FOOD AND DRUGS AUTHORITY

GUIDELINES FOR REGISTRATION OF VETERINARY BIOLOGICAL PRODUCTS

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1.0 INTRODUCTION

The manufacture has the responsibility to assure the quality, safety and efficacy of veterinary vaccines manufactured in its manufacturing facility. The Food and Drugs Authority's (FDA) guidelines for the registration of veterinary vaccines provide guidance to applicants intending to register their product in Ghana. In addition, the guidelines publish the required format and content for submitting a veterinary vaccine registration application to the FDA, and further provide guidance that ensure that products and manufacturers meets the minimum established regulatory requirements to do business in Ghana.

Veterinary vaccines are products of biological origin, which exhibit some intrinsic variability. They are characterized by complex manufacturing processes and are administered to large numbers of healthy animals. Solely testing the final product alone cannot assess their quality; hence, a complete product development dossier, in addition, to a satisfactory current Good Manufacturing Practice (cGMP) audit of the manufacturing facility shall be required to make a regulatory decision.

The FDA fully evaluates all data and information submitted on the quality, safety and efficacy profiles of veterinary vaccines application for completeness, and in line with requirements contained in these guidelines. The FDA shall register the vaccine and grant marketing authorization following satisfactory evaluation outcome.

These guidelines provide guidance on the requisite data and information that is needed in an application dossier, and evidence to show that the product development pathway contains information on the various stages of development; research, product development, production, quality control, and pharmacology, and guarantees that the quality, safety and efficacy required of the veterinary vaccine to be used in animals has been established.

1.1 SCOPE

In pursuant to section 118 of the Public Health Act, (Act 851), these guidelines should apply to the registration of following categories of biological veterinary products in Ghana:

I. Veterinary Biological Products
II. Autogenous Veterinary Biologics

The registration of biological veterinary product will follow the full evaluation route where the quality, safety and efficacy parameters are evaluated. All applications shall be made by applicants or the principal manufacturer through the local agent or an entity appoint by the applicant in Ghana.

2.0 GLOSSARY

- **Abridge Evaluation route** refers to route of evaluation of product dossier for market authorization holder who has fulfilled the requirement of abbreviated documentation for product registration.
- **Adverse Event Following Vaccination** refers to any undesired or unintended response following vaccination.
- **Authority** refers to Food and Drugs Authority, Ghana
- **Biologics** refers to a product whose active substance is made by or derived from a living organism (plant, animal or microorganism) and may be produced by biotechnology methods and other cutting-edge technologies. This product imitates natural biological substances intended for use in treatment and prevention of infectious diseases of animals or for purpose of research in animals.
- **Cell line** refers to a cell culture developed from a single cell and therefore consisting of cells with a uniform genetic make-up.
- **Compendia** refer to a collection of concise but detailed information about a particular subject, especially in a book or other publication.
- **Cytometeric analysis** refers to the characterization and measurement of cells and cellular constituents.

- **Evaluation** refers to the assessment of the dossier and product sample submitted by the applicant using predefined set of criteria and checklist.
- **Full Evaluation route** refers to route of evaluation of product dossier for market authorization holder who has fulfilled the requirement of detailed documentation for product registration.
- **General Document Evaluation** refers to the evaluation of part I under data requirement of full evaluation route in the dossier.
- **Good Manufacturing Practices (GMP)** refers to a system for ensuring that products are consistently produced and controlled according to quality standards (OIE).
- **Immunoblot** refers to a technique for or the blot resulting from, analyzing or identifying proteins via antigen-antibody specific reactions, as in Western blot technique.
- **Immunogen** refers to any substance or organism that provokes an immune response(produces immunity) when introduced into the body or agents that may be used to trigger the immune response, such as veterinary biological products, or during disease, such as allergens.
- **Market Authorization Holder** refers to a firm in whose name the product is registered/ licensed.
- **Neurovirulence testing** refers to the tendency or capacity of a microorganism to cause disease of the nervous system.
- **Neutralization assay** refers to the assay where neutralizing antibodies inhibit biological activity of a target, and cell viability or plaque reduction is the endpoint.
- **Primary cells** refer to a cell taken directly from a living organism, which is not immortalized
- **Product Dossier** refers to the detailed biologics profile or technical documents generated from the biologics manufacturer for the purpose of biologics registration.
- **rDNA** refers to genetically engineered DNA prepared by transplanting or splicing one or more segments of DNA into the chromosomes of an organism from a

different species. Such DNA becomes part of the host's genetic makeup and is replicated.

