Practical User Guide for Electronic Application Forms (eAF) for human and veterinary medicinal products in the EU

Version 1.7

July 2018

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 EMA IT service desk (https://servicedesk.ema.europa.eu).

Screenshots in this document have been taken in most cases from the eAF version 1. 20. In some cases, the guidance will still use screenshots based on earlier versions. 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
1.2	eAF Sub-Group on Guidance	Update of the guidance to include new features of version 1.20 as well as to improve several sections based on user comments.
1.3	eAF Sub-Group on Guidance	Consolidation of review comments.
1.4.1	eAF Sub-Group on Guidance	Deleting the note in section 2.5.3 pointing to a workaround not meaningful.
1.4.2	eAF Sub-Group on Guidance	Update based on eAF v1.20.0.3 (Screenshots updated as necessary, advice on button “Add All” for member states in MAA hum/vet and REN), correction of link to EMA IT service desk
1.4.3	eAF Sub-Group on Guidance	Clean version for publication
1.6	EMA	Updated to reflect eAF v1.22.0.0
1.7	EMA / eAF Sub-Group on Guidance	Updated to reflect eAF v1.23.0.0 and the NtA changes triggering the updated version of the eAF.

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,
1.2	Representatives of NCA and EMA	eAF Full Group, CMDh and CMDv, eSub CMB
1.7	Representatives of NCA and EMA	eAF Full Group, CMDh and CMDv, eSub CMB

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
1.4	General public	Published on the EMA eSubmission website
1.5	General public	Published on the EMA eSubmission website
1.6	General public	Published on the EMA eSubmission website
1.7	General public	Published on the EMA eSubmission website

Coming into Operation

Version	Date in operation	Comment
1.0	July 2015	This guidance document 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 an interim update. A next update will follow once the eAF version 1.19 is published.
1.4	June 2016	This is an interim update. Further updates are expected based on user feedback once version 1.20 is published.
1.5	October 2016	Updated version based on eAF v1.20.0.3
1.6	December 2017	Updated version based on eAF v1.22.0.0
1.7	July 2018	Updated version based on eAF v1.23.0.0

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 is mandatory to use the electronic application form as a part of your submission package for all (Human and Veterinary submissions in all Member States. The paper MS Word application forms are no longer provided by Notice to Applicants (NtA).

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 at http://esubmission.ema.europa.eu/eaf/index.html and is 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 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 EMA IT service desk (https://servicedesk.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 EMA IT service desk (https://servicedesk.ema.europa.eu).

- In case of any further technical queries, please contact EMA IT service desk (https://servicedesk.ema.europa.eu).

Referential Term Change Request processes

In case of a missing term – as a general rule – in order to complete an eAF, please use the RMS Change Request processes as outlined in the "Referentials Management Services (RMS) operating model" document. Please submit a request through the SPOR Portal - http://spor.ema.europa.eu/rmswi/#/ providing as much supporting documentation as possible (e.g. name of the product concerned, SmPC, etc.). Please note you need to be registered with SPOR prior to submission of change requests: https://register.ema.europa.eu/identityiq/login.jsf. The user guide for managing referential and organisation data in eAF is available here.

If you need to request a missing substance in order to complete an eAF, please submit a request for substance insertion with the corresponding SmPC to the EMA Service Desk portal - https://servicedesk.ema.europa.eu/.

Access to the forms and news on updates

The use of the electronic application form has become mandatory as of July 1st, 2015, for the centralised procedure and as of January 1st, 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.

