Harmonised Technical Guidance for Using of Electronic Application Forms (eAF) for human and veterinary medicinal products in the EU

Version 1.1

September 2015

Remark to the reader

This document reflects the current state of knowledge and will be subject to future updates to take new information on-board. Therefore, it is important that comments are feed back to the eAF User Group by e-mail (eaf@ema.europa.eu).

Screenshots in this document have been taken in most cases from the eAF versions 1.17. In some cases the guidance takes already advantage of the upcoming version 1.18, which will replace version 1.17 early in August 2015. It would not be possible to match this guidance document with exactly one version of the eAF. However, very recent information about new functionalities or changes can be retrieved from the release notes at http://esubmission.ema.europa.eu/eaf/index.html.

Document History

Change Record

Version	Author(s)	Comments
1.0	eAF User Group	This document has been prepared by the sub-group on guidance and information of the eAF User Group in collaboration with CMDh and CMDv
	eAF User Group	First draft for revision, made the document in line with reported corrections, improved consistency with the Q&A on eAF and aligned with changes of the eAFs version 1.18
1.1	eAF User Group	Indicating acceptance of an image of a text snippet for EMA, additional advice for optimising the PDF file for eCTD purpose, minor editorial changes after review

Reviewers

Version	Name	Organisation
1.0	Representatives of NCA and EMA	eAF Full Group,
	Representatives of NCA and EMA	CMDh,
	Representatives of NCA and EMA	CMDv
1.1	Representatives of NCA and EMA	eAF Full Group,

Distribution

Version	Distributed to	Way of distribution
1.0	General public	Published on the EMA eSubmission website
1.1	General public	Published on the EMA eSubmission website

Coming into Operation

Version	Date in operation	Comment
1.0	July 2015	This is a technical guidance document and should always be read in conjunction with the respective regulatory guidance documents on human and veterinary medicinal products. In parallel a Q&A document is available providing quick up-to-date additional information regarding usage of eAFs.
1.1	October 2015	This is a interim update. A next update will follow ince the eAF version 1.19 is published.

TABLE OF CONTENTS

On the following pages general technical information in regard to all electronic application forms is provided. Additional information related to the specific application forms is provided in separate sections.

PURPOSE AND GENERAL TECHNICAL RULES

Purpose of the document

It will be mandatory to use the electronic application form as a part of your submission package from 1 July 2015 for all Centralised Procedure submissions (Human and Vet) (see http://esubmission.ema.europa.eu/esubmission.html).

In case of a MRP/DCP or National application all Member States accept the eAF. It will be mandatory to use eAFs for all European procedures from 1 January 2016. After this date the paper MS Word application forms should no longer be used.

This document provides practical and technical support on the use of the Electronic Application Forms (eAF) for human and veterinary medicinal products separately and in addition to the regulatory USER GUIDE FOR THE ELECTRONIC APPLICATION FORM FOR A MARKETING AUTHORISATION which is available for human medicinal products at CMDh and for veterinary medicinal products at CMDv. This document should be read in the context with the regulatory guidance referenced above.

Note: The reliable regulatory information must be taken from the (regulatory) USER GUIDES OF THE APPLICATION FORM only.

In addition, a Question & Answer document has been published intended to cover anticipated questions relating specifically to the electronic forms. In addition, field level help is also available in the eAF by moving the mouse pointer over each field of the electronic forms. These are called 'tooltips'.

Note: If you do not see the tooltips when you 'hover' the mouse over the fields in the forms please contact your IT support.

The release notes list new functionality provided by the forms when new versions of the forms become available. It is strongly recommended to always review the release notes when a new version of the forms becomes available.

You can also find information relating to the use of the forms in the release notes, for example some workaround solutions.

- If you encounter an issue with a specific field, please refer to the 'Known Issues' in the Release Notes for the specific form. These may be found on the eAF pages of the EMA's eSubmission website. New issues may be raised via eAF service desk (eaf@ema.europa.eu).

- If the information cannot be included in the form, please review any workaround solutions provided in the release notes or use an annex. If still not all information can be included , please contact us at eaf@ema.europa.eu.
- In case of any further technical queries, please contact us at: eaf@ema.europa.eu

Access to the forms and news on updates

The use of the electronic application form will become mandatory as of July 1st, 2015, for the centralised procedure and by 1 January 2016 for all MRP/DCP and national procedures. Technical details are accessible at http://esubmission.ema.europa.eu/eaf/index.html. You will also find there the most recent version of the respective form.

Updates to the electronic application forms are expected to reflect any updates agreed by the European Commission, in consultation with the competent authorities of the Member States and the European Medicines Agency (EMA).

Note: Regular updates will happen according to the release planning.

The simplest way to keep up to date with changes to eAF is to subscribe to the eAF RSS feed. Click the button 

on the site itself. For more information about RSS feeds, see *The EMA's Guide to RSS*.

Requirements on Adobe Reader and IT security settings

When opening the eAF for the first time with Adobe Acrobat, Adobe Reader or with an Adobe related plug-in in the eCTD review tool, click "Allow content" when prompted, then click "Trust this document always". To avoid any issues, it is recommended that you (re)install your chosen review tool after any Adobe software related updates.

Adobe is no longer supporting version 9 or below, therefore we strongly advise to upgrade Adobe Acrobat/Reader to the most recent version. The minimum specification to use eAF is Adobe Reader/Acrobat version 10 or above. (It is always recommended to use latest version). If you wish to continue using Adobe Acrobat 9 and eAFs are working fine with it then you can do so, however should there be any compatibility issues then Adobe won't be able to support EMA. Please keep yourself informed about the Adobe supported versions.

In principle, it should not be a matter of Linux or Mac OS environment but rather whether the Adobe reader and internet connection are accessible.

Note*:* The built-in PDF viewer with Mozilla Firefox and Google Chrome do not support XFA - based PDF forms. Guidance to assist with resolving this issue can be found here:

http://helpx.adobe.com/livecycle/kb/xfa-forms-firefox-chrome.html

In case you receive the message *'Some features have been disabled to avoid potential security risks. Only enable these features if you trust this document.'* when opening the form the first time, click the 'Options' button and select 'Trust this document always'.

Note: If the IT policy of your local organisation forbids you from making changes to a security setting, it is recommended that you contact your local IT service desk and request that they allow access to the following url: http://eaf.ema.europa.eu/eaf/services/EutctService?wsdl

IMPORTANT: This web services location, managed by the EMA, enables many of the forms' fields, searches and drop-down lists to be populated dynamically. Without access, the form **cannot** be completed.

Opening the form

It takes longer to open the eAFs than opening word or other PDF documents. This is due to the fact that the forms are connected to web services and once the form is opened, lists are loaded from EUTCT and there are some build in 'business validation rules' in the forms which are making the forms 'heavy'. However, not all term lists are loaded initially.

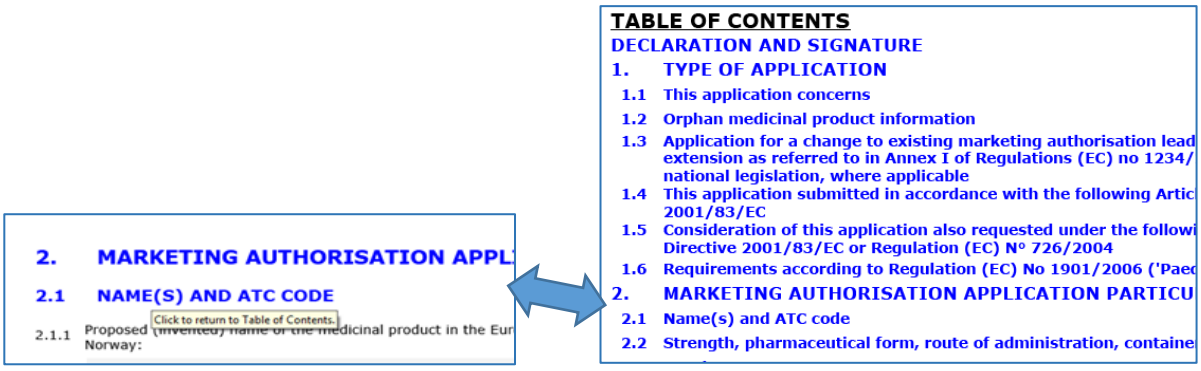
The searchable fields will not work if there is no internet connection (such as Active substance, Excipients and ATC code). Other drop-down lists are loaded in to the form when the form opens initially and this is one of the reasons that the form takes longer time to open.

The average response times for how long it takes to open an eAF depends on the form. The responses are also different for new forms that are being opened directly from the eAF website as opposed to those that have been filled in, locked and submitted by the MAA/MAH.

The average response times for the forms can be retrieved from here. The EMA is constantly working to improve the performance of the forms. If you have any suggestions how to do this, please send your proposals to eAF@ema.europa.eu.

Navigation in the forms

You can jump between different sections of the forms by clicking your mouse on the bold blue section name. When you click to this text you are automatically taken to the Table of Contents section from where you can navigate to any other part of the form.



Integration of the forms into dossier

Only the final signed PDF created using the electronic forms should be submitted in the relevant part of the dossier. Indeed, the XML data can be extracted from the pdf file. This action will be performed by agencies when receiving the pdf form. Therefore, it is not necessary neither required to provide the XML data file separately.

It is underlined that the forms are secured in such manner that no change can be brought outside filling the field, i.e. no bookmarks or hyperlinks can be added, no merging with other files can be done, no comments can be brought in the pdf file.

Technically we can add bookmarks and hyperlinks in pdf. However in eAF we are not allowed to add any attachments/hyperlinks to the document. But user can do bookmarks in eAF if they wanted to use that way to fill the application form easier once data entry has been locked. Otherwise, validation errors will be stated.

If the eAF.xml is stored in the CTD (eCTD or NeeS) sequence or VNeeS submission, an error during technical validation will be reported. It is of course strongly advised against printing out the form and scanning it in.

IMPORTANT: You must not use the attachment function within the forms to attach supporting documents. Whilst this feature is visible in the Reader/Acrobat window under a paper clip (), it should not be used. To avoid confusion, this functionality maybe removed as a future enhancement to the electronic forms.

Export of the XML data

The '**Export XML**' function allows users to extract the content of the electronic form in the XML (eXtensible Mark-up Language) file format. This is useful in a number of ways, including:

1. The XML output can be used in other IT systems (for example receiving regulators can use this data to populate their systems).

2. Previously exported XML outputs may be imported into a new version of the form, as long as the underlying .xsd (XML Schema Definition) has not changed in the interim.
3. The XML file is much smaller than the PDF file so may be considered more suitable for archiving.

To extract and view the XML the following steps are to be performed:

1. Navigate to the Form Validation page in the PDF, and then click 

to create an XML file.
2. To export the full form xml (including the drop-down list cache in the envelope node of the schema), click 'No' when asked 'Would you like to export just the user entered form data?'.
3. To extract the user entered data only, click 'Yes' when asked 'Would you like to export just the user entered form data?'.
4. Save the file in your local file system and use your chosen XML file editor to view the data and its structure.

Note:

You may also use the inbuilt export xml tool in Reader or Acrobat. The procedure to reach the inbuilt function varies in the different major software versions. The common procedure path for Reader 10 is: Extended>Export Data. The export can also be automated, but EMA does not provide a specific tool.

Import of the XML data

This function is intended to be mainly used by industry in order to recover and reuse data from a previous eAF into a new one.

It is also possible to **import XML** data in the correct format, if you have previously exported XML data (as long as the underlying .xsd (XML Schema Definition) has not changed in the interim):

1. Navigate to the Form Validation page in the PDF, and then click 

to open the file system browser to find a previously created XML file.
2. Once the xml is imported, save, close then re-open the form whilst online to refresh the lists.

Note: You may also use the inbuilt import xml in Reader or Acrobat to import previously completed form data.

IMPORTANT: Performing this procedure, may overwrite the cached drop-down lists with an older version. To ensure this is remedied, save, close then re-open the form whilst online. This ensures the lists refresh, overwriting any out of date list content in the form cache.

Note: It is possible that there will be some information lost when you export and import data from an older version of eAF to a new version of eAF due to changes in the form and the underlying schema. However if you export from unlocked version and import into new version you will be able make changes in the form.

When exporting from a ‘locked version of the form’ you can make changes in the actual xml only and import into new version.

Update of the XML data

Concerns that the content will not remain the same after a couple of months (and require a print due to modified terms from controlled terms lists) are not justified as the terms will have a version ID which will assure that the display remains the same.

In case of updates of the eAF it will be possible to extract the data from the existing version of the form and import the data into the revised version of the eAF. Most likely, manual correction may have to be done at least if data field types have been changed.

When any of the eAFs are opened via a computer that is connected to the internet, an automated version check is performed to inform the user if a more recent version of the eAF is available for download. Drop down terms are always updated when opening the form, but in case the user did not close and open the form for longer time in the meantime there might be updated list available. So user can click on “Update lists” button update the list. You will find the button at the far end of the form: 

Users can also follow these steps to manually check the version:

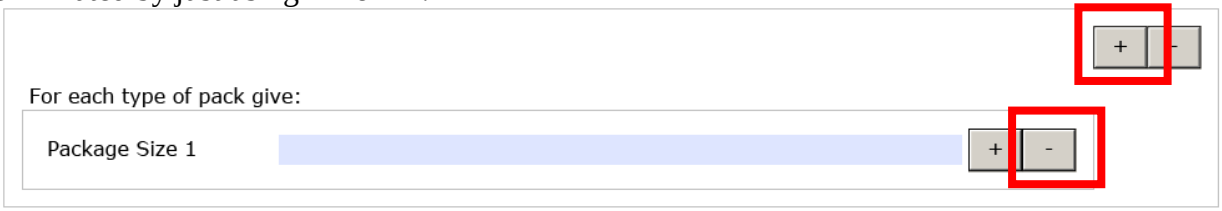
1. Right-click on the body of the form and select ‘Document Properties…’ or on the Acrobat menu bar select: File>Properties (PC keyboard shortcut= CTRL+D).
2. The ‘Document Properties’ dialog window appears. Click the ‘Custom’ tab to find version information.

Note: The revision number of the form reflects the paper form on which the particular form is based. Please see the first page of each form for the precise revision number of the form.

Data fields and formats

In the form **square boxes** indicate that multiple choices are possible while **round boxes** indicate that one choice excludes the other possibilities.
Free text fields have been implemented in a number of sections of the forms where no controlled terminology is available. We are currently working on finding best solution to implement structured data fields throughout the form wherever appropriate.

The user interface indicates where text fields, data fields or entire sections can be duplicated or eliminated by just using ‘+’ or ‘-‘:



The eAFs are intelligent forms where a lot of business rules have been built in and some sections

are only displayed depending on previous selections. It is not necessary or even possible to delete not required sections.

Once entered in the form, information in fields will remain visible when the corresponding fields are un-ticked. To reduce the risk of accidental data loss it was decided to ensure sections completed then hidden would persist. Data may only be deleted on a field by field basis by users.

In pop-up calendar fields, it is possible to select future months and years when using the calendars within the form. With the calendar open, click the month/year then select the month/year option from the drop-down. Finally, click the day to close the calendar.
In the forms some 'copy from xx' buttons are introduced to allow copying information from previous sections to reduce the need to re-enter data multiple times. We are also working very hard to further improve the usability of the forms as much as possible, in order for these changes to meet your needs, please provide us your proposals for implementation of certain sections/fields via eAF@ema.europa.eu.

Normally, free text fields in the forms allow only plain text. Only in the table for present and proposed information text in the variation form inclusion of **formatted text** will be possible (see section 3 of VAR form). Tracked-changes functionality is currently not available in interactive Acrobat forms.
Please inform eaf@ema.europa.eu if there are certain character sets that you would hope to be supported in any future implementation.

Providing address details

Address details should be provided in the eAF in a harmonised way – the same address should be similarly filled when it is required in different sections of the forms. The version 1.18 of the forms will allow some auto-population of the address details from previous sections to improve usability.
"Address 1" field is to enter building name/number or street
"Address 2" field is to enter city/town.
It is very important to fill in both, Address 1 and Address 2 fields. The Address 2 field was previously called 'city'. Following a large number of queries, saying that the address was not in a city but in a town, borough, area etc. it was decided to replace City by Address 2. Address 2 field should be used to provide the 'postal location i.e. the city element of the address. This can be for example; village/town/city, etc. Street and number should always enter in Address1 and city/town/village should be entered in Address 2 field.
The information how the address details should be filled in are provided in the tooltips when you hover on the corresponding field.

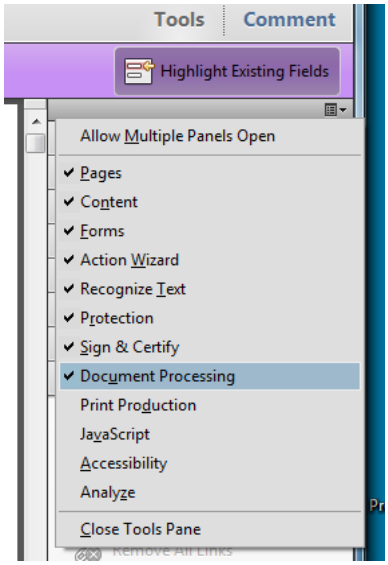
File Naming Convention

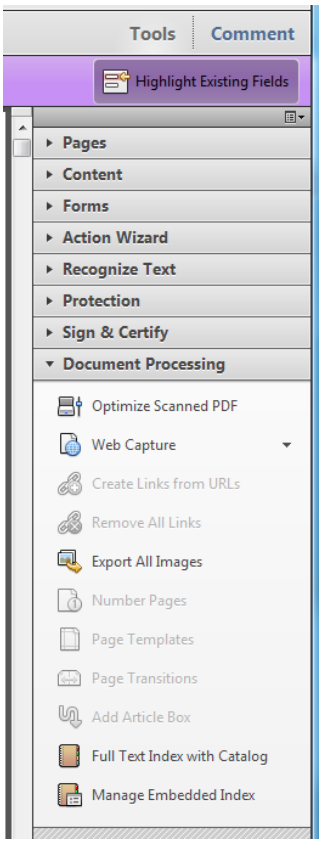
The filename format for human submissions is the same as for the paper form and is detailed in the latest version of the EU Module 1 Specification (Appendix 2: Directory / File Structure for Module 1 (Sequential Number 8)).

In case of veterinary submissions please consult the respective guidance.

Rendering the eAF PDF file for eCTD purpose

Be aware of the settings for optimising the PDF file in accordance with the eCTD specifications. Make sure, that the line “Document Processing” is ticked on (as highligthed below) to allow full text index with catalogs and managing embedded indexes.





Validating the form

You can choose to click the **Validate Form** button, which is on the last page of each of the eAFs as soon as you open the document. Once the forms are validated all mandatory fields are highlighted (in yellow or red). Validation can be executed as often as needed. The resulting list will provide links to the respective section where corrections or additional entries are needed.
If you are providing a separate annex to the application form instead of entering the information directly in a particular mandatory field, enter a space, N/A (not applicable) or a full stop to bypass the current minimum validation requirements. If the field does not allow text/full stop ignore the validation error and note this in the application cover letter.

In certain cases it might not be possible to fill in all ‘mandatory’ fields in the eAFs leaving some form validation errors. If the information required in such fields is provided via an annex for example or the fact that the information is not available is mentioned in the cover letter this doesn’t normally cause any issues during content validation phase. However, if information required in the mandatory section is not filled in and no annex is provided a content validation issue might be triggered and the application cannot be processed.

The form validation is simply a feature that enables use of business rules and guides the MAA/MAH to fill in the form correctly to avoid content validation issues once the application has been submitted.

The validation errors are not visible in the form after it is locked and signed, however, the number of remaining errors will be shown in the validation screen of the locked form.

Validating the form before entering the data might affect the form performance by making data entry slightly slower – consider if you wish to validate the form, to highlight mandatory fields, before you start data entry.

Note: The validation rules are imposed to ensure that a good quality submission is facilitated for all concerned parties. The validation rules are not linked to eCTD, NeeS or VNeeS validation rules and in some cases, for example when separate annex is used, it is acceptable to have 'validation error' in the form which does not lead to 'business validation issues'.
Applicants are encouraged to contact EMA technical help (eaf@ema.europa.eu) if currently implemented business rules should be reviewed and/or changed.

If you have any questions, comments or proposals for a best practice solution based on your requirements, please send these to eaf@ema.europa.eu for consideration.

Signature

In regard to the requirements of signing the application form, EMA and national competent authorities may have different legal obligations. The respective websites need to be consulted. Additional information will be provided by CMDh and CMDv.
Up to now the effect of inserting an image (normally this will be an image of a relevant signature. EMA additonally accepts an image of a text snippet about who has signed the form, e.g. stating "This form was approved/authorized following company policies by [Mr. Nick Name; Head of Reg. Affairs] with authorization to sign. The signature is in file.") The image is to lock the application form to avoid any further data manipulation. This image will not work as a digital advanced or qualified electronic signature nor can replace requirements of wet signed forms.
Brief instructions how to insert an image are contained within the tooltip for all signature fields within the eAFs. In order to ensure that the image is displayed accurately, the size should follow below recommendations:

Unit of Measurement	Width	Height
centimetres	12.70	2.54
Inches	5	1
pixels	1500	300

For guidance on how best to create a high quality scanned signature image file, the following search 'string' (within Google, for example) returns good results: Create scanned signature image.

Note: Digital signatures (as opposed to scanned signatures) are not currently within the scope of this project.

Important note: The inclusion of the signature (image) will lock the form and will prevent further data entry. Therefore, the inclusion of that image should be the very last step completing

the form. It is strongly recommended to save an un-locked version of the form and to execute the validation of the form prior to including the signature image. However, export of the xml file and re-import into a new eAF pdf file will work as well (see also section below).

Saving the form

The filename format for human submissions is the same as for the paper form. and is detailed in the latest version of the EU Module 1 Specification (Appendix 2: Directory / File Structure for Module 1 (Sequential Number 8)). Also for veterinary submissions the requirements for filenames do not change with introduction of the eAF.
The eAF form (.pdf) itself contains the xml data. This document should be included within the CTD structure in folder 1.2. In the VNeeS dossier structure the correct location is in folder "1a-admin-info". Do not include the raw xml extraction separately (see here for more details).

It is strongly recommended to save the form before locking the form. You might need to use the unlocked version to update the application form in case of business validation issues when updated application form is requested. In addition, you can re-use the file for e.g. a new variation of the same product. As an alternative and independent from locking the form, you are also able to export the XML data and import them in an empty form and correct or modify the data then.
To save the form, press 

at the far end of the form or press Ctrl + S - progress is saved to the downloaded location. Note that if you have not saved it to a specific location, this action opens the 'Save As' dialogue to prompt saving in a particular folder other than the default location. Make a note of where the document is saved to easily pick up where you left off. When you have completed the eAF, you may save it in your desired location.

When a signature file is attached to the eAF it will be locked and no further changes are possible (with the exception of the additional signatory section, where only this section is locked).

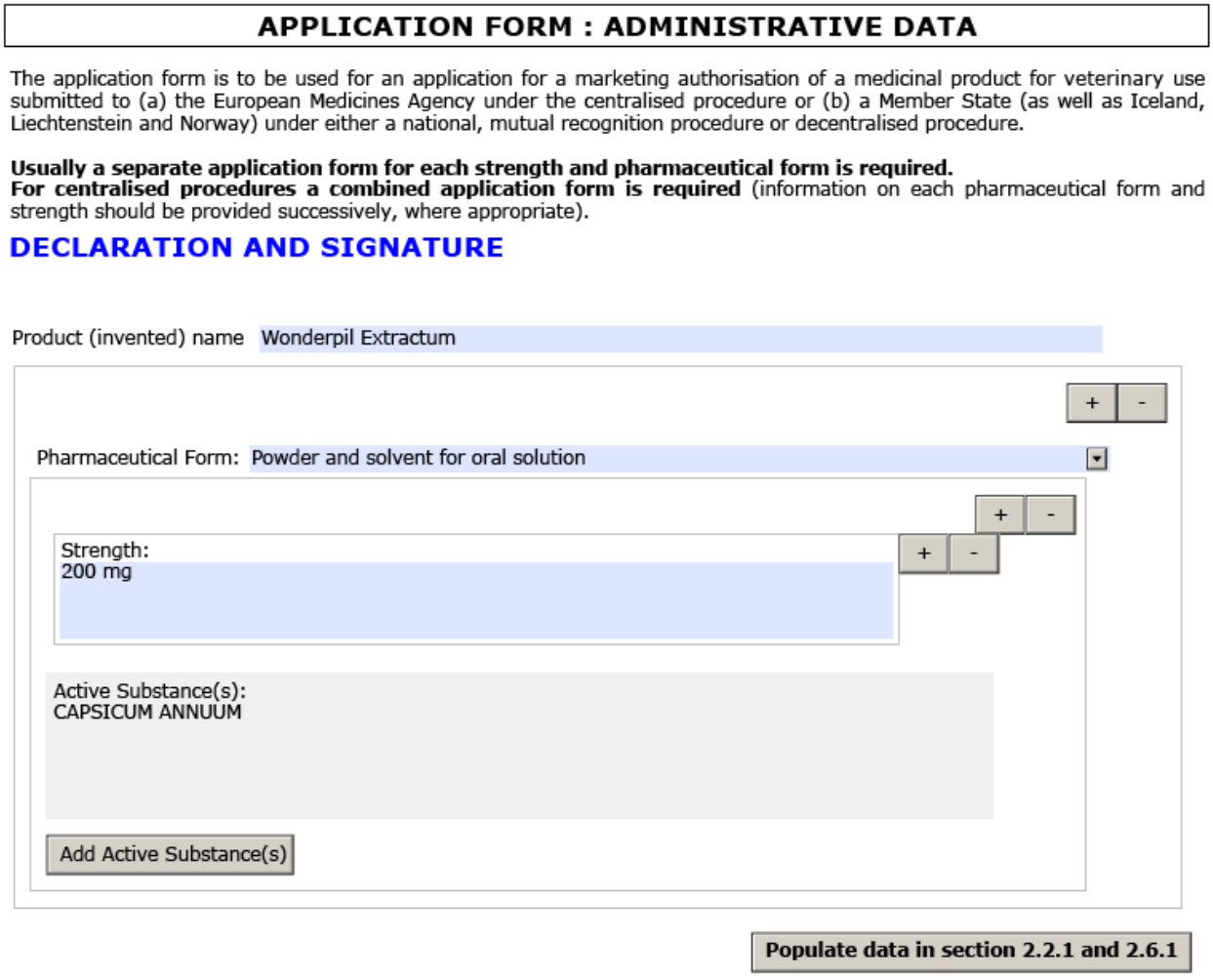
MAA FORM (human)

On the following pages technical information in regard to the human marketing authorization application form is provided. Additional information related to the veterinary form as well as related to the variation and renewal form will be provided in a separate section thereafter.