- **Referenced NRA** refers to Drug Regulatory Authority, which is referenced by DRA.
- **Registration Committee for product registration** refers to the committee as approved by the Board for evaluation of biologics(s).
- **Serotyping** refers to a group of organisms, microorganisms, or cells distinguished by their shared specific antigens as determined by serologic testing.
- **Technical Document Evaluation** refers to the evaluation of part II, Part III and Part IV data requirements of the full evaluation and all the documents of the abridged evaluation.

3.0 REQUIREMENTS

3.1 Application For Registration

3.1.1 The application for registration of a Veterinary Biological Product should be made with the registration application form for Biological Products and indicating that the product is intended for veterinary use.

Separate applications should be made in respect of different formulation of same biological product

3.1.2 The applicant must ensure that the name of the manufacturer(s), address and contact details are consistent throughout the application process e.g. in the manufacturing license, Good Manufacturing Practice (GMP) certificate, Certificate of Pharmaceutical Product (CoPP), Authorization letter etc.

3.1.3 The application for registration must be accompanied by the completed registration application form, the prescribed fee, registration samples and the product development dossier presented in an electronic format: two (2) copies, saved on CD-ROMs.

3.1.4 After filing the application for registration along with the required documents, the dossier undergoes the Technical Documentation evaluation phase.

3.2 General Requirements of the Dossiers

The dossier should be:

3.2.1 Submitted in English

3.2.2 Where originals are in another language, copies should be presented together with certified English translations.

3.2.3 Be complete as per the specifications detailed in this guideline

3.2.4 Containing a table of contents, the order must be as per the order of the document requirement in this guideline.

3.2.5 Indexed to the various appendices

3.2.6 Numbered on every page

3.2.7 In two (2) CD-ROMS (one CD-ROM and a duplicate)

3.2.8 Contain certificates or testimonies obtained from other agencies or authorities in original or in case of duplicate or electronic submission, attested by the Public Notary or a Court of Law.

3.3 Full Registration

Biological Veterinary Products registration application submissions are required to fulfill data requirements as given below:

Part I General Document

Part II - Product Profile

Part III - Quality profile

Part IV - Pharmacological documents

Note: the application should be arranged in the Common Technical Document (CTD) as pertain in the requirements prescribed in this guideline

3.3.1 Part I - General Documents

In general following documents are required. However, if the Biological Veterinary Product is manufactured in Ghana; certifications such as manufacturing license, CoPP, Evidence of Free Sale, cGMP etc issued by the Authority may not be necessary.

3.3.1.1 Company Profile

The company profile of the principal manufacturer for the finished product and raw materials should include:

- Brief description of the company with its organization chart and its detailed address.
- Complete address of the manufacturing site if different from the organization
- Address of the corporate office, phone and fax numbers
- Name and qualification of the key personnel (Heads of Production, Quality Control and Store) where possible with the signatures of the personnel against name.
- List of the biologics manufactured.
- State whether the company is manufacturing under loan license or not. If so, include details.

3.3.1.1 Current Good Manufacturing Practices (cGMP) Certificate should:

- Bear the Certificate number.
- Bear the name of the firm, date of certification, date of expiry and identity of the issuing Authority.
- Be valid and current and should comply with cGMP regulatory requirements
- If the certificate is nearing its expiry, evidence of application or under process letter for renewal of same issued by the licensing Authority must be submitted along with the certificate.
- Follow the OIE (Office International des Epizooties), FAO (Food and Agriculture Organization) or WHO (standards.

