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Third Edition
Eleventh Revision
January 2026

DRUG REGISTRATION GUIDANCE DOCUMENT (DRGD)

Bahagian Regulatori Farmasi Negara (NPRA)
Ministry of Health

GUIDELINE HISTORY

No.	Guideline	Description of Amendment	Effective date
1.	a) Guidelines for Application for Registration of Pharmaceutical Products, Third Edition b) *Permohonan Pendaftaran Keluaran Ubat Tradisional*, Second Edition	Initial Publication *(only available in hardcopy)*	a) October 1993 b) December 1998
2.	Drug Registration Guidance Document (DRGD)	Merger of 1(a) and 1(b) *(DRGD was first made available on the NPRA website starting from this version)*	2004
3.	Drug Registration Guidance Document (DRGD), First Edition - January 2013	• Major revision and comprehensive updates to the DRGD • Restructuring and renumbering of the Appendices	1 January 2013
4.	Drug Registration Guidance Document (DRGD), Second Edition – September 2016	Major revision due to NPRA name change from Biro Pengawalan Farmaseutikal Kebangsaan (NPCB) to Bahagian Regulatori Farmasi Negara (NPRA) in July 2016	1 September 2016

No.	Guideline	Description of Amendment	Effective date
5.	Drug Registration Guidance Document (DRGD), Third Edition – January 2021	• Major revision due to NPRA restructure on 2 December 2019 • Restructuring and renumbering of the Appendices • The main body of the DRGD (62 pages) and its appendices can be downloaded separately from the NPRA website for easy viewing. • List of DRGD updates will be published with the DRGD on the NPRA website.	31 January 2021

This guidance document is issued by the Director of Pharmaceutical Services under Regulation 29,
Control of Drugs and Cosmetics Regulations 1984.

NPRA reserves the right to amend any part of the guidance document as it deems fit.

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PREAMBLE

- This "**DRUG REGISTRATION GUIDANCE DOCUMENT (DRGD)"** will serve as the reference guide for the registration process including quality control, inspection & licensing and post-registration activities of medicinal products.

- This DRGD shall be read in conjunction with the current laws and regulations together with other relevant legislations, where applicable, governing pharmaceutical and natural products for human use in Malaysia, which include but are not limited to the following:

  a) Sale of Drugs Act 1952;
  b) Control of Drugs and Cosmetics Regulations 1984;
  c) Dangerous Drugs Act 1952;
  d) Poisons Act 1952;
  e) Medicines (Advertisement & Sale) Act 1956;
  f) Wildlife Conservation Act 2010 (Laws of Malaysia Act 716); and
  g) International Trade in Endangered Species Act 2008 (Act 686)

  The written laws shall take precedence over this guidance document in any event of discrepancy.

- The National Pharmaceutical Regulatory Agency (NPRA) requirements for registration of pharmaceutical products are aligned with the guidelines and recommendations for quality, safety and efficacy of the World Health Organization (WHO) or other internationally accepted standards such as International Conference of Harmonization (ICH).

- The scope of this DRGD includes information relating to administrative requirements and procedures for:
  a) Submission of an application for the registration of medicinal products, which is based on the ASEAN Common Technical Dossier/ Requirements (ACTD/ ACTR), where applicable;
  b) Submission of an application for the licensing of manufacturers, importers and wholesalers;
  c) Submission for amendments to a registered medicinal product; and
  d) Post-registration activities.

- This DRGD contains five (5) Main Sections and thirty three (33) Appendices. The main sections are:
  a) Section A: General Overview
  b) Section B: Product Registration Process
  c) Section C: Quality Control
  d) Section D: Inspection, Licensing, Certificate
  e) Section E: Post-Registration Process

- Applicants shall familiarize themselves with the contents of this guidance document and the governing legislations before they submit applications for medicinal product registration.

- The Authority may request for information or specify conditions not described in this document that is deemed necessary to ensure the quality, safety and efficacy of the product.

- Ongoing review of regulatory policies will continue taking into account the global regulatory environment, to allow for timely and pertinent changes.

- For more information, please refer to Directives issued by the Senior Director of Pharmaceutical Services and NPRA Circulars.

- Applicants are advised to refer to the NPRA website for the latest updates of the DRGD and other related guidelines.

- **Separate guidelines** are available for Cosmetics and Veterinary products at the NPRA website.
  For cosmetics, refer to Guidelines for Control of Cosmetic Products in Malaysia
  For veterinary products, refer to Registration Guideline of Veterinary Products (REGOVP)

- The Authority reserves the right to amend any part of the DRGD as it deems fit.

- Any enquiry on registration of products may be submitted to:

  Secretary,
  Drug Control Authority,
  National Pharmaceutical Regulatory Agency,
  Ministry of Health Malaysia,
  Lot 36, Jalan Profesor Diraja Ungku Aziz (Jalan Universiti),
  46200 Petaling Jaya, Selangor.

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APPENDICES

ABBREVIATIONS AND ACRONYMS

ACCSQ-PPWG	ASEAN Consultative Committee on Standards and Quality - Pharmaceutical Product Working Group
ACTD	ASEAN Common Technical Dossier
ACTR	ASEAN Common Technical Requirement
AMV	Analytical Method Validation
ANOVA	Analysis of Variance
API	Active Pharmaceutical Ingredient *Interchangeable with drug substance or active substance*
ASEAN	Association of Southeast Asian Nations
ATC	Anatomical Therapeutic Chemical
BA	Bioavailability
BE	Bioequivalence
BET	Bacterial Endotoxins Test
BMF	Batch Manufacturing Formula
BP	British Pharmacopoeia
BSE	Bovine Spongiform Encephalopathy
CDCR	Control of Drugs & Cosmetics Regulations 1984
CEO	Chief Executive Officer
CEP	Certificate of Suitability *CEP is referring to Certificate of Suitability of European Pharmacopoeia monographs issued by the EDQM*
CFC	Chlorofluorocarbons
CFS	Certificate of Free Sales
CI	Confidence Interval
CMC	Chemistry, Manufacturing and Controls
CoA	Certificate of Analysis
COH	Change of Product Registration Holder *Previously known as Change of Marketing Authorization Holder*
COMBO	Combination Pack
COS	Change of Manufacturing Site
CPP	Certificate of Pharmaceutical Product

CTX	Clinical Trial Exemption
CTIL	Clinical Trial Import License
DCA	Drug Control Authority
DE	Data Exclusivity
DMF	Drug Master File (interchangeable with Active Substance Master File)
DNA	Deoxyribonucleic acid
DRGD	Drug Registration Guidance Document
EDQM	European Directorate for the Quality of Medicine and Healthcare
ELC	Endotoxin Limit Concentration
EMA	European Medicines Agency
EP	European Pharmacopoeia
FDA	Food and Drug Administration
FDI	Food-Drug Interphase
FEO	For Export Only
FPQC	Finished Product Quality Control
FSQD	Food Safety and Quality Division
FTIR	Fourier Transform Infrared
g	gram
GABA	Gamma-Amino Butyric Acid
GC	Gas Chromatography
GCP	Good Clinical Practice
GDP	Good Distribution Practice
GMP	Good Manufacturing Practice
HACCP	Hazard Analysis and Critical Control Point
HBsAg	Surface Antigen of the Hepatitis B Virus
HBV	Hepatitis B Virus
HCV	Hepatitis C Virus
HDPE	High-density polyethylene
HIV	Human immunodeficiency virus
HPLC	High Performance Liquid Chromatography
HS	Health Supplement
ICH	International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use
INN	International Non-proprietary Names

IPQC	In-Process Quality Control
ISO	International Organization for Standardization
JAKIM	Malaysia Department of Islamic Development *(Jabatan Kemajuan Islam Malaysia)*
JP	Japanese Pharmacopoeia
L	Litre
LAL	Limulus Amebocyte Lysate
LOA	Letter of Authorization
LOC	Letter of Commitment
LOI	Letter of Intent
mAb	monoclonal antibody
MaV	Major Variation
max	maximum
MCB	Master Cell bank
MDDCI	Medical Device-Drug-Cosmetic Interphase
MiV-PA	Minor Variation Prior Approval
MiV-N	Minor Variation Notification
mL	millilitre
MPN	Most-Probable Number
MSM	Methylsulphonylmethane
MVD	Maximum Valid Dilution
NAT	Nucleic Acid Testing
NCE	New Chemical Entity
NDP	New Drug Product
NMT	Not More Than
NPRA	National Pharmaceutical Regulatory Agency
NRV	Nutrient Reference Value
OTC	Over-the-Counter
PBRER	Periodic Benefit-Risk Evaluation Report
Ph. Eur.	European Pharmacopoeia
PI	Package Insert
PIC/S	Pharmaceutical Inspection Co-operation Scheme
PKKK	Centre of Compliance and Quality Control *PKKK refers to Pusat Komplians dan Kawalan Kualiti*

PKPSR	Centre of Regulatory Coordination and Strategic Planning *PKPSR refers to Pusat Koordinasi dan Perancangan Strategik Regulatori*
PMF	Plasma Master File
POA	Protocol of Analysis
PPPK	Centre of Product and Cosmetic Evaluation *PPPK refers to Pusat Penilaian Produk dan Kosmetik*
ppm	parts per million
PRH	Product Registration Holder *(Previously known as Marketing Authorization Holder, MAH)*
PV	Process Validation
RiMUP	Consumer Medication Information Leaflet RiMUP refers to Risalah Maklumat Ubat untuk Pengguna *(Previously known as Patient Information Leaflet or PIL)*
RNA	Ribonucleic acid
RSD	Relative Standard Deviation
SIRIM	Standards and Industrial Research Institute of Malaysia
SPC	Summary of Product Characteristics
spp.	Species
Syn.	Synonym
TAMC	Total Aerobic Microbial Count
TGA	Therapeutic Goods Administration
TLC	Thin Layer Chromatography
TSE	Transmissible Spongiform Encephalopathies
TYMC	Total Yeasts and Molds Count
USP	United States Pharmacopeia
USPI	US Package Insert
UV	Ultra-Violet
VVM	Vaccine Vial Monitor
WCB	Working Cell Bank
WHO	World Health Organization

GLOSSARY

Bulk Product: A product that has completed all processing stages up to, but not including, final packaging

Contract Manufacturer: Any person who manufactures any product on the order of another person to whom a manufacturer's licence has been issued under these Regulations (*as defined in Regulation 2, CDCR 1984*)

Finished Product: A product that has undergone all stages of production and quality control, including packaging in its final container and labelling

Indigenous Medicine: A system of treatment and prevention of disease established through traditional use of naturally occurring substances (*as defined in Regulation 2, CDCR 1984*)

Licensed Importer: A person to whom an import license has been issued under Regulation 12, CDCR 1984 (*as defined in Regulation 2, CDCR 1984*)

Licensed Manufacturer: A person to whom a manufacturer's licence has been issued under these Regulations, and includes a contract manufacturer (*as defined in Regulation 2, CDCR 1984*)

Licensed Wholesaler: A person to whom a wholesaler's license has been issued under Regulation 12, CDCR 1984 (*as defined in Regulation 2, CDCR 1984*)

Manufacturer: A person carrying out one or more of the steps specified in the definition of manufacture

Manufacture, in relation to any product includes –

a) The making or assembling of the product;
b) The enclosing or packing of the product in any container in a form suitable for administration or application, and the labelling of the container and;
c) The carrying out of any process in the course of any of the foregoing activities.
(*as defined in Regulation 2, CDCR 1984*)

Medicinal Product: The term refers to 'product' as stated in Regulation 2, CDCR 1984, which is applicable to pharmaceutical and natural products

OTC: Refers to Generic products (Non-Scheduled Poison)

Product Owner: A person, company or entity who is the legal/ registered owner of the product formulation and/or process with whom the marketing authorization holder has a contract *(glossary used in ACTD and ACTR)*

Product Registration Holder: The company or corporate or legal entity in the field of pharmaceuticals who has been granted the marketing authorization. This party is responsible for all aspects of the product, including quality and compliance with the conditions of marketing authorization. The authorized holder must be subjected to legislation in the country that issued the marketing authorization, which normally means being physically located in that country *(glossary used in ACTD and ACTR)*.

Repacker: Please refer to **Appendix 32: Explanatory Notes for Repackers**

The Authority: Refers to Drug Control Authority (DCA)

The System: Refers to QUEST system

SECTION A: GENERAL OVERVIEW

1. INTRODUCTION

The Control of Drugs and Cosmetics Regulations (CDCR) 1984 were promulgated under the Sale of Drugs Act 1952. The Authority (known as Drug Control Authority, DCA) established under these Regulations, is tasked with ensuring the quality, safety and efficacy of medicinal products through the registration, including quality control, inspection, licensing and post-registration activities. The National Pharmaceutical Regulatory Agency (NPRA) acts as the secretariat to the Authority.

Under the CDCR 1984, Regulation 7(1): *Except as otherwise provided in these Regulations, no person shall manufacture, sell, supply, import, possess or administer any product unless:*

(a) the product is a registered product; and

(b) the person holds the appropriate licence required and issued under these Regulations.

2. PRODUCT DEFINITION

Under the CDCR 1984, Regulation 2: **"*Product*"** means:

(a) a drug[1] in a dosage unit or otherwise, for use wholly or mainly by being administered to one or more human beings or animals for a medicinal purpose[2]; or

(b) a drug[1] to be used as an ingredient of a preparation for a medicinal purpose[2].

Under the Sales of Drug Act 1952, Section 2:

[1] **"*drug*"** includes any substance, product or article intended to be used or capable, or purported or claimed to be capable, of being used on humans or any animal, whether internally or externally, for a medicinal purpose.

[2] **"*medicinal purpose*"** means any of the following purposes:

(a) alleviating, treating, curing or preventing a disease or a pathological condition or symptoms of a disease;
(b) diagnosing a disease or ascertaining the existence, degree or extent of a physiological or pathological condition;
(c) contraception;
(d) inducing anaesthesia;
(e) maintaining, modifying, preventing, restoring, or interfering with, the normal operation of a physiological function;
(f) controlling body weight;
(g) general maintenance or promotion of health or wellbeing.