ADMINISTRATIVE DATA

DECLARATION and SIGNATURE

A screenshot is provided to illustrate some principles in this section.

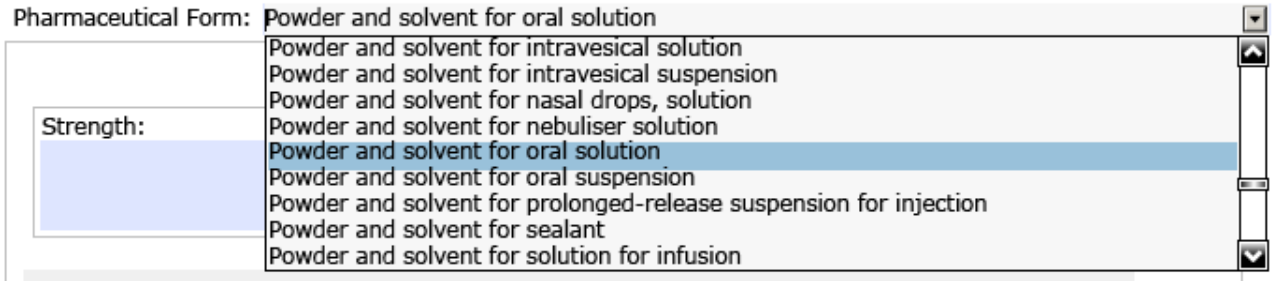


Product (Invented) name

The form allows providing just one product name. In the text field 250 characters are possible to be used. In case of different names and marketing authorisation holders in the concerned member states a separate list needs to be appended to the application form in Annex 5.19.

Pharmaceutical form

The pharmaceutical form should be described as in the current version of standard terms from the Ph. Eur. provided by the EDQM. Only the full term should be mentioned (not the short term).



Dropdown field to select, ("Click arrow button")

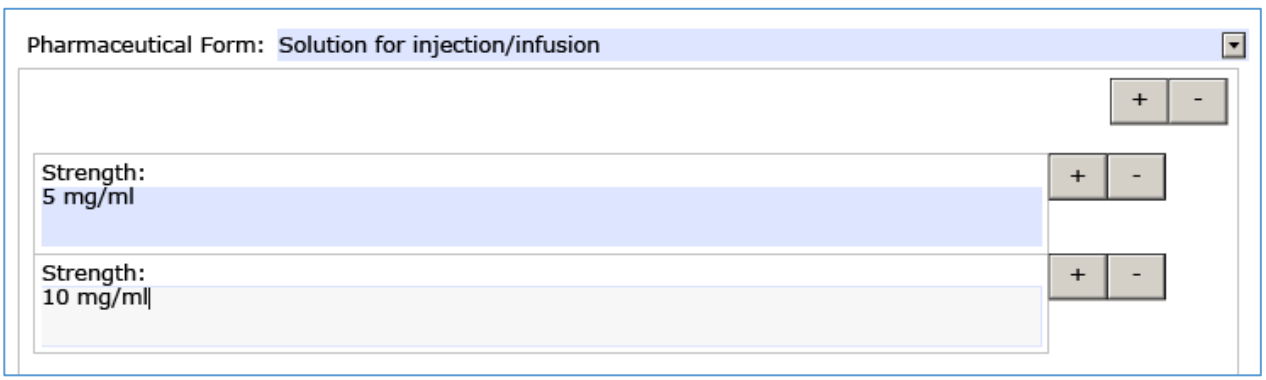
The dropdown includes the pharmaceutical forms described in the Standard terms published in the European Pharmacopoeia that provides standardised nomenclatures and quality standards for medicinal substances and products (https://www.edqm.eu/en/standard-terms-590.html)
The information should be in accordance with the one in Section 2.1.2.

In case the correct term is not available a most appropriate alternative should be selected. Usually, new pharmaceutical form terms can be required in advance by the agency responsible to run the procedure of the new marketing authorization application.

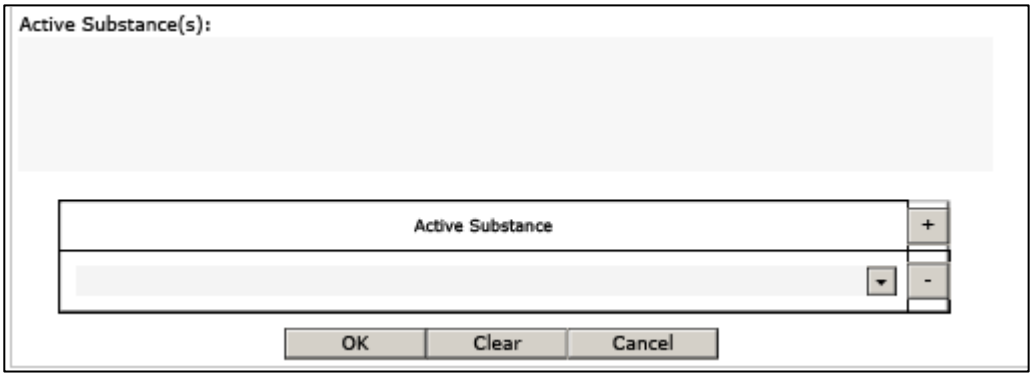
In case of a missing term – as a general rule – in order to complete an eAF, please use the eAF Term Request Form. Once completed, you will need to submit your form via email to mdms@ema.europa.eu
A provisional term may be added to the list within 5 working days; however, please note that there is a possibility that the term might not be approved and ultimately added to the list for future use. For further guidance please refer to http://esubmission.ema.europa.eu/eaf/5_eAF%20Term%20Request%20Process.ppt

Strength(s)

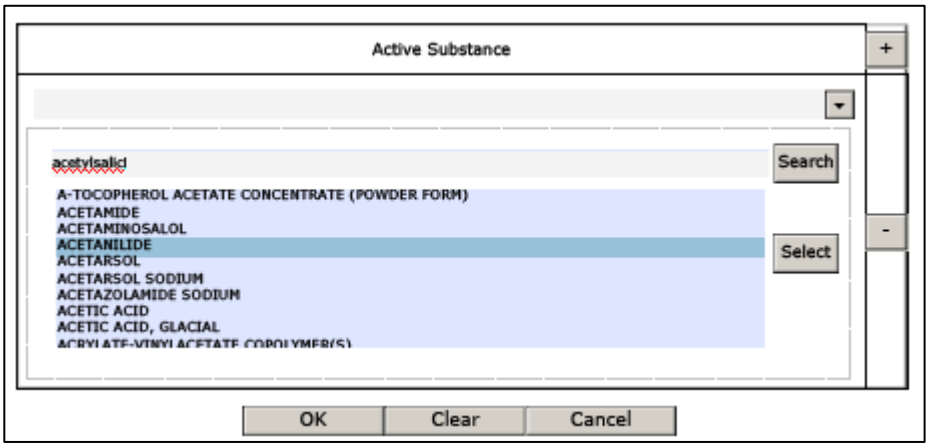
The strength(s) will be entered as text only in a free text field. The units of measurement cannot be selected from a controlled list but should follow usual standard terms as provided by EDQM. In case different strengths are related to different compositions the pharmaceutical product needs to be duplicated. If the composition does not differ duplication of just the datafield for strength needs to be multiplied.



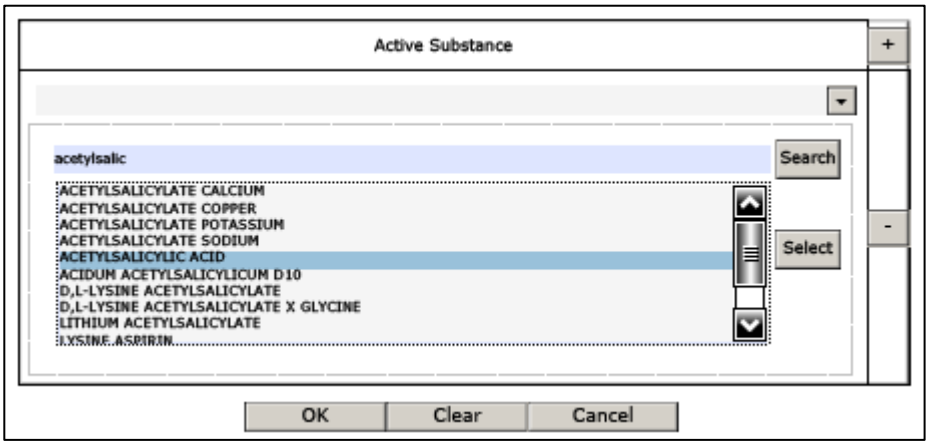
Active Substance(s)
Dropdown field to select, (“Click arrow button”)
(The dropdown includes a dictionary)



Type in minimum of three characters from the name of the active substance name and click search. If you enter more characters you will receive more accurate results. Scroll through the list and select



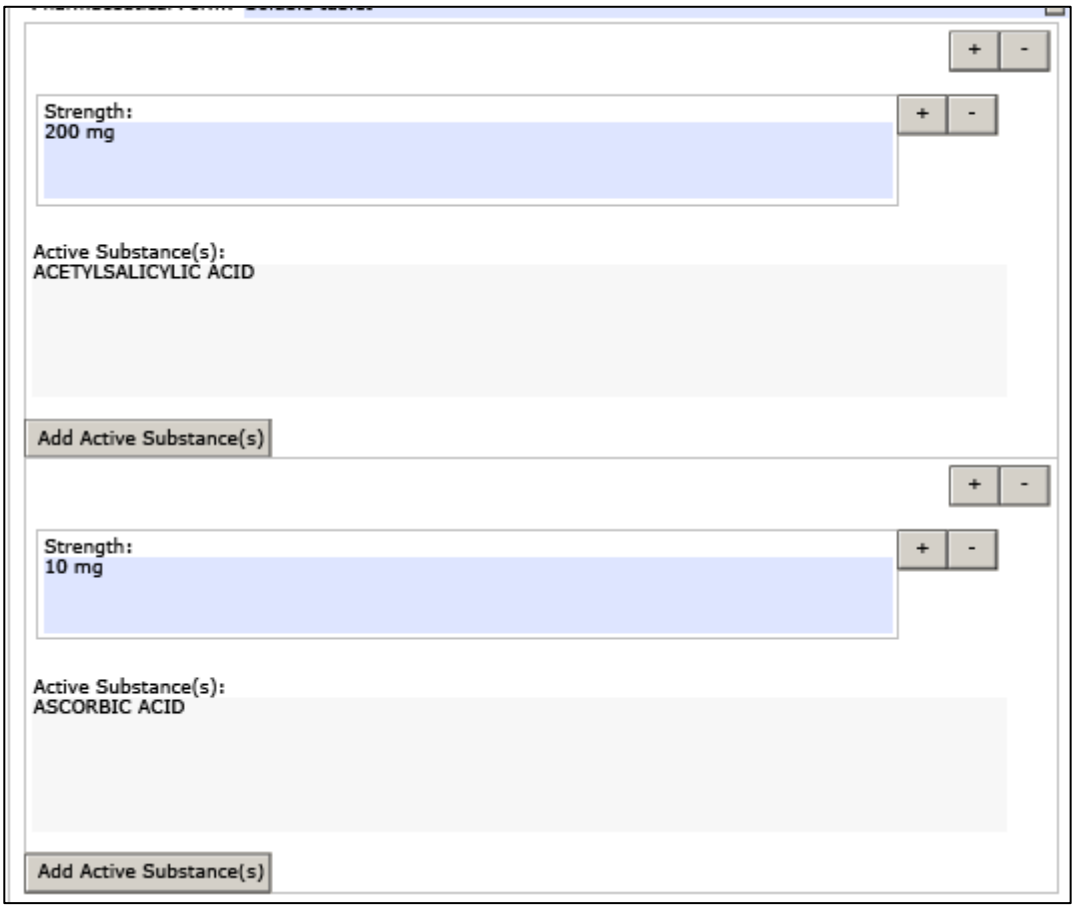
Select the correct name and confirm selection by pressing the button 



Confirm the result by pressing the button 

To select another active substance you have to press the button Add Active Substance(s).
This procedure needs to be repeated for every additional active substance.

The screenshot below displays the case of two active substances.

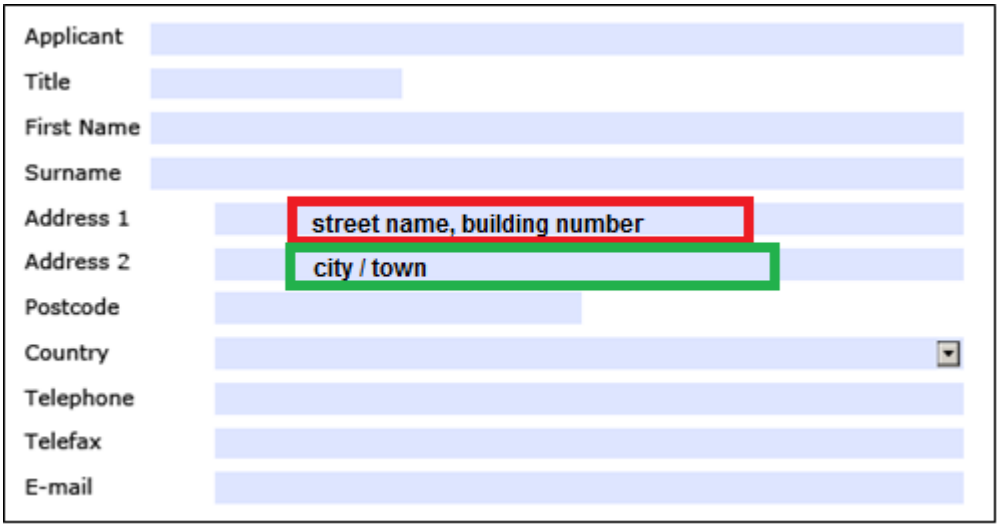


Once the list is complete, use "Populate data" button Populate data in sections 2.1.2, 2.2.1 and 2.6.1 to copy to all other similar sections.

Note: These other similar sections cannot be filled if this first one is not completely populated.

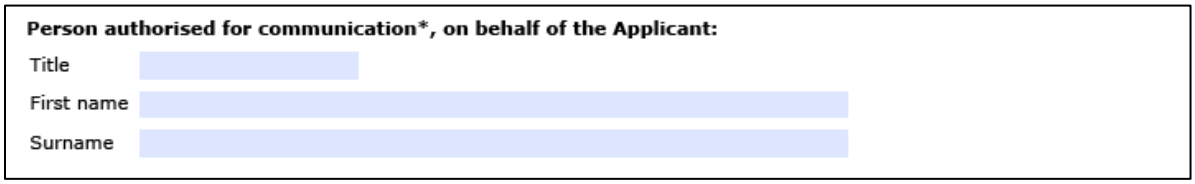
Note: Workaround solution for entering formatted text using rtf format in word or outlook and copy pasting the edited text to eAF does not work in the Initial MAA form when the details in sections 2.1.2, 2.2.1 and 2.6.1 are populated from 'Declaration' section. If you require special characters in these sections, please add an annex and mention this on the cover letter.

Applicant



Note:
Title field is limited to 10 characters, it corresponds to a title or diploma (e.g. Doctor, DVM…), not the job description.
Address details should be provided in the eAF in a harmonised way – the same address should be similarly filled when it is required in different sections of the forms. The version 1.18 of the forms will allow some auto-population of the address details from previous sections to improve usability.
"Address 1" field is to enter building name/number or street
"Address 2" field is to enter city/town.
It is very important to fill in both, Address 1 and Address 2 fields. The Address 2 field was previously called 'city'. Following a large number of queries, saying that the address was not in a city but in a town, borough, area etc. it was decided to replace City by Address 2. Address 2 field should be used to provide the 'postal location i.e. the city element of the address. This can be for example; village/town/city, etc. Street and number should always enter in Address1 and city/town/village should be entered in Address 2 field.
The information how the address details should be filled in are provided in the tooltips when you hover on the corresponding field.

Person authorised for communication, on behalf of the Applicant
The following fields need to be completed in accordance to the letter of authorization as detailed in the USER GUIDANCE.



It is hereby confirmed that all existing data which are relevant to the quality, safety and efficacy of the medicinal product have been supplied in the dossier, as appropriate.
It is hereby confirmed that fees will be paid/have been paid according to the national/European Union rules**.

On behalf of the applicant

Title

First name*

Surname

Function

Address 1

Address 2

Postcode

Country

Telephone

Telefax

E-mail

Date

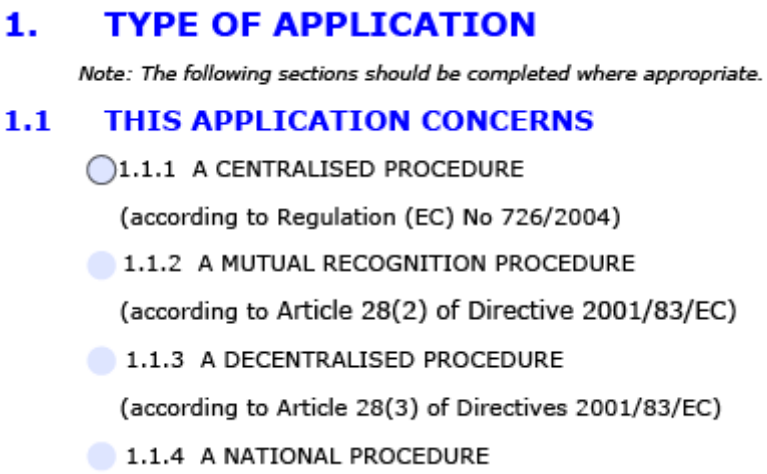
Signatory

* *Note: please attach letter of authorisation for communication/signing on behalf of the applicant in annex 5.4*

** *Note: if fees have been paid, attach proof of payment in Annex5.1 - see information on fee payments on EMA/CMDh website.*

1. TYPE OF APPLICATION

Below screenshots will describe the options to complete the form according to the planned procedure. Selecting one of the round boxes will add further lines as appropriate for the respective procedure. Changing of the selection will hide the lines but addition different ones according to the other procedure selected.



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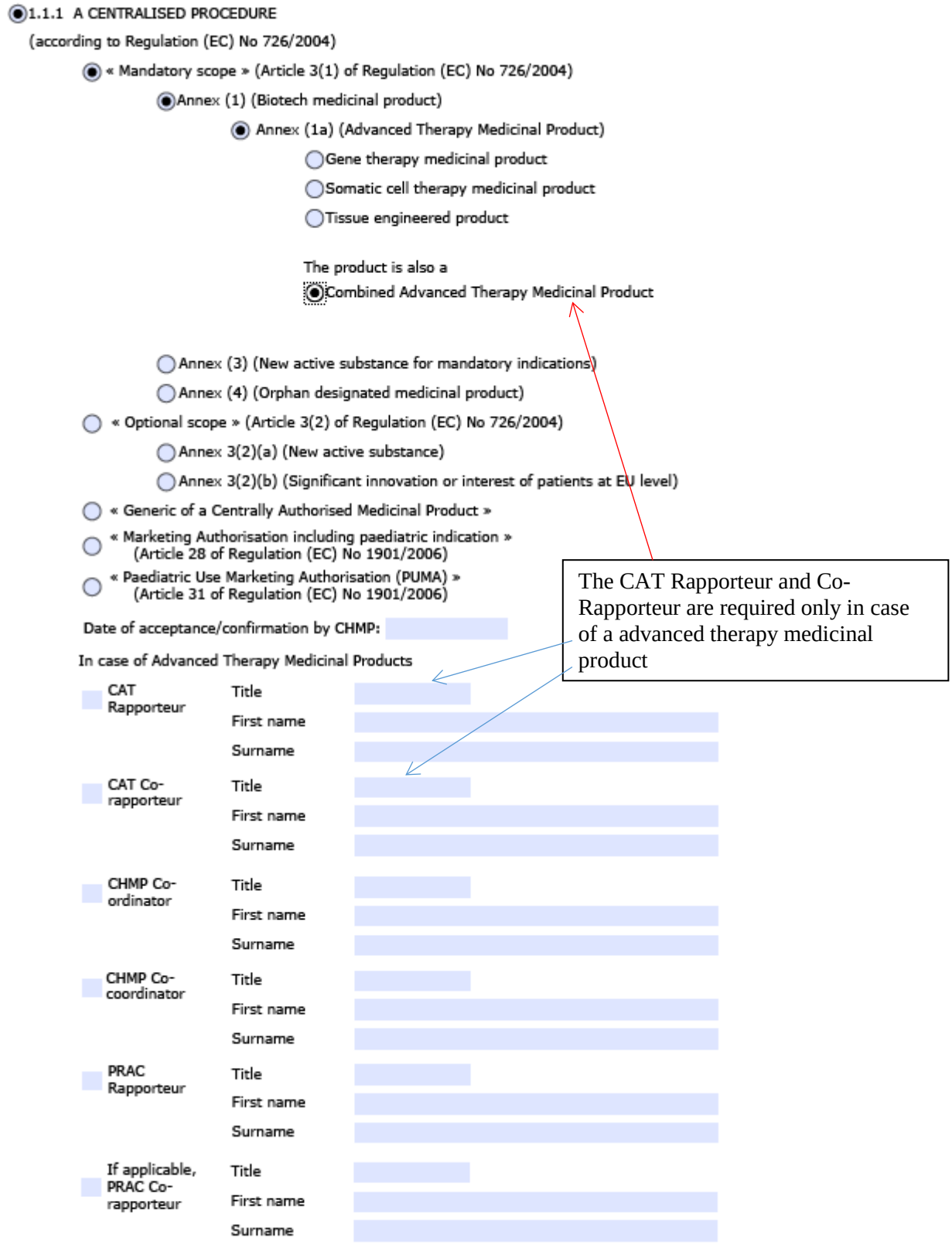
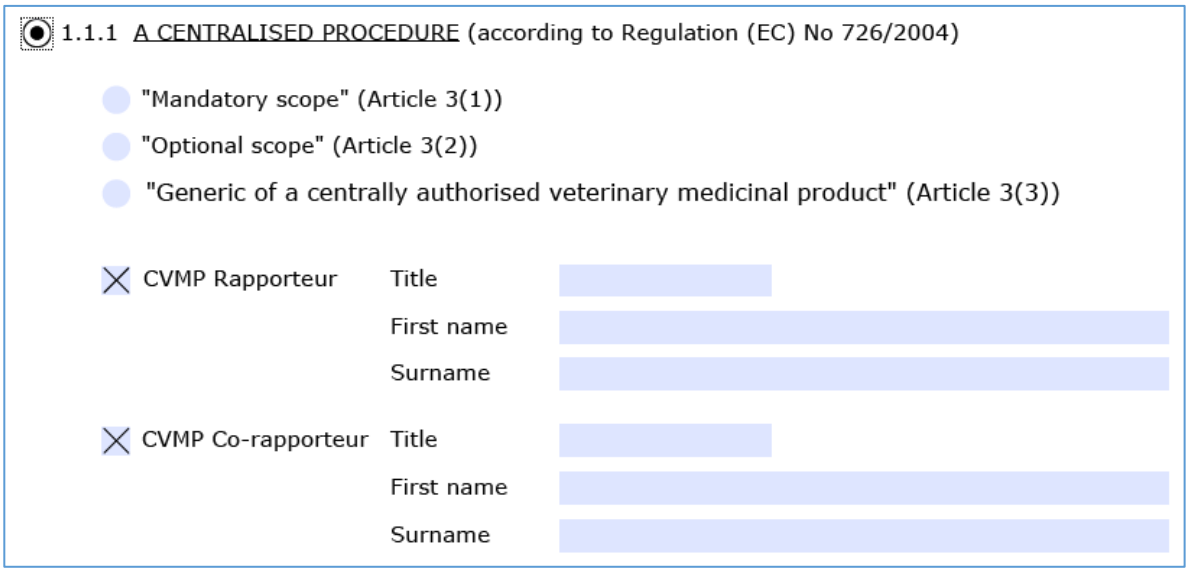
1.1. This application concerns

In this case the centralised procedure is selected as an example how the section will be expanded depending from the selected procedure type.

This example is for human products specifically, for details of the veterinary products application form, please follow the link.


1.1.1 A CENTRALISED PROCEDURE
(according to Regulation (EC) No 726/2004)
« Mandatory scope » (Article 3(1) of Regulation (EC) No 726/2004)
Annex (1) (Biotech medicinal product)
Annex (1a) (Advanced Therapy Medicinal Product)
Gene therapy medicinal product
Somatic cell therapy medicinal product
Tissue engineered product
The product is also a
Combined Advanced Therapy Medicinal Product
Annex (3) (New active substance for mandatory indications)
Annex (4) (Orphan designated medicinal product)
« Optional scope » (Article 3(2) of Regulation (EC) No 726/2004)
Annex 3(2)(a) (New active substance)
Annex 3(2)(b) (Significant innovation or interest of patients at EU level)
« Generic of a Centrally Authorised Medicinal Product »
« Marketing Authorisation including paediatric indication » (Article 28 of Regulation (EC) No 1901/2006)
« Paediatric Use Marketing Authorisation (PUMA) » (Article 31 of Regulation (EC) No 1901/2006)
Date of acceptance/confirmation by CHMP:
In case of Advanced Therapy Medicinal Products
CAT Rapporteur
CAT Co-rapporteur
CHMP Co-ordinator
CHMP Co-coordinator
PRAC Rapporteur
If applicable, PRAC Co-rapporteur
Title
First name
Surname
The CAT Rapporteur and Co-Rapporteur are required only in case of a advanced therapy medicinal product

The second example is on veterinary products only:



1.1.1. A Centralised Procedure

For extension applications as indicated in section 1.3, if the corresponding original eligibility basis is obsolete (no longer exists), only 'Centralised Procedure' should be indicated, leaving the eligibility basis tick boxes blank. The eAF does not support this very rare case of differentiation as details of the CHMP acceptance are required due to validation rules. (A workaround might be explained in the Q&A document if necessary.)