3.3.1.2 Manufacturing License should:

- Bear the license number.
- Bear the name of the firm, date of certification, date of expiry and identity of the issuing Authority.

- If the license is nearing its expiry, evidence of application or under process letter for renewal of same issued by the licensing Authority must be submitted along with the license.
- Contain the list of products applied for registration.
- Loan license and contract manufacturing status where applicable must be submitted.

3.3.1.3 Certificate of the Pharmaceutical Product (CoPP):

- The CoPP should:
- Bear the certificate number.
- Bear the date of issue, expiry/validity date, the name of the product, name of the manufacturer and name of the issuing Authority.
- If the certificate is nearing its expiry, evidence of application or under process letter for renewal of same issued by the licensing Authority must be submitted along with the certificate.
- Bear the country where the product is being manufactured.
- Where possible, the CoPP should be in the format of the OIE or WHO Certification Scheme on the Quality of Pharmaceutical Products.

3.3.1.5 Evidence of Free Sale

If the CoPP format is not as per the format of OIE or WHO Certification Scheme on the Quality of Pharmaceutical Products, the document indicating the free sale of the product should bear the country of origin of the finished veterinary biological product. It must be issued by the authorized Authority from the country of origin. It should contain the following:

- Brand name
- Generic name or International Non-proprietary Name
- Dosage form and strength
- Complete name and address of manufacturer
- If the product is manufactured only for the purpose of EXPORT, valid justification is required on why this product is not available in the country of origin.

3.3.1.6 Letter of Evidence

- The letter of evidence stating that the information content in the dossier is originated from the principal manufacturer must be enclosed.

3.3.1.7 Product Sample

- Samples of finished product submitted for registration should be taken at random from an actual production batch. Samples submitted must be intact and must be in final commercial pack with original labels and package inserts.
- Product sample size may vary depending on the type of packaging used.
- Product samples submitted must have a remaining shelf-life of at least 60% for products with shelf life of 24 months or more and 80% for products with shelf life less than 24 months.

3.3.1.8 Specimen of Package, Label and insert

Specimen of the original package including package, label and insert must be the same as the commercially available specimens.

3.3.1.9 At least 3 specimens must be included in the dossier.

3.3.1.10 The product label should contain the following information:

- Product name.
- Dosage form.
- Name and strength of active ingredient(s)/ content of formulation with quantity of ingredients per dosage unit.
- Batch number.
- Manufacture date.
- Expiry date.
- Pharmacopoeial standard.
- Route of administration (if applicable).
- Storage conditions.
- Name and address of the manufacturer.
- Net content of the package.
- Pack sizes (unit/volume).

- Warnings/ cautions (if applicable).
- Precautionary information like “Keep medicine out of reach of children” or the words “Controlled Medicine”, where applicable.
- Directions for handling, where applicable.
- If the product is without an outer carton, the label should bear all the information that is required.
- The colour of labels should be different for different strengths of same products. The label must be made from good quality material.

3.3.2 PART II - PRODUCT PROFILE

3.3.2.1 Complete and concise summary of product particulars should be provided. This should include following information:

3.3.2.1 Brand name or trade name (if applicable)

3.3.2.2 Generic or International Non-proprietary name (INN)

3.3.2.3 Dosage form

3.3.2.4 Strength of the finished product

3.3.2.5 Therapeutic category

3.3.2.6 Mode of action

3.3.2.7 Toxicology

3.3.2.8 Indication

3.3.2.9 Contraindications

3.3.2.10 Reconstitution

3.3.2.11 Dose and dosage regimen

3.3.2.12 Adverse Event Following Vaccination

3.3.2.13 Immunogenic interactions

3.3.2.14 Precaution(s)/warning(s)

3.3.2.15 Storage condition(s)

3.3.2.16 Reference of the official standards of the finished product (egcompendial pharmacopoeias or manufacturer’s in-house specification).

