmacotherapeutic group: {group}

ATC code: {code}

Mechanism of action

Microbiology (when applicable)

Drug resistance (when applicable)

Cross resistance (when applicable)

Pharmacodynamic effects

Adults

Pediatric patients

5.2. Pharmacokinetic properties

Absorption

Distribution

Biotransformation

Elimination Characteristics in patients

5.3. **Preclinical safety data**

<Preclinical data reveal no special hazard for humans based on conventional studies of safety pharmacology, repeated dose toxicity, genotoxicity, carcinogenic potential, toxicity to reproduction.><Preclinical effects were observed only at exposures considered sufficiently in excess of maximum human exposure indicating little relevance to clinical use>

<Adverse reactions not observed in clinical studies but seen in animals at exposure levels similar to clinical exposure levels and with possible relevance to clinical use were as follows.>

Mutagenicity

Carcinogenicity

Developmental Toxicity

6. PHARMACEUTICAL PARTICULARS

6.1. **List of excipients** [See example below.]

Capsule content)

Capsule shell)

Printing ink)

6.2. **Incompatibilities**

<Not applicable.>

<In the absence of compatibility studies, this pharmaceutical product must not be mixed with other pharmaceutical products.>

<This pharmaceutical product must not be mixed with other pharmaceutical products except those in 6.6

6.3. **Shelf life**

<….><6months><…><1year><18months><2years><30months><3years><…>

6.4. **Special precautions for storage**

<Do not store above <25°C><30°C»

<Store at2°C-8°C (in a refrigerator» <Store in a freezer>

<Do not< refrigerate><or><freeze»

<Store in the original<package><containers><Keep the container tightly closed>

<Keep the container in the outer carton>

<No special precautions for storage>

<in order to protect from <light><moisture>

6.5. **Nature and contents of container**

<Not all pack sizes may be marketed.>

6.6. Instructions for use and handling

7. MARKETING AUTHORISATION HOLDER
8. NUMBER(S) IN THE NATIONAL REGISTER OF FINISHED PHARMACEUTICAL PRODUCTS
9. DATE OF FIRST AUTHORISATION/RENEWALOF THE AUTHORISATION
10. DATE OF REVISION OF THE TEXT

6. References

1. Medicines registration guidelines 2020, 4th Edition
2. Guidelines for conditional approval of Medicines, 2021, 1st Edition
3. Guidelines for Emergency Use Authorization of COVID-19 Vaccine, 2021, 1st Edition