1.1.2. A Mutual Recognition Procedure

There is no specific technical information to be considered.

1.1.3. A Decentralised Procedure

There is no specific technical information to be considered.

1.1.4. A National Procedure

There is no specific technical information to be considered.

1.2. Orphan Medicinal Product Information (human only)

There is no specific technical information to be considered.

1.3. Application for a change to existing marketing authorisation leading to an extension as referred to in Annex I of Regulation (EC) no 1234/2008, or any national legislation, where applicable?

There is no specific technical information to be considered.

1.4. This application is submitted in accordance with the following article in Directive 2001/83/EC as amended

There is no specific technical information to be considered.

1.5. Consideration of this application requested under the following article of Directive 2001/83/EC or Regulation (EC) No 726/2004

There is no specific technical information to be considered.

1.6. Requirements according to Regulation (EC) N° 1901/2006 ('Paediatric Regulation')

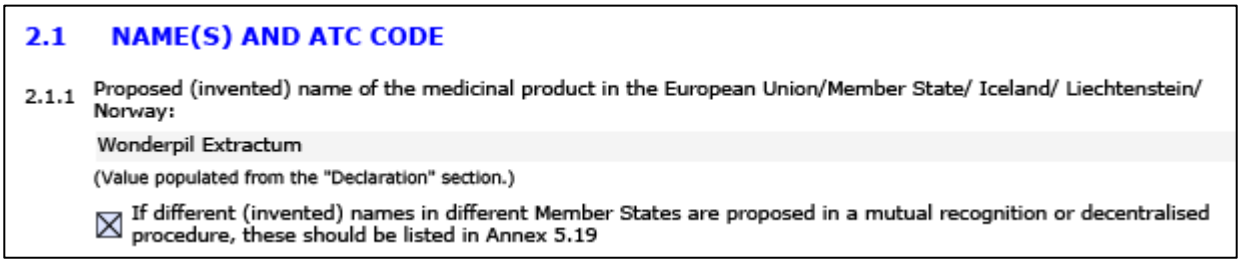
There is no specific technical information to be considered.

2. MARKETING AUTHORISATION APPLICATION PARTICULARS

2.1. NAME(S) AND ATC CODE

2.1.1. Proposed (invented) name of the medicinal product in the European Union / Member State/Iceland/Lichtenstein/ Norway

The information is identical to the one in section “Declaration and signature” and has to be populated automatically (see Section 1.1.1).
If the box is ticked like this an Annex 5.19 need to be provided.


2.1 NAME(S) AND ATC CODE

2.1.1 Proposed (invented) name of the medicinal product in the European Union/Member State/ Iceland/ Liechtenstein/ Norway:

Wonderpil Extractum

(Value populated from the "Declaration" section.)

☒ If different (invented) names in different Member States are proposed in a mutual recognition or decentralised procedure, these should be listed in Annex 5.19

This field appears only in case of MRP or DCP selected in section 1.2 or 1.3. The annex is not integrated into the form but the required list should be added as a separate PDF file to the submission.

Attachments to the form should be included as per the currently approved processes. Annexes to the application form should always be included in section 1.2 of EU Module 1.

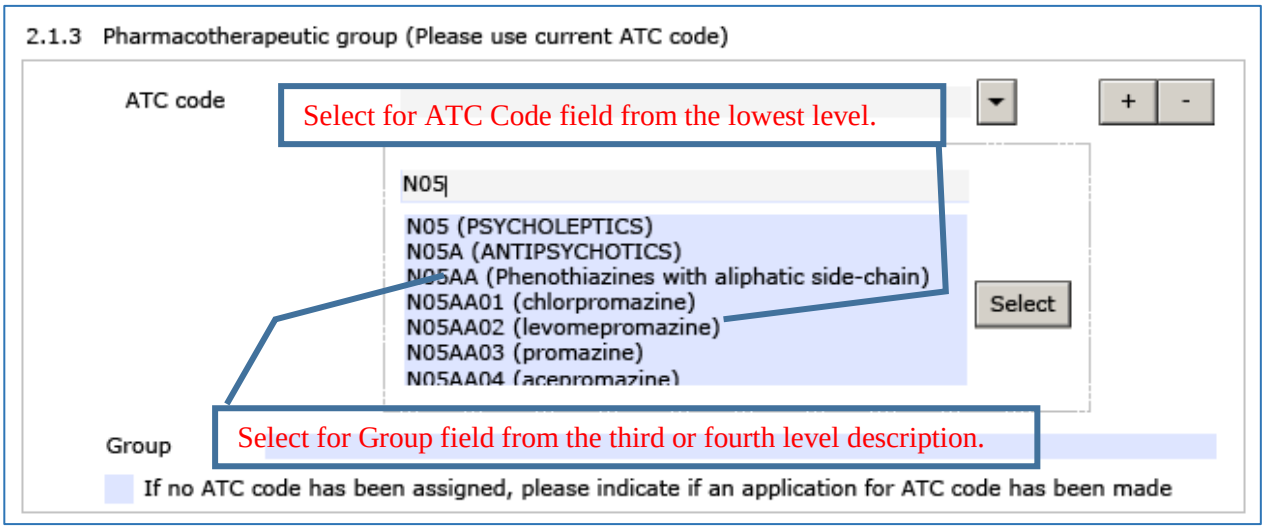
Note: Annex A and Annex B buttons in the form are not links. Clicking either of the buttons will simply add text ‘See Annex A/B’ in the relevant fields to indicate for the receiving authority that a separate Annex has been added to the application form and is available in the same folder (1.2) where the application form can be found.

2.1.2. Name of the active substance(s)

The declaration of the active substance will be populated automatically if the button in section 1 has been pressed.

2.1.3. Pharmacotherapeutic group (Please use current ATC code)

The most complete code corresponding to the claimed therapeutic use of the product should be given. Consequently, this section should be duplicated where needed.
The two fields “ATC Code” and “Group” are linked and should be both completed.



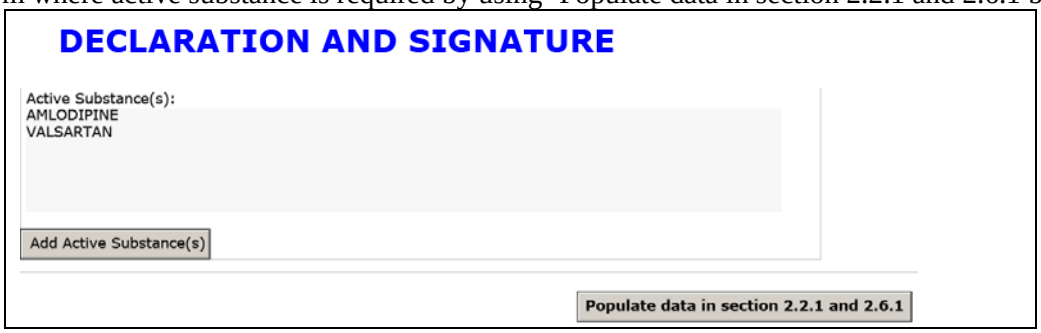
Note: The group text field is limited. You may have to shorten the text appropriately.
It is advised to know the ATC code in advance as the search tool does not allow displaying the whole details of each code.

2.2. STRENGTH, PHARMACEUTICAL FORM, ROUTE OF ADMINISTRATION, CONTAINER AND PACK SIZES

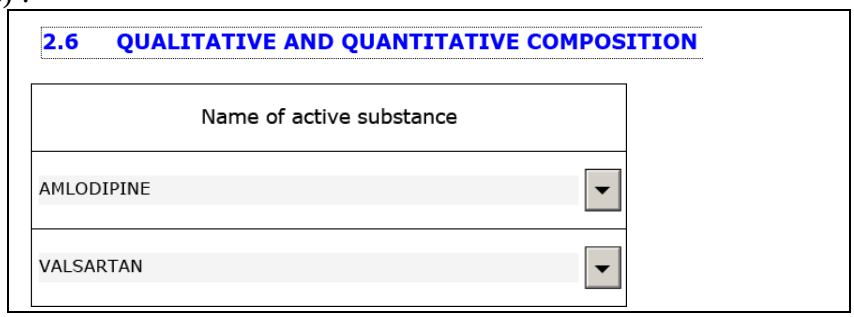
2.2.1. Strength and pharmaceutical form (use current list of standard terms – European Pharmacopeia)

If the values of the "Pharmaceutical form, Strength and Active Substance field have been populated from 'Declaration' section" it will not be possible to edit the following data fields. If you need to correct an error you have to go back to 'Declaration' section.

Search and select the active substance(s) in the 'Declaration' section of the form and populate the sections in the form where active substance is required by using 'Populate data in section 2.2.1 and 2.6.1 button.

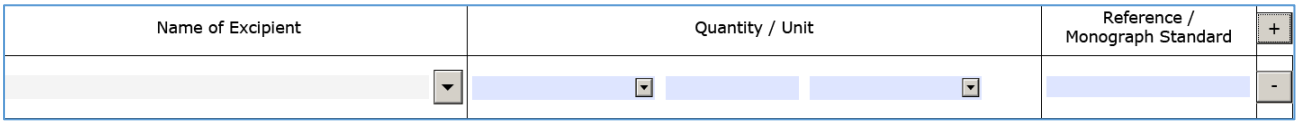


The chosen active substance(s) is automatically displayed in section 2.6.1 on the 'Name of active substance field(s)'.



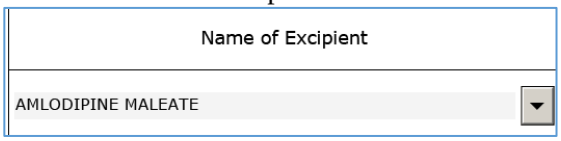
If a salt/ester/maleate/monohydrate etc. form is required either in 2.1.2 section or in 2.6.1 section, this can be added via the following workaround solution:

Go to section 2.6.1 and add a row in the 'Name of Excipient' section (in 2.6.1) by clicking + 'plus' button

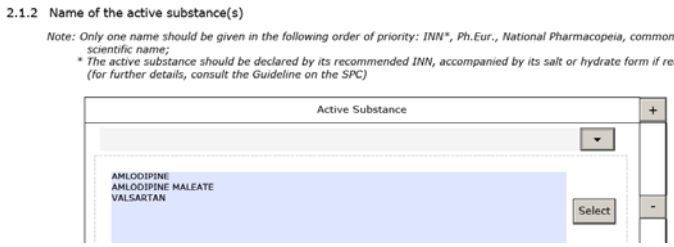


at the end of the field.

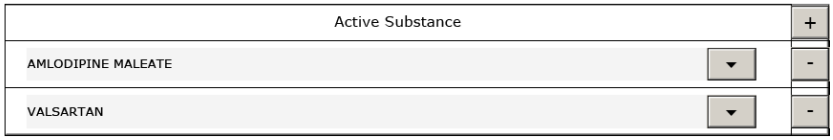
Search for the salt/ester/maleate/monohydrate relevant to this application and select it from the list to display it in the 'Name of Excipient' section.



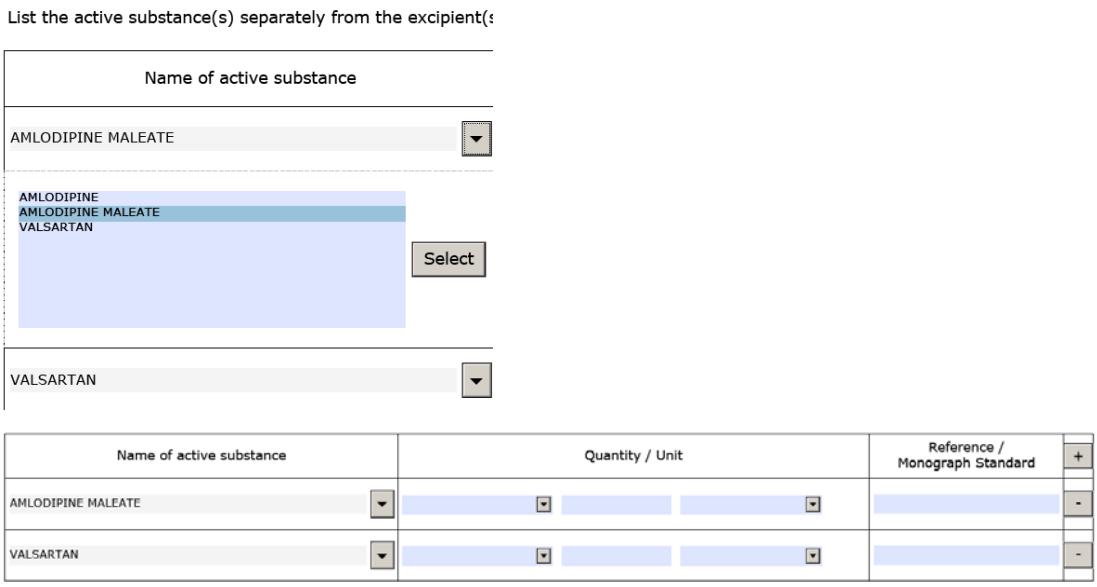
Return to section 2.1.2 and select the relevant terms from the list. Select it and if you need to add another active substance add an additional row by pressing +.



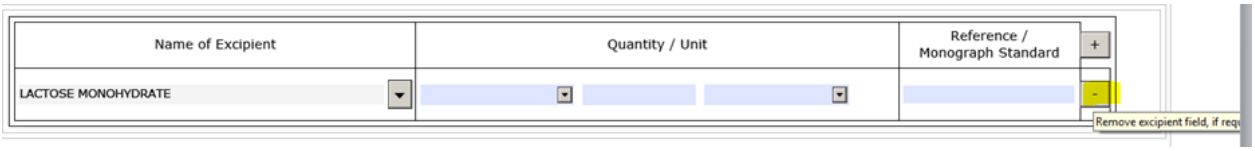
Select the active substance from the list to display them in the form.



Return to section 2.6.1 and go to 'Name of active substance' section and add the relevant active substances by clicking the arrow and by adding extra row(s) if needed. Select the relevant salt/ester/maleate/monohydrate from the list and fill in the relevant information in the other columns. Delete any unnecessary fields displaying incorrect terms if relevant using - button.



Return to the 'Name of excipient' section and remove the row with the selected salt/ester/maleate/monohydrate form by clicking the [-] ('minus') button at the end of the row.

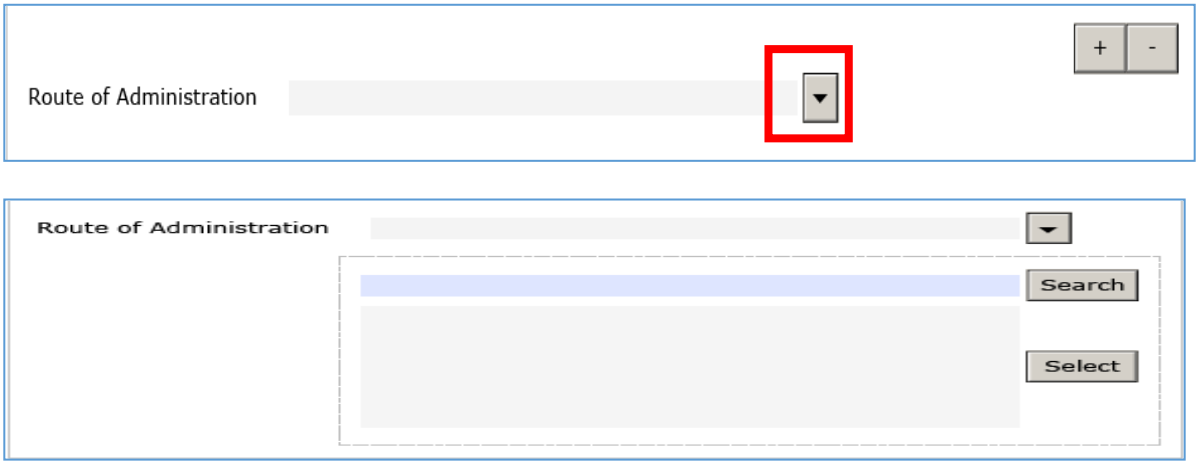


If you have selected multiple active substances in the 'Declaration' section, these will be automatically displayed in dropdown menu.

Note: Do not press 'populate in section 2.2.1 and 2.6.1' button while and after doing this step as it could add incorrect active substance in the form.

In case you want to continue with the MAA veterinary form you should follow the link.

2.2.2. Route(s) of administration (use current list of standard terms - European Pharmacopoeia)

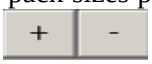


Dropdown field to select ("Click arrow button")

The dropdown includes the current list of standard terms included in the “List of Standard Terms for pharmaceutical dosage forms, routes of administration and containers” published by the EDQM.

The routes field is repeatable, where needed, with +/- buttons: 

2.2.3. Container, closure and administration device(s), including description of material from which it is constructed. (use current list of standard terms - European Pharmacopoeia)

You have to provide details for each of the pack sizes planned to be marketed. The package sizes fields are repeatable, where needed, with +/- buttons: 

2.2.4. The medical product incorporates, as an integral part, one or more medical devices within the meaning of Article 1(2)(a) of Directive 93/42/EEC or one or more active implantable medical devices within the meaning of Article 1(2)(c) of Directive 90/385/EEC

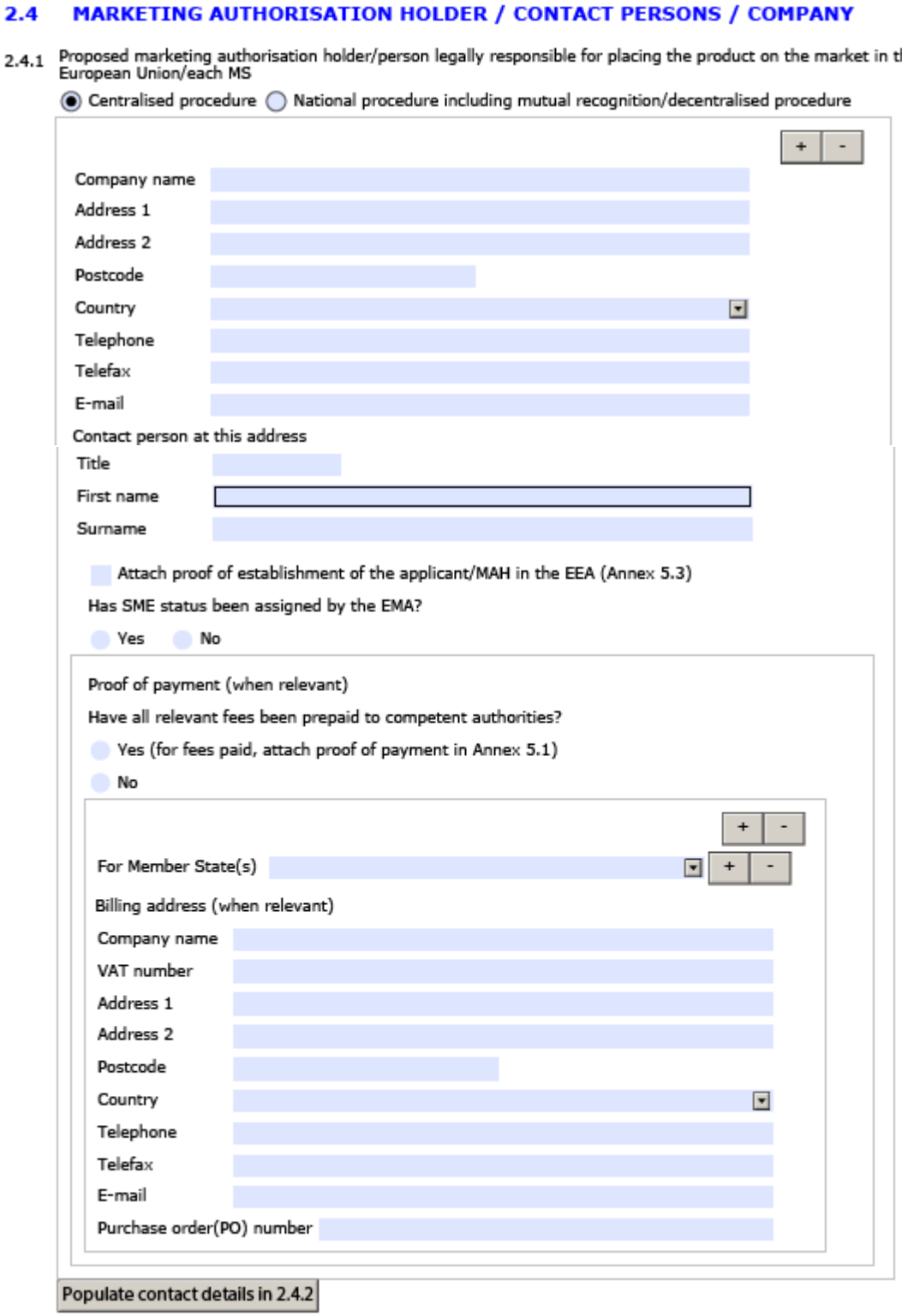
There is no specific technical information to be considered.

2.3. LEGAL STATUS

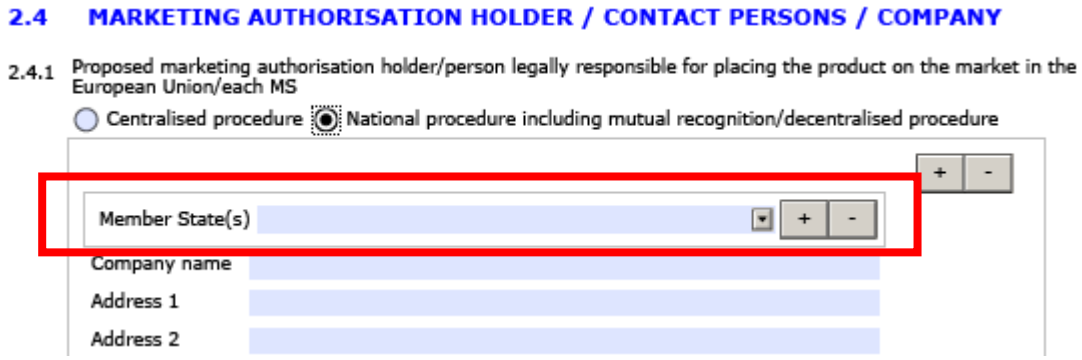
There is no specific technical information to be considered.

2.4. MARKETING AUTHORISATION HOLDER / CONTACT PERSONS / COMPANY

There are two options you have to select from: Centralised Procedure and National Procedures:



In the second case the address details will be assigned to the respective Member State:



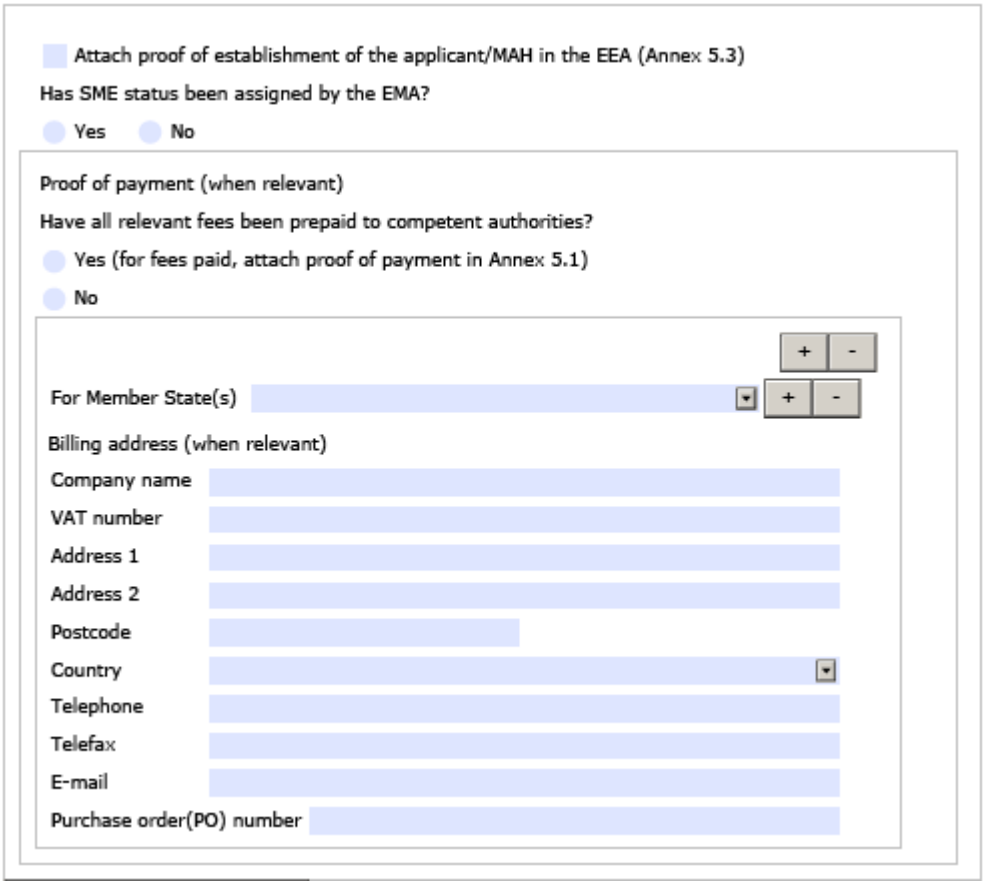
For MRP/DCP/National procedure; The Member State field allows to multiple Member States to have the same marketing authorisation holder contact person or alternatively to show that one or more Member States have different marketing authorisation holder contact persons.

Note: This field is not mandatory when it is not filled then it will be assumed that all relevant member states have the same marketing authorisation holder contact person.

For details how to fill in the address in a correct format please follow the link.

In addition, details of the proof of payment can be entered regardless of the procedure.

If the fees have not been paid in advance and an invoice is going to be sent out you should select 'No' and indicate the billing address (even if it has not yet been relevant to pay a fee as it will be invoiced later).



For Centralised Procedure; either select 'EU' from the term list or leave the Member state field empty.