3.3.2.17 List of all the ingredients in the dosage form and their amount on a per unit basis, as per the label claim and batch quantities

3.3.2.18 Description of the organoleptic characteristics of the product.

3.3.2.19 Physico-chemical properties such as colour, shape, particle size, pH, solubility in water and other solvents, existence/absence of polymorphs and pseudo-polymorphs, hygroscopic nature, etc. When describing a liquid, state clearly whether it is in the form of a solution (clear), suspension, emulsion, etc.

3.3.2.20 Commercial presentation of packaging and pack size in terms of quantity/weight/volume, etc.

3.3.3 PART III - QUALITY PROFILE

3.3.3.1 Manufacture of Active Raw Material Used In Production of Biological Product

3.3.3.1.1 General Considerations

- Prior to submission of registration requirements for specific veterinary
- biological products, for example, autogenous biologics, manufacturers
- must prepare and submit two copies of details on production process. It must cite internationally accepted regulatory requirements such as that of the OIE or WHO. Once approved and stamped as satisfactory, one copy will be retained with the Authority, and one copy will be returned to the manufacturer.
- The manufacturer presenting the product must provide a flow chart indicating the source(s) of all raw materials, antigens and /or other components.
- The manufacturer is responsible for ensuring that all relevant and up-to-date standard operating procedures are submitted to the Authority.

3.3.3.1.2 Technical Documents on Raw Materials

The master seeds used for the preparation of biologics must be demonstrated to be pure, safe and immunogenic by accepted test methods. Cell lines or primary cells if used, must provide evidence of being pure and safe. Serum, media or any other ingredients used in the preparation of the biologics must be demonstrated to be free of contaminants by accepted test protocols. The following requirements should be produced:

- A list of all active raw materials and manufacturer of these active raw materials
- The method of manufacture of the active raw material in a flow chart along with;
- Description of source, specifications and test methods of all antigens and/or components
- Growth and harvesting
- Purification and downstream processing
- Manufacture of synthetic raw material
- In process control specifications and tests at each stage of manufacture of active raw materials
- Data on the molecular and biological properties of the raw material and details of their analytical methods.
- For immunogenic raw materials, the description should include the biological name or chemical name, the source of the cells from which the raw material is derived, the active components of the cell fractions or purified antigens where applicable, and any chemical modification or conjugation of the immunogenic material.
- For all raw materials, physical state, colour and clarity of the product must be described.
- Description of physico-chemical tests (identity, purity, assay for related proteins and process contaminants) and biological activity tests (specific identity testing such as immunoblots e.g. Western Blot or ELISA, cytometric analysis, neurovirulence testing, serotyping, electrophoretic typing, inactivation studies, neutralization assays, titrations, immunogenicity and potency) carried out on active raw materials must be furnished.

3.3.3.1.2 Certificate of Analysis (CoA) of raw materials

Validated and certified copies of the Certificate of Analysis from the supplier of raw materials or the manufacturer of the finished product should be included in the dossier.

- Be on a letterhead or other paper that adequately identifies the company manufacturing the raw material(s).
- Name of the raw material.
- Batch number of the raw material used in the manufacture of the finished product
- Be dated with the date of analyses and signed by an authorized person over his/her name.
- State the pharmacopoeia specifications and methods by which the tests are performed.
- All tests and analyses that involve measurement should be reported as the actual numerical results and not as descriptions such as “compliant” or “pass”.
- Results of tests for bioactive substance should include specific tests for identity, potency, purity, endotoxin and sterility.

3.3.3.1.3 Manufacturing Process For Finished Products

- General Considerations

  Comprehensive details of the procedures involved in the various stages of manufacture of finished product should be given. It should also include the frequency and sequence of analytical, microbiological and other in-process control procedures carried out during the manufacturing process.
- The manufacturing process should be submitted in form of a detailed flow diagram accompanied by a list of equipment used at each stage. Stages of manufacture may include aseptic processing, sterilization, lyophilisation, freeze-drying and packaging.