Note:
In the DRGD, the term "medicinal product" refers to the term "product" as stipulated in Regulation 2, CDCR 1984.

3. PRODUCT CLASSIFICATION

It is important to determine the category of a product whether it meets the definition in **2. Product Definition** because different regulatory requirements may apply.

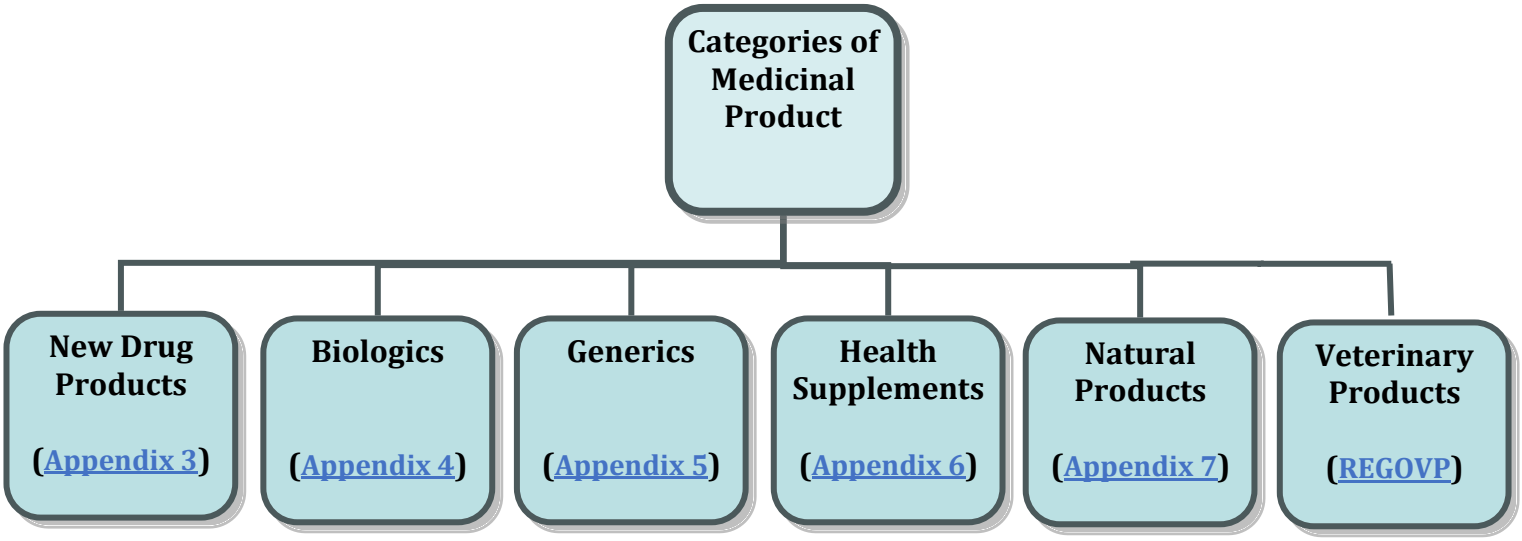
Applicant may submit a classification form, which can be downloaded from the NPRA website, if unsure of the product category.

For products related to:

a) Food - Drug Interphase (FDI), refer to **Appendix 1: Food-Drug Interphase (FDI) Products**

b) Medical Device - Drug - Cosmetic Interphase (MDDCI), refer to **Appendix 2: Medical Device-Drug-Cosmetic Interphase (MDDCI) and Combination Products**

Medicinal product shall be registered with the Authority under the following categories:



4. EXEMPTIONS FOR PRODUCTS NOT REGISTERED WITH THE AUTHORITY

4.1 Products not registered with the Authority and are intended to be manufactured locally for the purpose of clinical trial require a Clinical Trial Exemption (CTX) from the Director of Pharmaceutical Services.

4.2 For more information pertaining to products to be used in clinical trial, please refer to **The Malaysian Guideline for Application of Clinical Trial Import License & Clinical Trial Exemption**.

4.3 Any person who wishes to manufacture any product solely for the purpose of producing a sample for registration shall apply for an exemption for the manufacture of sample. (This applies to locally manufactured products only)

4.4 The exemptions mentioned in 4.1 and 4.3 above are in accordance with Regulation 15(5), CDCR 1984: "Any person who wishes to manufacture any product solely for the purpose of producing samples for clinical trials, for registration or issuance of notification note under these Regulation may on application be exempted by the Director of Pharmaceutical Services from the provisions of regulation 7 (1) or regulation 18A".

4.5 For more information on exemptions for products, refer to Regulation 15, CDCR 1984: Exemptions & Saving.

5. APPLICATION PROCEDURES

5.1 Who Shall Apply for Product Registration

a) The applicant for product registration, known as the Product Registration Holder (PRH), must be a locally incorporated company, corporate or legal entity, with permanent address and registered with the Companies Commission of Malaysia (SSM) (with business scope related to health/ pharmaceutical product).

b) The name of the PRH, including product manufacturer, shall not reflect the following:
   (i) Name of a government agency
   (ii) Name of an institute of higher education/ research
   (iii) Any name that reflects the quality of pharmaceutical products
   e.g. "*Amalan Perkilangan Baik (APB)*", Good Manufacturing Practice (GMP)
   (iv) Name of a disease
   (v) Name of an organ
   e.g. Heart, Brain, Kidney etc.

c) If the applicant is not the product owner, the product owner shall authorize the PRH in writing to be the holder of the product registration who is responsible for all matters pertaining to the quality, safety and efficacy of the product. This includes the responsibility to update any information relevant to the product / application.

d) Refer to **Appendix 8: Supplementary Documentation (Particulars of Product Owner and Manufacturer)**.

5.2 Responsibilities of the Applicant

a) The PRH must ensure that all transactions with NPRA are done by their appointed person(s).

b) Failure to make payment within thirty (30) days from the date of approved screening shall result in rejection of the application.

c) For the purpose of product registration, the PRH shall conform to the following:
   (i) The PRH shall comply with all legal provisions in Malaysia;
   (ii) The government/ authority is not liable for any offence committed by the PRH as a result of any breach of any law; and
   (iii) The PRH shall indemnify the government if any claim is made against the government as a result of any breach of any law by the applicant whether intentionally or otherwise;

d) The PRH is responsible for all quality, safety and efficacy information submitted in support of the product registration application; and shall inform the Authority in a timely manner regarding any change in product information during the course of evaluation.

   This is in accordance with Regulation 8(9) CDCR 1989: "Any person who knowingly supplies any false or misleading information to the Authority with his application for the registration of a product commits an offence".

e) The PRH is responsible for responding and providing feedback for requested supplementary data / information, documentation or samples by the Authority within the specified time frame. If the applicant is unable to submit the requirements within the specified time frame, a written request for an extension shall be submitted to NPRA.

f) The application shall be rejected if the applicant fails to submit required supplementary data / information or documentation within six (6) months from the first correspondence date.

g) The PRH is responsible for all matters pertaining to the quality, safety and efficacy of the registered product, including:

   (i) Data updates on product quality, safety and efficacy or current Good Manufacturing Practice (cGMP) compliance of the manufacturers (and repackers, where applicable).

   This is in accordance with Regulation 8(5) CDCR 1984: "Any change in any document, item, sample, particulars or information shall be notified in writing by the applicant to the Authority within fourteen (14) days from the date of such change".

   (ii) Any decision to withdraw the registration of the product with reasons.

h) The PRH shall supply such documents, items, samples, particulars or information as the Authority may require in relation to the registered product.

i) No change in name, composition, characteristics, origin, specifications, manufacturer, packing, indications, labeling, package insert, product literature or any relevant particulars of the registered product shall be made without prior approval of the Authority.

j) The PRH must notify the Authority of any change in correspondence details, including name, address, contact person, telephone number, fax number and email.

k) The PRH must notify the Authority immediately upon cessation of the applicant as the product registration holder.

l) NPRA shall only correspond with the existing PRH and not with any other third party (including product owner and the law firm hired by any of the party) regarding product registration.

m) NPRA shall not be involved in any dispute between the existing PRH and other third parties. The existing PRH is responsible for solving the dispute. For example, disputes between the PRH and the product owner in matters of COH or any contractual agreement between the two parties.

5.3 How to Apply

a) For registration of products, only web-based online submissions via the QUEST system at *https://quest3plus.bpfk.gov.my/front-end/login-chrome.php* shall be accepted.

b) To conduct transactions via the QUEST system, the applicant must first register for a QUEST membership with NPRA and purchase a USB Token that contains a User Digital Certificate, from MSC Trustgate.com Sdn. Bhd., which shall be installed in the applicant's computer.

c) For further details, refer to the *Frequently Asked Questions* on QUEST system.

d) For charges regarding the QUEST USB token, refer to **Appendix 9: Fees**.

e) The applicant is responsible for any act of fraudulence or misuse pertaining to its authorized QUEST USB token(s).

f) NPRA reserves the rights to approve or reject any application for QUEST membership.

5.4 Fees

a) This is in accordance with Regulation 8(3): "The Authority may charge any applicant such costs as it may incur for the purpose of carrying out any evaluation or investigation prior to the registration of any product".

b) Refer to **Appendix 9: Fees** for fees imposed.

c) Applications submitted without the correct fees will not be processed.

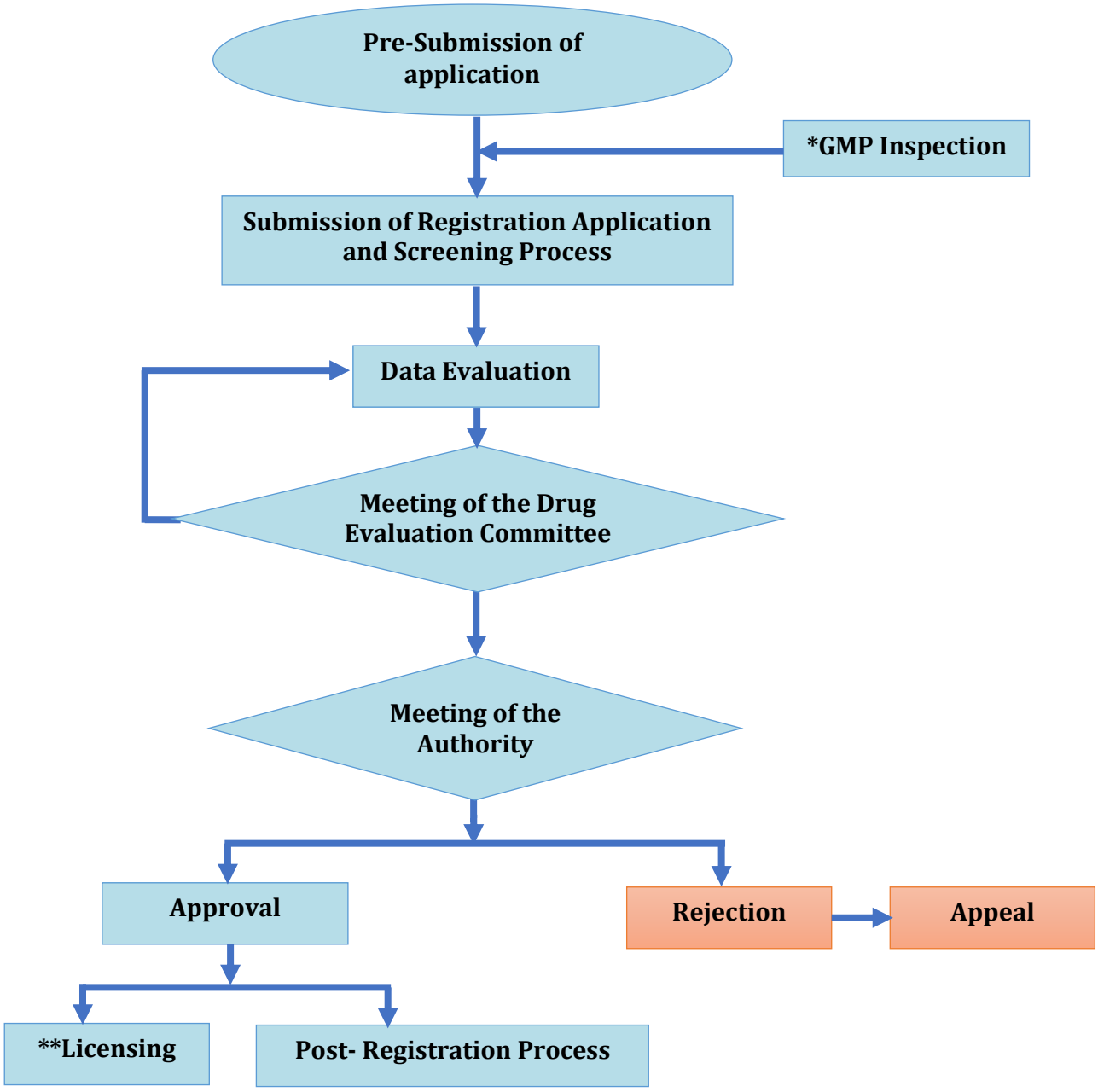
d) Payment of the processing fee and any other charges shall be done online through the QUEST system (FPX/ credit card) or in the form of bank draft/ banker's cheque/ money order/ postal order made payable to **"Biro Pengawalan Farmaseutikal Kebangsaan"**.

e) A separate payment is required for each application.

f) Any payment made shall NOT BE REFUNDABLE once the application has been submitted and payment is confirmed.

SECTION B: PRODUCT REGISTRATION PROCESS

The process of product registration ensures that pharmaceutical products are evaluated for its safety, efficacy and quality, whereas natural products are evaluated for its safety and quality, prior to registration by the Authority and release into the market.



* Good Manufacturing Practice (GMP) Certification
** Application for Manufacturer's, Import and/or Wholesaler's License

6. PREPARATION FOR SUBMISSION OF APPLICATION

It is important for the applicant to consider the following when registering a product:

(a) Knowing which type of application to apply for;
(b) Knowing which evaluation route to choose; and
(c) Arranging for a Pre-Submission Meeting (PSM) with NPRA for advice, if required.
For further information, refer to **Guidance Document for Pre-Submission Meeting (PSM)** in the NPRA website.