Extensive testing has not been performed using Linux or Mac OS environments, however there are no known issues preventing the use as long as 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

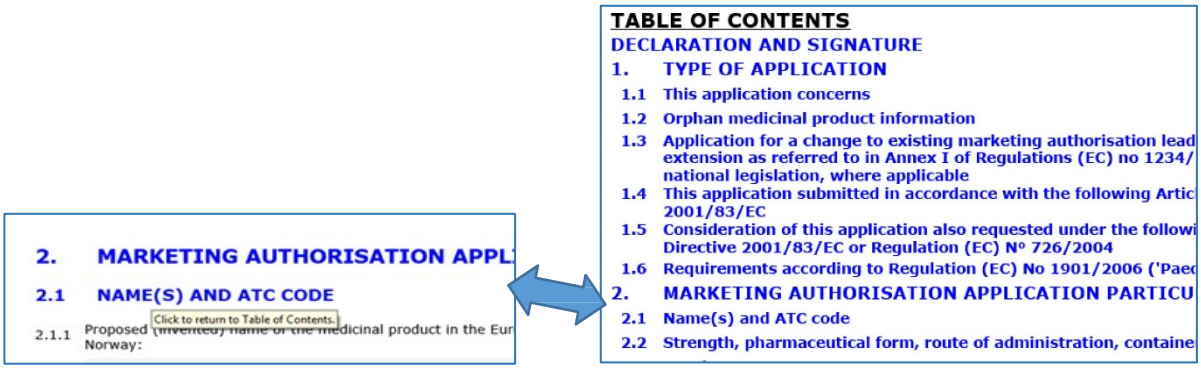
It takes longer to open the eAFs than opening Word or other PDF documents. This is due to the forms being connected to web services and once the form is opened, lists are loaded from EUTCT & RMS and there are some build in 'business validation rules' in the forms which are making the forms 'heavy'. However, 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 into the form when the form opens initially and this is one of the reasons that the form takes longer time to open.

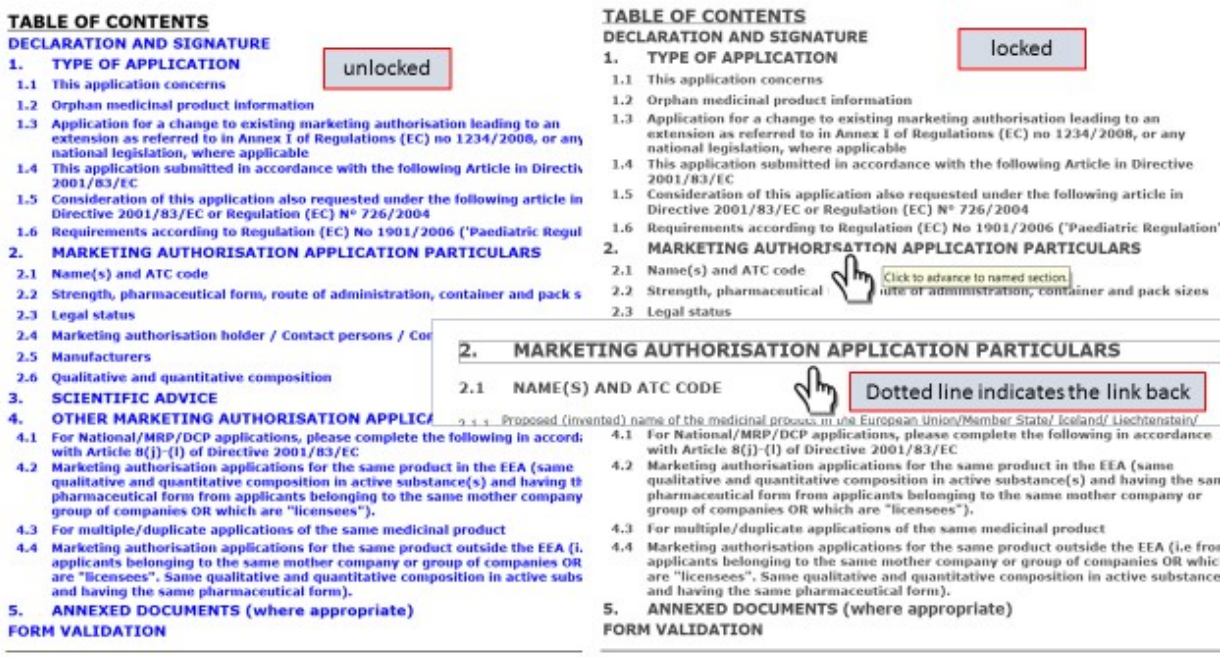
The average response times for how long it takes to open a current version of the eAF depends on the form. The responses are also different for new forms that are being opened directly from the eAF website as opposed to those that have been filled in, locked and submitted by the MAA/MAH.