3.3.3.2 Analytical Method for Finished Product

Analytical method for finished product should include the following:

- Technical/quality specification of the finished product.
- A description of all test methods selected to assure the identity, purity, sterility,strength and/or potency, as well as the lot-to-lot consistency of the

finished product and the specifications. This should also include a description of tests/assays used for identification of preservatives and antioxidants.

- Validation information, including experimental data for accuracy, specificity, precision, linearity and reproducibility of the analytical procedures.

3.3.3.3 Certificates of Analysis (CoA) of the Finished Product

- The CoA of the Finished Product should include the results of all the requirements and test methods stated in the technical/quality specification of the product. Certificates of analysis and analytical results for at least five consecutive batches should be provided.
- The certificate, validated and certified should:
  - Be on a letterhead or other copy that adequately identifies the manufacturer of the product.
  - Be dated with the date of analyses and signed by an authorized person against the name.
  - State the specifications and methods against which and by which the tests are performed.
  - Give all tests and analyses that involve measurement as the actual numerical results and not descriptions like "complies" or "pass".
  - Declare acceptable in case of such document being computer generated.

3.3.3.4 Specifications of the Packaging Materials

The following information on the packaging materials should be provided:

- A general description of the container and the closure system including primary and secondary packaging and other components such as pack size, fill details and container type.
- The chemical identity of the materials for each component of the packaging system and detail specifications and tests for materials of each primary packaging component.
- Evidence of compatibility of the materials of construction with the finished product, including sorption to container and leaching, and/or safety of materials of construction.

- A certificate of analysis as proof that the packaging conforms to specifications.

3.3.3.5 Stability studies on finished products

Evidence of stability of the product submitted should include the following information:

- Reports for both accelerated stability study and relative humidity and real time stability study is as presented in the table below

Condition	**Accelerated Refrigerated/(Frozen)**	**Stress**	**Real – Time/long term Refrigerate/(Frozen)**
Storage Temperature (°C)	25+/-2/**(5+/-3)**	37+/-2	5+/-3/**(-15+/-5)**
Relative Humidity (%)	60+/-5/(No humidity)	75+/-5	No humidity/(No humidity)
Duration	Minimum 6 months	Minimum 3 months	Minimum 12 months

- The types of studies conducted, details of the protocols used, and the summary of the results of the studies. The summary should include results as well as conclusions with respect to proposed storage conditions and shelf life, in-use storage conditions and shelf life retest date, as appropriate.
- Results of the stability studies presented in an appropriate format such as tabular, graphical or narrative.
- The interpretation of results and shelf life determinations should be based on the least stable batch.
- Labeling recommendations is reflected on the product samples submitted with the application.

- Primary data to support storage period and condition for the product should be based on long-term, real-time, and real-condition stability studies, and these should be further supported by accelerated- and stress-condition stability data, as available, to justify the claimed shelf-life.
- A detailed protocol for the assessment and results of the stability testing throughout its shelf life should be provided. The expiry date should be defined on the basis of shelf life supported by the stability studies.
- Stability studies should include an evaluation of the impact of the container closure system on the formulated product throughout the shelf-life on at least three batches for which manufacture and storage is representative of the commercial process.
- Information on the stability program should include the following details:
    - Number of batches (minimum of 3 different batches) with the batch number.
    - Product composition
    - Container/closure system
    - Storage conditions
    - Testing intervals

3.3.4 PART IV - PHARMACOLOGICAL DOCUMENTS

Objectives, experimental protocol, summarized results and conclusions of the studies performed to demonstrate all aspects of pharmacology of the product should be furnished.

3.3.4.1 Product Information Summary

- The Product Information Summary should be consistent with information provided under Product Information Leaflet. It should include indications, target animal, age group, dosage and directions for use.
- List of all the major and common side effects.
- Information on the adverse effects of the product, the animals in which it shouldn’t be used, precautions before or during use in certain animals should be provided.