Finally the address details can be copied to section 2.4.2 by pressing the button

2.5. MANUFACTURERS

Note: All manufacturing and control sites mentioned throughout the whole dossier must be consistent regarding their names, detailed addresses and activities.
In this section the address fields offer a possibility to enter two addresses if the administrative address differs from the manufacturing site:

2.5.1. Authorised manufacturer(s) (or importer(s)) responsible for batch release in the EEA

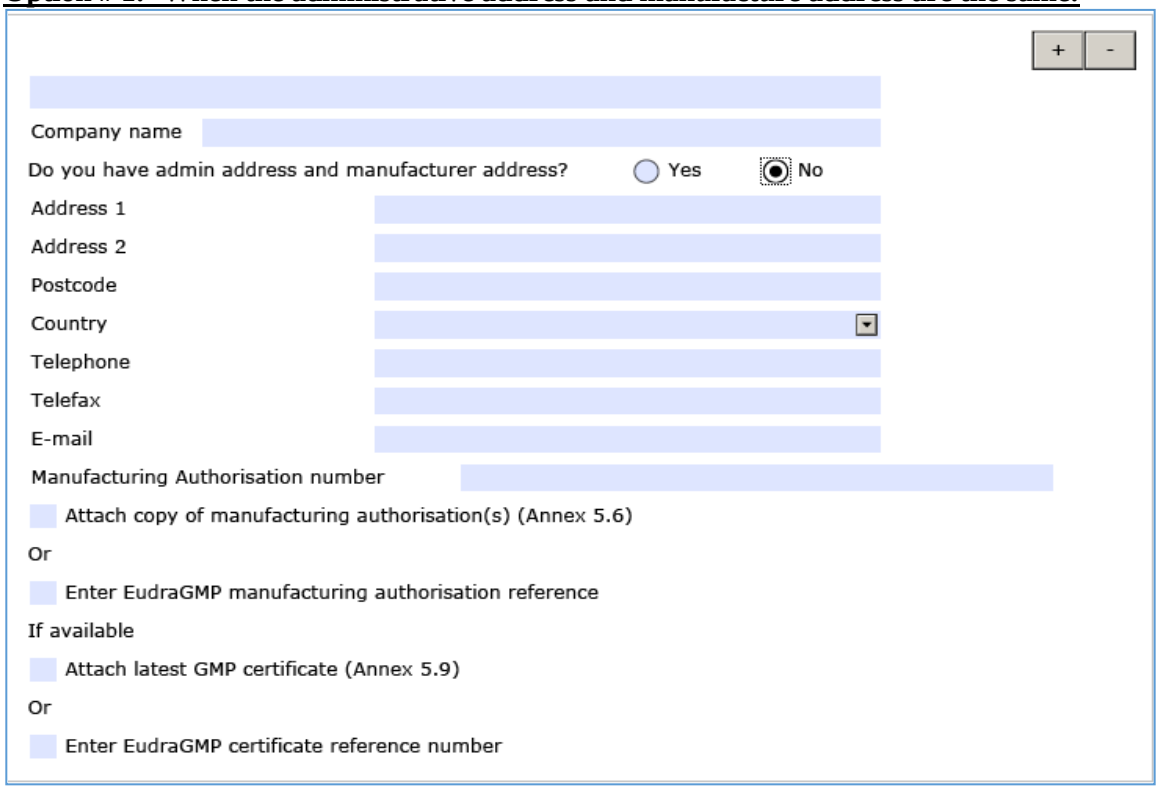
Subsections are defined to describe different roles:

- Authorised manufacturer(s) (or importer(s)) responsible for batch release in the EEA in accordance with Article 40 and Article 51 of Directive 2001/83/EC (as shown in the package leaflet and where applicable in the labelling or Annex II of the Commission Decision)
- Official batch release for Blood products and Vaccines
- Details of the Official Medicines Control Laboratory (OMCL) or laboratory designated

for the purpose of official batch release (in accordance with Articles 111(1), 113, 114(1)-(2) and 115 of Directive 2001/83/EC as amended)
- Contact person in the EEA for product defects and recalls
- Batch control Testing arrangements

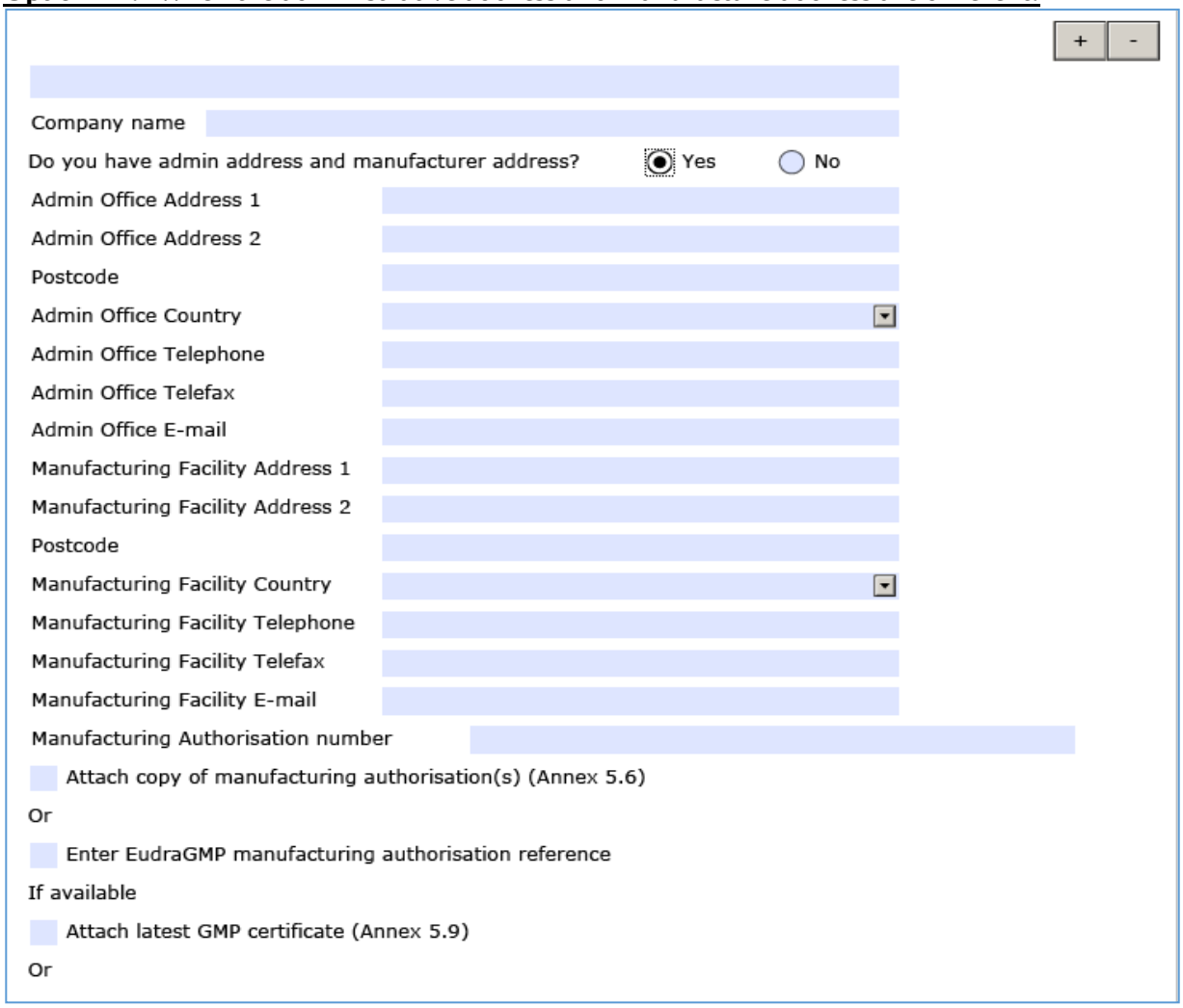
The screenshots below illustrate the principle of the two options which are offered for all address fields in section 2.5:

Option # 1:- When the administrative address and manufacture address are the same:



The fields related to telephone, telefax, e-mail can be duplicated in order to indicate more than one number in case the administrative and operating addresses differ:

Option # 2:- When the administrative address and manufacture address are different:



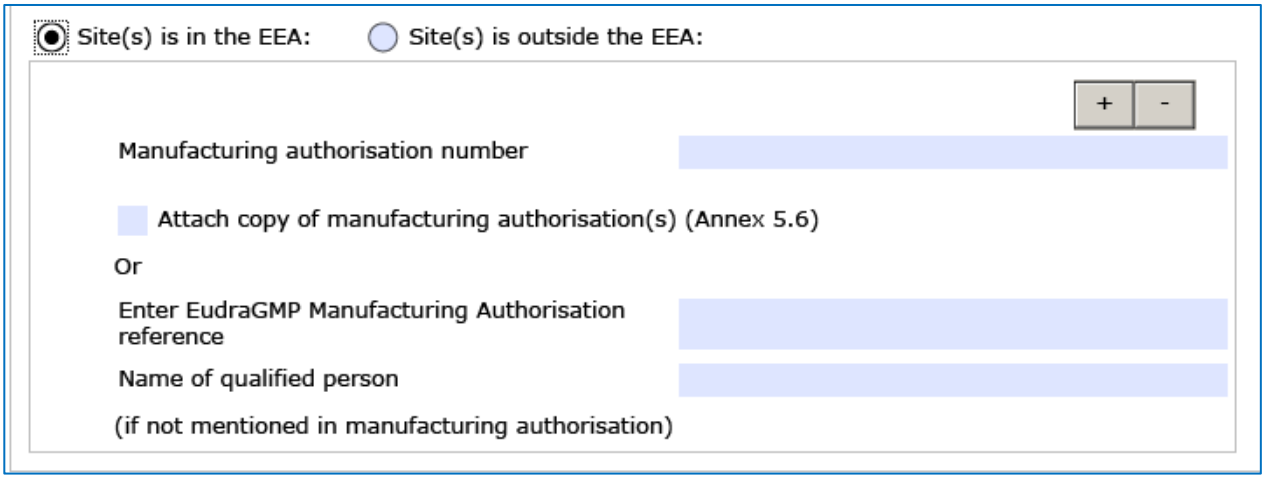
For additional Authorised Manufacturers the data fields can be repeated, where required, with +/- buttons:

So, fields should be duplicated for each manufacturer.

Any manufacturer responsible for batch release in the EEA should be listed under section 2.5.1 of the application form. Since this is the only section where this information should be provided, the need for a drop-down menu has not been identified. If the site responsible for batch release in the EEA is also involved in batch control testing activities, the name and address of such site should be repeated in section 2.5.1.2.

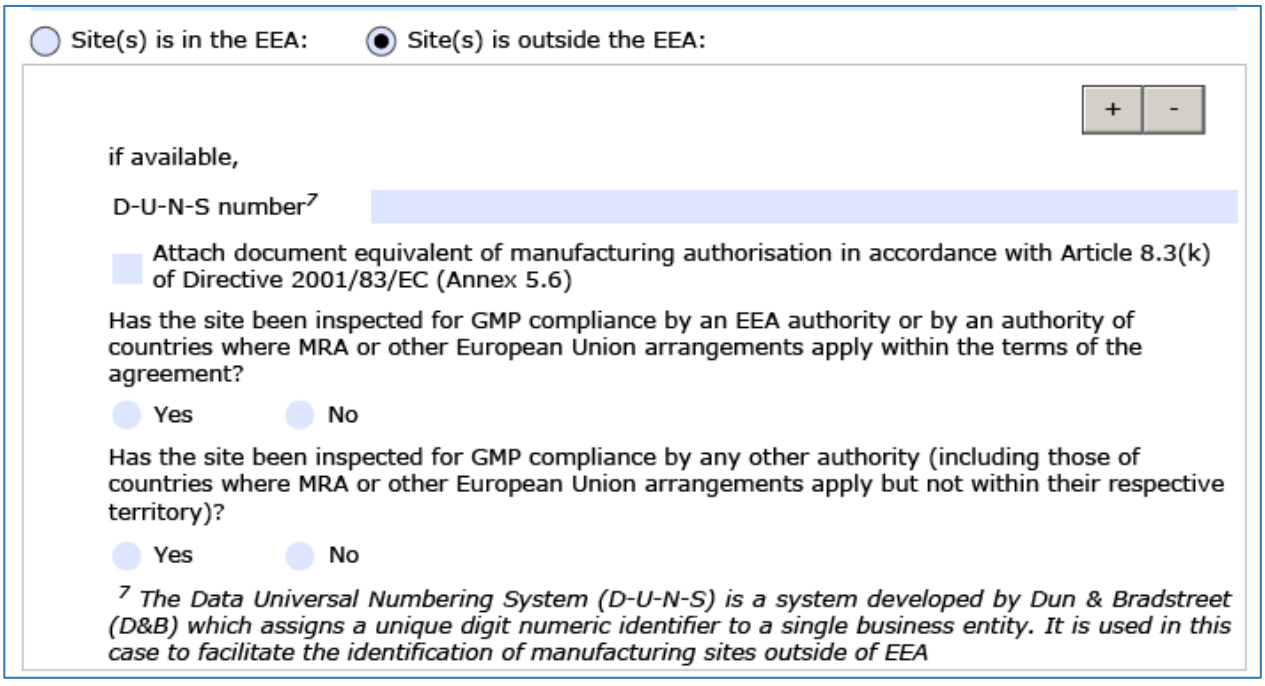
2.5.2. Manufacturer(s) of the medicinal product and site(s) of manufacture

For sites in the EEA, the manufacturing authorisation number should always be provided. In addition, either a copy of the authorisation ("tick box") or the EudraGMDP reference number should be provided. If neither the copy nor the EudraGMDP number are provided a validation error will be displayed.



Note: including manufacturing sites of any diluent/solvent presented in a separate container but forming part of the medicinal product, quality control/ in-process testing sites, immediate and outer packaging and importer(s). For each site provide the relevant information.

In case the site is outside the EEA additional information must be provided:

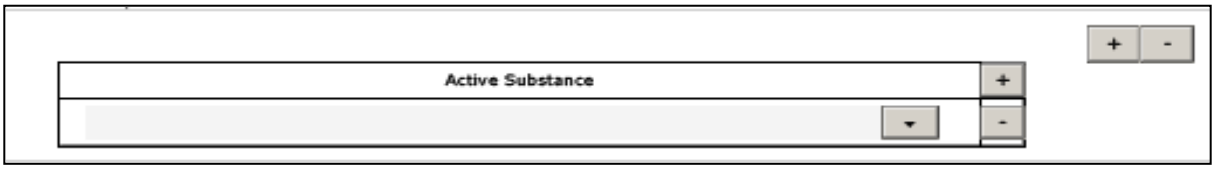


In case the company address or just the address details of manufacturing sites needs to be multiplied, the address or the address details of the manufacturing site can be duplicated maintaining the one address of the administrative site:

.

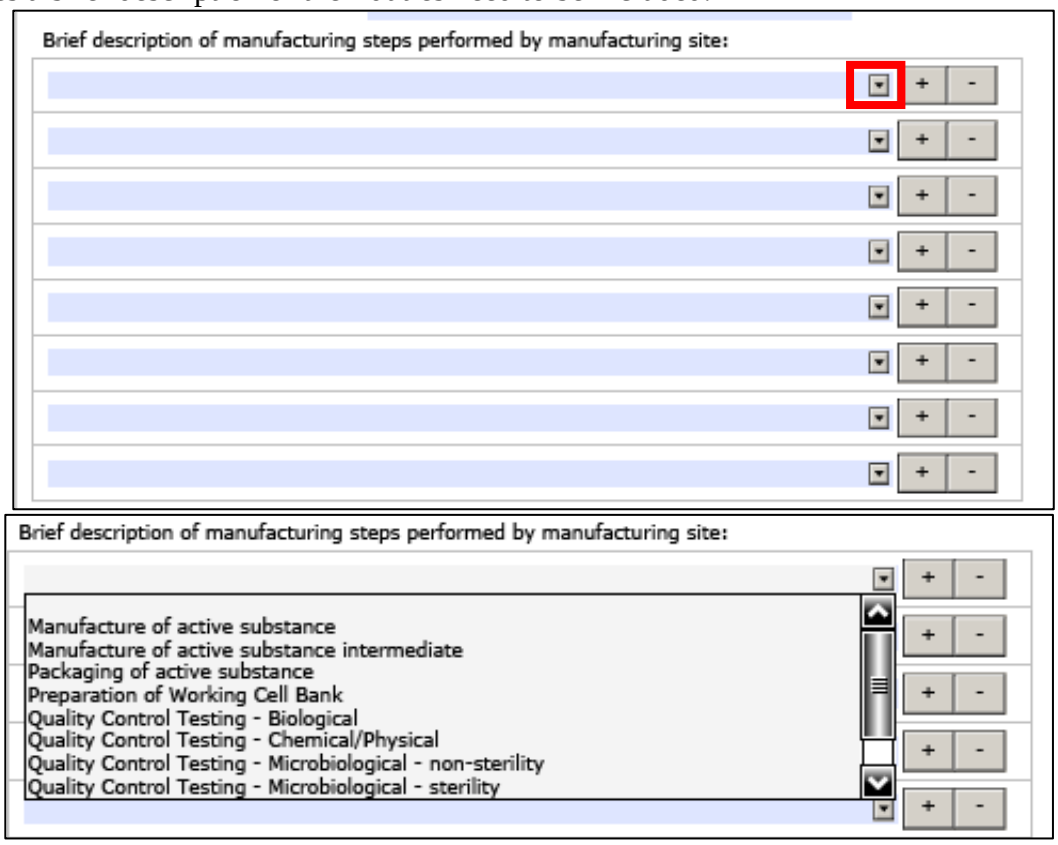
2.5.3. Manufacturer(s) of the active substance(s) and site(s) of manufacture

All manufacturing sites involved the manufacturing process of each source of active substance. For each site provide the relevant information.



The active substance is selected from previously selected list (Section 2.1). The values of Active Substance field have been populated from "Declaration' section.

Brief description of manufacturing steps performed by manufacturing site: For all manufacturing sites a brief description of their duties need to be included.



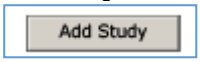
Dropdown field to select between the manufacturing steps performed. ("Click arrow button")
The dictionary for processing of medicinal products and for manufacturing steps are linked to the guidance document included in the eAF itself next to this field where more information can be sought from.
These are the Interpretation Documents for MIAs and GMP certificates. These are part of the 'Compilation of Union Procedures on Inspections and Exchange of Information', which is published on the EMA external website (see pages 144-173)[1]. E.g. the role 'Manufacture of the

[1] http://www.ema.europa.eu/docs/en_GB/document_library/Regulatory_and_procedural_guideline/2009/10/WC500004706.pdf

finished product' or "Manufacturing of the VMP" are covered by the term 'Processing of medicinal product"
The contents of the controlled vocabulary is coming directly from EUTCT and the terms have been decided by the European inspectors from documents issued from Inspection

Note: When Centralised procedure selected in Section 1 – Only drop down field will be visible & mandatory, free text field will not be visible.
When other procedures selected in Section 1– both free text field and drop down field will be visible and either one is mandatory.

2.5.4. Contract companies used for clinical trial(s) on bioavailability or bioequivalence or used for the validation of blood product manufacturing processes.

For each contract company, state where analytical tests are performed and where clinical data are collected and open data fields by pressing the button: 

In case multiple studies have been performed by just one contract company all study titles can be keyed in by repeating the first section.
Company details are grouped and details of the tasks related to the study can be provided. In case multiple contract companies have been involved the address fields and details of the tasks are repeatable with +/- buttons inside. 
.

For the name and country of origin of the original/reference product, please state the same information already given in section 1.4.2. Article 10.1. (a) (iii).

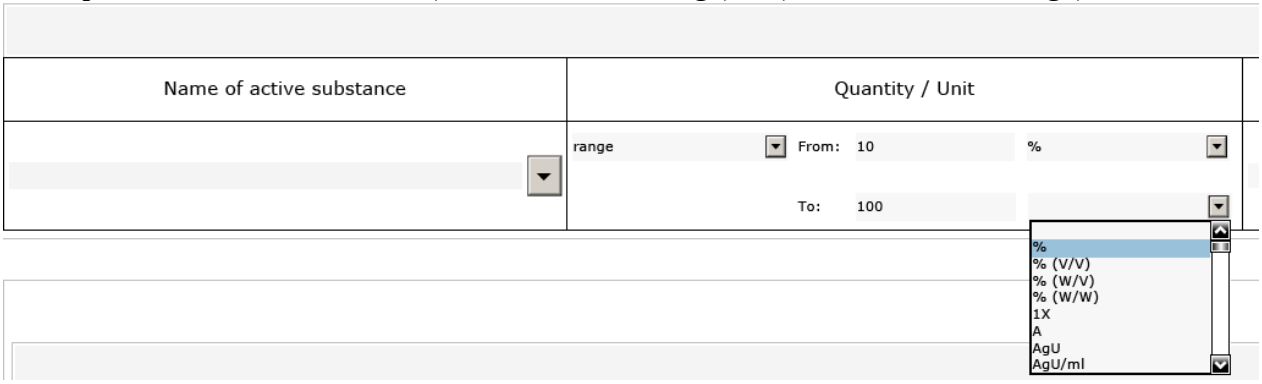
2.6. QUANTITATIVE AND QUALITATIVE COMPOSITION

2.6.1. Qualitative and Quantitative composition in terms of the active substance(s) and the excipient(s)

Under "reference/monograph standard" should be indicated the current Ph. Eur. reference or the reference to an in-house monograph when no Ph. Eur. monograph exists.

In the case of radiopharmaceutical products or vaccine titers, interval of concentration should be indicated or for some excipients used "q.s.p." for a pH, an interval of values will have to be indicated.

For instance, for interval of data, select range in the first field of quantity unit. Further fields are then open and can be filled from (minimum of the range) to (maximum of the range):

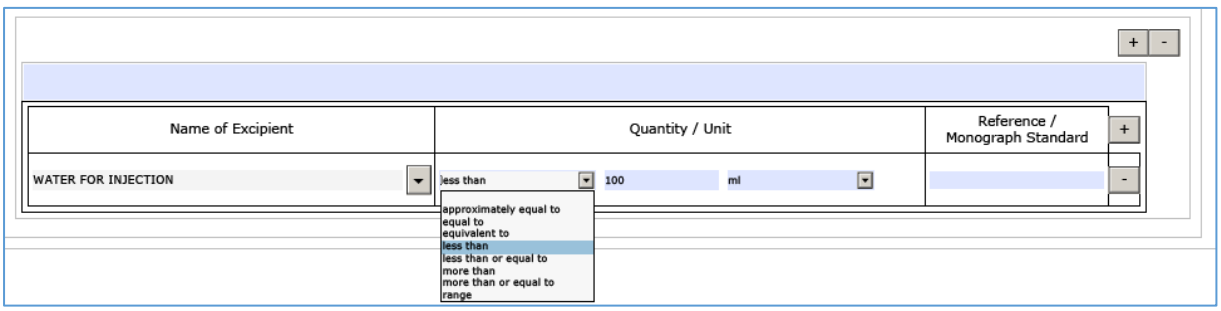


How to express 'quantum satis' (quantity sufficient) amount

"quantum satis" means adding enough of an ingredient to achieve a specific final volume or total weight. This term is not a unit/measure as it does not describe a precise measurement nor a quantity operator as it expresses the concept of "up to". It exists in the unit and measurements list only as a legacy term.

To express for example: "to five grams of NaCl add enough (quantum satis [qs]) water to make 100 ml"

Ingredient = water
Quantity operator = "less than" (in this case understood as "up to");
Value =100
Unit = "mL"



This logic should apply to any ingredient but in the case of excipients it hasn't yet been fully addressed in eAF. This will be done in the next version of eAF and in the meantime, as a workaround solution the eAF

team kindly asks the applicants to provide a separate Annex called 2.6.1. excipients in the same folder as the application form inside the eCTD / VNeeS package.

Process steps in case of a missing substance name

If you need to request a missing substance or other term in order to complete an eAF, please use the eAF Term Request Form. Once completed, you will need to submit your form via email to mdms@ema.europa.eu

A provisional term may be added to the list within 5 working days; however, please note that there is a possibility that the term might not be approved in future. More information how to request additional terms in eAF can be found here.

2.6.2. List of materials of animal and/or human origin contained or used in the manufacturing process of the medicinal product?

There is no specific technical information to be considered.

2.6.3. Is an EMEA certificate for a Plasma Master File (PMF) issued or submitted in accordance with Directive 2001/83/EC Annex I, Part III, being used for this MAA?

There is no specific technical information to be considered.

2.6.4. Does the medicinal product contain or consist of Genetically Modified Organisms (GMOs) within the meaning of Directive 2001/18/EC?

There is no specific technical information to be considered.

3. SCIENTIFIC ADVICE

3.1. Was there formal scientific advice(s) given by EMA for this medicinal product?

There is no specific technical information to be considered.

3.2. Was there scientific advice(s) given by Member State(s) for this medicinal product?

These sections may be replicated where needed.

4. OTHER MARKETING AUTHORISATION APPLICATIONS

There is no specific technical information to be considered.

5. ANNEXED DOCUMENTS (where appropriate)

There is no specific technical information to be considered.