6.1 Category of Product

The applicant shall first determine the category of product as described under **3. Product Classification** because different product categories require different data.

If the applicant is unable to determine the product category, they may submit a Classification Form to NPRA for verification.

6.2 Data Exclusivity

Data exclusivity refers to protection of undisclosed, unpublished and non-public domain pharmaceutical test data, the origination of which involves considerable effort, submitted as required to the Director of Pharmaceutical Services for the purpose of scientific assessment in consideration of the:

a) Quality, safety and efficacy of any **new drug product** containing a New Chemical Entity
b) Safety and efficacy for a second indication of a registered drug product as a condition for registration of any new drug product containing a New Chemical Entity; or approval for a **second indication of a registered drug product**

For information pertaining to Register of Data Exclusivity Granted in Malaysia, refer to Register of Data Exclusivity Granted in Malaysia (New Drug) and Register of Data Exclusivity Granted in Malaysia (Second Indication). Please also refer to **Appendix 10: Data Exclusivity**.

6.3 Type of Application

The type of application for product registration depends on the category as specified in the respective appendix:

Appendix 3: Guideline on Registration of New Drug Products
Appendix 4: Guideline on Registration of Biologics
Appendix 5: Guideline on Registration of Generics
Appendix 6: Guideline on Registration of Health Supplements
Appendix 7: Guideline on Registration of Natural Products
Appendix 7A: Homeopathic Products
Appendix 7B: Guideline on Natural Products with Modern Claim
Appendix 7C: Guideline on Natural Products with Therapeutic Claim

***Note:**
Refer to **Appendix 11: Regulatory Control of Active Pharmaceutical Ingredients (APIs)**
*Applicable for NDP and Generics

6.3.1 Application for Priority Review

Priority review may be granted for new product application (in the category of New Drug Products, Biologics and Generics), which fulfils the conditions. Refer to **Appendix 12: Priority Review**.

6.3.2 Registration of Combination Pack (Combo Pack)

Combination pack:

a) refers to products that are packed together in combination for a therapeutic regimen, such as for the treatment of *Helicobacter Pylori*, Hepatitis C, etc.

b) shall be registered as a single product.

c) must consist of registered products only**:**
   (i) If a combination pack consists of registered and unregistered products, the unregistered product needs to be registered first, prior to submission of the application;
   (ii) If a combination pack consists of registered products from different product owners/ PRH, letters of authorization from each product owner, which include product name and product registration number, shall be submitted.

Combination pack is not applicable for:

(i) products packed together in combination NOT FOR THERAPEUTIC REGIMEN, but for the convenience of consumers (e.g. capsules of five health supplement products in a blister pack)
(ii) products packed together with diluent(s)/ adjuvant(s)

Labelling requirements specific for combination pack are shown below:

Outer Label	Immediate Label
Name of combination pack	Individual name for each product OR name of combination pack
Registration number for the combination pack	Individual registration number for each product OR registration number for combination pack
Name and address of manufacturer and product registration holder	Name and address of manufacturer and product registration holder
Batch number of the combination pack product	Individual batch number for each product
Expiry date (according to the shortest expiry date among the individual products)	Individual expiry date for each product

6.3.3 Registration of For Export Only (FEO) Product

a) Products intended for export can be registered via two (2) pathways:
   (i) Product registered for the local and export market
   (ii) Product registered as For Export Only (FEO) product

b) For Export Only (FEO) product refers to locally manufactured products for exporting purpose only and not marketed locally. The PRH shall be responsible in ensuring compliance with the regulatory requirement of the importing country.

c) The product registration number for FEO products is differentiated from the product registration number for products registered for the local and export market with the addition of an "E" suffix, e.g. MAL11070001AE.

d) This does not apply to imported products meant to be packed/repacked locally and to be re-exported. (This application falls under Regulation 7(2)(b), CDCR 1984. A separate *application form* may be obtained from the NPRA website)

e) In cases where a pharmaceutical product is needed for local use, submission of an FEO application alone will not be accepted. As such, concurrent submission of the FEO application alongside the product registration application for the local market is required. In these circumstances, priority will be given to the FEO application process to facilitate the commencement of export activities without the need to await approval for product registration intended for the local market.

f) Applications for registration of FEO products should be supplemented with the following:

(i) Justification letter from PRH
(ii) Valid GMP evidence/manufacturing license
(iii) Product Formulation (Batch Manufacturing Formula)
(iv) Product Specification

g) Application is made via online submission in the QUEST system.

h) Applicant may apply for a Certificate of Pharmaceutical Product (CPP) for registered FEO products. Evaluation remarks of the product applied for Certificate of Pharmaceutical Products (CPP) shall be reflected on the certificate as:

(i) FEO without concurrent submission for local market approval

This product has not been evaluated by the National Pharmaceutical Regulatory Agency. The information as reflected in this certificate is provided by the applicant and shall not be construed as an endorsement and/or approval by National Pharmaceutical Regulatory Agency of the product or any claims made for it.

(ii) FEO with concurrent submission for local market approval

This product is currently under evaluation by the National Pharmaceutical Regulatory Agency. The information as reflected in this certificate is provided by the applicant and shall not be construed as an endorsement and/or approval by National Pharmaceutical Regulatory Agency of the product or any claims made for it.

i) For a registered product intended for exportation as well as to be sold in Malaysia:
(i) A new application for registration for export only will NOT be required if there is no change in the formulation and appearance of the registered product
(ii) The applicant may apply for a CPP for the registered product and with an explanation/ certificate of declaration on any difference(s) (e.g. a product exported with a different product name) to the importing country

j) In general, the labelling requirements for products intended for exportation shall follow the requirements imposed by the country of importation and are not subject to the labelling requirements for products registered for the Malaysian market.
- Refer to 7.14 *Halal* Logo for information on the use of *halal* logo on registered product labels for the export market.

Reference:

NPRA.600-1/9/13(52)Jld.1

Arahan Pengarah Perkhidmatan Farmasi Bil.5 Tahun 2025: Direktif Berkenaan Penambahbaikan Proses Permohonan Pendaftaran Produk Untuk Tujuan Eksport Sahaja/ For Export Only (FEO) Bagi Produk Farmaseutikal, Suplemen Kesihatan dan Produk Semulajadi (7 April 2025)

6.3.4 Designation and Registration of Orphan Medicines

Refer to **Appendix 13: Designation and Registration of Orphan Medicines**

6.3.5 Variants

a) Variants refer to products with differences in terms of fragrance/ flavour/ colour.

b) The requirements to support an application for variant are based on the category of products.

c) To register a variant:
   (i) The variants should only differ in terms of fragrance/ flavour and colour.
   (ii) Product name of the variants shall remain the same, with the addition of an identifying variant name.
   (iii) Each variant shall be registered as one (1) product with a different registration number.

d) Variants to the registered product may be considered for the following dosage forms:

   (i) Products Containing Scheduled Poison
   Pediatric oral liquid preparations, Lozenges (Limited to Group C Poison)

   (ii) Products Containing Non-Scheduled Poison
   Lozenges, Chewable tablets, Effervescent powders/ tablets, Powder, Granule, Oral liquid, Dental preparations (rinses, dentifrices), Medicated soaps (bar, liquid), Vaginal creams and douches, Topical Liquid

6.3.6 Multiple Applications

A separate application for product registration shall be required for each product for the following conditions:

(i) Products containing the same ingredients but made to different specifications, in terms of strength/ content of ingredient(s), dosage form, description, etc.; or
(ii) Different manufacturer

However, different packaging (materials) or pack sizes (quantity/ volume) of a product made by the same manufacturer to the same specifications, formulation and dosage form (including parenteral preparations, peritoneal dialysis fluids and haemofiltration solutions introduced into human bodies) shall require only ONE application for product registration. The product registration shall be for the packaging and pack sizes stated in the registration documents only.

Note:
Registration application of **the same product in all aspects** with different product names:
a) by the **same PRH** is **not allowed** by the Authority
b) by **different PRH may be considered** by the Authority with **acceptable justification**

Product name must comply with the requirements in **7.3 Product Name.**

6.3.7 Second or Third Source

a) It is defined as a product that is the same as the product from the first source in all aspects, except for the site of manufacture.

b) An application for a second source may be considered by the Authority but only with justification provided.

c) A second source product, excluding biologic products, may differ in the following aspects:
   (i) equipment/ machines;
   (ii) minor manufacturing process (e.g. blending time, number of sub-parts);
   (iii) batch size;
   (iv) packaging materials, thickness of same packaging materials, pack sizes;
   (Note: Use of different packaging materials shall be supported with stability study report)
   (v) manufacturer of API; and
   (vi) source of excipients

d) Differences in shape, embossment and thickness of tablet are NOT permitted to avoid changes in product identity and to prevent subsequent confusion.

e) For pharmaceutical products, no third source is allowed for the same product, unless in emergency situations such as an outbreak of infectious disease.

f) The manufacturer shall declare with supporting manufacturing validation process data that there is no change in formulation, specification of active ingredient(s) and excipient(s), and the finished product for the second source product compared to the first source. There should be no difference in product identity and presentation to avoid confusion.

6.3.7.1 Biologics

a) A second source biologic product is defined as a product which is the same as the first source in all aspects including the manufacture of drug substance, except for the site of final product manufacture. Some minor adaptations due to the new site may be accepted. An application for a new product from a second source may be considered by the Authority subject to justification. A third source may also be considered if justified.

b) Biologics are highly sensitive to manufacturing condition. Therefore, second or third source products are considered as new product applications. If all the conditions outlined are fulfilled, the product can be considered for registration via a facilitated pathway. If the conditions outlined are not fulfilled, the application will be processed by the normal pathway.

The following procedures apply:

Second or third source for biologic products		
	Facilitated Pathway	**Normal Pathway**
Conditions	**All** the following **conditions are fulfilled:** 1. Products which fulfill either one of the following conditions: i. Treatment/prevention in pandemic/endemic situations, for the interest of public health ii. Emergency supply/crucial for treatment purpose according to the current needs in the country iii. Products manufactured by local manufacturer 2. The proposed facility is approved for manufacturing activities for the same company/PRH 3. No change in the composition, manufacturing process and drug substance and final drug product specifications 4. No change in the container/closure system 5. The same validated manufacturing process is used 6. The newly introduced product is in the same family of product(s) or therapeutic classification as the products already approved at the site and uses the same filling process/equipment	Conditions 1. to 6. are **not fulfilled**

Second or third source for biologic products		
	Facilitated Pathway	**Normal Pathway**
Supporting data	1. GMP certification issued by PIC/S authority 2. Updated relevant sections in ACTD Part II (P) 3. Confirmation that the information on the drug product has not change as a result of the submission (e.g., other than change in facility) or revised information of the drug product, if any of the attributes have changed 4. Name, address and responsibility of the proposed production facility involved in manufacturing and testing 5. Process validation and/or evaluation studies (e.g., equipment qualification, media fills, as appropriate), to demonstrate comparability between both current and proposed manufacturing sites 6. Process validation study reports. The data should include transport between sites, if relevant. 7. Description of the batches and summary of results in the form of comparative tabulated quantitative data, for at least 3 consecutive commercial scale batches of the approved and proposed drug product, to demonstrate comparability between both current and proposed manufacturing sites	1. A complete product dossier specific to the new drug product manufacturing site is to be made available (ACTD Parts I, II; ACTD Parts III, IV can refer to the first source product registered with DCA) 2. Manufacturer's declaration of no change in formulation, specification of active ingredient(s) and excipient(s), and finished product for the second source compared to the first source 3. Quality comparability data (manufacturing process validation data, batch analyses, stability) 4. Real-time stability data to support proposed shelf-life (no extrapolation allowed by ICH Q5C: Stability Testing of Biotechnological/Biological Products)

Second or third source for biologic products		
	Facilitated Pathway	**Normal Pathway**
	8. Summary of stability testing and results (e.g., studies conducted, protocols used, results obtained), to demonstrate comparability between both current and proposed manufacturing sites 9. Stability test results from: accelerated testing (usually a minimum of 3 months), or preferably, forced degradation studies under appropriate time and temperature conditions for the product; and 3 months of real time testing at time of submission (6 months real time testing data at time of registration approval) on three commercial scale batches of the drug product manufactured using the proposed manufacturing facility, or longer if less than 3 time points are available (including the zero time point), as well as commitment to notify NPRA of any failures in the ongoing long term stability studies. 10. Certificates of analysis for drug products manufactured at the new manufacturing site 11. Rationale for considering the proposed formulation/filling site as equivalent 12. Information on the proposed production facility involved in the manufacture of the drug product, including the complete set of floor plans and flow charts (drawings, room classification, water systems, HVAC systems), as well as the	

Second or third source for biologic products		
	Facilitated Pathway	**Normal Pathway**
	cleaning and shipping validation, as appropriate [if applicable] 13. Information describing the change-over procedures for shared product-contact equipment or the segregation procedures, as applicable. If no revisions, a signed attestation that no changes were made to the change-over procedures [if applicable] 14. Results of the environmental monitoring studies in classified areas [if applicable]	
Fees	RM1,000 (processing fee) + RM3,000 (analysis fee – single active ingredient) OR + RM4,000 (analysis fee – two or more active ingredients)	
Processing timeline	120 working days	245 working days
NOTE: There can only be one Final Release Site for each MAL no.		

6.4 Evaluation Routes

The method of evaluation for the registration of a product is divided into **four (4) types**:

a) Full Evaluation (Standard Pathway)
b) Full Evaluation (Conditional Registration)
c) Full Evaluation via Abbreviated and Verification Review
d) Abridged Evaluation

Refer to **Appendix 14: Evaluation Routes**.

7. REGULATORY REQUIREMENTS

Applicant shall comply with all of the following requirements prior to submitting a registration application. Failure to do so shall result in the rejection of the application by the Authority.