3.3.4.2 Pharmacokinetics Studies

- Absorption, distribution, metabolism, excretion characteristics.
- Relationships between pharmacokinetic characteristics and therapeutic and toxic effects.
- Pharmacokinetic drug interactions observed or predicted.

3.3.4.3 Pharmacodynamic Studies

- Primary and secondary pharmacodynamics.
- Safety pharmacology.
- Pharmacodynamic drug interactions.

3.3.4.4 Developmental Studies/Field Trials/other Studies

Summary reports of developmental studies/field trials and other studies consisting of information on objectives, experimental protocol, summarized results and conclusions of the studies performed to demonstrate safety, efficacy and potency of the product should be furnished.

- Non-reversion to virulence studies examining the effect of multiple back-passages in the target animal species demonstrating safety.
- Results of inactivation test for inactivated products.
- Data from immunogenicity and/or vaccination-challenge studies demonstrating efficacy.
- Results of studies validating the proposed test procedures for potency testing.
- Findings of the field trials of the final product, especially for safety and efficacy.
- Findings of other studies conducted such as residue study, occupational health and safety study and environmental risk study (where applicable).

4.0 OTHER

4.1 SHIPMENT, STORAGE AND DELIVERY

Maintenance of biological activity is generally dependent on maintaining molecular conformation which is further dependent on temperature, oxidizing agents, exposure to light, ionic content, freeze/thaw and shear. Product-specific analytical

approaches for the validation of the product stability should be demonstrated. Product characteristics include potency, purity, physico-chemical, biochemical and immunological properties, visual appearance, evidence of additive or excipient degradation, and container/closure interactions.

The manufacturer or Marketing Authorization Holder (MAH) shall ensure that the underlisted requirements are fulfilled for the purpose of lot release, and the release conducted by the NRA of the country of origin:

4.1.1 Manufacturers are expected to ensure that their packaging complies with the criteria specified for the specified product.

4.1.2 Any changes introduced in the packaging or the shipment procedures must be documented and evidence of validation produced.

4.1.3 Temperature monitoring electronic devices should be included in all shipments to monitor temperature during the entire shipment process.

4.1.4 Temperatures within the insulated container should be monitored using sensors and should remain within the tolerance of +/- 1^{o}C.

4.1.5 Product summary protocols.

4.1.6 Data should be supplied for all different container closure combinations that will be marketed.

4.2 EMERGENCY USE

Under certain circumstances such as in case of an outbreak of a disease for which there is no effective licensed veterinary biologics available, the Authority may consider an application for the import of an unlicensed biotechnology-derived veterinary biologics for emergency use. In these situations, the Authority will require information on the origin and nature of the product, together with data demonstrating its purity, potency and safety, in order to fully evaluate the imported biologics. In addition, the Authority may request data supporting the efficacy of the veterinary biologics in order to be confident in its risk-benefit analysis.

4.3 PRIORITY REVIEW FOR REGISTRATION

4.3.1 The priority review will be given in terms of the time viz., if such applications are received, the dossier evaluation will be given priority. However, the data requirements should be fulfilled.

4.3.2 The request for priority review should be made at the time of submitting the dossiers along with justification which warrants a priority review. The Authority, however reserves the right to deny a request for priority review if it is deemed appropriate. This will be communicated to the applicant.

4.4 RESPONSIBILITY OF MARKETING AUTHORIZATION HOLDER

4.4.1 The Market Authorization Holder (MAH) should be responsible for the product and all information supplied in support of his application for registration of the product.

4.4.2 MAH should be responsible for updating any information relevant to the product/application. The Authority should be informed in a timely manner any change in product information during the course of evaluation, and after product registration, if the information pertains to rejection/withdrawal, additional data on product efficacy and safety or current Good Manufacturing Practice (cGMP) compliance of the manufacturers.

4.4.3 MAH should notify the Authority on any changes related to product's quality, efficacy or safety throughout the product's life cycle in the country.