MAA FORM (veterinary)

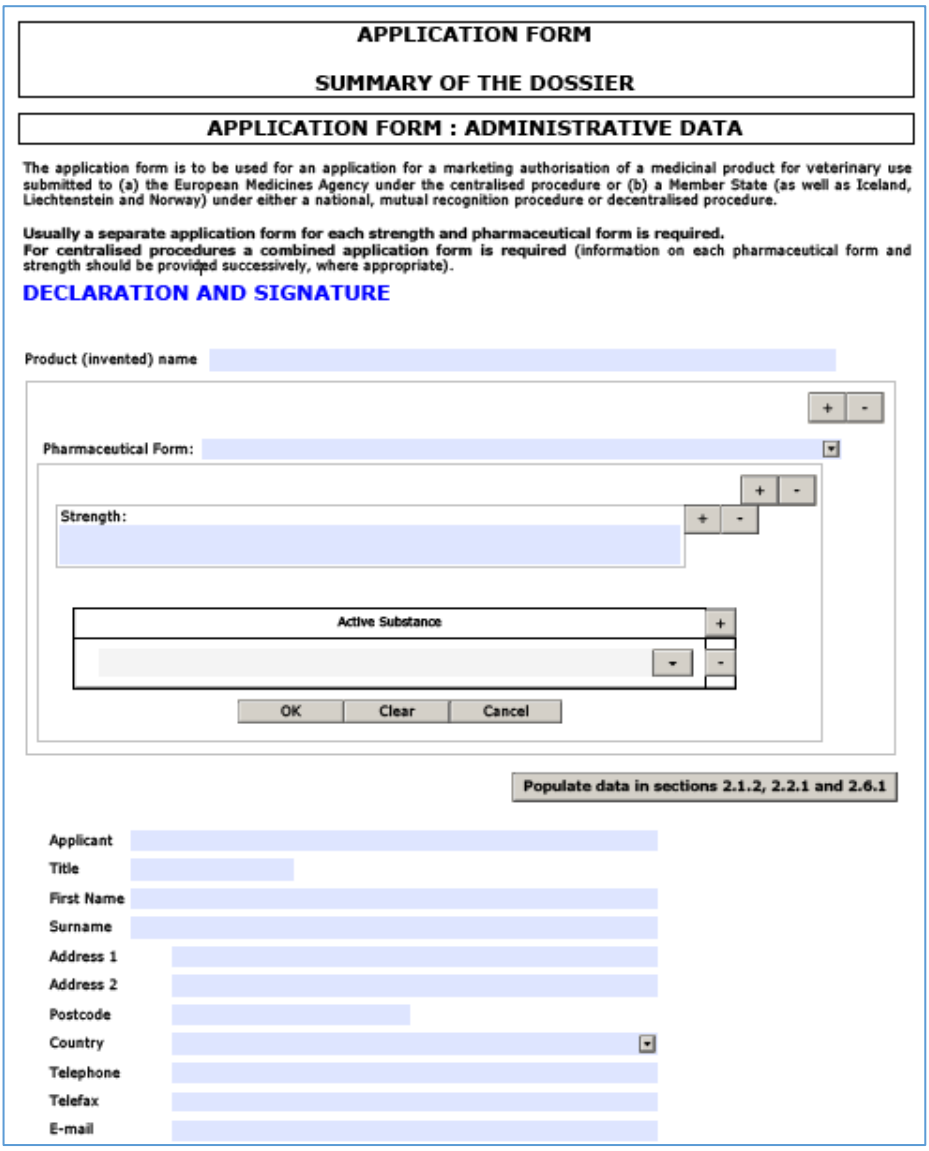
On the following pages technical information in regard to the veterinary marketing authorization application form is provided. To avoid duplication of information reference is provided to the human MAA form as appropriate. Information related to the variation and renewal form will be provided in a separate section thereafter.

ADMINISTRATIVE DATA

For details on this section please refer to the identical section of the MAA form for human medicinal products via this link.

DECLARATION and SIGNATURE

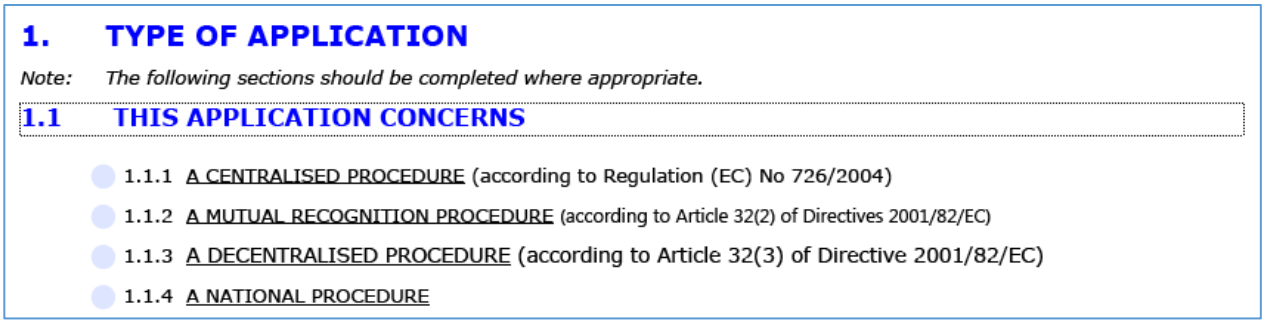
A screenshot is provided to illustrate some principles in this section which are entirely the same as for human medicinal products.



1. TYPE OF APPLICATION

Below screenshots will describe the options to complete the form according to the planned procedure. Selecting one of the round boxes will add further lines as appropriate for the respective procedure. Changing of the selection will hide the lines but addition different ones according to the other procedure selected.

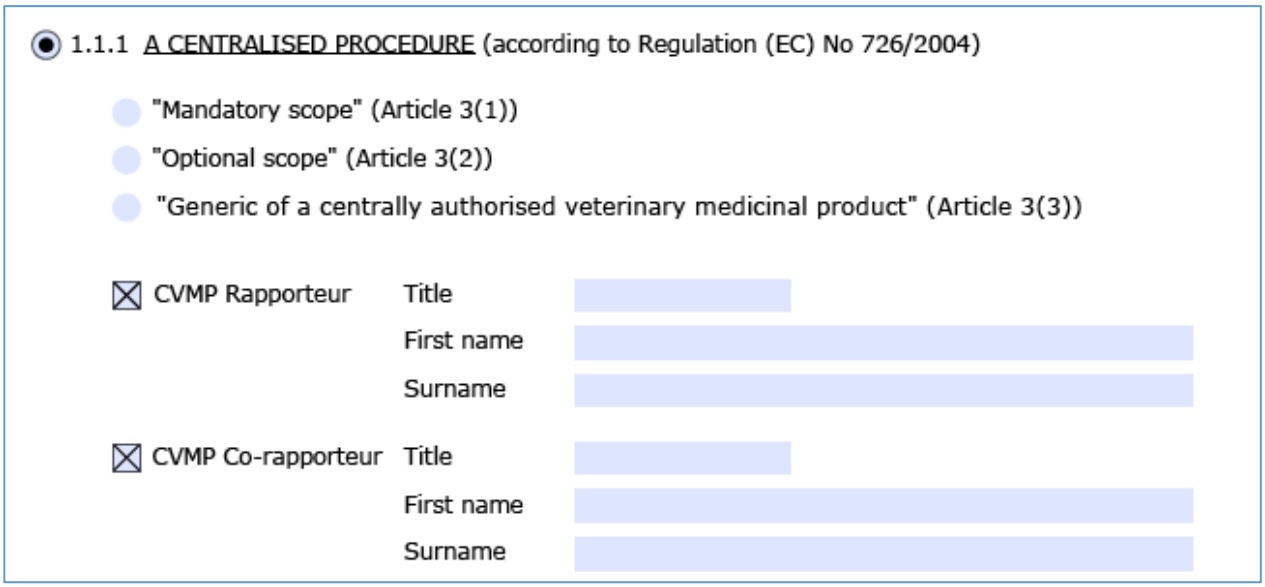
.



1.1. This application concerns

In this case the centralised procedure is selected as an example how the section will be expanded depending from the selected procedure type.

This example is for veterinary products specifically, for details of the human products application form, please follow the link.



1.1.1. A Centralised Procedure

There is no specific technical information to be considered.

1.1.2. A Mutual Recognition Procedure

There is no specific technical information to be considered.

1.1.3. A Decentralised Procedure

There is no specific technical information to be considered.

1.1.4. A National Procedure

There is no specific technical information to be considered.

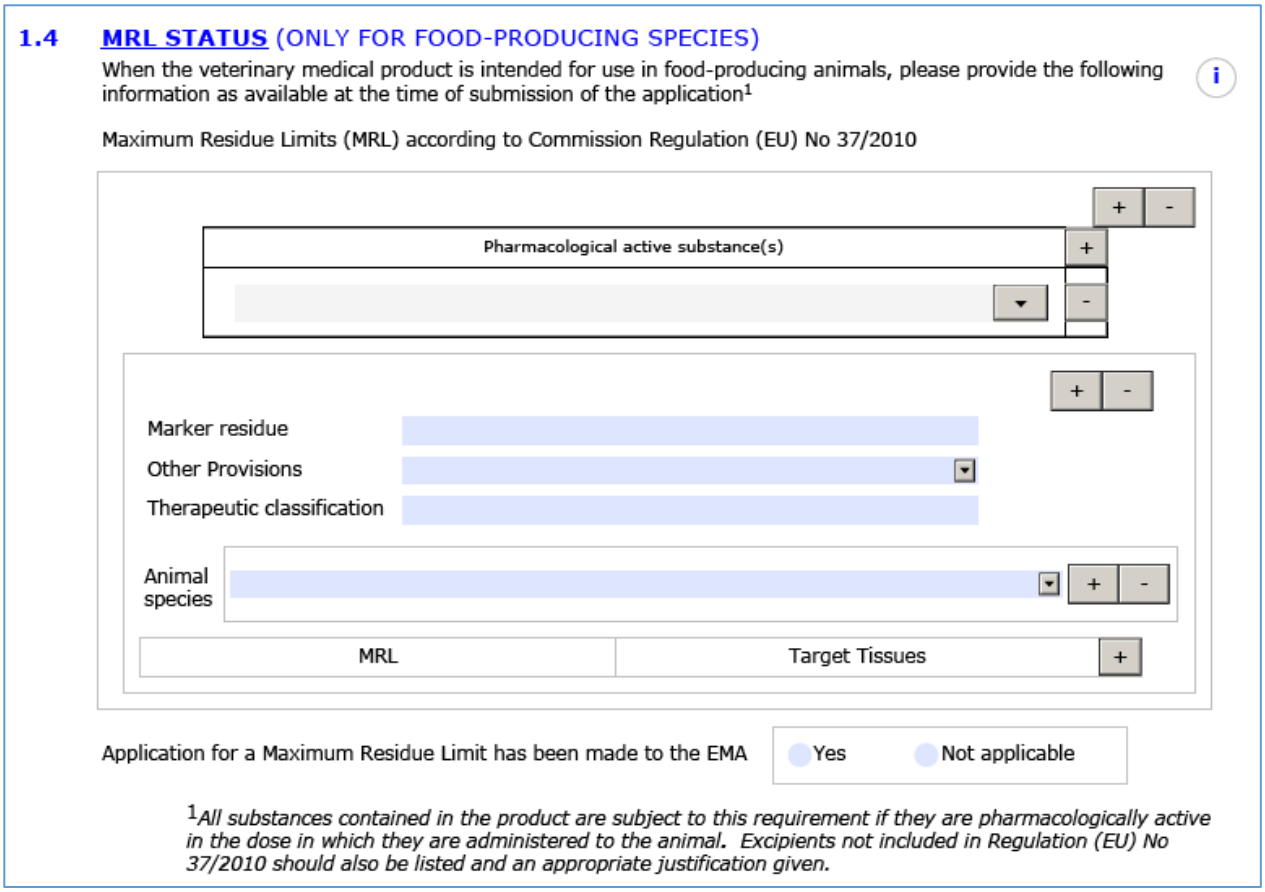
1.2. Is this an application for a change to your existing marketing authorisation leading to an extension as referred to in Annex II of Regulations (EC) NO 1084/2003 or 1085/2003, or any national legislation, where applicable?

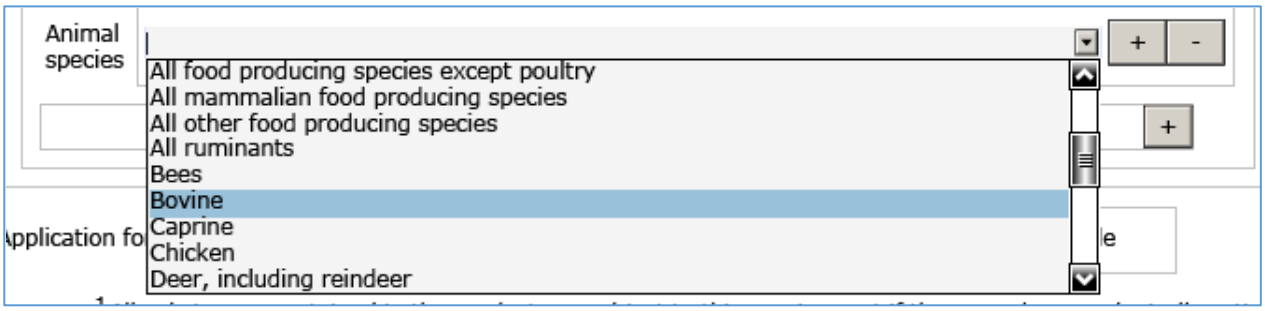
There is no specific technical information to be considered.

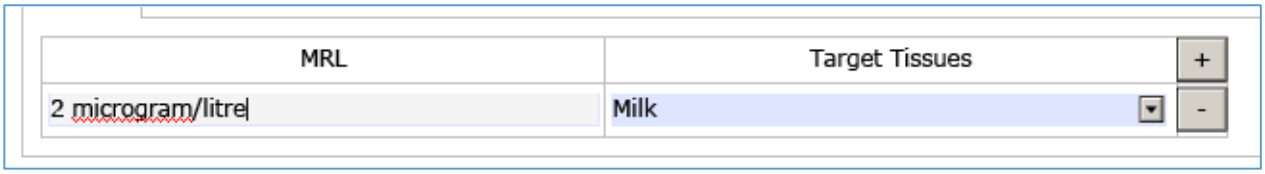
1.3. This application is submitted in accordance with the following articles in Directive 2001/82/EC 4

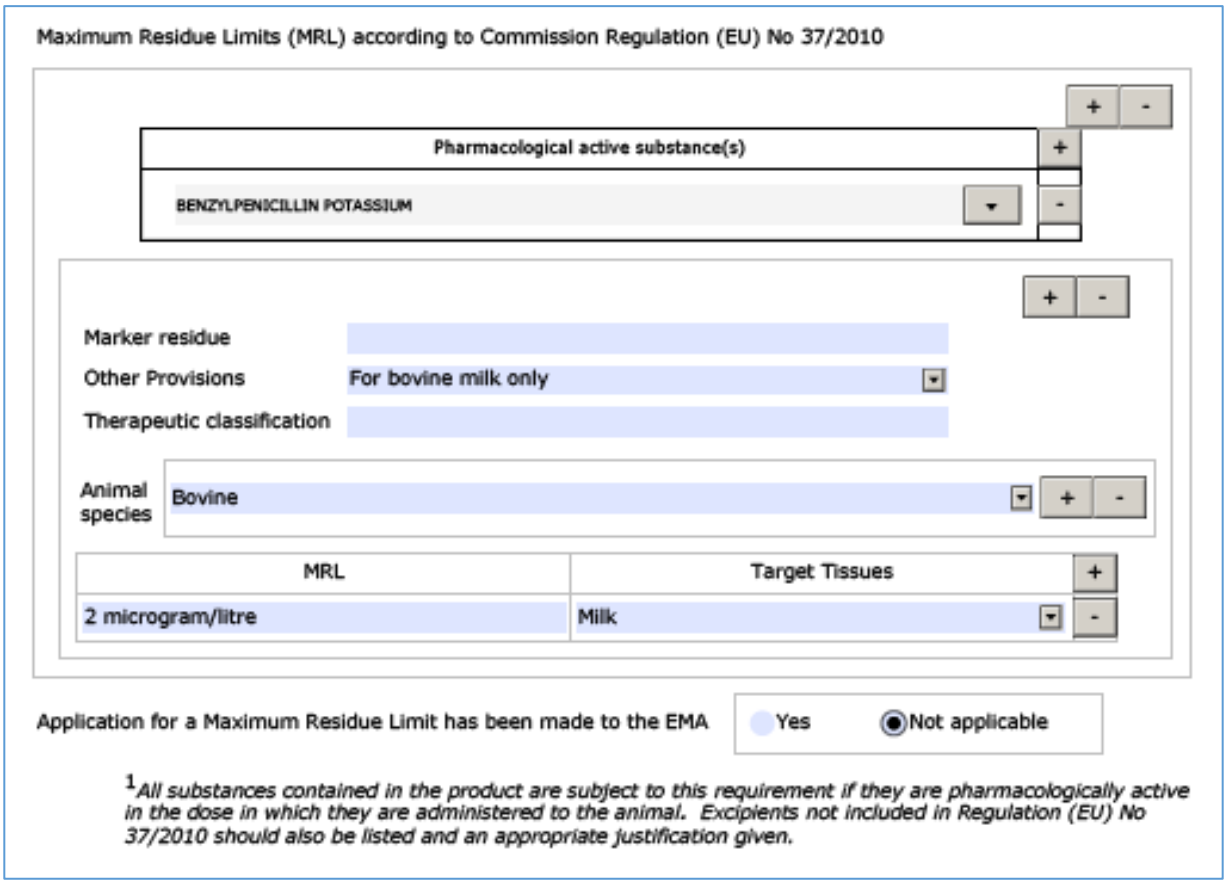
There is no specific technical information to be considered.

1.4. MRL status (only for food-producing species)



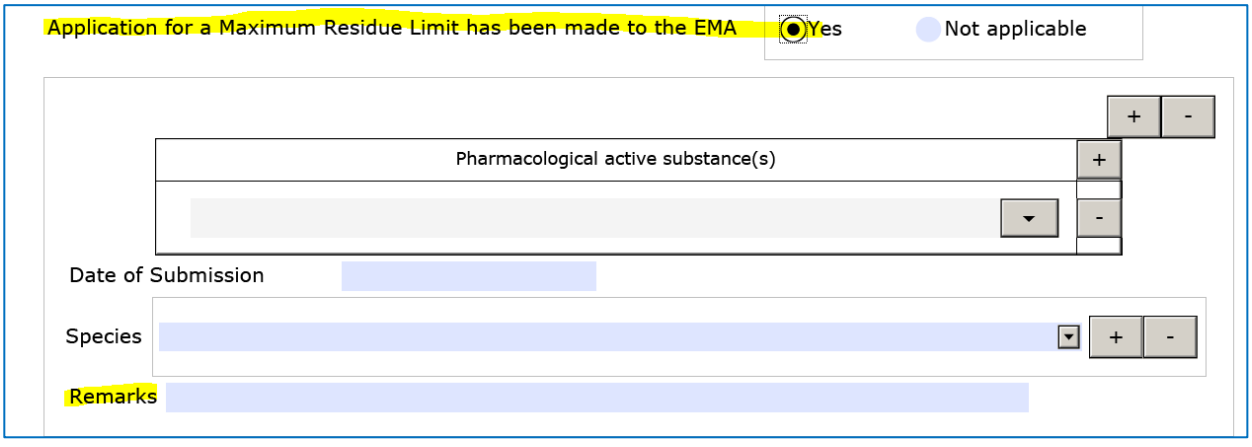






The form requires that excipients not included in Regulation (EU) No 37/2010 should also be listed and an appropriate justification is given. As a workaround the appropriate justification should currently be provided under the "remarks" section. A short justification can be added e.g. "out of scope", "not pharmacologically active" etc.

After validation, no error is indicated, although the values are not entirely correct according to the Commission Regulation (EU) No 37/2010:



1.5. Consideration of this application is also requested under the following article in Directive 2001/82/EC or Regulation (EC) No 726/2004

There is no specific technical information to be considered.

2. MARKETING AUTHORISATION APPLICATION PARTICULARS

2.1. NAME(S) AND ATC VET CODE AND TARGET SPECIES

2.1.1. Proposed (invented) name of the veterinary medicinal product in the European Union / Member State/Iceland/Lichtenstein/ Norway

The information is identical to the one in section “Declaration and signature” and will be populated automatically (see Section 1.1.1).
If the box is ticked like this an Annex 5.18 need to be provided.

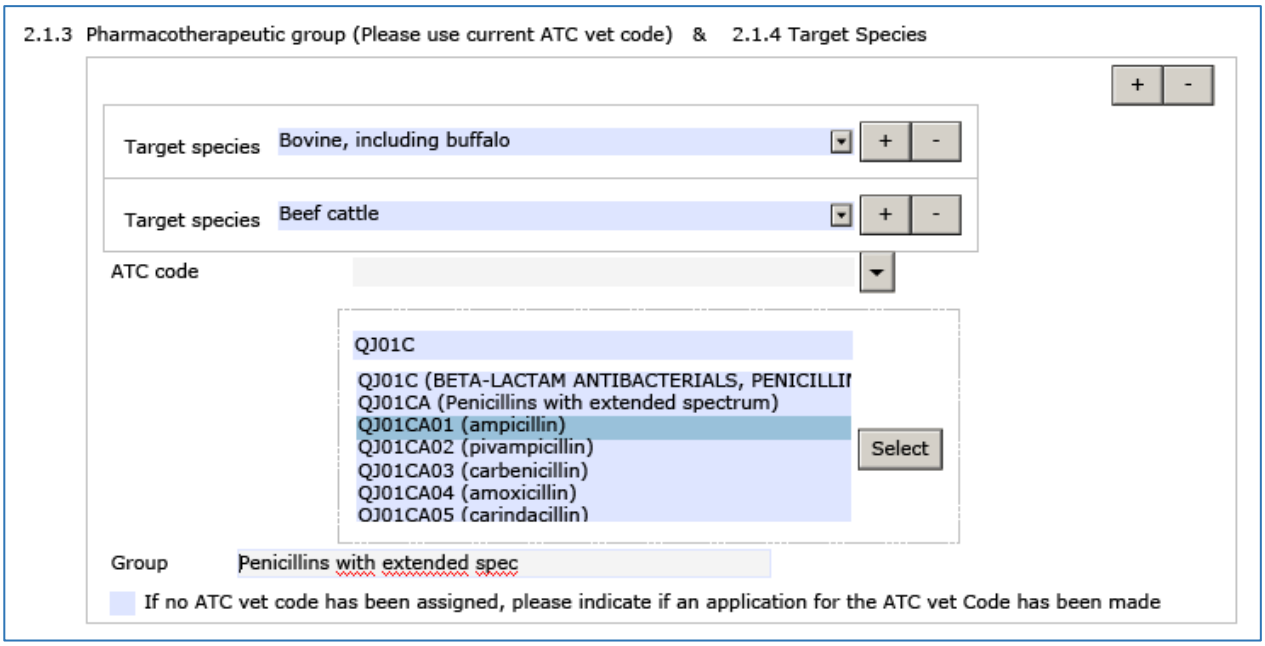
This field appears only in case of MRP or DCP selected in section 1.2 or 1.3. The annex is not integrated into the form but the required list should be added as a separate PDF file to the submission.

2.1.2. Name of the active substance(s)

The declaration of the active substance will be populated automatically if the button in section 1 has been pressed.

2.1.3. Pharmacotherapeutic group (Please use current ATC vet code) & 2.1.4 Target species

The most complete code corresponding to the claimed therapeutic use of the product should be given. Consequently, this section should be duplicated where needed.
The two fields “ATC Code” (the specific vet terms should be selected) and “Group” are linked and should be both completed. It is recommended to key in the third or fourth level description.



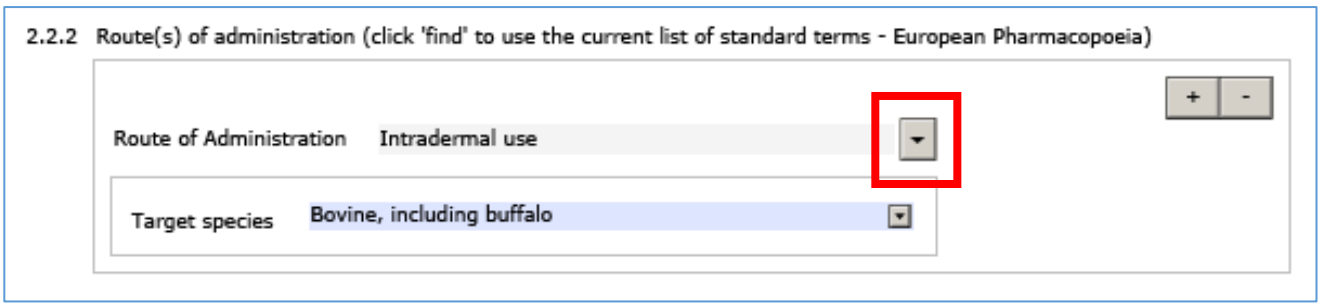
Note: It may happen that the description of the third or fourth level of the ATC vet code is too long to be included completely.

2.2. STRENGTH, PHARMACEUTICAL FORM, ROUTE OF ADMINISTRATION, CONTAINER AND PACK SIZES

2.2.1. Strength and pharmaceutical form (use current list of standard terms – European Pharmacopeia)

For details refer to the human products application form, please follow the link.