Note: Please also refer to guidelines for the respective product category at:

Appendix 3: Guideline on Registration of New Drug Products
Appendix 4: Guideline on Registration of Biologics
Appendix 5: Guideline on Registration of Generics
Appendix 6: Guideline on Registration of Health Supplements
Appendix 7: Guideline on Registration of Natural Products
Appendix 7A: Homeopathic Products
Appendix 7B: Guideline on Natural Products with Modern Claims
Appendix 7C: Guideline on Natural Products with Therapeutic Claims
Appendix 11: Regulatory Control of Active Pharmaceutical Ingredients (APIs)

7.1 Requirements for Full Evaluation and Abridged Evaluation

Data required to be submitted for full evaluation or abridged evaluation is based on the product category.

Refer to **Appendix 15: Requirements for Full Evaluation and Abridged Evaluation**.

7.2 Bioequivalence (BE) Requirements

Requirements for BA/ BE study applicable to generics products are specified in **Appendix 16: Bioequivalence (BE) Requirements**.

7.3 Product Name

a) Product name is defined as a name given to a product, which may either be a proprietary name (an invented name); or a generic name (common name) or scientific name, together with a trade mark or the name of the manufacturer.

b) Product name shall consist of dosage form and strength (for single active ingredient product) (e.g. X Brand Paracetamol Tablet 500mg).

c) Dosage form and strength of product would need to be entered as part of product name to allow for multiple dosage forms (e.g. tablet, capsule) and strengths (e.g. 200mg and 400mg) for any particular named (proprietary or generic) product.

d) The generic name is the international non-proprietary name recommended by WHO (rINN), or if one does not exist, the usual approved name. The generic name cannot be used alone as the product name, but can be used in combination with another name, other than the generic name.

e) The invented name shall not pose any risk of confusion with the common name.

f) Font size of the product name on the label, including alphabets and numbers, shall be equal in size.

g) Product name shall not suggest the following:
   i. Tricky, confusing and against the law;
   ii. Scandalous and offensive;
   iii. Prejudicial;
   iv. Notorious

h) If a product name is found to be similar in terms of spelling and pronounciation to another registered product or any other name deemed inappropriate by the Authority, NPRA reserves the rights to request for the change of the product name.

i) Any product name that is the same or similar either in writing/ pronunciation with the product name of an adulterated product or a product that has been revoked due to safety concerns is prohibited.

j) The product name shall be shown on the product labelling, i.e. immediate label, outer unit carton, package insert and consumer medication information leaflet.

k) Product names not permitted to be registered are listed in **Appendix 17: Product Names Not Permitted to Be Registered**.

l) Additional references:

- **Appendix 6: Guideline on Registration of Health Supplements,** 5.1.1 List of Non-Permissible Product Name for Health Supplement Products
- **Appendix 7: Guideline on Registration of Natural Products**, Table 1: Non-Permissible Product Names

7.4 Ingredients

Refer to **Appendix 18: List of Permitted, Prohibited and Restricted Substances.**

7.5 Indications

The registered product shall only be indicated for use as approved by the Authority. The PRH may exclude any indication(s) protected by patents or exclusivities.

Indications other than those specified and accepted at the time of registration must not be included in any product literature, data sheets, package inserts, labels, etc. without prior permission of the Authority.

7.6 Labelling Requirements

The PRH shall ensure that the product label complies with the labelling requirements defined in:

- **Appendix 19: General Labelling Requirements**
- **Appendix 20: Specific Labelling Requirements**
  This Appendix includes the **List of Substances That Requires Specific Labelling Requirements** (statement to be included in the label, package insert, RiMUP)

7.7 Special Conditions for Registration of a Particular Product or Group of Products

The importation, manufacture, sale and supply of the registered product shall comply with all specific conditions imposed by the Authority as listed in **Appendix 21: Special Conditions for Registration of a Particular Product or Group of Products**.

7.8 Educational Materials

As part of risk minimization measures, the PRH shall provide educational materials to healthcare professionals and patients in reducing risk(s) for a particular product.

This applies to products containing active ingredient such as:

(i) Sodium Valproate

(ii) Retinoids

Refer to **Appendix 22: Educational Materials**.

7.9 Packaging

7.9.1 Shrink wrapping

Shrink wrapping of multiple boxes of approved pack sizes are allowed provided that the following conditions are met:

a) This refers to multiple boxes of approved pack sizes of a single or multiple registered products shrink wrapped and marketed together for the convenience of consumers.

b) This only applies to registered products from the Health Supplements, Natural Products (Traditional and Homeopathic Medicines) and Non-scheduled Poisons category (category T, N and X).

c) The shrink wrap does not come into contact with the dosage form.

d) There are no qualitative or quantitative changes to the approved registered primary packaging and the outer packaging.

e) The label contents of the product are not changed or obscured.

f) The shrink wrap used must be completely transparent and does not contain any stickers/ wordings/ graphics.

g) Use of shrink wrapping in promotional pack – refer to **7.9.2 Promotional Pack**.

7.9.2 Promotional Pack

a) Promotional packs use material such as a sleeve band or a sticker that is attached to the primary packaging (only if outer packaging is not available), outer packaging or shrink wrapping of finished product.

b) Promotional packs are allowed provided that the following conditions are met:

(i) This only applies to registered Health Supplements, Traditional Medicines and Non-scheduled Poisons (OTC) products (category N, T and X).
(ii) The promotional pack is intended for temporary use only.
(iii) There are no qualitative or quantitative changes to the approved primary packaging and the outer packaging.
(iv) The promotional packaging shall not obscure the label content on the immediate container or outer carton of the product.
(v) The shrink wrap used as packaging must be completely transparent and does not contain any wordings/ graphics except for (vi).
(vi) Examples of promotional wordings allowed on the sleeve band or sticker are Value Pack, Free XX Pack Size, Buy 1 Free 1, Bonus Pack, Hari Raya, Chinese New Year, Deepavali, etc. Such wordings used on promotional pack must fulfil requirement for (iv).
(vii) Promotional wording deemed to be superlative is not allowed.

7.9.3 Starter Pack/ Patient Initiation Pack/ Dose Adjustment Pack

a) Such packs may consist of:

(i) Combination of products with different strengths packed together in one packaging such as blister or calendar pack
(ii) Combination of more than one pre-filled pens containing different strengths of preparation in one packaging

b) Must be registered under the same product owner and PRH.

c) Justified and proven specific dosing regimen shall be demonstrated through clinical studies.

d) Each product must be differentiated in terms of its physical description, e.g. colour, shape/size, etc. to avoid confusion during drug administration.

e) For products in a calendar pack, additional beneficial criteria such as tablets of different strength may be arranged in order of the day of the week to assist patients.

f) Labelling requirements specific for starter pack/ patient initiation pack/ dose adjustment pack are shown below:

Outer Label	Immediate Label
• Statement of starter pack/ patient initiation pack/ dose adjustment pack • Individual name for each product	Individual name for each product
Both outer and immediate label must include: (i) Individual registration number for each product (ii) Name and address of manufacturer and product registration holder (iii) Individual batch number for each product (iv) Manufacturing date (according to the earliest manufacturing date among the individual product) (v) Expiry date (according to the shortest expiry date among the individual product)	

7.9.4 Patient Dispensing Pack

Scheduled poison or non-scheduled poison in tablet/ capsule, oral liquid preparation or dermatological preparation are required to comply with **Appendix 23: Patient Dispensing Pack for Pharmaceutical Products**.

7.10 Proposed Package Insert

Package insert (PI) is required for products containing scheduled poison and for injectable OTC products. PI may also be submitted for other OTC products. The draft copy of the PI shall be submitted for evaluation.

Sharing of PI is only allowed for products having the same active ingredient(s) but with different strengths.

The following information is required to be included in the PI:

a) Brand or Product Name
b) Name and Strength of Active Substance(s)
c) Product Description
d) Pharmacodynamics (including clinical studies – clinical studies not applicable for generics)
e) Pharmacokinetics
f) Indication
g) Recommended Dosage

h) Route of Administration
i) Contraindications
j) Warnings and Precautions
k) Interactions with Other Medicaments
l) Pregnancy and Lactation
m) Side Effects
n) Symptoms and Treatment of Overdose
o) Effects on Ability to Drive and Use Machine
p) Preclinical Safety Data (*Not applicable for Generics*)
q) Instruction for Use (e.g., Incompatibilities - For injection only)
r) Storage Conditions (may be omitted if the information is stated on the label or outer carton labels)
s) Dosage forms and packaging available
t) Name and address of manufacturer/ product registration holder
u) Date of revision of PI

For information regarding **e-labelling**, refer to:

(i) **Directive No. 3, 2023**. *NPRA.600-1/9/13(21) Jld.1 Direktif Berkenaan Pelaksanaan Electronic Labelling (E-labelling) Ke Atas Produk Farmaseutikal Di Malaysia*

(ii) **Directive No. 11, 2025**. *NPRA.600-1/9/13 (58) Jld.1 Direktif Berkenaan Peluasan Skop Produk Yang Melaksanakan Electronic Labelling (E-Labelling) Kepada Kategori Produk Generik Bukan Racun Berjadual (Over-The-Counter, OTC)*

(iii) Guideline on Electronic Labelling (E-labelling) for Pharmaceutical Products in Malaysia, Revision 2 August 2025

7.11 Consumer Medication Information Leaflet (RiMUP)

a) Consumer Medication Information Leaflet or *Risalah Maklumat Ubat untuk Pengguna (RiMUP),* is compulsory for products self-administered by patients, including:
   (i) Scheduled poisons (Category A);
   (ii) OTC products (Category X);
   (iii) Natural products with therapeutic claim; and health supplements with disease risk reduction claims.

b) The draft copy of the RiMUP in both English and *Bahasa Malaysia* shall be submitted for evaluation.

c) It is not compulsory for the RiMUP to be distributed with the product.

d) All approved RiMUP can be found in the NPRA website as reference for consumers. Healthcare professionals can retrieve and disseminate the RiMUP to patients if necessary.

e) For OTC products: If the product is intended to be sold without a PI or RiMUP, the information required to be included in the PI or RiMUP shall be printed on the unit outer-carton of the product. Submission of a soft copy of the RiMUP softcopy is still compulsory as mentioned above.

f) For further details, refer to:
   (i) *Bil. (15) dlm BPFK/PPP/01/03 Jilid 1 Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 5 Tahun 2011: Direktif Penguatkuasaan Keperluan Mengemukakan Risalah Maklumat Ubat untuk Pengguna (RiMUP)* (27 April 2011)
   (ii) *Garispanduan Pelaksanaan Risalah Maklumat Ubat untuk Pengguna (RiMUP)*

g) For information regarding **e-labelling**, refer to:
   (i) **Directive No. 3, 2023**. *NPRA.600-1/9/13(21) Jld.1 Direktif Berkenaan Pelaksanaan Electronic Labelling (E-labelling) Ke Atas Produk Farmaseutikal Di Malaysia*
   (ii) **Directive No. 11, 2025**. *NPRA.600-1/9/13 (58) Jld.1 Direktif Berkenaan Peluasan Skop Produk Yang Melaksanakan Electronic Labelling (E-Labelling) Kepada Kategori Produk Generik Bukan Racun Berjadual (Over-The-Counter, OTC)*
   (iii) Guideline on Electronic Labelling (E-labelling) for Pharmaceutical Products in Malaysia, Revision 2 August 2025

7.12 Product Authentication

The registered product shall be affixed with the security label (hologram) approved by the Authority. The said security label (hologram), which is serialized, shall be used to authenticate and verify that the product is registered with the Authority, and shall be affixed to the secondary packaging or immediate label of the product, whether locally manufactured or imported.

The security label (hologram) shall be affixed onto the secondary packaging of the product, (or, where there is no outer packaging, on the immediate label), on the front panel of the product label. The security label (hologram) shall cover none of the product particulars on the label.

Refer to:

a) **Appendix 19: General Labelling Requirements** where the security label (hologram) may be affixed on the product label;
b) FAQ on security label (hologram); and
c) Circulars and directives pertaining to security label (hologram):
   Bil. (1)dlm.BPFK/PPP/07/25 Jld. 1
   Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 2 Tahun 2013: Direktif Pelaksanaan dan Pengendalian Label Keselamatan (4 April 2013)

NPRA.600-1/9/13 (68) Jld. 1
Arahan Pengarah Perkhidmatan Farmasi Bilangan 21 Tahun 2025: Direktif Berkenaan Penggunaan Label Keselamatan Farmatag® Baharu daripada Syarikat Netsmart Sdn Bhd (7 October 2025)

7.13 Language

All data and information including supporting documents for product registration such as certificates, letters and product labels shall be in English or *Bahasa Malaysia*.

7.14 *Halal* Logo

a) *Halal* logo may be used voluntarily on registered product label for the following categories, for both local and export market, provided that such products have been certified and approved *halal* by the Malaysia Department of Islamic Development (*Jabatan Kemajuan Islam Malaysia*, JAKIM):

(i) Non-scheduled poison, excluding veterinary products;

References:
Bil. (95)dlm.BPFK/PPP/01/03 Jld. 2
Penggunaan Logo Halal Bagi Produk Farmaseutikal Berdaftar Kategori Produk Bukan Racun (Over-The-Counter, OTC) (26 December 2012)

Bil. (6)dlm.BPFK/PPP/07/25
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 7 Tahun 2013: Direktif Perluasan Skop Penggunaan Logo Halal Bagi Produk Farmaseutikal Berdaftar Kategori Produk Bukan Racun Berjadual Dalam Bentuk Parenteral (8 November 2013)

(ii) Health supplements;
(iii) Natural products; and
(iv) Cosmetics

b) Only *halal* logo issued by JAKIM or any Islamic Body recognized by JAKIM shall be accepted.

c) To use the halal logo on permitted product labels, which is not a mandatory requirement, the applicant is required to submit an application for consideration by the Authority.

d) The applicant shall submit an application for product registration variation to NPRA for approval to affix *halal* logo on the product label of a registered product, of which a *halal* certification has been granted. A copy of the *halal* certificate must be submitted as a supporting document.

e) In addition, the *halal* logo may be used voluntarily on the label of registered scheduled poison products (excluding veterinary products) that are exported to other countries for products stated in a) (i) and a) (ii) in 6.3.3 Registration of For Export Only (FEO) Product on condition that the country of importation allows the use of *halal* logo on the product label. However, *halal* logo is **not** permitted on the label of such products marketed locally.

f) The *halal* logo issued by the following shall be accepted for products intended for exportation:

(i) JAKIM

(ii) Islamic Body recognised by JAKIM

(iii) Islamic Body certified by the country of importation.

g) The logo is **NOT** allowed to be used on the label of registered products other than the categories listed above.