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.



This functionality is limited in the locked forms where the table and contents and all the headers have been greyed out. The return to the Table of Contents will only work if the header is surrounded by dotted line.



It is also possible to jump back to the respective sections of the form footnote references in the end of the document and back to the relevant section in the form by clicking the section that is surrounded by a dotted line. This functionality is disabled in locked forms.

[2] **For centrally authorised products a list of EU Member States / Norway / Iceland where the product is on the market should be provided in a separate appendix**

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, applicants should refrain from providing 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. In addition, it is not allowed to add any attachments/hyperlinks to the document.

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.

IMPORTANT: You must not use the bookmarking functionality in PDF as this will affect the how the forms are locked and may lead to rejection by the receiving agencies.

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 Export XML 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 to change content 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.

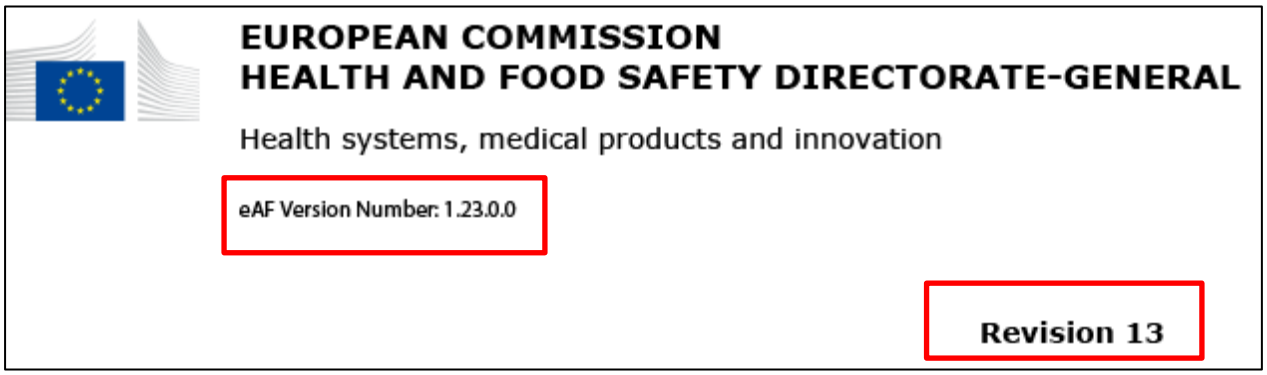
When any of the eAFs are opened via a computer that is connected to the internet, an automated version check is performed to inform the user if a more recent version of the eAF is available for download. Drop down terms are always updated when opening the form, but in case the

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 NtA revision number of the form on the right hand side reflects the paper form on which the particular electronic form is based on. The version number of the eAF is displayed on the left hand side.

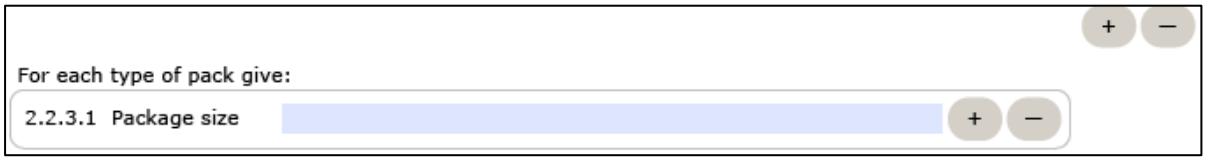


Data fields and formats

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. Improvement is ongoing on finding best solution to implement structured data fields throughout the form. In some sections free text fields provide additional options to describe e.g. roles of a manufacturer as long as no controlled terminologies are available.
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.