2.2.2. Route(s) of administration (use current list of standard terms - European Pharmacopoeia)

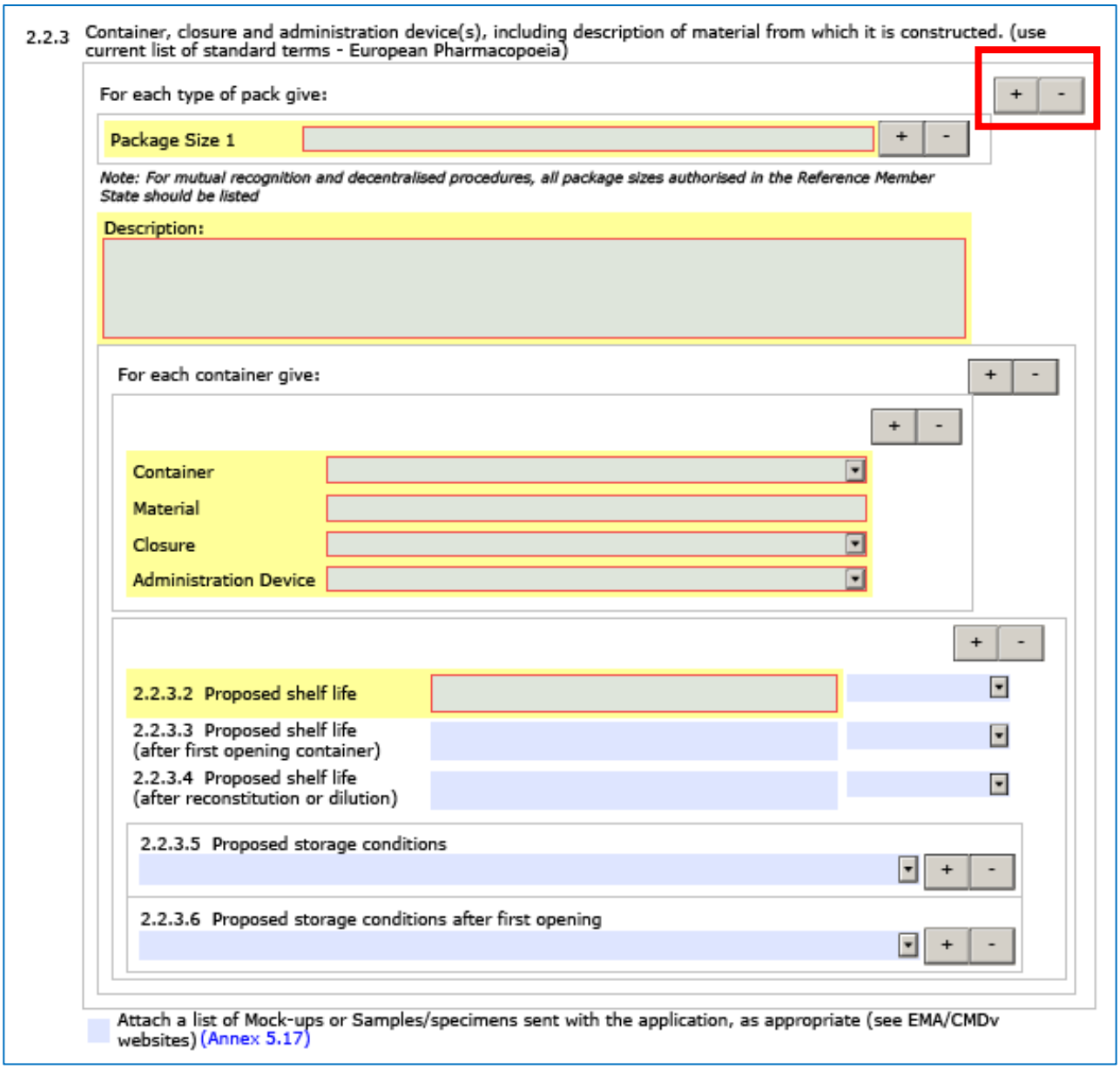


Dropdown field to select (“Click arrow button”)
The dropdown includes the current list of standard terms included in the “List of Standard Terms for pharmaceutical dosage forms, routes of administration and containers” published by the EDQM.

The routes field is repeatable, where needed, with +/- buttons: + -

Complete the section by selecting the target species again.

2.2.3. Container, closure and administration device(s), including description of material from which it is constructed. (use current list of standard terms - European Pharmacopoeia)



You have to provide details for each of the pack sizes planned to be marketed. The package sizes fields are repeatable, where needed, with +/- buttons: + - as indicated in the figure above.

In this figure the coloured fields indicate the mandatory section to be filled at a minimum. The colour appears after pressing the validate form button at the end of the form.

2.3. LEGAL STATUS

There is no specific technical information to be considered.

2.4. MARKETING AUTHORISATION HOLDER / CONTACT PERSONS / COMPANY

For details refer to the human products application form, please follow the link.

2.5. MANUFACTURERS

For details refer to the human products application form, please follow the link.

2.6. QUANTITATIVE AND QUALITATIVE COMPOSITION

2.6.1. Qualitative and Quantitative composition in terms of the active substance(s) and the excipient(s)

For details refer to the human products application form, please follow the e link.

2.6.2. List of materials of animal and/or human origin contained or used in the manufacturing process of the medicinal product?

There is no specific technical information to be considered.

2.6.3. Does the veterinary medicinal product contain or consist of Genetically Modified Organisms (GMOs) within the meaning of Directive 2001/18/EC?

There is no specific technical information to be considered.

3. SCIENTIFIC ADVICE

3.1. Was there formal scientific advice(s) given by CVMP for this veterinary medicinal product?

There is no specific technical information to be considered.

3.2. Was a scientific recommendation(s) given by Member State(s) for this veterinary medicinal product?

These sections may be replicated where needed.

4. OTHER MARKETING AUTHORISATION APPLICATIONS

There is no specific technical information to be considered.

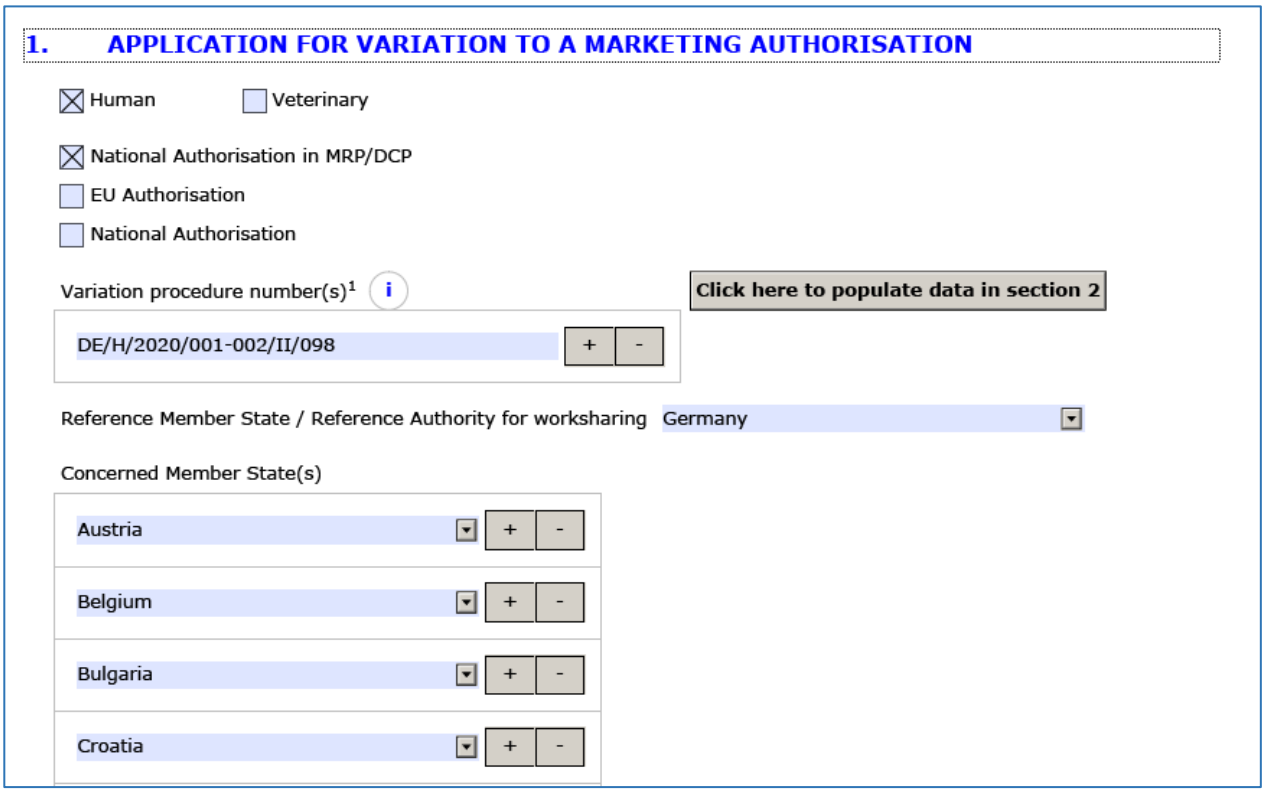
5. ANNEXED DOCUMENTS (where appropriate)

There is no specific technical information to be considered.

VARIATION FORM

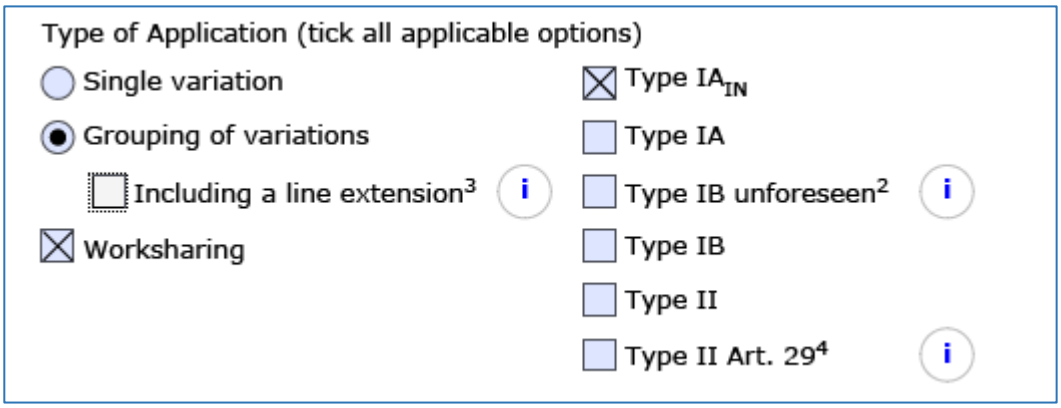
On the following pages technical information in regard to the variation form is provided.

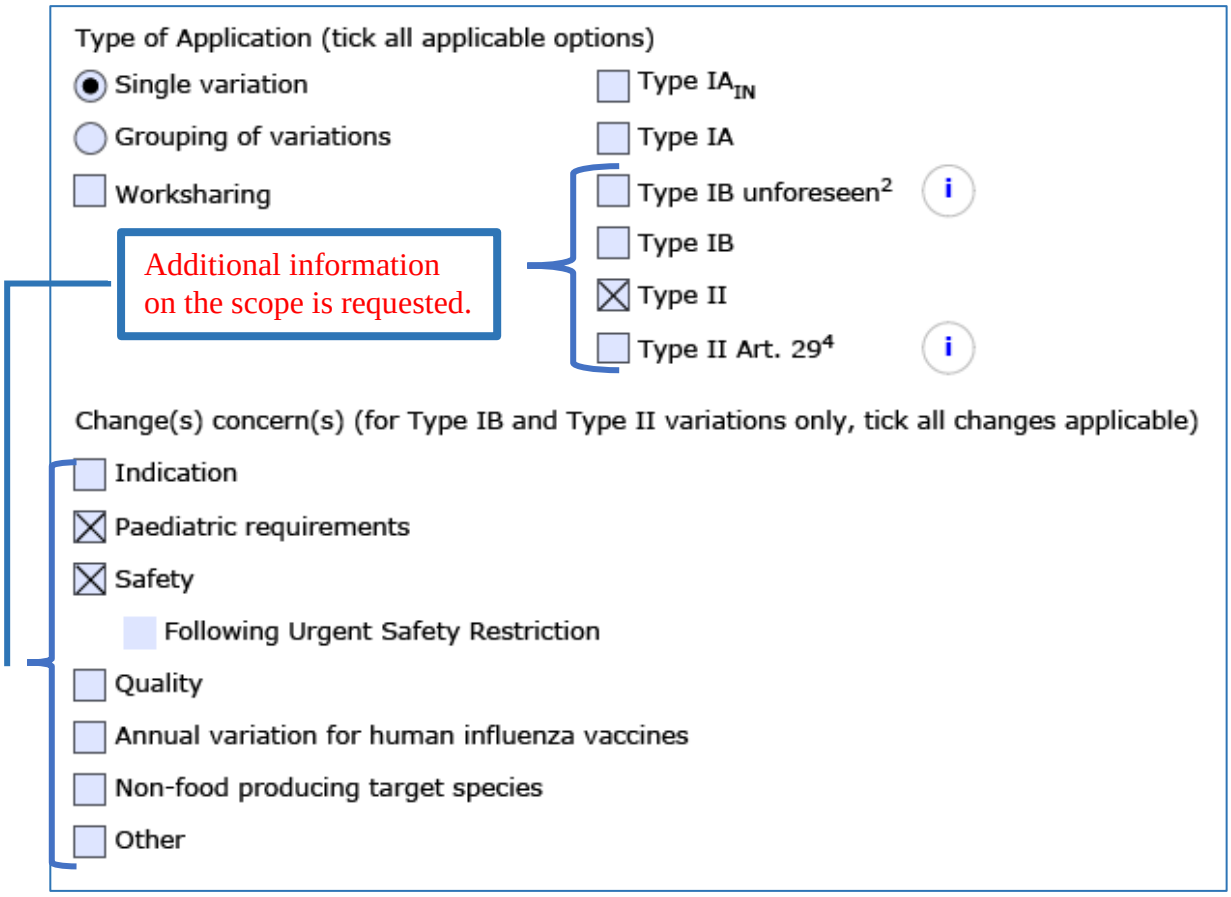
1. APPLICATION FOR VARIATION TO A MARKETING AUTHORISATION



Details of the procedure number and involved Member States depend from the type of procedure. In case of variations to a national authorisation in MRP/DCP select the Reference Member State. In the list below all Member States or the EMA can be selected except the same Member States as already selected in the role of RMS.

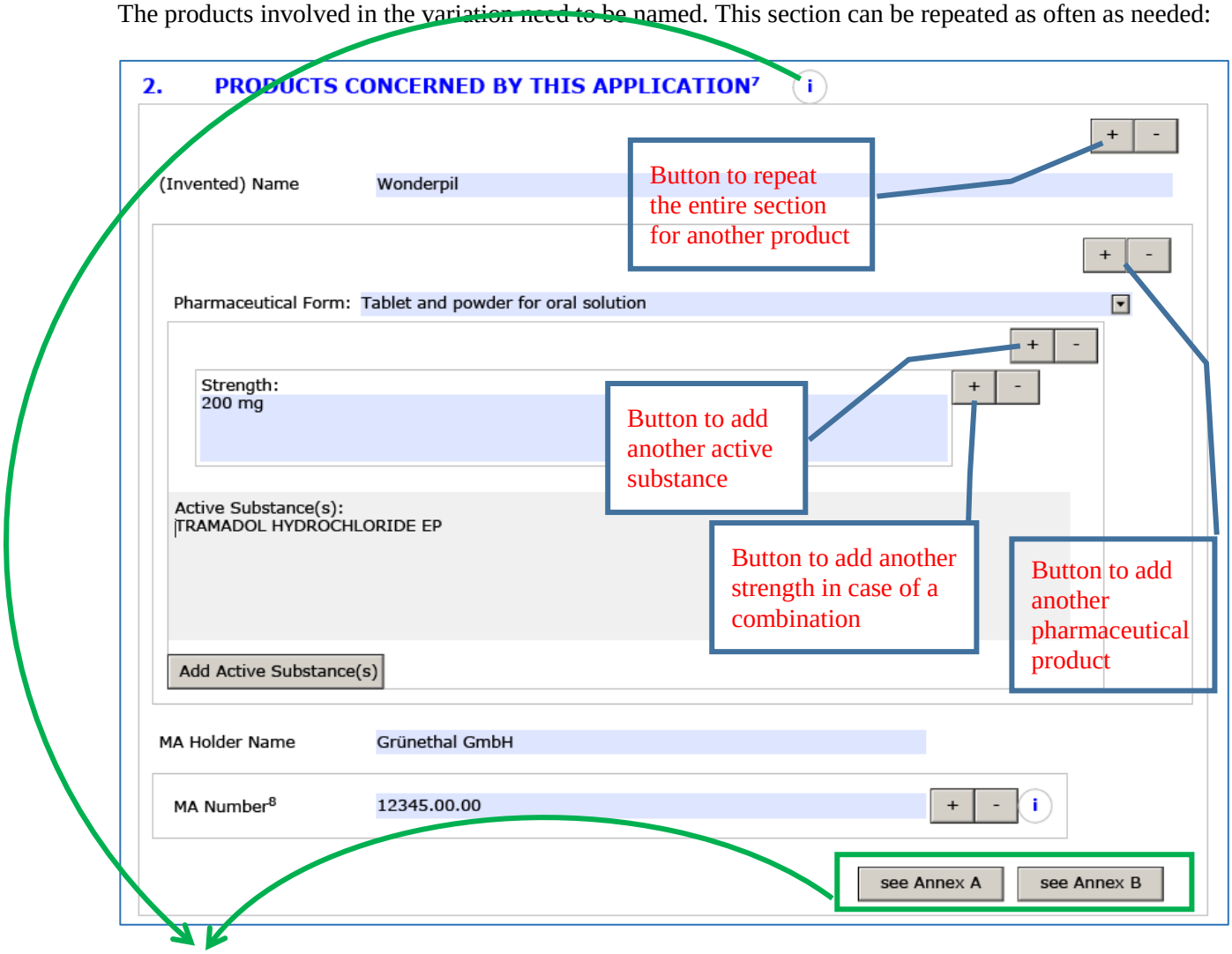
The type of variation must be selected next. In case of variations other than IA/IA_{IN} additional information about the scope of the variation should be indicated.




Type of Application (tick all applicable options)
Single variation
Grouping of variations
Worksharing
Type IA IN
Type IA
Type IB unforeseen2
Type IB
Type II
Type II Art. 294
Additional information on the scope is requested.
Change(s) concern(s) (for Type IB and Type II variations only, tick all changes applicable)
Indication
Paediatric requirements
Safety
Following Urgent Safety Restriction
Quality
Annual variation for human influenza vaccines
Non-food producing target species
Other

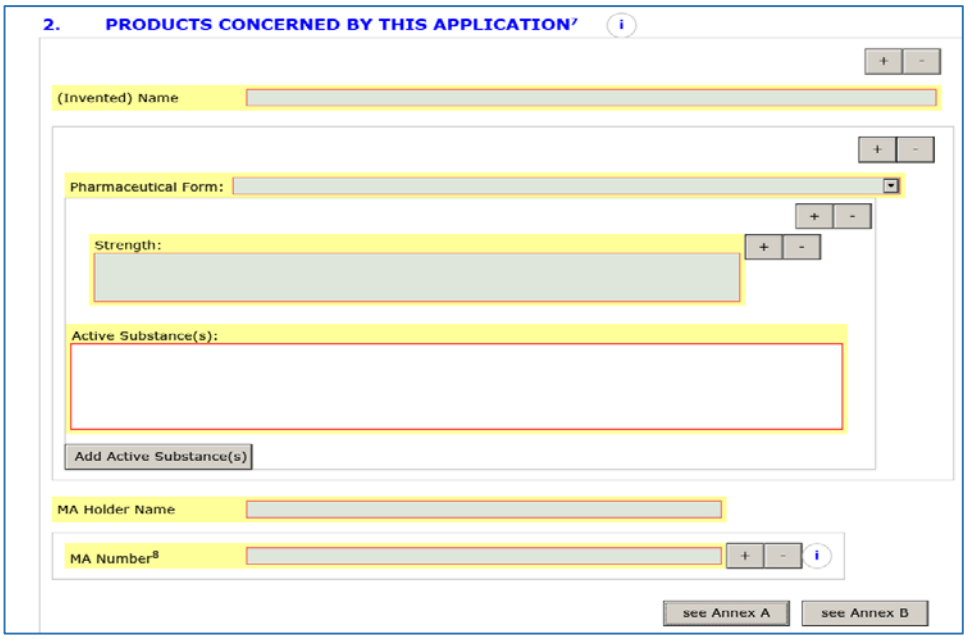
2. PRODUCTS CONCERNED BY THIS APPLICATION

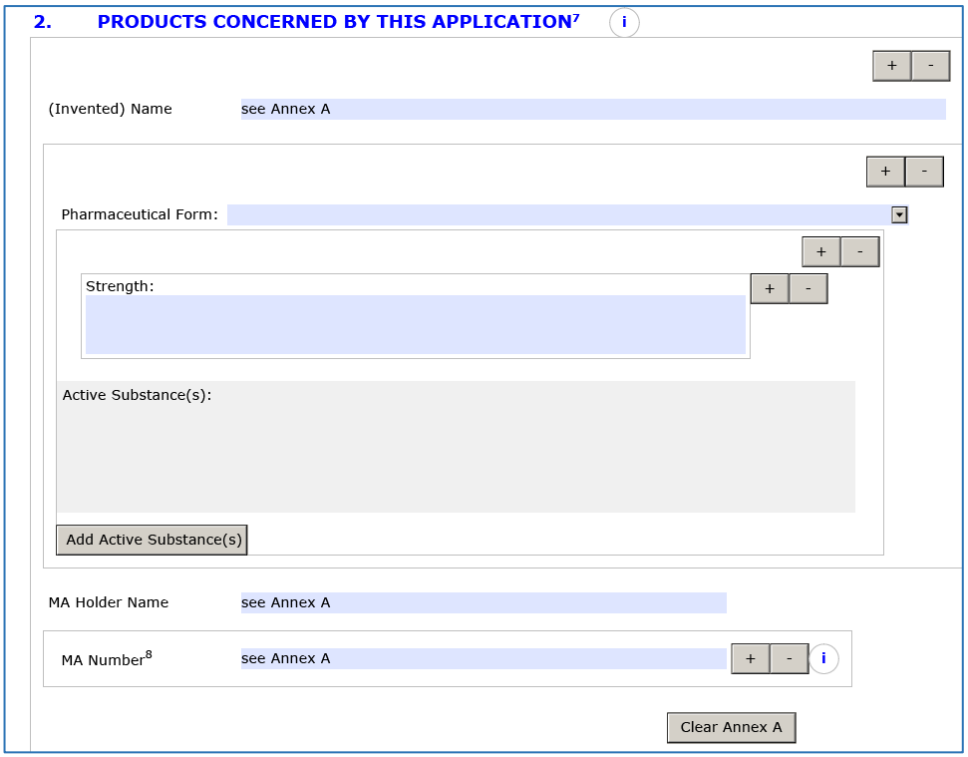
The products involved in the variation need to be named. This section can be repeated as often as needed:



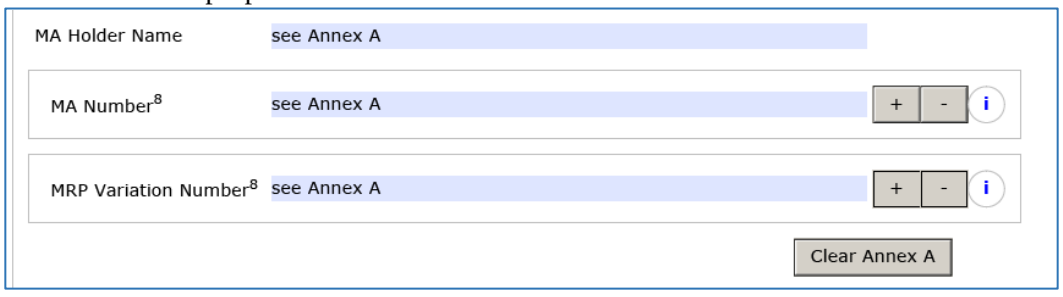
Sometimes the list of products concerned by the application is very extensive and it is easier to provide the information using an Annex. The variation eAF has 2 buttons called 'see Annex A/see Annex B' that can be used to indicate that the detailed information is provided in an annex. These buttons are not links and they don't automatically create or attach an Annex to the form. Clicking either of the buttons will simply add text 'See Annex A/B' in the relevant fields to indicate for the receiving authority that a separate Annex has been added to the application form and is available in the same folder (CTD folder 1.2 or VNeeS folder 1a-admin-info) where the application form can be found and they also remove the 'validation error' (yellow highlight) from the section and from fields that use controlled terminology where it is not otherwise possible to indicate use of annex..

[7] If this list is very extensive (more than 20 products) it may be added as annex to the application form. For products authorised via the Centralised Procedure, the Annex A of the product(s) concerned should be provided as an Annex to the application form. For worksharing procedures submitted to the EMA, which include nationally authorised products, relevant product and Member State details should be provided as an Annex B to the application form (Using the *template on the EMA website*). For MRP/DCP procedures, "list of concerned products" can be provided as Annex to the application form.





Note: If your application concerns MRP/DCP products an Annex called 'List of concerned products' can be provided for the same purpose and either button can be used to indicate that annex is used.



3. TYPE(S) of CHANGE(S)

You have to confirm that all relevant pages from the Guideline will be added as well as the relevant documentation by ticking the check box:

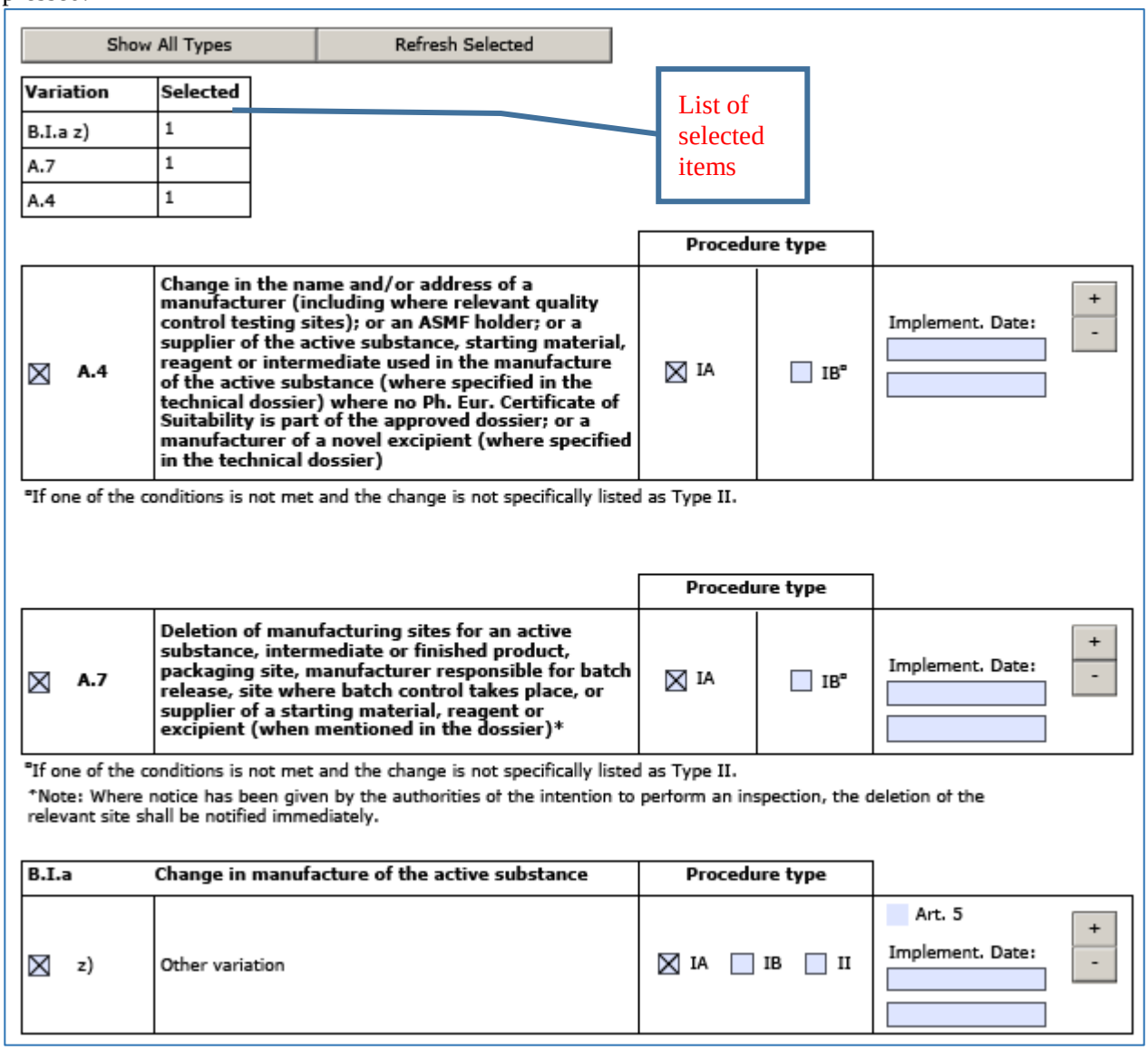
☒ Copy of the relevant page(s) from the Guideline for this/these change(s) is attached and the relevant boxes for conditions and documentation (both for Type IA and Type IB) are ticked.