7.15 Directives

The Senior Director of Pharmaceutical Services may issue written directives or guidelines to any person or a group of persons as he thinks necessary for the better carrying out of the provisions of these Regulations and which in particular relate to:

(i) Product quality, safety and efficacy;
(ii) Labelling;
(iii) Change of particulars of a product;
(iv) Transfer of licenses;
(v) Manufacturing;
(vi) Storage, including requirements as to containers;
(vii) Retailing;
(viii) Promotion of sale including product information;
(ix) Product recall;
(x) Product disposal;
(xi) The cost of product recall or product disposal;
(xii) Clinical trials; or
(xiii) Records and statistics pertaining to manufacture, sale, supply, import or export of any products

8. SUBMISSION OF APPLICATION

Application of product registration shall be submitted via the QUEST system at *https://quest3plus.bpfk.gov.my/front-end/login-chrome.php*. Refer to **5.3 How To Apply**.

Upon submission, the application shall be given a call number for reference, which is specific to a particular product. The applicant shall refer to this call number for all correspondence pertaining to the registration of the product.

9. SCREENING OF APPLICATION

After the product registration application has been submitted online, the application shall undergo an initial evaluation (screening process), which ensures that the submitted application is complete with the required data/ information. Further evaluation shall be done after payment for the application has been confirmed.

9.1 Satisfactory

Only a complete application shall be accepted and approved for payment. Upon screening approval, the applicant is requested to proceed with:

(i) payment:

The applicant is advised to keep a copy of the payment receipt as reference. A product reference number shall be given to the application upon payment confirmation.

Payment has to be made within thirty (30) days from the date of screening approval. The application form will be deleted from the system if payment has not been made within this stipulated time.

(ii) submission of hard copy documents (if applicable):

No.	Category of Product	Online Submission	Hard copy submission
1.	NDPs	All documents as required under Part I – IV	- Refer to *NCE Hardcopy Receiving Checklist* available in the NPRA website (*https://npra.gov.my/index.php/en/nce-application-forms*) - Further documentations may be requested as deemed necessary.
2.	Biologics	All documents as required under Part I – IV	- A CD containing complete dossier; - Hard copy of documents as required under Part I only; - Eight (8) hard copies of indexed folders containing proposed package insert, clinical overview and published clinical papers and/or in-house synopses; - Further documentations may be requested as deemed necessary.

No.	Category of Product	Online Submission	Hard copy submission
3.	Generics (Scheduled Poison)	All documents	As requested e.g. big file size, unable to be submitted online
4.	Generics (Non-Scheduled Poison)	All documents	As requested e.g. big file size, unable to be submitted online
5.	Health Supplements	All documents	As requested e.g. big file size, unable to be submitted online
6.	Natural Products (Traditional and Homeopathic medicines)	All documents	As requested e.g. big file size, unable to be submitted online
7.	Natural Products with Therapeutic Claim	All documents as required under Part I – IV	- A copy of CD and a copy of documents as required under Part I – IV; - Further documentations may be requested as deemed necessary.

9.2 Non-Satisfactory

If the application is found incomplete during the screening process, the application shall be rejected and the applicant shall be notified via the system.

10. EVALUATION OF APPLICATION

NPRA applies Good Review Practices in the evaluation processes in accordance with the *World Health Organization (WHO) Technical Report Series: Good Review Practices: Guidelines for National and Regional Regulatory Authorities.*

10.1 Initiation of Review

Upon confirmation of payment, the application with the submitted data shall be evaluated. Review of applications shall follow a queue system. There shall be separate queues for the different categories of products and/ or according to the level of claims (e.g. general, medium or high claim for health supplements).

10.2 Correspondence

Correspondence via the system shall be sent to the applicant for any clarification or further supplementary data/ information or documentation pertaining to the application, if deemed necessary by the Authority.

The application may be rejected if the applicant fails to respond to the correspondence from NPRA to submit the required clarification/ supplementary data/ information or documentation within six (6) months from the first correspondence date.

10.3 Evaluation Timeline for Product Registration

NO.	PRODUCT CATEGORY	* EVALUATION TIMELINE
(A)	**FULL EVALUATION**	
1.	New Drug Products (NCE)	245 working days^
2.	New Drug Products (Hybrid)	210 working days^
3.	Biologics	245 working days^
4.	Generics (Scheduled Poison)	210 working days^
5.	Generics (Non-Scheduled Poison)	210 working days
6.	Health Supplement with Disease Risk Reduction Claim	245 working days
7.	Natural Products with Therapeutic Claim	245 working days
(B)	**ABRIDGED EVALUATION**	*** EVALUATION TIMELINE**
8.	Generics (Non-Scheduled Poison) a) Single active ingredient b) Two (2) or more active ingredients	a) 116 working days b) 136 working days
9.	Natural Products a) Traditional and Homeopathic Medicine i) Single active ingredient ii) Two (2) or more active ingredients b) Natural Products with Modern Claim i) Single active ingredient ii) Two (2) or more active ingredients	i) 100 working days ii) 120 working days i) 116 working days ii) 136 working days
10.	Health Supplements** a) Single active ingredient b) Two (2) or more active ingredients ** *Applicable for:* *i) General or Nutritional Claims; and* *ii) Functional Claims (Medium Claims)*	a) 100 working days b) 120 working days
11.	Product for Export Only (for all product categories)	40 working days

*Upon payment confirmation (Processing and Analysis Fee for Product Registration)

^The timeline stated may not apply to situations below:

1. For products with new data (involving major supporting documents) submitted during product evaluation that require a comprehensive review
2. For products submitted with more than three indications and/or products that require an extensive review (for example, products with three or more pivotal trials/studies)

The final timeline will be determined by the Drug Evaluation Committee.

11. REGULATORY OUTCOME

11.1 Decisions of the Authority

A regulatory decision shall be made based on the outcome of the evaluation of the submitted documentation, and samples (if applicable). An application may be approved or rejected by the Authority, and the Authority's decision shall be sent via email/ official letter to the PRH.

As stipulated under Regulation 11(1), CDCR 1984, the Authority may, at any time reject, as well as cancel or suspend the registration of any product if there are deficiencies in safety, quality or efficacy of the product or failure to comply with conditions of registration.

Re-submission of product registration for a rejected application due to safety and efficacy reasons shall not be accepted within two (2) years after the rejection. However, if the product is registered in the reference countries, submission of application may be made earlier.

11.2 Product Registration Number

As stipulated under Regulation 8(8), CDCR 1984, upon registration of a product by the Authority, the PRH shall be notified by the Authority and a product registration number (i.e. MAL number) shall be assigned to the registered product via the QUEST system.

The registration number is specific for the product registered with the name, identity, composition, characteristics, origin (manufacturer) and PRH, as specified in the registration documents. It shall NOT be used for any other product.

The product registered with the registration number as stated in the Authority database shall have the name, composition, characteristics, specifications and origin as specified in the registration documents and Authority database.

Registration number appears as MALYYMM$$$$@##,
e.g. MAL11070001ACERS:

Alphabets/ symbols	Refers to:	
MAL	"Malaysia"	
YYMM	Refers to the year and month of registration by the Authority (e.g. 1107: July 2011)	
$$$$	Serial number for a registered product (e.g. 0001)	
@	Category of registered product i.e. A/ X/ N/ T/ H	
##	Refers to administrative code used by NPRA i.e. C/ E/ R/ S	
@ and ##	A	Scheduled Poison
	B	Natural Products with Therapeutic Claim
	X	Non-scheduled Poisons
	N	Health Supplements
	T	Natural Products (Traditional and Homeopathic Medicines)
	H	Veterinary Products
	C	Contract Manufactured (the product is manufactured by a GMP certified contract manufacturer)
	E	For Export Only (FEO) (the product is to be sold for export only and not for sale in the local market)
	R	Packed and/or repacked (the product is packed and/or repacked by an approved GMP certified packer and/or repacker)
	S	Second source (the product is from a second source/ approved second manufacturer)
	Z	Products gazetted as zero-rated under the Goods and Services Tax Act 2014, Goods and Services Tax (Zero-Rated Supplies) Order 2014
	M	Natural Products With Modern Claim

11.3 Certificate of Registration

Form 1 (Certificate of Registration) for a product with the provisions, conditions, limitations, etc. of the registration, as stipulated under Regulation 8(8) of CDCR 1984, has been deleted from the regulation in 2006 via amendment of PU(A) 336/06. Therefore, the certificate will no longer be issued by the Authority.

Reference:

Bil. (100)dlm.BPFK/PPP/01/03 Jld. 2. Pemansuhan Pengeluaran Sijil Perakuan Pendaftaran (SPP) (21 January 2013)

The applicant shall refer to the product registration approval notification sent by the Authority or the **Approved Product Registration List** in the NPRA website.

The registration status of a product shall be valid for five (5) years or such period as specified in the Authority database (unless the registration is suspended or cancelled by the Authority).

Upon approval for product registration by the Authority, the applicant shall fulfill all commitments and conditions imposed with approval of the product registration and shall be responsible for the maintenance of the product in terms of quality, safety and efficacy throughout the validity period of registration. Failure to do so may result in rejection of future application for renewal of the product registration.

The applicant shall notify the Authority of any changes to the product's efficacy, quality and safety, as described in **Section E: Post-Registration Process.**

11.4 Appeal Towards Decision of the Authority

Refer to **Appendix 24: Appeal.**

SECTION C: QUALITY CONTROL

The requirement for the submission of the protocol of analysis (POA), analytical method validation (AMV) and product samples for laboratory testing are presented in this section.

The POA and AMV shall be submitted to the Centre of Product & Cosmetic Evaluation (PPPK) via the online QUEST system.

Documents to be submitted via online QUEST system for finished product:

1. E12 : Complete POA for finished product including preservatives and diluents (if any)
2. E13 : (a) Complete testing methods and results for AMV with all relevant validation parameters, including acceptance criteria and supporting raw data (e.g. chromatograms, spectrums, etc.)
   (b) Summary of AMV, which includes all relevant validation characteristics, its acceptance criteria and results

Documents to be submitted via online QUEST system for Active Pharmaceutical Ingredient, API:

1. S 4.2 : Complete POA for drug substance(s)
2. S 4.3 : Complete testing methods and results for AMV for drug substance(s) with all relevant validation parameters, including acceptance criteria and supporting raw data (e.g. chromatograms, spectrums, etc.)

12. GUIDELINE FOR THE SUBMISSION OF PROTOCOL OF ANALYSIS (POA)

This guideline consists of general and specific requirements for POA submission. The general requirements are referred to POA content whilst details of the test methods are illustrated in the specific requirements.

Refer to **Appendix 25: Guideline for the Submission of Protocol of Analysis (POA)**.

13. GUIDELINE FOR THE SUBMISSION OF ANALYTICAL METHOD VALIDATION (AMV) DOCUMENTS

Refer to **Appendix 26: Guideline for the Submission of Analytical Method Validation (AMV) Documents**.

14. GUIDELINE FOR THE SUBMISSION OF PRODUCT SAMPLES FOR LABORATORY TESTING

14.1 Natural Products

a) In accordance with Directive No. 8, 2020, *BPFK/PPP/07/25 (8) Jld.4*. *Direktif Penerimaan Keputusan Pengujian Pra-Pendaftaran Produk Semulajadi dari Makmal Swasta yang Telah Diiktiraf oleh Bahagian Regulatori Farmasi Negara (NPRA) dan Makmal Kawalan Kualiti Pengilang Tempatan*, starting from 1 December 2020, the applicant is no longer required to submit samples of natural product for laboratory testing to NPRA.

b) The PRH shall submit a Certificate of Analysis (CoA) for the purpose of product registration evaluation.

c) For further details regarding submission of the CoA, refer to **Appendix 7: Guideline on Registration of Natural Products, 2.7.7 Certificate of Analysis (Finished Product)**.

c) All submitted sample test results are deemed final. There is no provision for appeal to submit new or updated results.

Reference: *Pekeliling (25) dlm.BPFK/PPP/01/03 Jld.3. Pekeliling Pemansuhan Sistem Rayuan Pengujian Semula Sampel (Appeal for Sample Retesting) Bagi Sampel Prapendaftaran Produk Tradisional Yang Tidak Lulus Pengujian Makmal Kali Pertama Oleh Pusat Kawalan Kualiti BPFK* (19 January 2015)

14.2 Pharmaceutical Products *(Upon NPRA request)*

a) Sample shall be submitted with a cover letter containing the following information:
   (i) Name and reference number of the product;
   (ii) Name and address of PRH;
   (iii) Name, email address and contact number of authorized person

b) Samples submitted must be in their original packaging and labelling.

c) Samples submitted must be from the same manufacturing premise as stated in the application for registration.

d) Samples submitted must have an expiry date of least one (1) year from the date of submission and must be from the same batch.

e) An official CoA and the recent shelf-life specification from the manufacturer for the same batch of sample must be submitted with the sample.

f) The quantity of samples submitted must match the quantity requested.

g) Other materials such as HPLC columns, reagents, etc. must be submitted when requested.

h) Reference standards are required to be submitted along with the pharmaceutical products. Requirements for these reference standards are as follows:

(i) The type and quantity of reference standards submitted must match the type and quantity requested;

(ii) Reference standards submitted must have an expiry date of least one (1) year from the date of submission. In special situations, an expiry date of not less than six (6) months may be accepted;

(iii) All reference standards must be submitted with an official CoA for the same batch with the stated purity (as is, dried, anhydrous, etc.) and all other relevant information (water content, loss on drying, etc.);

(iv) All reference standards must be properly labelled with name, batch number, purity and expiry date;

(v) All reference standards must be submitted in small, sealed airtight amber glass containers.

i) The Centre of Compliance & Quality Control (PKKK) shall issue import permit for pharmaceutical products. The applicant shall ensure that the import permit is endorsed by the enforcement officer at the entry point.