The user interface indicates where text fields, data fields or entire sections can be duplicated or eliminated by just using  .



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 some other cases, the values will be deleted when a different selection will be chosen, e.g. in the variations form when you switch between centralised and MR procedures.

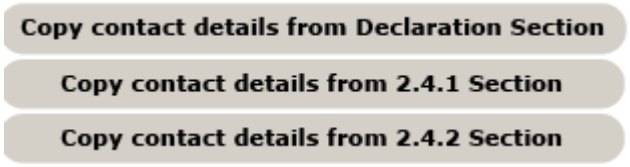
In **pop-up calendar fields**, it is possible to select future months and years when using the calendars within the form. With the calendar open, click the month/year then select the month/year option from the drop-down. Finally, click the day to close the calendar.

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.

Please provide us your proposals for implementation of certain sections/fields, any usability issues of the forms or certain character sets that you would hope to be supported in any future implementation in order to meet your needs, via EMA IT service desk.

Providing contact & address details

Contact & address details should be provided in the eAF in a harmonised way.Given there are a number of these sections required, thet eAF provides users with the ability to reuse this data from one section to another, therefore reducing the number of repetitive data entry steps. This is supported by buttons for copying this data from e.g. section 'Declaration and Signature' into sections where same details may be relevant:

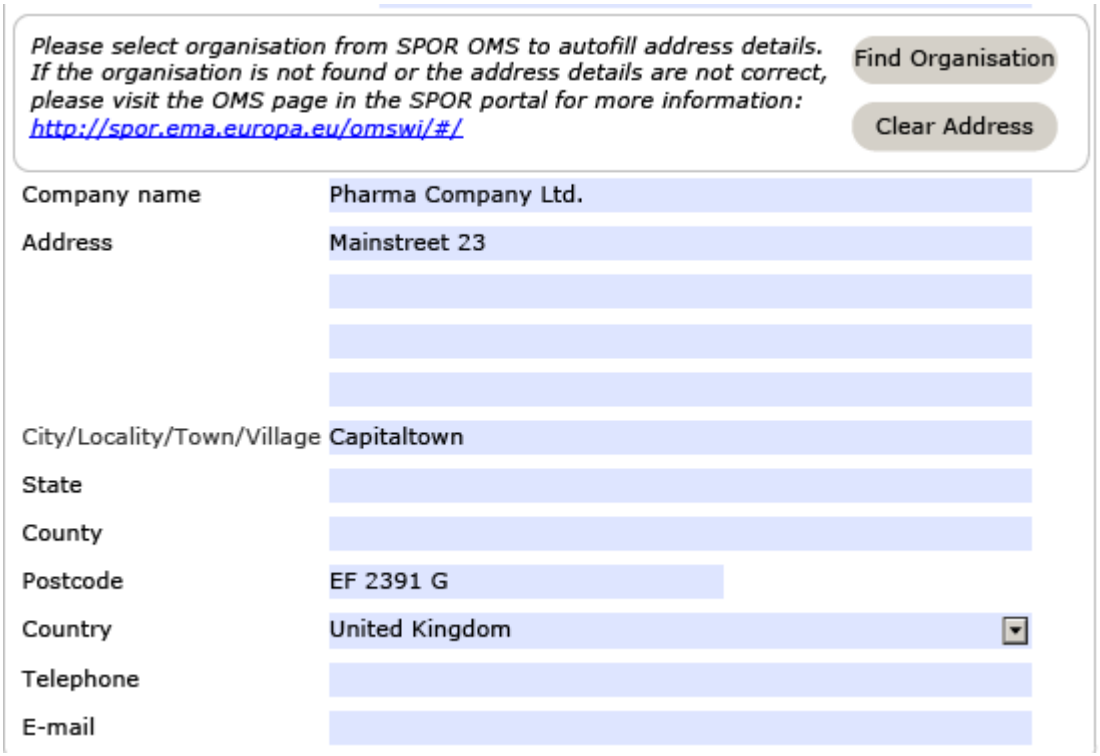


There are two ways offered to complete the data fields: You can complete address data line by line manually or select these details from the Organisation Management Service (OMS) by using an appropriate identifier (see over-next sub-section)

Manual completing address details

The data field labeled "Address " is to enter building name/number or street.
The data field labeled "City/Locality/Town/Village" field is to enter details on city/town /village etc.