4.4.4 MAH must assume responsibility for the quality, safety and efficacy of his/her products.

4.4.5 MAH is responsible for ensuring that the product imported for local sale and supply is identical, in all aspects, to that supplied at the time of registration. Any change in the product particulars must be notified to Authority and approval obtained before import.

4.5 FEES FOR REGISTRATION

The fee for registration of the product is presented in the FDA fees schedule per the Fees and Charges Amendment instrument, L.I.2228, 2016.

4.5.1 Other Charges:

- The Authority may charge any applicant such costs as it may incur for the purpose of carrying out laboratory investigation if and when necessary prior to registration of the product.
- Any payment made is not refundable once an application has been submitted and payment confirmed. Applications without the correct fees will not be processed.

4.6 MULTIPLE APPLICATIONS

A separate application is required for each product i.e. products containing the same ingredients but made to different specifications (in terms of strength/content of ingredient(s), dosage form, description, pack size etc.) or by a different manufacturer should require separate applications for product registration.

4.7 PROCESSING OF APPLICATIONS

4.7.1 Initiation of Review

Review of applications will follow a queue system.

4.7.2 Stop Clock

- The clock starts once payment has been confirmed for a submitted application and will stop whenever the Authority needs to seek further information from the applicant. The clock restarts when the Authority receives complete responses from the applicant.
- A period of 3 (three) months will be given within which the applicant should submit the additional information/clarification required for each correspondence from the Authority
- The clock stops when the Authority informs the applicant of its regulatory decision.

4.7.3 Rejection of the Application

4.7.3.1 An application for registration will be rejected if:

- The applicant fails to respond to the enquiries or submit the required additional documents within six (6) months from the last correspondence date. OR
- The applicant fails to submit all the required documents and complete the registration formalities within one (1) year.

4.7.3.2 Once the application is rejected, the applicant will be informed and the dossiers will be handed over to the applicant.

4.7.3.3 If the applicant wishes to re-process the same, the application must be re-submitted along with complete set of documents and token fee. The dossier will then be considered new.

4.8 REGULATORY DECISION

4.8.1 Decisions of FDA

Decisions are made based on the outcome of the evaluation of the application, and subject to the approval of the Registration Committee. Decisions are communicated to applicants in accordance with published timelines.

4.8.2 Product Registration Number

When a product application is deemed to have satisfied the registration requirements of quality, safety and efficacy, a registration number specific to the product will be given after getting approval from the Product Registration Committee of the FDA.

4.8.3 Issuance of Registration Certificate

- The certificate for registered product will be issued in the specified format.
- The registration certificate will be issued within 30 working days from the date of receipt of complete required documents unless otherwise a longer period is required, in which case, the party will be informed.
- The time-frame for registration for all categories of products excludes stop-clock time.

4.8.4 Validity of the Product Registration Certificate

The registration of a product should be valid for a period of three (3) years and should be specified on the certificate.

4.8.5 Rejection, Cancellation, Suspension of Registration

The FDA may reject, cancel or suspend the registration of any product if there are safety, quality or efficacy of the product or failure to comply with conditions of registration.

4.8.6 Appeal against Regulatory Decisions

Any applicant aggrieved by the Regulatory Decisions may submit a written petition to the FDA within thirty (30) days from the date of issue of the product registration decision.

4.9 CANCELLATION OF REGISTRATION

The Authority may, in the interest of public safety, reject or cancel the registration of any product, if:

4.9.1 Any of the conditions of registration of the product has been contravened. This may include the mismatch between the documents submitted at the time of registration and physical GMP audit

4.9.2 Any report on adverse reactions of serious nature have been received from pharmacovigilance activities for veterinary medicines or any other national or international sources

4.9.3 MAH defaults timely renewal beyond three month of grace period

4.9.4 Manufacturer or MAH obstructs the inspection of the manufacturing firms or premises

OR

4.9.5 For any other matters as specified by the Authority at the time of cancellation.

Such products may not be imported, manufactured, sold, supplied or possessed for sale.