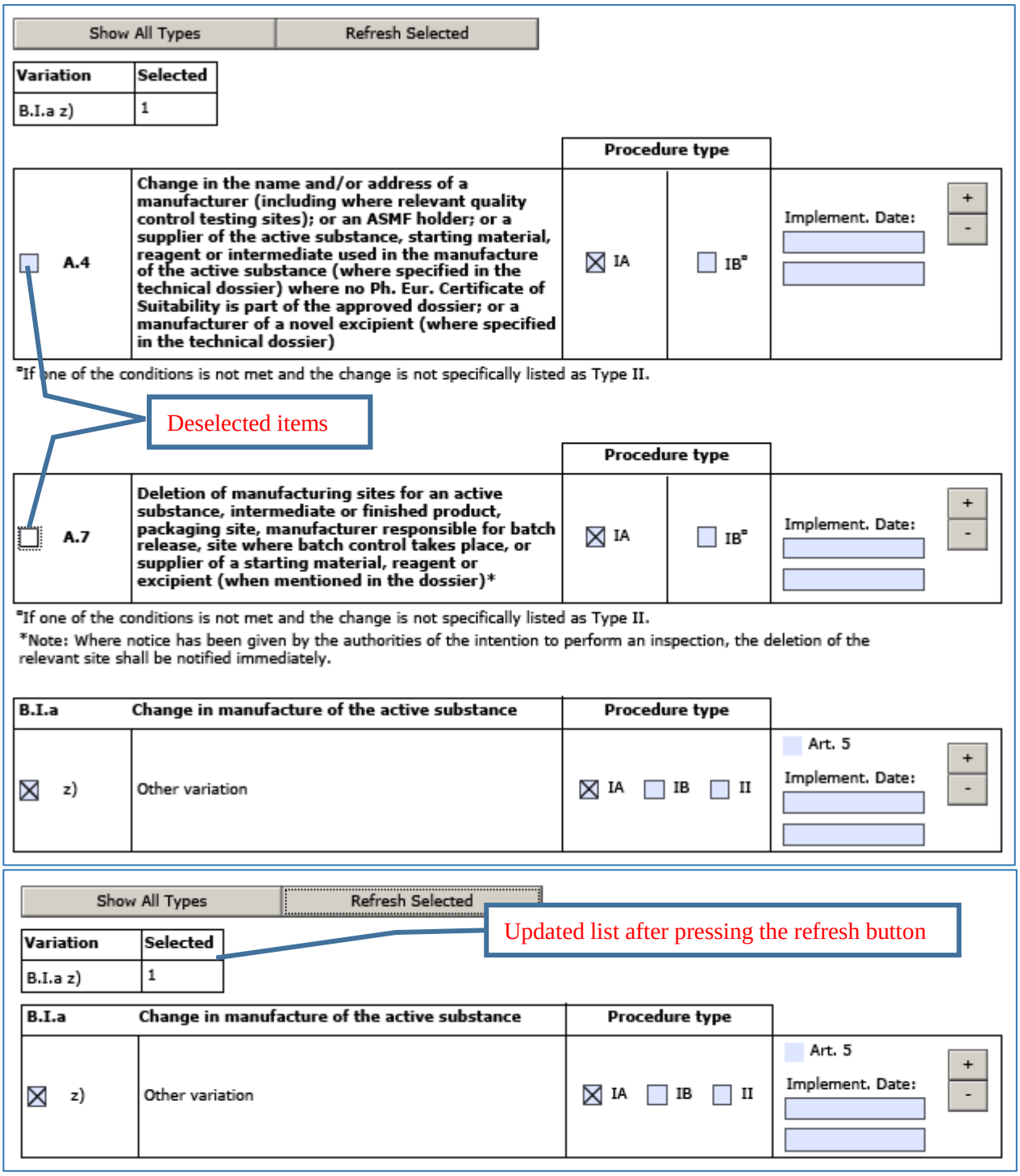
:

As a next step you have to select the changes you want to submit: The full list of variation items according to EU Commission Guidelines will be presented by pressing Show All Types

Once you have made your selection you can close the list /collapse the list to show only the selected items by pressing Show Only Selected / Collapse All at the end of the list.

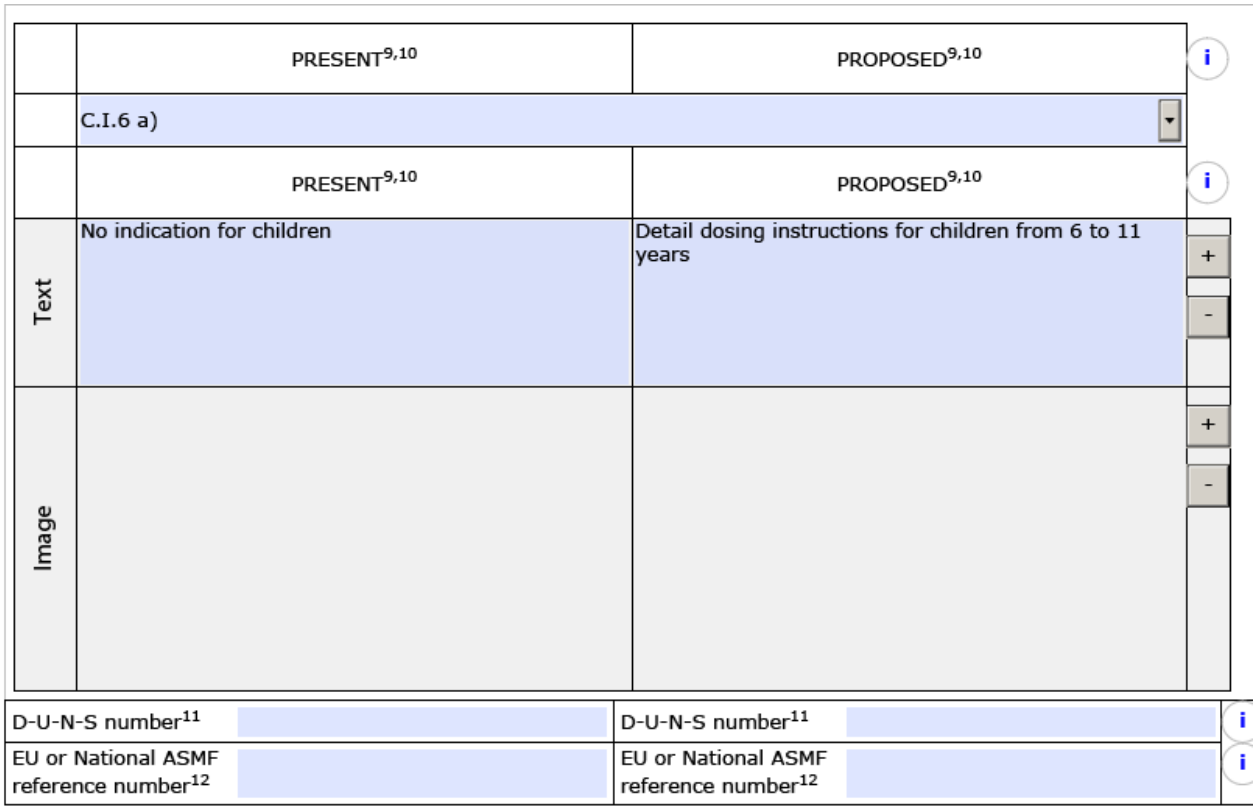
You may control the selection and adjust it. To correct the list the button “Refresh Selected” can be pressed.





Depending from the items you have to complete the following table to describe the present and proposed wording in the PL or SmPC or any brief description of the changes or DUNS number of involved manufacturer or ASMF reference number. Due to the anticipated complexity this is not needed in case of worksharing or grouping procedures affecting more than one product.

For the absence of the possibility to add a "z" variation in some categories of variations, the following temporary workaround is provided:
Type the scope in the field called ‘Precise scope and background for change’. The lack of the z-scopes is the reason why it is not currently mandatory to select a scope from the list. Once all the z-scopes have been included, it will become mandatory to select at least one scope from the list.

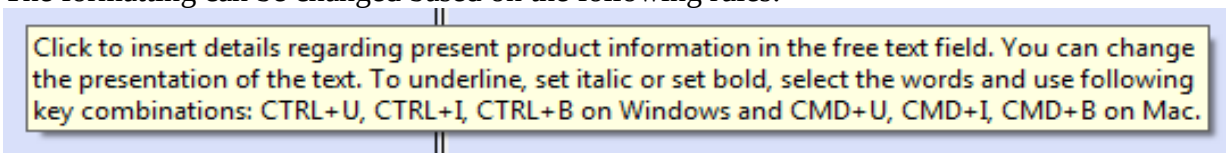


	PRESENT[9,10]	PROPOSED[9,10]
	C.I.6 a)	
	PRESENT[9,10]	PROPOSED[9,10]
Text	No indication for children	Detail dosing instructions for children from 6 to 11 years
Image		

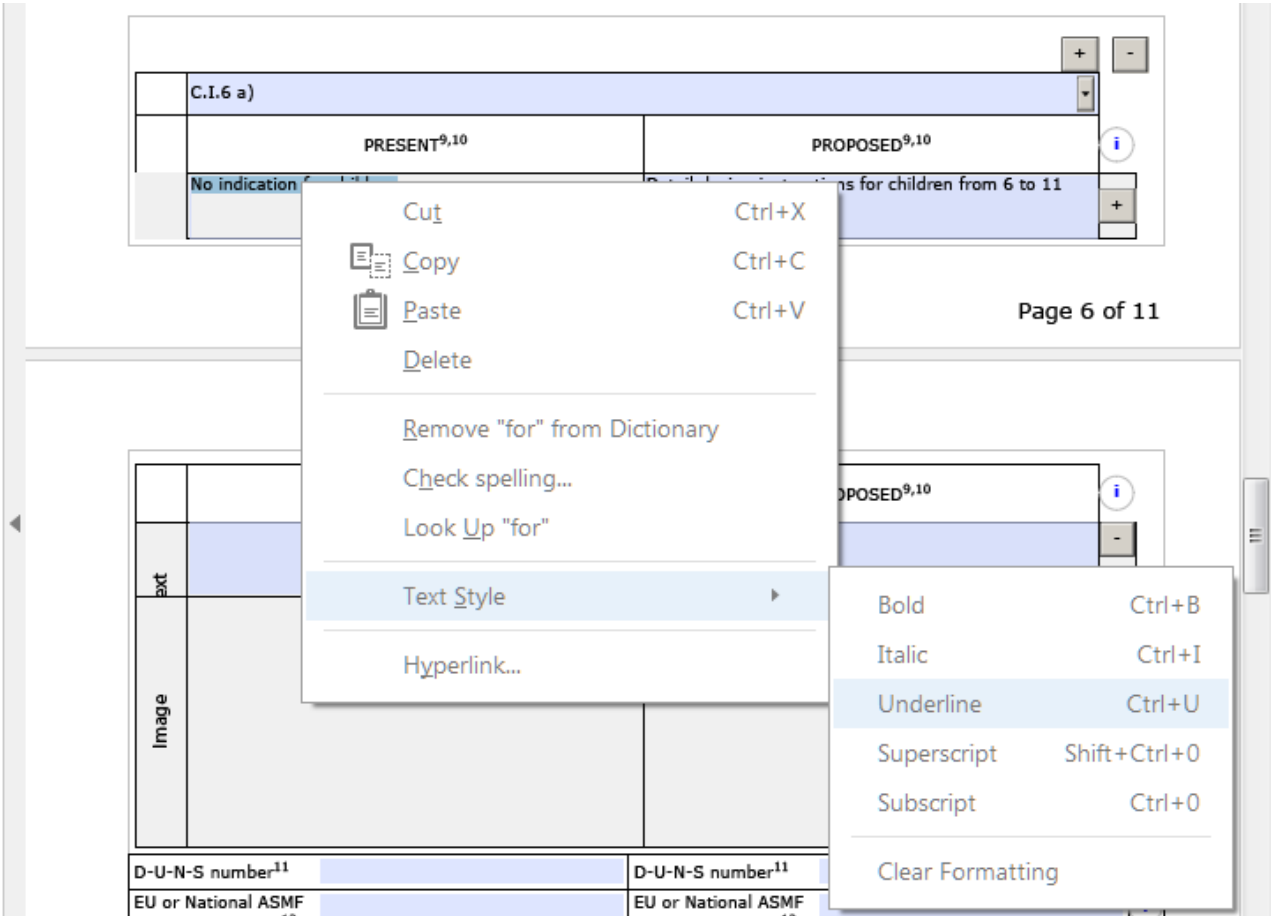
D-U-N-S number[11]		D-U-N-S number[11]	
EU or National ASMF reference number[12]		EU or National ASMF reference number[12]	

It is possible to include **formatted text**, but only in the present and proposed text fields of this form. All other free text fields in the forms allow only plain text. A track-changes functionality is currently not available in interactive Acrobat forms.

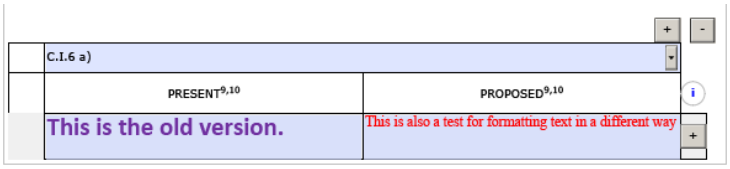
The formatting can be changed based on the following rules:



Using the right mouse button, you can select “Text style” providing the same options:



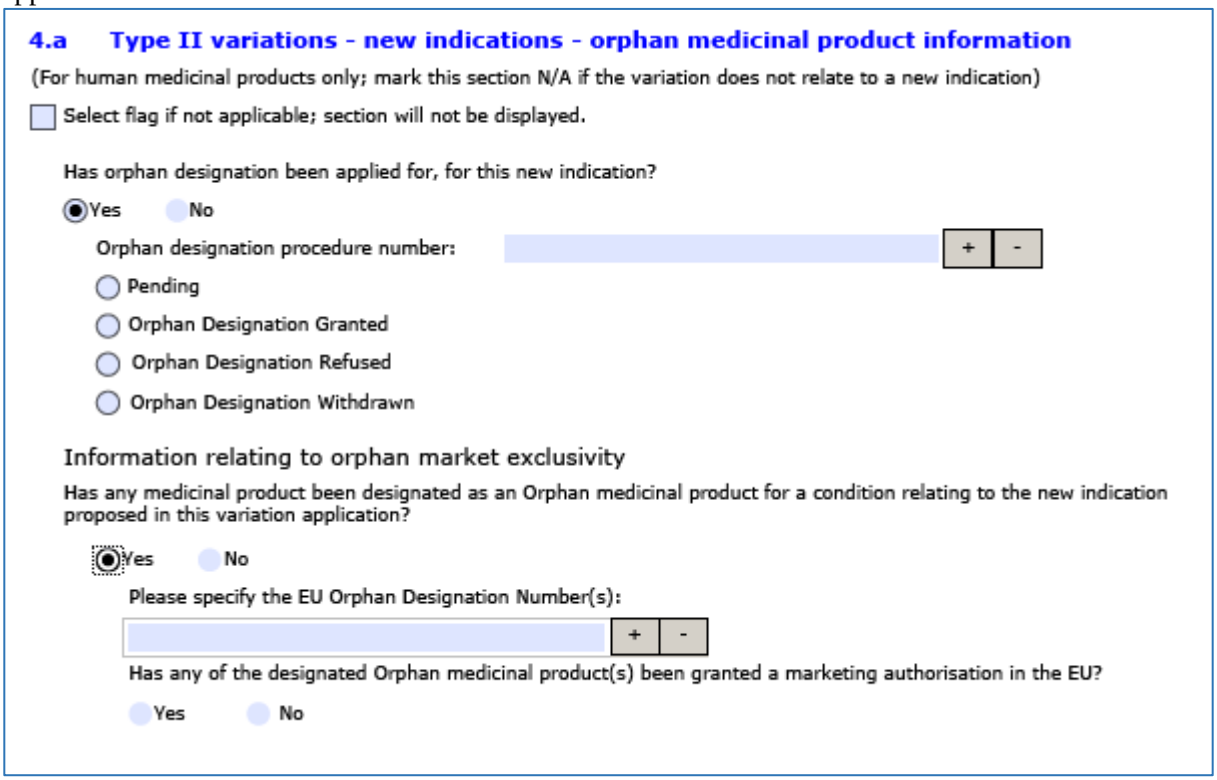
Alternatively rich text (formatted) can be used by editing the text in word or outlook in rtf format and copy pasting the formatted text in to the present and proposed fields.



Complex table as part of the present and proposed section in the variation eAF cannot be included. Where a table is needed in the present and proposed section of the eAF you are able to include the information in separate annex included in folder 1.2 of the eCTD structure for Human applications or in the "1a-admin-info" folder of the VNeeS structure for Veterinary applications. The annex should be attached as a separate PDF document, clearly named (for example 'ema-form-annex-presentandproposed') in the folder 1.2 or folder "1a-admin-info" for VNeeS submissions.
Text such as 'See Annex Present and Proposed' should be entered into the mandatory present and proposed fields of the eAF.

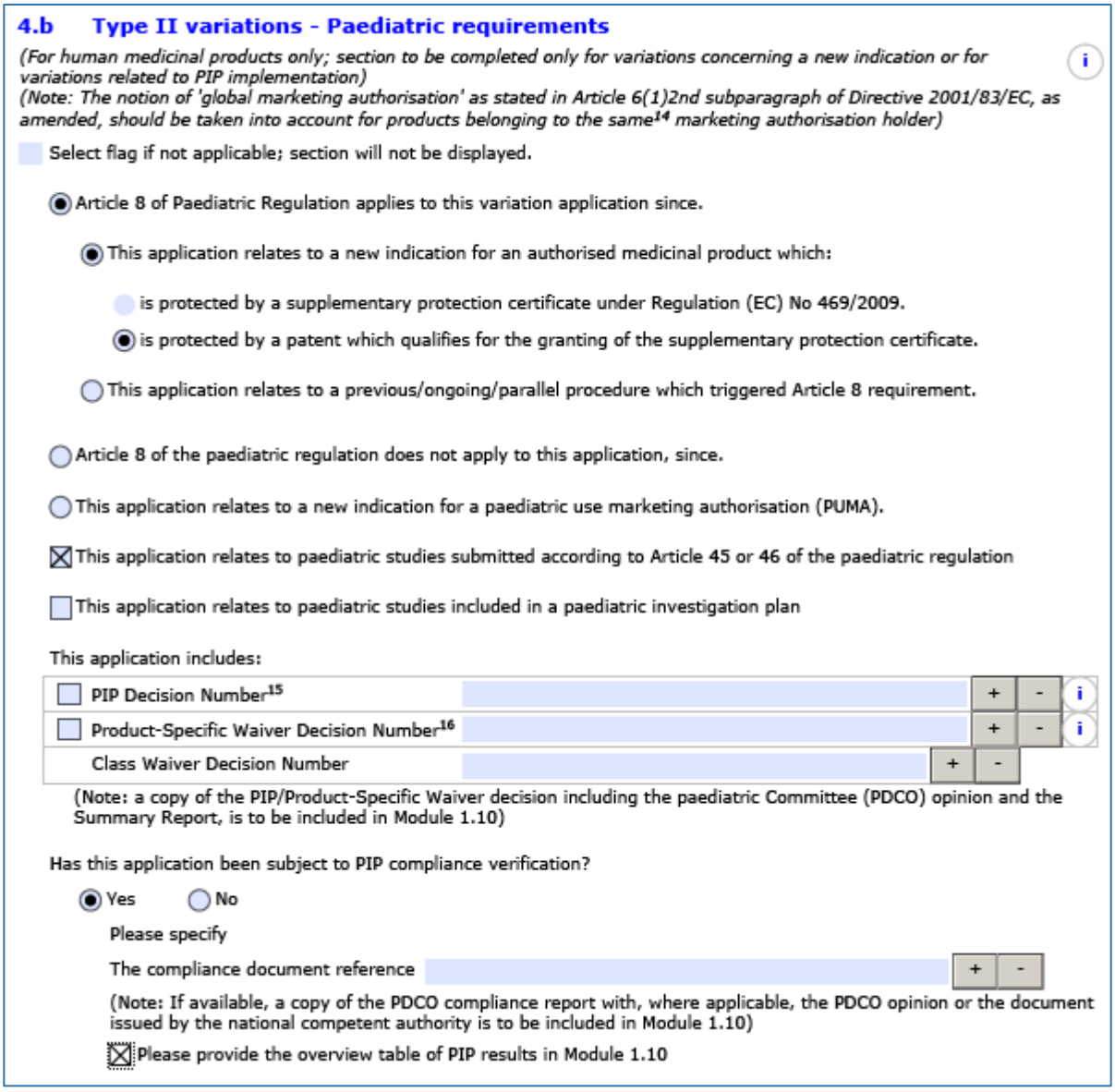
4a Type II variations – new indications – orphan medicinal product information

This section will only appear if variation type II has been selected. The section can be flagged out, if not applicable



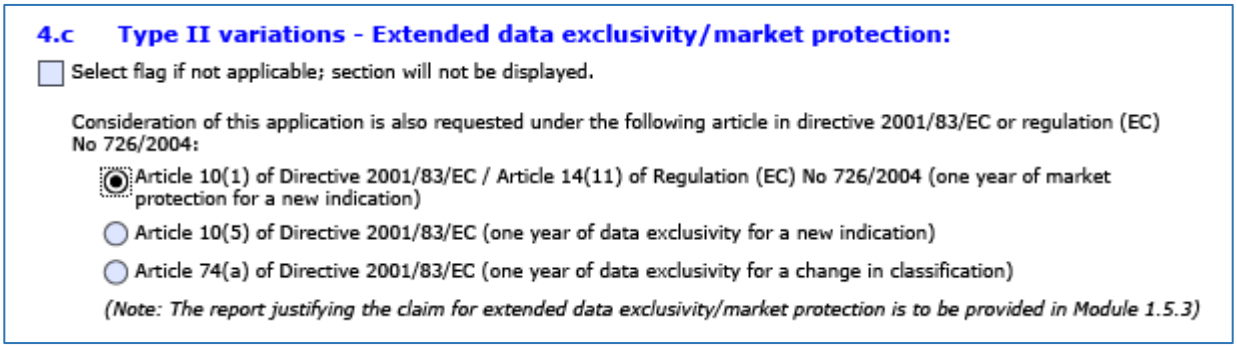
4b Type II variations – Paediatric Requirements

This section will only appear if variation type II has been selected. The section can be flagged out, if not applicable

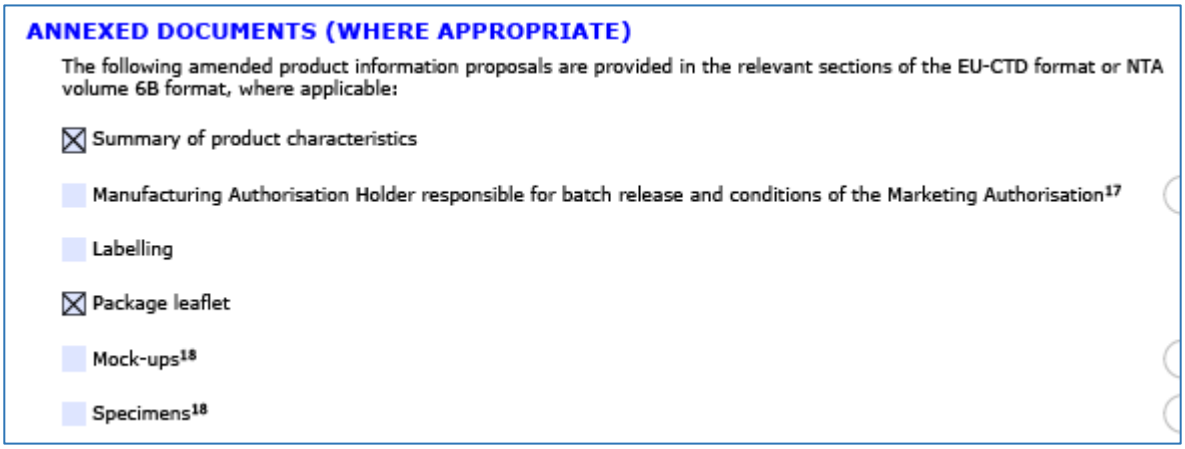


4c Type II variations – Extended data exclusivity/market protection

This section will only appear if variation type II has been selected. The section can be flagged out, if not applicable