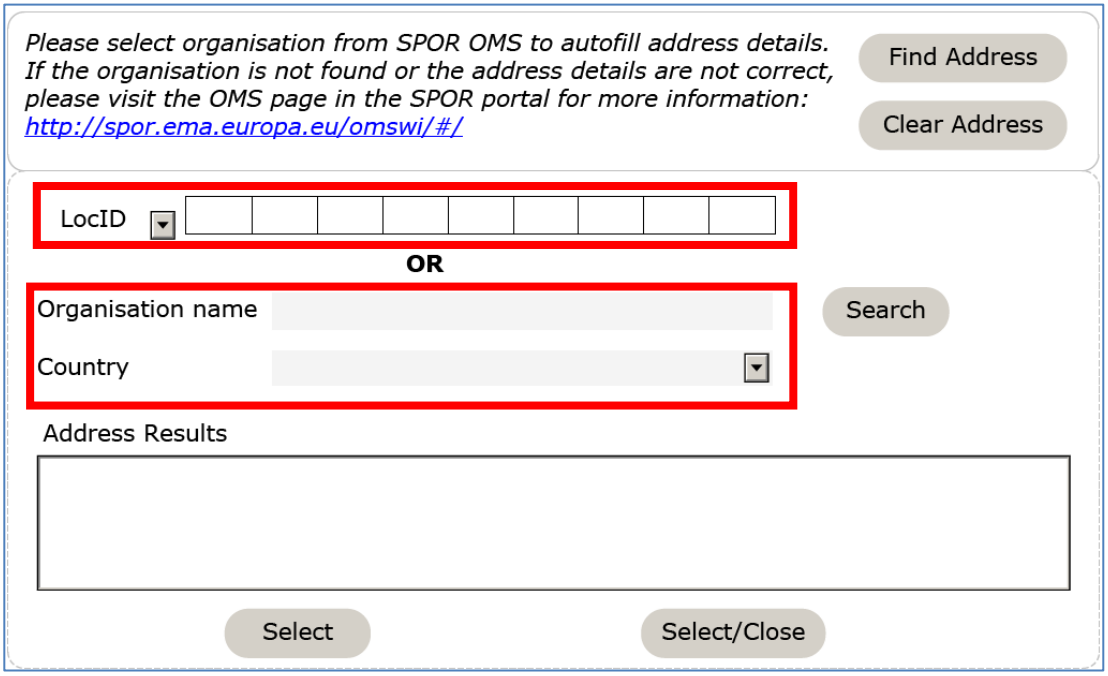
The information how the address details should be filled in are provided in the tooltips when you hover on the corresponding field.



Providing OMS organisation details to auto-populate address fields

In order to facilitate entry of the large number of required organisation and address details; the eAF is integrated with OMS data. This allows for users to search and select organisations from OMS records resulting in the auto-completion of the related address fields. This is intended to simplify data entry and reduce the number of repetitive manual data entry steps, in addition one of the first integrated system under the Agency SPOR program.