4.10 RENEWAL OF PRODUCT REGISTRATION

4.10.1 Application for renewal should be submitted with the completed renewal of registration application form for Veterinary Biologics not more than three (3) months before the expiration date for the registration along with the registration application fees.

4.10.2 A grace period for the renewal of registration may be given if the current MAH provides a written justification with evidence of having carried out the renewal process with the manufacturers prior to the date of expiry.

4.10.3 Upon the completion of the grace period or failure to provide the evidence, the product should be deemed de-registered from the actual registration expiry date. Once de-registered, the application will be considered new and full documents must be submitted.

4.10.4 The procedure for the renewal of the registration is same as the initial registration. However, one time renewal of registration should be granted with the fulfillment of the following conditions and documents.

4.11 Condition for Renewal

The following mandatory conditions must be fulfilled by the product in question for renewal with minimal documents

4.11.1 There should not be change in the manufacturing site/premise of the particular product

4.11.2 There should not be change in the ingredients used for the formulation of the particular product

4.11.3 There should not be change in the formulation including colour, size, dosage forms and dosage

4.11.4 There should not be change in indication and the information on the package insert

4.11.5 There should not be change in the type of packaging, packaging material or other packaging specifications

4.12 Documents Required for Renewal

If all the above conditions for the renewal are fulfilled; one time renewal will be done on submission of the Part I (General Documents) for full evaluation and Certificate of analysis for the finished product.

Note: The description on above document is provided under data requirements for full registration

4.13 PRODUCT REGISTRATION TRANSFER

4.13.1 The market authorization of the registered product may be transferred to another individual or firm approved proposed by the manufacturer and approved by the Authority. The following conditions and data requirements for product registration transfer must be fulfilled: An application to transfer the marketing authorization of a product should be submitted by the manufacturer to introduce proposed new MAH/or local agent. The manufacturer agrees to withdraw the authorization granted previously to the existing MAH/local agent and issue new letter of authorization to the proposed new MAH/local agent.

4.13.2 The existing product registration should have a remaining validity period of at least one (1) month. If the period is less than one month, the product must be renewed by the existing MAH/local agent before the transfer application is submitted.

4.13.3 The original letter of authorization from the principal manufacturer including the name of the product(s) to the proposed MAH/local agent.

4.13.4 No objection certificate/letter from the current MAH of the product.

4.13.5 If without any justifiable reason, the existing market authorization denies to give No Objection certificate/letter, the Authority may consider the letter of authorization as sole documentation requirement for change of MAH/local agent.

4.13.6 Once the product registration has been transferred, the new licensee/local agent/MAH will be responsible for all matters relating to the product registration and product performance.

4.13.7 No fee will be charged for the application and the outcome of the transfer application will be notified to both the existing and new Authorization Holder

ANNEXURE 1: CHECKLIST FOR PREPARATION AND SUBMISSION OF THE DOSSIER

Checklist for Preparation and Submission of the Dossier for Full Evaluation Route

DOCUMENTS	TICK IF SUBMITTED
Part I - Product Profile	
Company profile	
cGMP Certificate	
Manufacturing License	
CoPP	
Letter of Authorization from the manufacturer (if the dealer is involved)	
Evidence of Free Sale	
Specimen of Package including package, label and insert (3 Specimens)	
Product Sample (Qty as specified by Authority)	
Part II - Product Profile	
Product profile	

Part III – Quality Profile	
Technical documents for raw materials including specification, analytical method, analytical method validation etc	
CoA of raw materials	
Manufacturing process inclusive of Batch Manufacturing Formula	
Specification of the finished product	
Analytical method for finished product	
Analytical Method validation of the finished product	
CoA of finished product	
Stability test report (3 batches) a. Real time data (30±20C and RH of 60±5%). b. Accelerated data (40±20C and RH of 70±5%)	
Specification of package and label	
Part IV – Pharmological Profile	
Product Information Summary	
Pharmacokinetic studies	
Pharmacodynamics studies	
Summary reports of developmental studies/field trials and other studies	