ANNEXED DOCUMENTS (WHERE APPROPRIATE)



DECLARATION OF THE APPLICANT

SIGNATURE

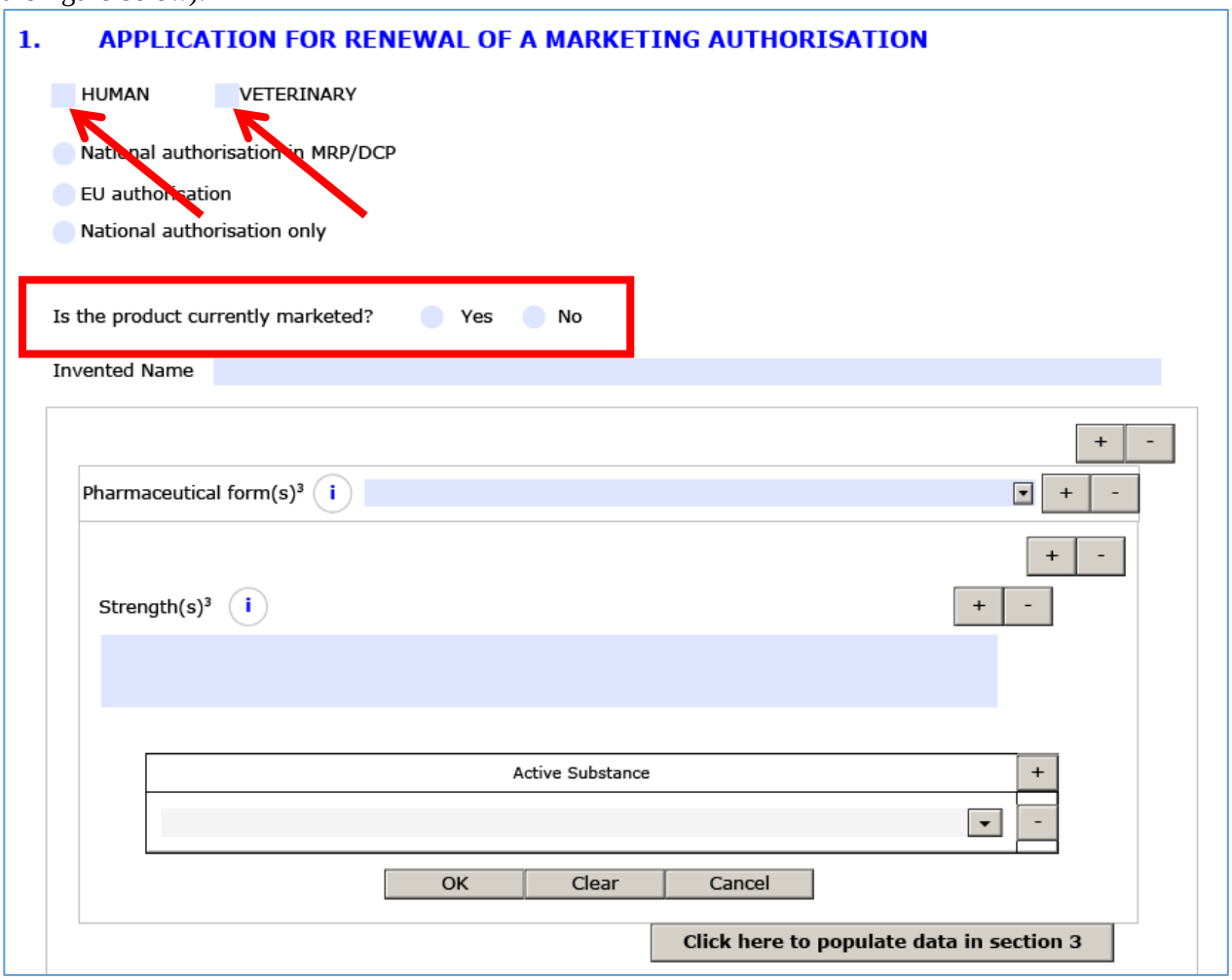
This section need to be completed in the same way as in other forms. You may refer to the respective section above.

RENEWAL FORM

On the following pages technical information in regard to the renewal form is provided.

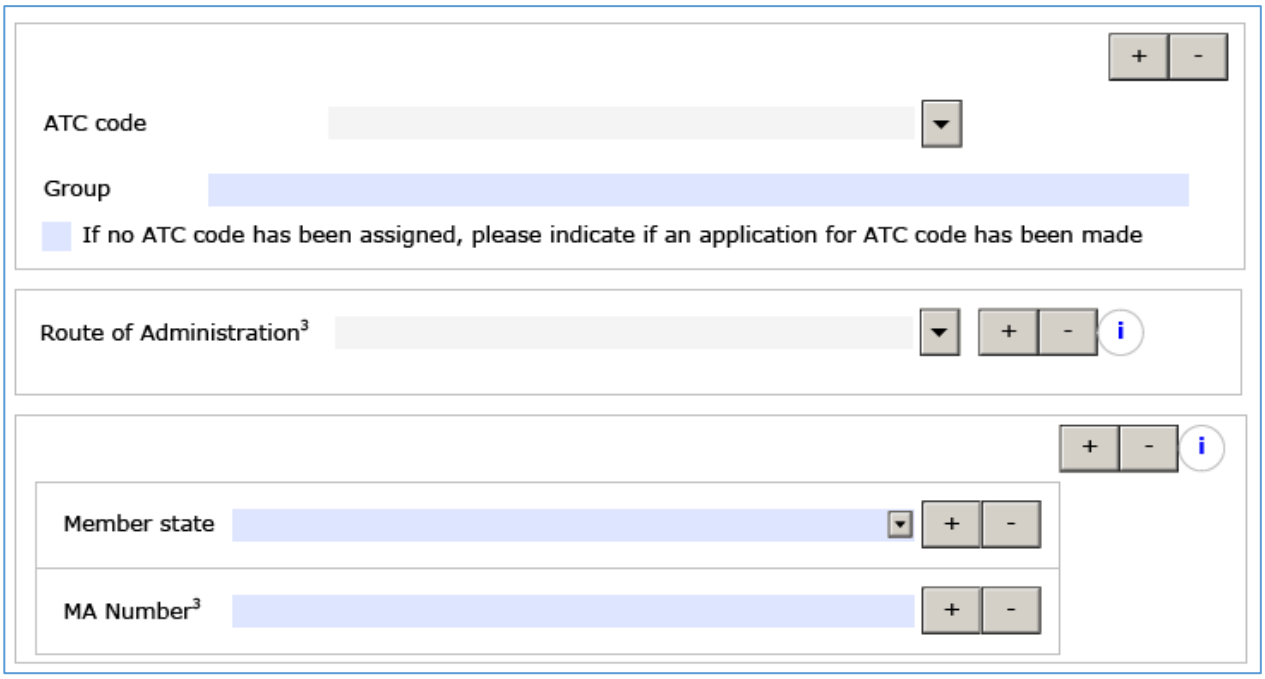
1. APPLICATION FORM FOR RENEWAL OF A MARKETING AUTHORISATION

This form is applicable to both domains and you have to make a selection at first (indicated with arrows in the figure below):

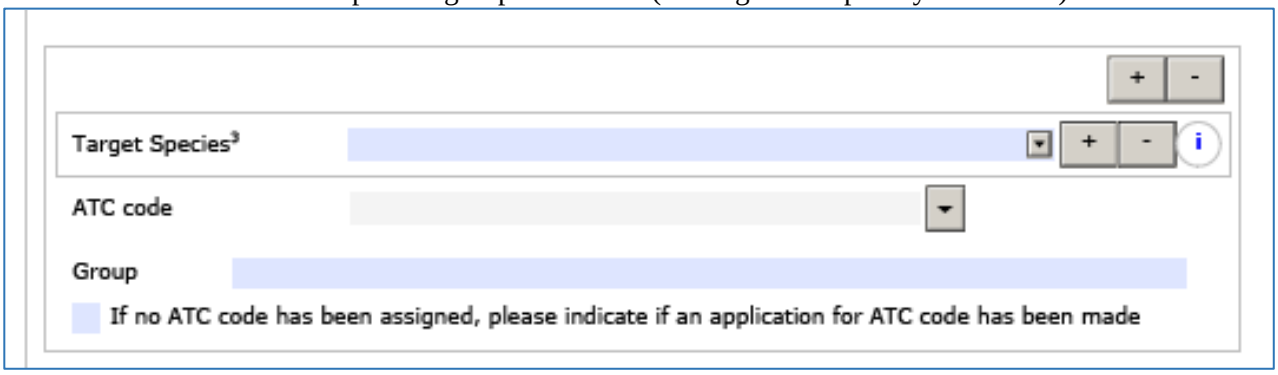


Another difference to the previous form is the indication whether the product is marketed or not (squared box), but all other details need to be completed as know from the MAA form or the variation form.
Again you have the option to populate the product details in section ”Qualitative and quantitative composition” (section 3.

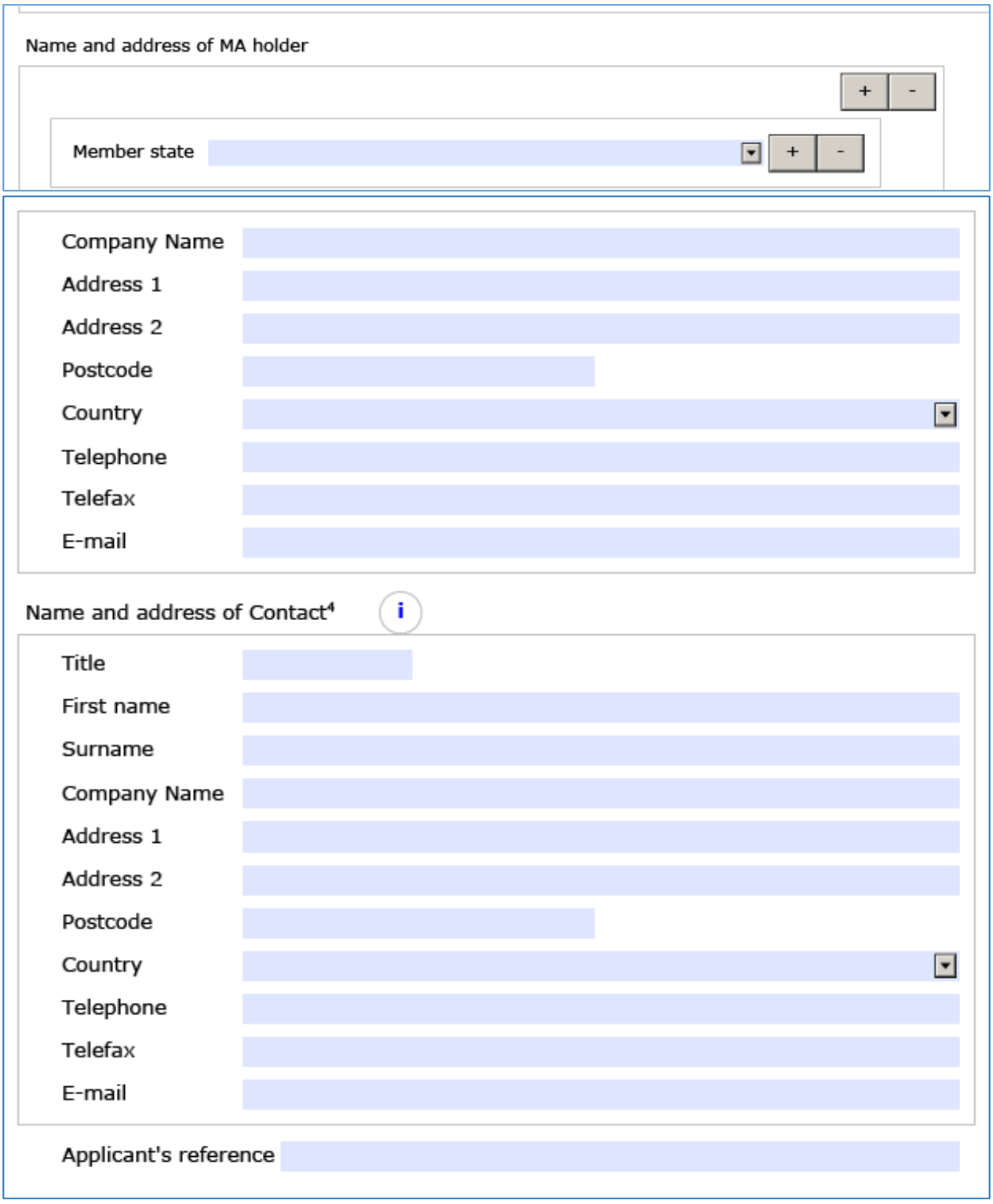
Further product characteristics have to be provided:



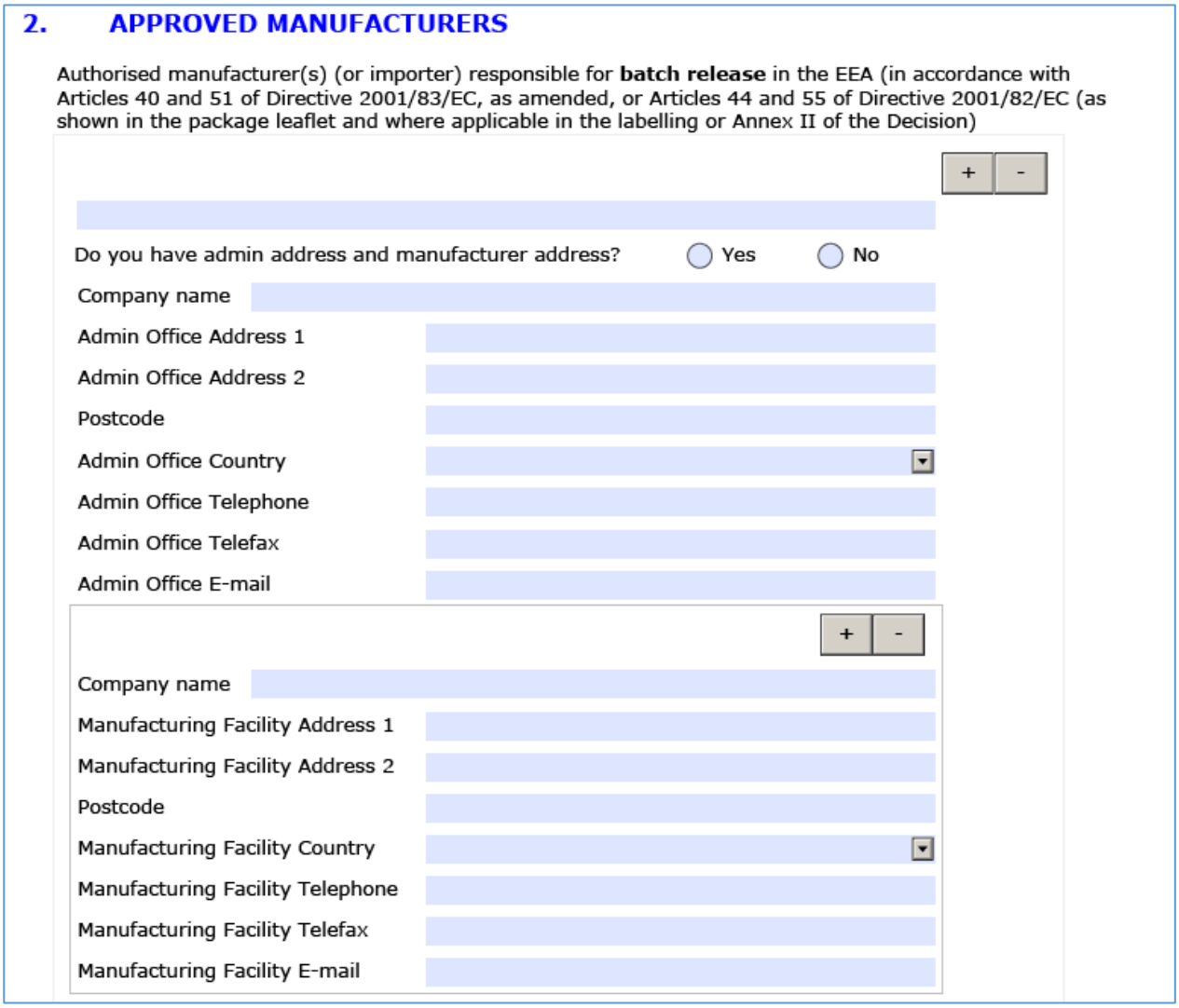
In case of selecting "Veterinary" this section will be adapted to add the target species and it is expected that the ATC vet code and respective group are chosen (although not explicitly mentioned):



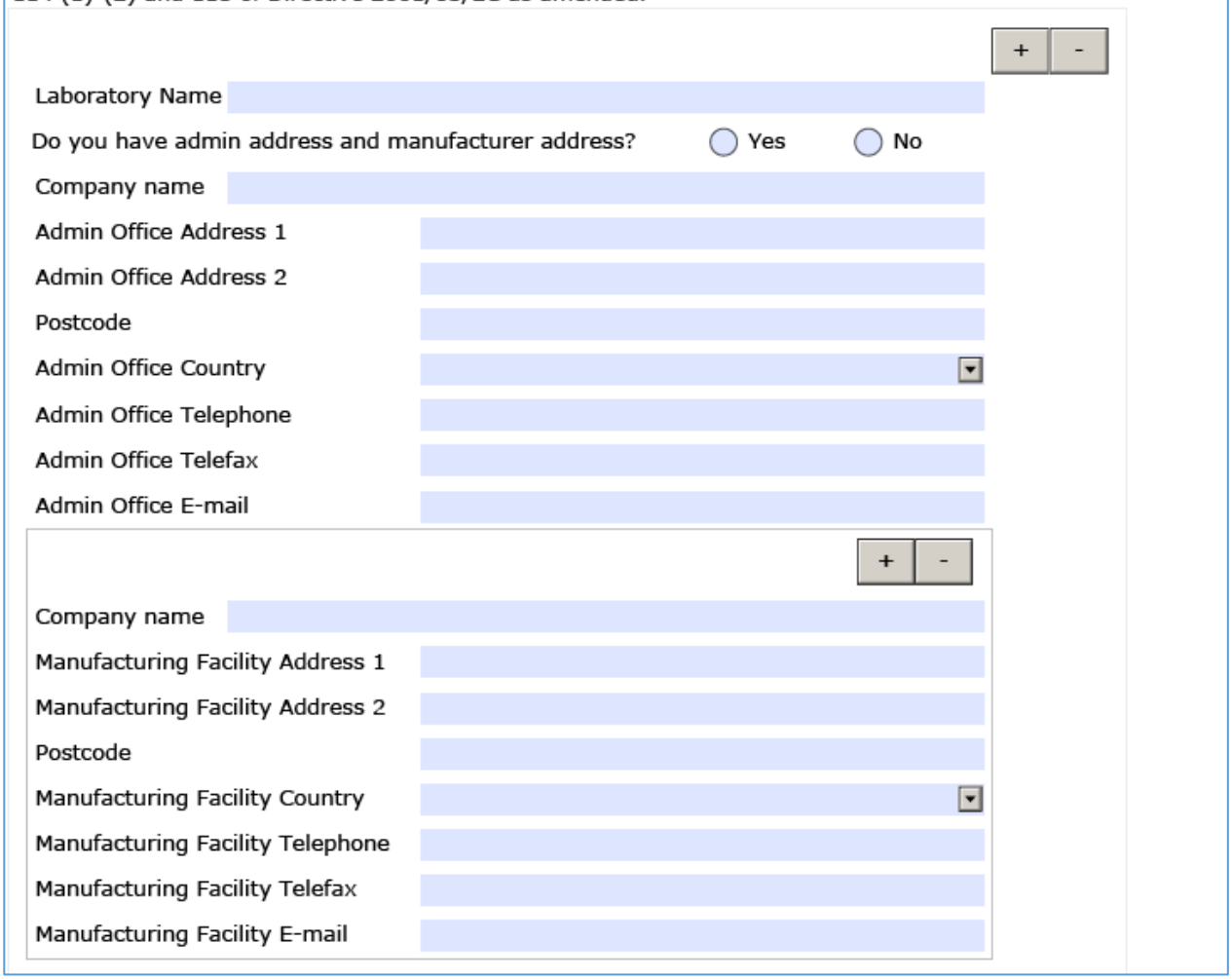
Name and address of the Marketing Authorisation Holder will be handled in the same way as in other forms. Details provided here.

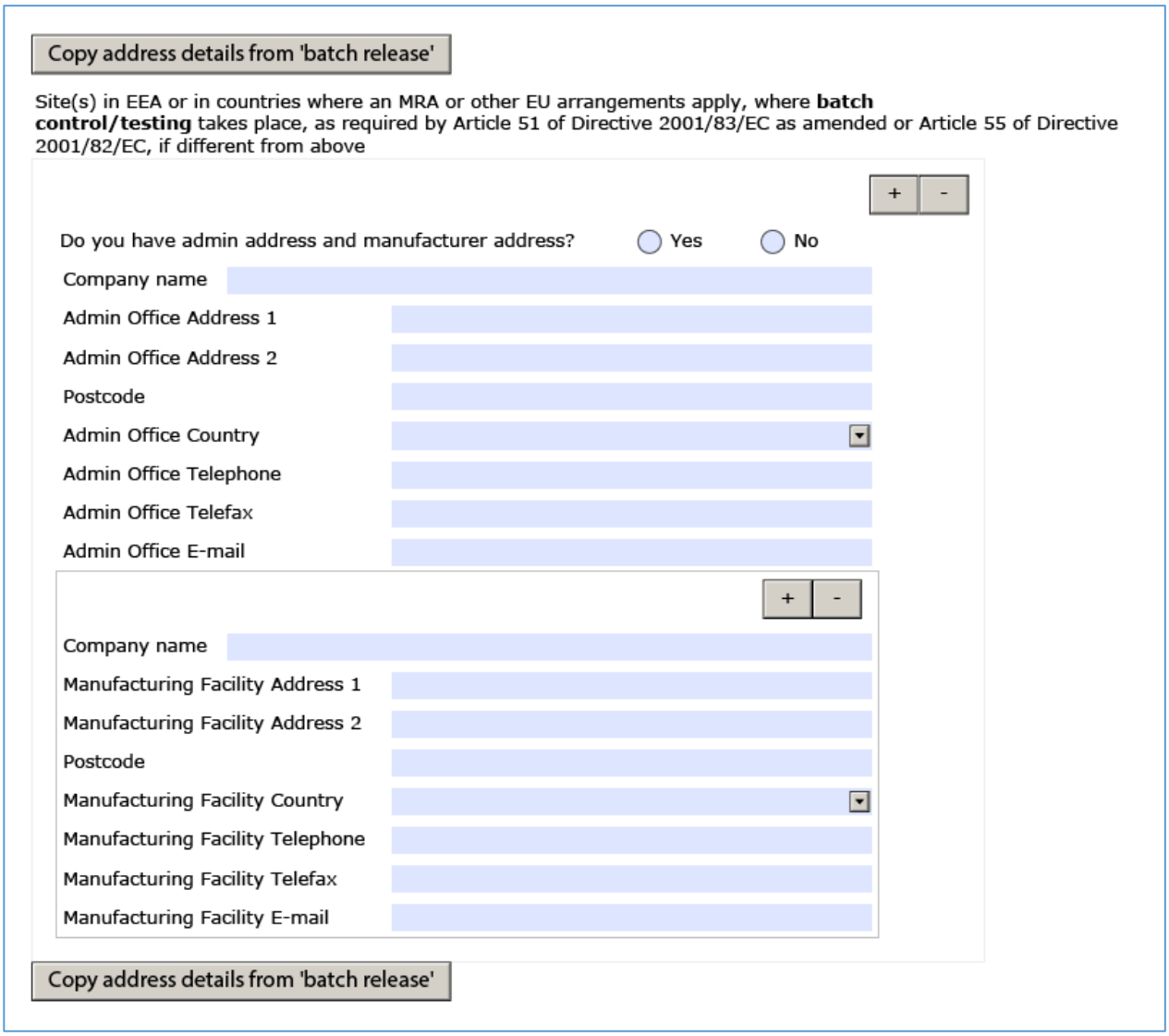

Name and address of MA holder
+
-
Member state
+
-
Company Name
Address 1
Address 2
Postcode
Country
Telephone
Telefax
E-mail
Name and address of Contact[4]
i
Title
First name
Surname
Company Name
Address 1
Address 2
Postcode
Country
Telephone
Telefax
E-mail
Applicant's reference

2. APPROVED MANUFACTURERS



For blood products and vaccines:
State laboratory or laboratory designated for official **batch release**, as accordance with Articles 111(1), 113, 114 (1)-(2) and 115 of Directive 2001/83/EC as amended.




Copy address details from 'batch release'
Site(s) in EEA or in countries where an MRA or other EU arrangements apply, where batch control/testing takes place, as required by Article 51 of Directive 2001/83/EC as amended or Article 55 of Directive 2001/82/EC, if different from above
+
-
Do you have admin address and manufacturer address?
Yes
No
Company name
Admin Office Address 1
Admin Office Address 2
Postcode
Admin Office Country
Admin Office Telephone
Admin Office Telefax
Admin Office E-mail
+
-
Company name
Manufacturing Facility Address 1
Manufacturing Facility Address 2
Postcode
Manufacturing Facility Country
Manufacturing Facility Telephone
Manufacturing Facility Telefax
Manufacturing Facility E-mail
Copy address details from 'batch release'

3. QUANTITATIVE AND QUALITATIVE COMPOSITION IN TERMS OF THE ACTIVE SUBSTANCE(S) AND THE EXCIPIENT(S)

The details are the same as for 2.6.1 MAA human.

This section will be concluded with a tabular listing of changes of the product information texts. This table can be provided as a separate document attached to the application form as well.
Per section or subsection of the SmPC or PL you should use a separate line item by item to be changed.

PRESENT PRODUCT INFORMATION TEXT	PROPOSED PRODUCT INFORMATION TEXT

In case you want to use formatted text elements please follow the tips provided here.

4. DOCUMENTS APENDED TO THIS APPLICATION

Depending from your selections you have to complete the list of documents you will attach.

DECLARATION and SIGNATURE

This section need to be completed in the same way as in other forms. You may refer to the respective section above.