In all eAFs where there are organisation and address details required (with the exception of CROs & Billing Addresses), users will see the following: after pressing the button “Find Organisation”:



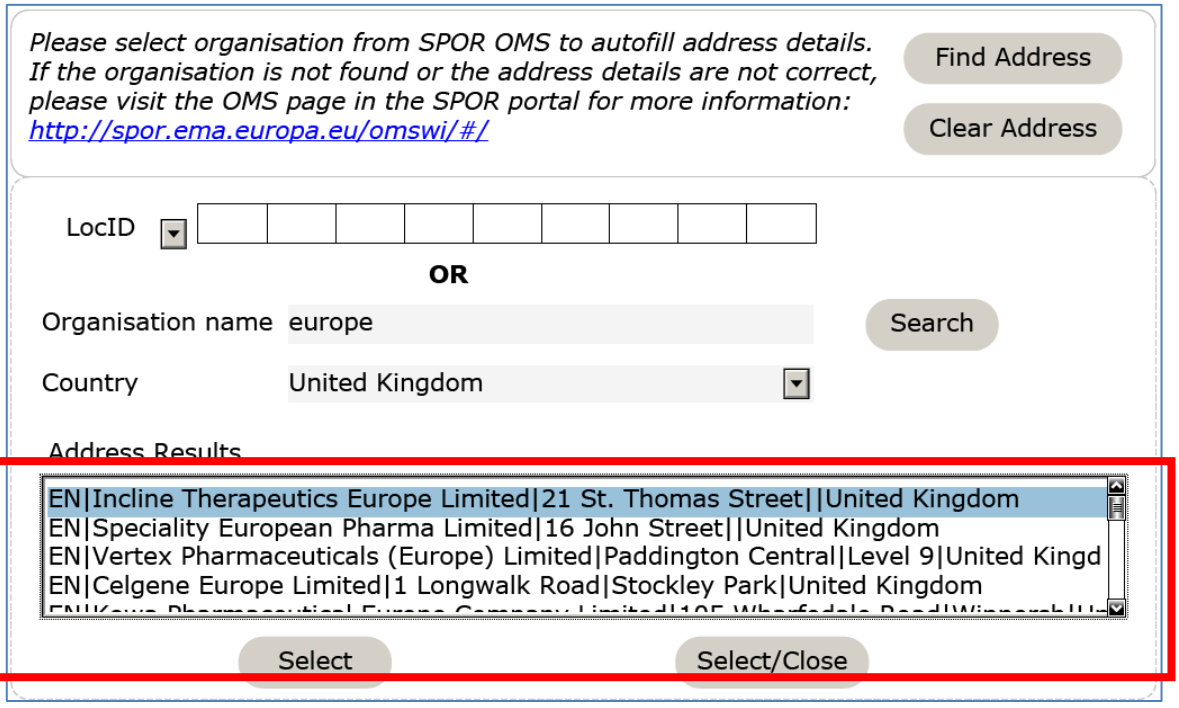
This allows users to search for OMS organisations by using either:

- A unique Organisation ID\Location ID (OrgID/LocID). This 9 digit unique ID is issued as part of the OMS registration process.
- Using a combination of both the organisation name and country

Once the user executes the search, the results are displayed in pipe delimited format with the following details:

- Language
- Company Name
- Address Line 1
- City
- Country

Note: the contents and structure is entirely dependent on the data present in OMS; given the early stage of OMS it is likely that not all data will be available as required. If data is missing or corrections are required; these need to be managed through the OMS change management process. Refer to the following link for further information:
http://spor.ema.europa.eu/omswi/#/viewDocuments

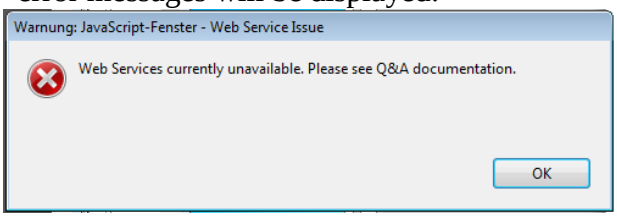


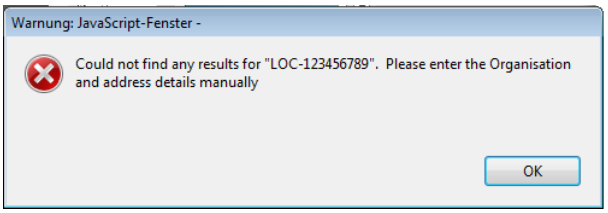
Once the user has selected the OMS record – this will auto populate all address related fields with the exception of the Telephone, Fax & email. These details are held in OMS on the company level and the information required in the eAF is required for the procedure specific contact.