SECTION D: INSPECTION, LICENSING, CERTIFICATE

Inspection and licensing of manufacturing premises or facilities, importers and wholesalers of registered products or notified cosmetics on the basis of compliance with Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP) are vital elements of drug control. Compliance with GMP and GDP are prerequisites for the application of a manufacturing license as well as product registration or cosmetic notification, whereas compliance with GDP is a prerequisite for the application of a wholesale license or import license.

15. INSPECTION

Inspection of GMP and GDP are conducted to ensure the compliance of manufacturers, importers and wholesalers with current GMP and GDP requirements besides ensuring that registered products and notified cosmetics in the market are safe, efficacious and of quality. Refer to **Appendix 27: Inspection**.

16. LICENSING

According to Regulation 12, CDCR 1984, any company that wants to manufacture, import or wholesale any registered products needs to have a valid Manufacturer's License, Import License or Wholesaler's License. Refer to **Appendix 28: Licensing**.

17. CERTIFICATE

Refer to **Appendix 29: Certificate** for information regarding:

- Certificate of Pharmaceutical Product (CPP)
- Good Manufacturing Practice (GMP) Certificate

SECTION E: POST-REGISTRATION PROCESS

18. MAINTENANCE OF REGISTRATION

a) The registration of a product shall be valid for **five (5) years** or such period as specified in the Authority database (unless the registration is suspended or cancelled by the Authority).

b) Application for product re-registration (renewal of product registration) shall be submitted **within six (6) months prior to the expiry** of the validity period of a product registration with the appropriate fee. A letter of reminder for product re-registration shall be issued to the product registration holder three (3) months prior to the expiry date of a product registration.

c) Upon DCA approval for product re-registration (renewal), the product registration is valid for five (5) years or such period as specified in the Authority database (unless the registration is suspended or cancelled by the Authority).

d) After the expiry date, the status of product registration shall be automatically changed to "expired", following which the applicant will not be able to submit an application for product re-registration. Any form of appeal shall not be considered if the re-registration application is not submitted before the expiry date of a product registration since the reminder letter is issued three (3) months prior to the expiry date. A new registration application is required if the applicant wishes to continue to market the product.

e) After the expiry date of the product registration, the product is deemed unregistered. For products with their re-registration on hold due to unmet requirements past their registration expiry date, the new registration date shall be updated according to the DCA meeting date when the re-registration application is approved by the DCA.

f) The application for product re-registration shall only be submitted when all registration requirements have been complied with. Failure to do so shall result in the re-registration application being rejected by the Authority.

g) The application for product re-registration shall be submitted with proof of payment via the online QUEST system.

h) The non-refundable processing fees for product re-registration are:

(i)	Traditional product	: RM 500.00 per product
(ii)	Pharmaceutical product (including Health Supplement)	: RM1,000.00 per product

i) The following are requirements for product re-registration of different product categories, where applicable:

(i) Exemption of bioequivalence study report for all registered generic products in immediate release, oral, solid dosage form (starting 15 March 2020).

Reference:
Bil. (2) dlm. BPFK/PPP/07/25 Jld. 4
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 2 Tahun 2020: Direktif Pertimbangan Pengecualian Keperluan Data Bioekuivalens (BE) Bagi Produk Generik Dalam Bentuk Oral Solid, Immediate Release *Yang Mengemukakan Permohonan Pendaftaran Semula* (10 March 2020)

(ii) Products previously registered as "Pendaftaran Hak" or "Not Commercially Viable Medicine (NCVM)".

Reference:
Bil. (20) dlm. BPFK/PPP/07/25 Jld. 2
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 20 Tahun 2018: Direktif Permohonan Pendaftaran Semula Produk Yang Pernah Didaftarkan secara "Pendaftaran Hak" dan Produk "Not Commercially Viable Medicine (NCVM)" (26 June 2018)

(iii) Patient dispensing pack size for pharmaceutical product containing scheduled poison or non-scheduled poison with tablet/ capsule dosage form, including oral liquid preparation and dermatological preparation.
Refer to **Appendix 23: Patient Dispensing Pack for Pharmaceutical Products.**

(iv) Bioequivalence study report for all registered generic products containing scheduled poison with immediate release, oral, solid dosage form (starting 1 January 2013)

Reference:
Bil. (10) dlm. BPFK/PPP/01/03 Jld.1
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 1 Tahun 2011: Direktif Penguatkuasaan Keperluan Kajian Bioekuivalens Bagi Semua Produk Generik "Immediate Release, Oral, Solid Dosage Form" *Yang Mengandungi Bahan Aktif Racun Berjadual Serta Akreditasi Pusat Kajian Bioekuivalens* (2 March 2011)

(v) Bioequivalence study report for all registered generic products containing scheduled poison with effervescent, dispersible, orodispersible, sublingual, buccal and chewable dosage form (for expiring product registrations starting 1 January 2019)

References:
Bil. (27) dlm. BPFK/PPP/07/25
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 3 Tahun 2015: Direktif Penguatkuasaan Keperluan Kajian Bioekuivalens (BE) Bagi Produk Generik Dalam Bentuk Dos Oral Tablet/Kapsul Yang Bersifat Effervercent, Dispersible,

Orodispersible, Sublingual, Buccal *Dan* Chewable *Yang Mengandungi Bahan Aktif Racun Berjadual* (23 February 2015)

Bil. (45) dlm.BPFK/PPP/01/03 Jld.3
Lanjutan Tarikh Penguatkuasaan Untuk Memenuhi Keperluan Kajian Bioekuivalens (BE) Bagi Produk Generik Dalam Bentuk Dos Oral Tablet/Kapsul Yang Bersifat Effervescent, Dispersible, Orodispersible, Sublingual, Buccal *dan* Chewable *Yang Mengandungi Bahan Aktif Racun Berjadual* (31 May 2016)

(vi) Regulatory control of active pharmaceutical ingredient (API) for all dosage form of registered pharmaceutical products containing scheduled poison (for expiring product registrations starting from 1 January 2020)

- API information shall be submitted at least one year prior to the product registration expiry date.
- Refer to **Appendix 11: Regulatory Control of Active Pharmaceutical Ingredients.**

References:
Bil. (7) dlm.BPFK/PPP/07/25
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 8 Tahun 2013: Direktif Pelaksanaan Pengawalan Bahan Aktif Farmaseutikal Bagi Produk Generik (Fasa II) (16 January 2014)

Bil. (11) dlm.BPFK/PPP/01/03 Jld.3
Lanjutan Tarikh Pelaksanaan Pengawalan Bahan Aktif Farmaseutikal (API) Bagi Produk Farmaseutikal Berdaftar Yang Mengandungi Racun Berjadual (27 June 2014)

(vii) For pharmaceutical products submitted for registration before 2009, applicants shall ensure that the Zone IVB stability study for the products have been conducted and granted variation approval before submission of re-registration application.

References:
Bil. (1) dlm. BPFK/PPP/01/03 Jld.3
Keperluan Data Kajian Stabiliti Dalam Zon IVb Bagi Produk Farmaseutikal Berdaftar (5 April 2013)

Bil. (5) dlm. BPFK/PPP/01/03 Jilid 3
Lanjutan Tarikh Kuatkuasa Untuk Memenuhi Keperluan Data Kajian Stabiliti Dalam Zon IVb Bagi Produk Farmaseutikal Berdaftar (14 August 2013)

For pharmaceutical products requiring exemption from Zone IVb requirements, applicants shall submit the exemption request via variation application (MiV-PA) through the online QUEST system.

(viii) Valid GMP document/ certificate for imported product (starting 1 January 2014)

To maintain the registration of an imported product, the PRH shall comply with GMP requirements as stated in the directive issued by the Director of Pharmaceutical Services under Regulation 29, CDCR 1984.

Refer to Guidance Document for Foreign GMP Inspection

References:

Bil. (25) dlm BPFK/PPP/01/03 Jld.1

Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 1 Tahun 2012: Direktif Mengenai Syarat Pendaftaran Produk Farmaseutikal Dari Luar Negara Berkaitan Keperluan Amalan Perkilangan Baik (APB) (9 February 2012)

Bil. (96) dlm.BPFK/PPP/01/03 Jld.2

Surat Pekeliling Bagi Direktif Mengenai Syarat Pendaftaran Produk Farmaseutikal Dari Luar Negara Berkaitan Keperluan Amalan Perkilangan Baik (APB) (28 December 2012)

Bil. (32) dlm. BPFK/PPP/07/25

Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 1 Tahun 2016: Direktif Mengenai Keperluan Pemeriksaan Amalan Perkilangan Baik (APB) Luar Negara Bagi Tujuan Pendaftaran/ Pendaftaran Semula Produk Farmaseutikal Berdaftar Dengan Pihak Berkuasa Kawalan Dadah (PBKD) (22 January 2016)

Bil. (42) dlm. BPFK/PPP/07/25

Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 11 Tahun 2016: Direktif Mengenai Penerimaan Pengesahan Pematuhan Amalan Perkilangan Baik (APB) Bagi Tujuan Pendaftaran Semula Produk Farmaseutikal Berdaftar dengan Pihak Berkuasa Kawalan Dadah (PBKD) (30 June 2016)

Bil. (15) dlm. BPFK/PPP/06/06 Jld.47

Pendaftaran Bersyarat Bagi Produk-Produk Dengan Sijil Amalan Perkilangan Baik (APB) dari Ministry of Economic Affairs, Taiwan (1 February 2017)

KKM/NPRA.PKP/600-2/11(7)

Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 4 Tahun 2018: Direktif Mengenai Penerimaan Pengesahan Pematuhan Amalan Perkilangan Baik (APB) Bagi Pengilang Farmaseutikal Bagi Tujuan Pendaftaran Baru/ Pendaftaran Semula Produk Farmaseutikal Berdaftar Dengan Pihak Berkuasa Kawalan Dadah (PBKD) (16 May 2018)

(ix) Amendment of product name consisting of only generic name for registered pharmaceutical product containing scheduled poison and non-scheduled poison (starting 1 January 2017)

Reference:
Bil. (39) dlm. BPFK/PPP/01/03 Jld.3
Pekeliling Penggunaan Nama Generik Pada Nama Produk Bagi Produk Farmaseutikal (21 December 2015)

(x) Endorsement letter of ancillary medical device component (from Medical Device Authority, Malaysia) for re-registration of drug-medical device combination product (for expiring product registrations starting from 1 July 2019)

Note: Also refer to Guideline for Registration of Drug-Medical Device and Medical-Device-Drug Combination Products.

Reference:
Bil. (9) dlm. BPFK/PPP/07/25 Jld.1
Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 4 Tahun 2017: Direktif Kuatkuasa Pemakaian Guideline for Registration of Drug-Medical Device and Medical Device-Drug Combination Products (10 March 2017)

i) Products manufactured and sold or supplied by the PRH before the product registration expiry date or cancellation date, do not require to be recalled from the market and may be sold until end of product shelf life. However, products with quality, safety and/or efficacy issues shall be recalled immediately from the market upon the product registration expiry date or cancellation date or at any other time stipulated by NPRA.

j) The PRH shall submit a written request to the DCA Secretary to deplete any existing unsold stocks after the product registration expiry date or cancellation date. If approval is granted, the PRH shall be held responsible for the batches and quantity requested in the event of any pharmacovigilance issues or quality defects associated with those product batches sold after the product registration expiry date or cancellation date.

19. WITHDRAWAL OF PRODUCT REGISTRATION

a) The PRH shall submit an official written request to the DCA Secretary if they decide to withdraw the registration of a product before the end of the validity of such registration. The PRH is required to state the reasons for the withdrawal decision in their request. The PRH is also required to inform their manufacturer/ contract manufacturer of their withdrawal decision.

b) The registration of a product, once withdrawn, shall not be reinstated. A new application for product registration is required if the PRH wishes to have the product registered again at a later date.

c) Products manufactured and sold or supplied by the PRH before the registration termination date, do not require to be recalled from the market and may be sold until end of product shelf life. However, products with quality, safety and/or efficacy issues shall be recalled immediately from the market upon the product registration termination date or at any other time stipulated by NPRA.

d) The PRH shall submit a written request to the DCA Secretary to deplete any existing unsold stocks after the registration termination date. If approval is granted, the PRH shall be held responsible for the batches and quantity requested in the event of any pharmacovigilance issues or quality defects associated with those product batches sold after the registration termination date.

20. AMENDMENTS TO PARTICULARS OF A REGISTERED PRODUCT

Throughout the life cycle of a registered product, changes to improve product efficacy, quality and safety are likely to occur. Therefore, the applicant shall inform the Authority of any changes or amendments made to particulars of a registered product.

20.1 Variation

a) Variation refers to the change of particulars of a registered product. No change of any particulars of a registered product [except for Minor Variation Notification (MiV-N)] shall be made without prior approval from NPRA.

b) All supporting documents shall be submitted in accordance with the specified conditions for each type of variation.

c) Variation applications and processing fees shall be made according to specific product categories in the Malaysian Variation Guideline (MVG).

d) If deemed necessary, NPRA reserves the right to request for additional supporting documents and variation approval letters from other regulatory bodies for all product categories.

e) The registration of a product shall be reviewed for suspension or cancellation if changes that fall under Major Variation (MaV) and Minor Variation Prior Approval (MiV-PA) are implemented without prior approval of the Authority.

f) Variation application shall be submitted through the online QUEST system.

g) Variation applications that have been approved by at least one of DCA's reference countries are eligible for submission via the Reliance pathway. Please refer to Section 20.1.3 for further details.

20.1.1 Variation Application for Pharmaceutical Products

Variation application for pharmaceutical products shall be done according to the Malaysian Variation Guideline (MVG).

