Guidance to Applicant for Package Leaflet Submission

Contents

I. Introduction & Legal Framework:

The inclusion in the packaging of all medicinal products of a package leaflet is obligatory, In the light of EDA Chairman Decree 343/2021, Rules and procedures of registering biological products, EDA is developing this document to provide assistance for the applicants on how to conduct Package Leaflet Submission, Receiving Requirements.

II. Scope:

The scope of this guideline is to describe the instructions for the leaflet file documents needed for the submission of the biological products in case of registration of new biological product, re-newal of a biological product & variations insert update of registered products.

III. Definitions:

1. **PV:** Bio vigilance (Science and activities relating to detection, assessment, understanding and prevention of adverse effects or any other medicine-related problem).
2. **Biological Products:** preparations made of substances extracted from or produced by living Sources, whether they are genetically-modified microorganisms or liquids and tissues extracted from various human or animal sources.
3. **CPP:** Certificate of Pharmaceutical Product.
4. **SmPC:** Summary of Product Characteristic.
5. **EDA:** Egyptian Drug Authority.

IV. Body of data

1. Submission requirements

1.1 Products imported from a reference country:

- If the product is the reference product (Innovator):

1. A cover letter from the company directed to the Biological products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. Currently marketed & most updated version of the leaflet at the country of origin
4. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office.

(An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
5. SmPC "summary of product characteristics" and/or CCDS "company core data sheet"
6. CPP attached with the proposed insert (if applicable)
7. Declaration from license holder that the proposed insert is the most updated one and the currently marketed in the country of origin
8. Currently approved insert in case of re-registration or variation.

- If the product is a biosimilar:
1. A cover letter from the company directed to the Biological Products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. Currently marketed & most updated version of the leaflet at the country of origin
4. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office. (An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
5. SmPC "summary of product characteristics" and/or CCDS "company core data sheet"
6. CPP attached with the proposed insert (if applicable)
7. Declaration from license holder that the proposed insert is the most updated one and the currently marketed in the country of origin
8. Currently approved insert in case of re-registration or variation.
9. insert of reference product (innovator)
10. A statement from the license holder stating the name of the reference country in which the indications for use have been relied

1.2 Products imported from non-reference country:

- If the product does not have a reference product (Standalone):
1. A cover letter from the company directed to the Biological products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. Currently marketed & most updated version of the leaflet at the country of origin
4. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office. (An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
5. SmPC "summary of product characteristics" and/or CCDS "company core data sheet"
6. CPP attached with the proposed insert (if applicable)
7. Declaration from license holder that the insert is the most updated one and marketed in the country of origin
8. The scientific reference for all the scientific data mentioned in the insert (through the studies carried out by the company and literatures.

9. Comparative table between reference insert and Proposed insert (in case of insert is different from CPP Insert).

- If the product is a biosimilar:

1. A cover letter from the company directed to the Biological products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. Currently marketed & most updated version of the leaflet at the country of origin
4. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office. (An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
5. SmPC "summary of product characteristics" and/or CCDS "company core data sheet"
6. CPP attached with the proposed insert (if applicable)
7. Declaration from license holder that the proposed insert is the most updated one and the currently marketed in the country of origin
8. Currently approved insert in case of re-registration or variation.
9. insert of reference product (innovator)
10. A statement from the license holder stating the name of the reference country in which the indications for use have been relied
11. Comparative table between reference insert and Proposed insert (in case of insert is different from CPP Insert).

1.3 Local products:

- If the product is Standalone:

1. A cover letter from the company directed to the Biological Products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office. (An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
4. insert of reference product which the proposed insert have been relied
5. Reference model insert
6. The scientific reference for all the scientific data mentioned in the insert (through the studies carried out by the company and literatures
7. current approved insert from EDA if present
8. Comparative table between current & proposed insert and scientific reference for every part in the insert.

- If the product is a biosimilar:

1. A cover letter from the company directed to the Biological Products Registration Administration requesting the approval of the insert
2. Proposed insert (A4 layout, Numbered, clear version)
3. An Arabic translated version of the currently marketed & most updated version of the leaflet at the country of origin, provided that it has been translated by an accredited translation office. (An English version only is needed in case of (Vaccines- Immunosuppressants- IV infusion products- Hospital use only - Immunological products- Contrast agents except iodinated one)
4. insert of reference product which the proposed insert have been relied
5. Reference model insert
6. The scientific reference for all the scientific data mentioned in the insert (through the studies carried out by the company and literatures
7. current approved insert from EDA if present
8. Comparative table between current & proposed insert and scientific reference for every part in the insert.
9. A statement from the license holder stating the name of the reference country in which the indications for use have been relied

1.4 In case of variation (add these requirements to the above depending on the registration status)

1. pharmacovigilance requirements for this variation
2. Supportive clinical trials (Module 2-5 soft copy)
3. Tracking between current and proposed insert (A4 layout, Colored, numbered)

V. Procedure of submission

Leaflet submission:

- For new and renewal products (if needed): The BRS receives an e-mail from the reception unit to inform the scientific unit with the date of the file submission clarifying the product and the applicant's name.
- For leaflet from variation unit: (For registered products which need to make update to the currently approved package leaflet)

On the appointment day:

- BRS checks the documents submitted by the applicant against checklist for receiving the package leaflet
- BRS accept The package leaflet only if all the documents are complete, the certificates are valid
  N.B.: In case the applicant has a missed document, a justification letter should be submitted.

The assessment procedure:

Within 15 w. days of receiving the package leaflet file

BRS start revising package leaflet (new, renewal and variations)

- In case of products submitted from reference countries or WHO Prequalified

BRS revises the proposed package leaflet versus leaflet attached to CPP and/or published on the website of the country of origin health authority or WHO website in case of WHO prequalified products.

- In case of products submitted from <u>non- reference countries</u>
  BRS revises the proposed package leaflet versus leaflet attached to CPP and/or published on the website of the country of origin health authority and verify this documents with scientific information and clinical trials submitted, BRS revises proposed package leaflet versus reference product leaflet in case of Biosimilar products.
- In case of local products
  BRS revises the proposed package leaflet versus scientific information and clinical data submitted, BRS revises proposed leaflet versus reference product package leaflet in case of Biosimilar products, applicant should submit table of comparison between proposed package leaflet &reference package leaflet template in case of there is differences between them.

- If there is any deficiency or package leaflet needs correction, BRS send an e-mail to the company to correct those issues and wait for company reply.