Company name	Incline Therapeutics Europe Limited
Address 1	21 St. Thomas Street
City/Locality/Town/Village	Bristol
Postcode	BS1 6JS
Country	United Kingdom
OrgID	ORG-100003216
LocID	LOC-100000283
Telephone	
Telefax	
E-mail	

There is also the possibility to enter previously selected OMS addresses without having to perform a search on each individual entry; thus further aiding entry of organisation address fields, this can be illustrated as follows:

In case the service is temporarily not available or matching data are not available the following error messages will be displayed:





You may proceed with completing the address data manually.

File Naming Convention

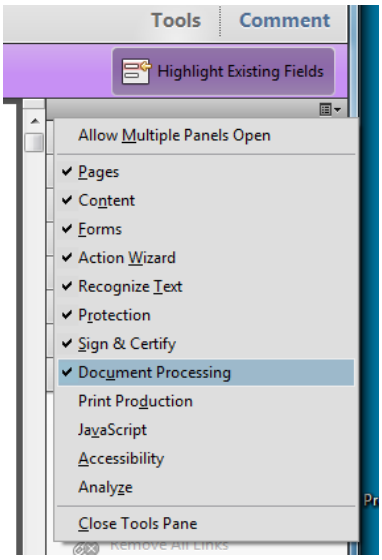
For human medicinal products the file name will be **common-form-var**.pdf. The variable part should be used as outlined in the file & folder naming convention of the updated eCTD validation criteria version 6.1. NeeS validation criteria version 4.1. In case you have to annex parts from the Classification Guideline for variations, this should become part of the 'var'-section, e.g. common-form-annex-classgl.pdf

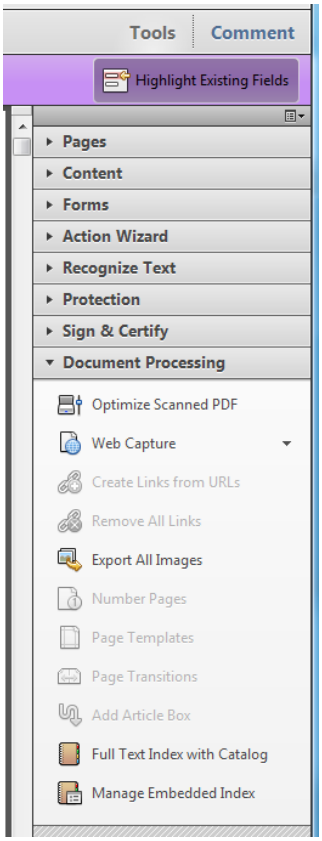
Recommended usage of the variable part of the file name in this section:
cc-form-eaf-var.pdf
cc-form-annex-var.pdf

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 highlighted below) to allow full text index with catalogues 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 EMA IT service desk 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 EMA IT service desk 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. In addition, an image of a text snippet stating that this form was signed by the person authorized by the applying company can be used as well, (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).
There is no need to use qualified signatures for eAFs submitted to the EMA for Centralised Procedure applications. The eAF does not change the wet signature requirements at the NCAs. Please check the national requirements for wet signatures to avoid validation issues.
In DCP/MRP an AF signed by multiple responsible persons is needed for communication with specific Authorities (could be initial submission or renewal or variation). Ideally provide a single contact point. For those NCAs that require multiple contact persons include a separate annex with the contact details.

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 EU Module 1 Specification (Appendix 2: Directory / File Structure for Module 1 (Sequential Number 9)). 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.