References:

i. *Bil. (2) dlm. BPFK/PPP/07/25*, *Arahan Pengarah Kanan Perkhidmatan Farmasi Bil. 3 Tahun 2013: Direktif Untuk Melaksanakan* Malaysian Variation Guideline (MVG) (29 April 2013)

ii. Bil (7) dlm. NPRA/PPPK/01/04, *Pekeliling Berkenaan Pengemaskinian Garis Panduan Malaysian Variation Guideline for Pharmaceutical Products* (14 July 2022)

For unregulated drug substances, kindly note that only the following sections are required and will depend on the type of variation being applied. This is applicable until further notice:

i. General Information (Nomenclature, Structure, General Properties)
ii. Manufacturer Details
iii. Specification of API
iv. Batch Analysis
v. Certificate of Analysis (COA) from API manufacturer
vi. Certificate of Analysis (COA) from finished product manufacturer
vii. Justification of Specification
viii. Certificates of Suitability (CEP) and its related sections
ix. Drug Master File (DMF) and its related sections
x. Certificate of GMP for API Manufacturer
xi. Other Supporting Documents

20.1.2 Variation Application for Biological Products

Variation application for biologics shall be done according to the Malaysian Variation Guidelines for Biologics (MVGB).

Reference: Directive No. 2, 2017. BPFK/PPP/07/25(7)Jld.1: *Direktif Untuk Melaksanakan* Malaysian Variation Guideline for Biologics (MVGB) (15 February 2017)

20.1.3 Variation Reliance (for pharmaceutical and biological products only)

1. A Letter of Intent (LOI) or cover letter needs to be submitted to request the use of reliance for the application and should clearly list all relevant variation categories.

2. Official approval letter or notification of the post-approval changes from the chosen reference agency/ WHO.

3. An assessment report from the chosen reference agency/WHO may be required as the approval letter may not include details of the approved changes. For variations accompanied by an assessment report, it is strongly recommended to provide the report at the time of submission to facilitate early verification of sameness.

4. Q&A documentation will be requested during evaluation (if required).

5. An overall summary of changes, presented in a comparative tabulated format showing both the approved and proposed changes (where applicable), should be provided. Please specify the file name of each submitted document and indicate its location in the QUEST3+ system.

NOTES:

- Please ensure that the variations submitted are in accordance with those submitted in the reference agency.

- It is not advisable to bundle them with other variations that are not part of the reliance submission. The timeline will not be applicable if the submission includes other variations that are not part of the reliance submission.

- Variation applications submitted under the reliance pathway may be switched to the standard variation evaluation timeline if deemed ineligible for reliance. This may occur in situations such as:

  i. When the approval letter contains limited information, for example when the details of the approved changes are not clearly described.
  ii. When additional evaluation is warranted, such as when the proposed changes cannot be verified against the approval letter or the assessment report.

20.1.4 Variation Application for Health Supplement and Natural Products

Variation application for Health Supplement Products and Natural Products shall be done according to the Malaysian Variation Guideline (MVG) for Natural (Traditional Medicine & Homeopathy) and Health Supplement Products (Abridged Evaluation).

Reference: Directive No. 14, 2016. *BPFK/PPP/07/25(45)*: *Direktif Untuk Melaksanakan* Malaysian Variation Guideline (MVG) for Natural (Traditional Medicine & Homeopathy) and Health Supplement Products (Abridged Evaluation) (26 July 2016)

20.1.5 Variation Timeline

Variation (pharmaceutical and biological products)		Timeline (working days)
MiV-N or MiVB-N	Maximum of 5* *PRH may submit up to a maximum of 5 concurrent MiV-N/MiVN-B categories per registered product. The review timeline may be extended if more than 5 concurrent MiV-N/MiVN-B categories are submitted.	30
MiV-PA or MiVB-PA	Maximum of 3* *PRH may submit up to a maximum of 3 concurrent MiV-PA/MiVB-PA categories per registered product. The review timeline may be extended if more than 3 concurrent MiV- PA/MiVB-PA categories are submitted *Inclusion of a MiV-PA2* under MiV- PA/MiVB-PA for safety-related changes – Tell & do "Tell & Do" If the application fulfills the requirements as per MVG/MVGB Guideline, NPRA shall approve the proposed change. Changes can be implemented immediately after submission	90
MaV or MaVB	Maximum of 3* *PRH may submit up to a maximum of 3 concurrent MaV/MaVB categories per registered product. The review timeline may be extended if more than 3 concurrent MaV/MaVB categories are submitted.	120
Grouping (bundle applications)	Maximum of 5 variation categories including a maximum of 3 MaV/MaVB categories * *PRH may submit up to a maximum of 5 variation categories concurrently including a maximum of 3 MaV/MaVB categories per registered product. The review timeline may be extended if more than 3 concurrent MaV/MaVB categories are submitted.	150
	Other than the grouping/bundle above	180

Variation timelines for reliance (pharmaceutical and biological products only)

Type of variation groupings	Timeline (working days)
Including MaV/MaVB (maximum of 10 categories*)	Not more than 100
Including MaV/MaVB (more than 10 categories*)	Not more than 150
Excluding MaV/MaVB	Not more than 80

*Inclusive of MiV-N Post-approval Changes Reliance

Variations (TMHS)		**Timeline (working days)**
MiV-N	Maximum of 5* *PRH may submit up to a maximum of 5 concurrent MiV-N categories per registered product. The review timeline may be extended if more than 5 concurrent MiV-N categories are submitted.	10
MiV-PA	Maximum of 3* *PRH may submit up to a maximum of 3 concurrent MiV- PA categories per registered product. The review timeline may be extended if more than 3 concurrent MiV- PA categories are submitted	70
MaV	Maximum of 3* *PRH may submit up to a maximum of 3 concurrent MaV categories per registered product. The review timeline may be extended if more than 3 concurrent MaV applications are submitted.	100
Grouping (bundle applications)	Maximum of 5 variation applications including a maximum of 3 MaV applications* *PRH may submit up to a maximum of 5 variation categories concurrently including a maximum of 3 MaV categories per registered product. The review timeline may be extended if more than 3 concurrent MaV categories are submitted	120
	Other than the grouping/bundle above	150

Notes to PRHs:

1. Timelines for PRH to reply to each correspondence according to the category of products and variation types are as follows: failure to meet these timelines may result in application rejection.
   a) For pharmaceutical products: 45 wd (for MiV-PA and MiVB-PA) and 60 wd (for MaV, MaVB, Grouping/Bundle applications)
   b) For TMHS products: 20 wd (for MiV-PA) and 30 wd (for MaV, Grouping/Bundle applications)

2. For pharmaceutical and biological products only: To ensure a smooth process, all PRHs must attach a cover letter/summary of changes for the intended variation application via Quest3+. The cover letter/summary of changes should include the following:
   a) Proposed variation category
   b) A brief description of the proposed variation with justification

c) A declaration confirming the fulfilment of all requirements within the suggested category
d) Approvals from the country of origin's National Regulatory Agency or reference agencies (if any)
e) Current and proposed changes to the dossier's tabulated format information. Please specify the file name of each document submitted and indicate its location in QUEST3+ system.
f) A declaration that there is no change except for the proposed change

3. Natural products with therapeutic claims and health supplements with disease risk reduction claims shall follow the revised variation timelines for pharmaceutical products, excluding the variation timelines for reliance.

20.2 Change of Manufacturing Site (COS)

Refer to **Appendix 30: Change of Manufacturing Site (COS)**.

20.3 Change of Product Registration Holder

This refers to a transfer of marketing authorization from the existing PRH to another proposed new holder. This change application allows for the same registration number of the registered product to be maintained. Refer to **Appendix 31: Change of Product Registration Holder**.

20.4 New/ Additional Indication

1. Definition and scope

New/ additional indication (AI) is defined as an indication not initially approved for a registered innovator product. This may include, but not limited to, the following:

i) new therapeutic indication
ii) new route(s) of administration (parenteral)
iii) indication for new age group, such as usage in children
iv) new dosing regimen (different cumulative dose over the dosing interval)
v) additional bacterial strains to expand the indications for antimicrobial products
vi) additional viral serotypes or genotypes to expand the indications for antiviral products, etc.

This application does not include changing/ rephrasing of sentences.

2. AI Category

There are two (2) categories of AI applications: AI Full Evaluation and AI Verification.

a) **AI Full Evaluation**

Main criteria

This category applies to a new indication that has been approved in any one (1) of the DCA's reference agencies (EMA, UK MHRA, Swedish Medical Products Agency, ANSM France, US FDA, TGA Australia, Health Canada, PMDA Japan and Swissmedic).

This application may require comments from relevant specialists.

Notes:
- EMA centralised approval is considered as ONE approval.
- An application to add a new indication without prior approval by a DCA's reference agency may be considered for evaluation by NPRA for the following conditions:
  i) new indication deemed not feasible for submission to DCA's reference agencies
  ii) new indication for a product that has not been registered with any DCA reference agency

AI Full Evaluation is divided into two (2) types:

i) **Standard Full Evaluation**

Standard Full Evaluation applies to applications for a new indication where NPRA is unable to rely fully on a reference agency's assessment (e.g. when assessment reports are not available) or when no reference agency approval available. In such cases, NPRA will conduct an independent assessment of the indication's suitability under local conditions and regulatory requirements to support its decision.

ii) **Reliance Full Evaluation**

Reliance Full Evaluation applies to a new indication where NPRA relies on prior assessments conducted by one of DCA's reference agencies to inform its local decision, leveraging regulatory tools such as the agency's assessment report. NPRA may conduct (where necessary) a targeted review to address any gaps, adapt the assessment to local regulatory requirements, and ensure the indication's suitability in the Malaysian context.

The eligibility criteria for a new indication via Reliance Full Evaluation are as follows:

- The new indication has been approved within **three years** from the date of approval by the chosen primary reference agency.
- The new indication, dosing regimen(s), patient population(s), and/or directions for use must be similar as those approved by the chosen reference agency. However, NPRA reserves the right to propose revisions where necessary to ensure alignment with local clinical practice and to provide clearer indication for safe and effective use in Malaysia.

- The new indication may require an assessment by NPRA to review the benefit-risk profile due to local disease epidemiology, medical practice, and/or public health considerations. Examples of products that may require more stringent assessment due to differences in local disease patterns and/or medical practices include some anti-infectives and vaccines for endemic pathogens.
- The new indication has not been rejected, withdrawn or approved via appeal process or pending deferral by a national regulatory agency for safety or efficacy reasons.

b) **AI Verification**

Main criteria

This applies to a new indication that has been registered **in at least two (2)** DCA's reference agencies (EMA, UK MHRA, Swedish Medical Products Agency, ANSM France, US FDA, TGA Australia, Health Canada, PMDA Japan and Swissmedic).

Note:
EMA centralised approval is considered as ONE approval.
This application will not require comments from relevant specialists.

AI Verification is divided into two (2) types:

i) **Standard Verification**

Standard Verification applies to applications for a new indication where NPRA is unable to rely fully on the reference agency's assessment (e.g. in cases where assessment reports are not available). In such situations, NPRA will conduct a limited independent assessment to support its local decision.

ii) **Reliance Verification**

Reliance Verification applies to a new indication where NPRA relies on prior assessments conducted by the DCA's reference agencies to inform its local decision, leveraging regulatory tools such as the agencies' assessment report.

The eligibility criteria for a new indication via Reliance Verification are as follows:

a) The new indication has been approved within **three years** from the date of approval by the chosen primary reference agency
b) The new indication, dosing regimen(s), patient population(s), and/or directions for use must be similar to those approved by the chosen reference agency.
c) The new indication does not require an assessment by NPRA to review the benefit-risk profile due to local disease epidemiology, medical practice, and/or public health considerations (e.g. some anti-infectives, vaccines for endemic pathogens, etc.).
d) The new indication has not been rejected, withdrawn or approved via appeal process or pending deferral by a national regulatory agency for safety or efficacy reasons.

ADDITIONAL NOTES FOR ALL NEW/ADDITIONAL INDICATION SUBMISSION

- AI application submissions other than those listed above will be considered on a case-by-case basis. The applicant is advised to consult the respective section prior to submission.
- NPRA reserves the right to reclassify an application from the reliance pathway to the standard pathway, if additional review is deemed necessary during the evaluation process.
- Concurrent manual submissions may be considered based on unmet medical needs.
- For reliance submissions, multiple indications can be submitted if they are all approved by the chosen reference agencies and covered within one assessment report.

3. Priority Review for Additional Indications

Priority Review may be requested and granted for Additional Indications which fulfils the following conditions:

- Additional indication specifically for oncology, supported by a Phase III global, multicentre pivotal clinical trial conducted in Malaysia, in which at least 5% of the total randomised subjects are Malaysian.

Applicants seeking Priority Review for an additional indication shall submit a formal request, in the form of a cover letter, through the QUEST3+ system concurrently with the application. This request must be accompanied by a justification and clinical evidence demonstrating compliance with the specified eligibility requirement. Following submission, the NPRA will assess the request and determine its qualification for Priority Review. After the screening stage, applicants will be notified of the outcome via remarks in the system; applications that do not meet the criteria will be evaluated under the standard review pathway.

4. Supporting documents for all AI categories

The supporting documents include, but are not limited to the following:

a. Approval of AI(s) in country of origin (if applicable);
b. Approval status in the reference countries, together with the corresponding approval letter and approved package insert;
c. Approval indication status in ASEAN Member States, and the corresponding approved package insert (if applicable)
d. Revised Package Insert (annotated and clean);
e. World Wide Approval status
f. Consumer Medication Information Leaflet (RiMUP), if applicable;
g. Clinical Expert Reports;
h. Synopsis of Individual Studies;
i. Clinical Studies Report/ In-House Clinical Trials;
j. Published Clinical Papers (if applicable);

k. Latest available Periodic Benefit-Risk Evaluation Report (PBRER)

NOTES

- The relevant updates (e.g new adverse event(s), warnings and precaution(s), drug interaction(s), contraindication, pharmacodynamics, pharmacokinetics identified in clinical trials supporting the new indication) must be included in the Package Insert.
- Editorial changes including rewording of sentences (without changing the content) is allowed.
- Any other changes to the Package Insert that are not related to the new indication shall not be included and must be filed as a separate variation application.

Additional documents - for Reliance Full Evaluation and Reliance Verification only

The following additional documents will need to be submitted for AI Reliance:

a) **Full assessment report -** Unredacted and unedited assessment reports and supporting documents from the chosen primary reference agency only [complete clinical assessment reports, including assessment on the question and answer (Q & A) documents between the applicant and agency]

Notes: NPRA may also consider accepting a Public Assessment Report from the **EMA and US FDA** to be submitted with a Q & A document. However, the acceptance of Public Assessment Report from other DCA reference agencies may be considered on a case-to-case basis. Please consult the respective section prior to the submission.

NPRA may also consider unredacted and unedited assessment reports without the necessity of accompanying Q&A documents, where PMDA is selected as the reference agency.

b) Declaration statement to indicate that the assessment report, list of Q & A and all other relevant documents provided are authentic.

c) Checklist for AI (Reliance) - refer **Appendix I**

5. Timelines

AI category	**Screening timeline** (working days)	**Evaluation timeline** (working days)	**Evaluation timeline - Priority Review** (working days)
AI Standard Full Evaluation	30	180	120
AI Standard Verification		150	100
AI Reliance Full Evaluation		90	Not applicable
AI Reliance Verification			

Note: Evaluation timeline stated excludes screening and stop clock.

Appendix I

CHECKLIST FOR NEW/ADDITIONAL INDICATION (AI Reliance - to be filled by the applicant)

PRODUCT NAME :
REGISTRATION NO. (MAL) :
PRODUCT REGISTRATION HOLDER (PRH) :
CHOSEN REFERENCE AGENCY :

ADDITIONAL INDICATION	**MALAYSIA**	**CHOSEN REFERENCE AGENCY**	**COMMENTS**
Proposed Indication			
Proposed Posology			

APPROVAL BY OTHER REFERENCE AGENCIES			
Reference agency	**Date of AI approval**	**Approved Indication / Posology (specific to new indication only)**	**Comment**
EMA			
US FDA			
UK MHRA			
TGA Australia			
PMDA Japan			
Health Canada			
ANSM France			
Swedish Medical Products Agency			
Swissmedic			

DOCUMENTS SUBMITTED	**Yes/ No**	**COMMENT**
- complete clinical assessment reports (unredacted/unedited)		
- question and answer documents between the applicant and agency and all annexes		
- declaration statement to indicate that the assessment report, list of Q & A and all other relevant documents provided are authentic		
- Other supporting document/clinical guidelines (to support the new indication) – *if any*		

CLINICAL STUDIES SUBMITTED			
Clinical study (s)	**Malaysia**	**Chosen reference agency**	**Comments**
Clinical Study 1	– Study name		
	– Study design – Primary objective – Primary endpoints		
	Results (brief)		
	Clinical efficacy & safety conclusion		
Clinical Study 2 (*if any*)	– Study name		
	– Study design – Primary Objective – Primary endpoints		
	Results (brief)		
	Clinical efficacy/ safety conclusion		

PACKAGE INSERT (SUMMARY OF CHANGES) *summary of other changes must be those consequential to the Additional Indication (e.g., Summary of other changes resulting from the new indication and posology)*			
Section	**Malaysia**	**Chosen reference agency**	**Comments**

20.5 Convenient Pack

a) Convenient pack refers to registered products packed together in a single packaging unit for consumers, such as a confinement set or *set jamu bersalin*.

b) Individually registered products are allowed to be packed together and marketed as a convenient pack, provided that the application is justified satisfactorily.

c) The convenient pack is applicable for registered products in the category of;
   (i) Health supplements
   (ii) Natural products
   Or registered products from both categories (i) and (ii)
   (iii) Non-Scheduled Poison (OTC)
   (Only between OTC products with Abridged Evaluation category)

d) Individually registered products in the convenient pack can be sold individually or as a pack.

e) Conditions for application:

   (i) Individually registered products proposed to be packed together as a convenient pack shall be sourced from the same product owner/ PRH.
   (ii) Submission of the application shall be made by the same PRH.
   (iii) The manufacturing site for the convenient pack shall be a GMP certified facility.
   (iv) Application shall be made via variation application.
   (v) The PRH is required to submit the convenient pack label and the individual labels via application for variation under Part D2 (outer label).
   (vi) The convenient pack label shall contain the same information as in the primary label.
   (vii) Approved indication of each individually registered product in the convenient pack remains unchanged. There shall be no common specific indication for the convenient pack.

f) Labelling requirement specific for the convenient pack:

Outer Label	Immediate Label
Contents in the labelling of each individually registered product have to be included in the outer label of the convenient pack.	As per labelling requirements for registered products.

Note:
For the purpose of application submission: If the individually registered products are also marketed independently, both the outer label of the packaging sold independently and the outer label of the convenient pack are required to be submitted.

g) **The differences in a Convenient Pack from a Combination Pack (Combo Pack) and Starter Pack/ Patient Initiation Pack/ Dose Adjustment Pack are as follows**:

No.	Particulars	Convenient Pack	Combination Pack (Combo Pack)	Starter Pack/ Patient Initiation Pack/ Dose Adjustment Pack
1.	New registration number (MAL No.) to be assigned upon approval	No	Yes	No
2.	Mode of application	Variation	Application for registration as a new product	Application for registration as a new product and variation
3.	Purpose of product	For convenience of the consumer	For therapeutic regimen	For dosing regimen
4.	New indication	No	Yes	No
5.	Sale of product	Can be sold individually or as a pack	Only to be sold as a pack	Only to be sold as a pack
6.	Example	Confinement Set or *Set Jamu Bersalin*	Klacid HP7 (for treatment of peptic ulcer diseases associated with H. pylori infection)	Products that require dose tapering either to reduce systemic side effect or for dose adjustment to achieve the desired maintenance dose

21. POST-MARKETING ACTIVITIES

21.1 Pharmacovigilance

i. Reporting Adverse Drug Reaction (ADR) and Adverse Events Following Immunisation (AEFI) and Safety Updates

a) In accordance with Regulation 28, CDCR 1984, the PRH or any person who possesses any registered product shall inform immediately the Director of Pharmaceutical Services of any adverse reaction arising from the use of the registered product.

b) All PRH must ensure that the company has a pharmacovigilance system is in place and takes appropriate action, when necessary.

c) PRHs are required to monitor and report any product safety issues that arises locally or internationally to the NPRA and comply with all safety-related directives issued by the Authority.

d) The product registration status may be affected if the PRH fails to inform the Authority of any serious adverse reactions upon receipt of such reports.

e) The WHO encourages reporting of ALL ADR and AEFI.

f) For further information, refer to the Malaysian Guidelines on Good Pharmacovigilance Practices (GVP) for Product Registration Holders, First Edition, August 2021.

ii. Product Recall due to Serious Adverse Drug Reactions

In certain cases, products may need to be recalled due to reported serious adverse drug reactions.

21.2 Product Quality Monitoring (PQM)

Product Quality Monitoring (PQM) is conducted by NPRA to monitor the quality of registered products available in the market. The aims of PQM are to detect quality defect or non-compliant products and take necessary regulatory actions and/or measures in a timely manner to address any potential risks.

The Product Registration Holder (PRH) plays an important role to ensure that the aims of PQM are achievable. The PRH is responsible to:

i) Ensure the safety, quality and efficacy of their products in accordance with current standards and requirements determined by the Authority.

ii) Have adequate systems and appropriate procedures in place to investigate, review and report product quality-related issues to NPRA, and if necessary, to promptly recall the product from the distribution network after consultation with NPRA.

iii) Manage PQM, quality defect investigations and for deciding the measures to be taken to mitigate any potential risk(s) including recalls. Sufficient personnel and resources should be made available for the handling, reviewing, investigation of any PQM-related matters and for implementing any risk mitigation measures, as well as for the management of interactions with NPRA.

iv) Notify NPRA of any registered product quality-related issues in a timely manner. The PRH shall ensure that investigations are conducted and necessary actions and/or measures are implemented to address product quality-related issues.

v) Provide full cooperation to furnish product samples, testing materials (when requested) and relevant documents for evaluation and testing purposes, within the stipulated time as determined by NPRA.

   For further information, refer to: Section C: Quality Control.

vi) Provide necessary information when requested and able to be contacted by NPRA when necessary. In situation where the PRH is uncontactable and/or failed to provide requested information, the Authority may review the registration status of the product.

   Reference: *Bil. (23) dlm.BPFK/PPP/01/03 Jld 3*, *Pekeliling Tindakan Punitif Regulatori Ke Atas Syarikat Pemegang Pendaftaran Produk Yang Gagal Dihubungi Oleh BPFK* (17 December 2014)

21.2.1 Product Quality Monitoring (PQM) Programme

NPRA shall monitor compliance of registered products through the Product Quality Monitoring (PQM) programme. The PQM programme for registered products consists of, among others:

i) Product sampling
ii) Product testing
iii) Monitoring of label compliance
iv) Handling of product quality reporting
v) Handling of out-of-specification (OOS) reports
vi) Monitoring of regulatory action undertaken for non-compliant products
vii) Monitoring voluntary recall
viii) Risk communication on information of product issues.

21.2.2 Product Sampling

Sampling of registered products is conducted according to the annual sampling plan (active sampling) and reactive sampling based on potential health risks to the public.

For the purpose of ensuring quality and/or label compliance, NPRA shall obtain a product sample from the PRH or the supply chain. The sample for laboratory testing must fulfil the following criteria:

i) The sample collected for a product must be from the same production batch.

ii) The sample should be presented in its originally marketed container/packaging and unopened.

iii) Unless justified, the expiry date should not be less than one (1) year from the date of sampling.

iv) Unless justified, quantity of sample should be as per requested or determined by NPRA.

v) The sample should represent product meant for local market.

vi) The integrity of each sample must be preserved during handling, storage, and transportation from the sampling sites to NPRA.

The PRH may also be requested and/or subsequently contacted to provide any further information about the product samples.

21.2.3 Product Testing

Samples are analysed at the NPRA Laboratory to verify its compliance with registered specifications and/or quality standards as stated by the pharmacopoeias.

Products are typically assessed for one or more parameters, among others: Identification, Assay, Disintegration/Dissolution, Microbiological tests, Heavy metal tests, Related substance/Impurity tests, Sterility and Screening for possible adulterants.

For further information, refer to: Section C: Quality Control.

21.2.4 Monitoring of Label Compliance

Labels and package insert of the samples will be checked to ensure compliance with the requirements determined by the Authority.

For further information, refer to*:*

Appendix 6: Guideline on Registration of Health Supplements
Appendix 7: Guideline on Registration of Natural Products
Appendix 19: General Labelling Requirements, and
Appendix 20: Specific Labelling Requirements

21.2.5 Product Quality Reporting

The PRH shall notify NPRA of any product quality-related issues of which the PRH is aware of, with complete investigation report. This includes root cause analysis and corrective action if necessary.

For further information, refer to*:* Appendix 34: Guideline for Product Quality Reporting and Recall Procedures.

21.2.6 Risk Communication on Information of Product Issues

As part of regulatory network worldwide, NPRA actively participates in exchanging information on any product quality defect or regulatory non-compliance to safeguard the public health.

Aside from reports received under paragraph 21.2.5, NPRA also receives information pertaining to product quality, safety and efficacy issues from other National Regulatory Authority (NRA/NRAs). The relevant information received shall be investigated by NPRA and action will be taken accordingly.

As a risk communication measure, NPRA may disseminate information to other regulatory authority or stakeholder relating to the recall and/or other regulatory action of any product quality defect or regulatory non-compliance.

21.2.7 Regulatory Action

NPRA shall take necessary action on products that do not conform to the standards/specifications and requirements determined by the Authority. The PRH shall identify the cause of non-compliance and actions to be taken for improvement within the stipulated time.

i) Suspension and/or Cancellation of Product Registration

According to Regulation 11 of the Control of Drugs and Cosmetics Regulations 1984, the Authority may suspend or cancel the registration of any product, where deemed necessary.

The decision to suspend or cancel the registration of a product shall be made when there is actual or potential health risk to the public such as product found to contain adulterants and product with unjustified/unresolved quality issues which may affect its safety and/or efficacy.

ii) Product Recall

Product Recall means any action taken by its PRH, licensed manufacturer, licensed importer and licensed wholesaler to remove or withdraw a particular product from the market or to retrieve the product from any person to whom it has been supplied. The removal or withdrawal may be due to critical quality defects discovered which might cause health risks to users of the product.

The decision for recall of a product shall be made when there is actual or potential risk to the product users. Recalls may be done voluntarily by the PRH or as directed by the Director of Pharmaceutical Services, Ministry of Health Malaysia.

The PRH is responsible for conducting recalls of defective or unsafe products. No recall shall take place without first consulting/ informing the Authority.

For further information, refer to: Appendix 34: Guideline for Product Quality Reporting and Recall Procedures.

iii) Warning

The decision to issue a warning for a product shall be made when there is occurrence(s) of quality and/or regulatory non-compliance of a product, where deemed necessary.

21.2.8 Adulteration

Punitive action shall be taken against companies who are involved in adulteration. For any registered products found to have been adulterated, the following action shall be taken by the Authority:

i) The registration of the related product shall be cancelled and recall of all batches of the product shall be done immediately;

ii) The manufacturer's license of the related manufacturer shall be revoked for six (6) months for the first offence and one (1) year for the subsequent offence, from the date of the revocation letter from the Authority;

iii) All transactions (including application for product registration, application for change of PRH, application for change of manufacturing site) for the PRH of adulterated products shall be frozen for six (6) months for the first offence and one (1) year for the subsequent offence, from the date of the cancellation letter from the Authority.

Reference: *Bil. (30) dlm.BPFK/PPP/01/03*, *Tindakan Punitif Ke Atas Syarikat Yang Terlibat Dengan Kes Produk Campur Palsu* (13 May 2009)