Note: If the form has been locked with a signature image, this image will be exported and imported back. The eAF will remain locked.

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.

Note: 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).

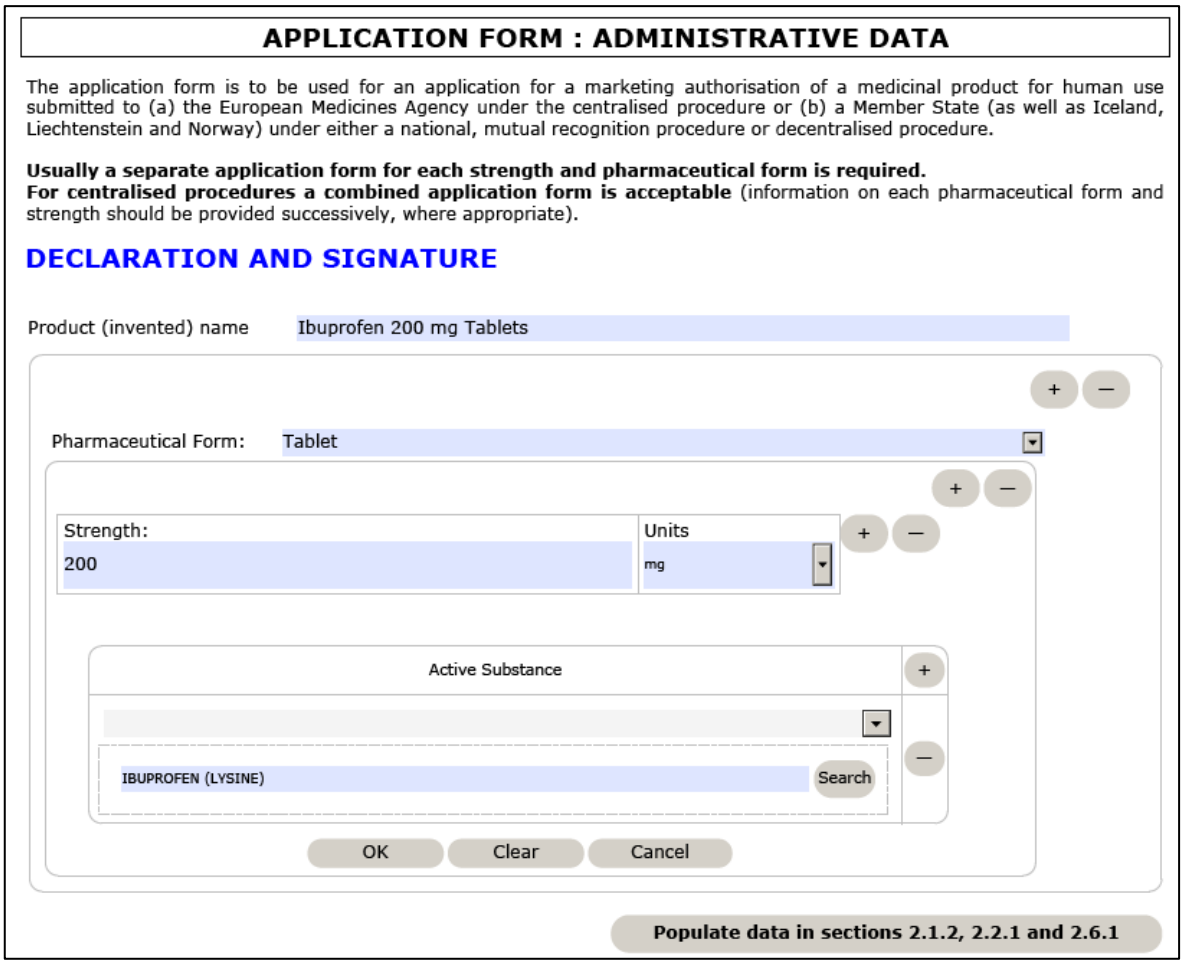
MAA FORM (human)

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.

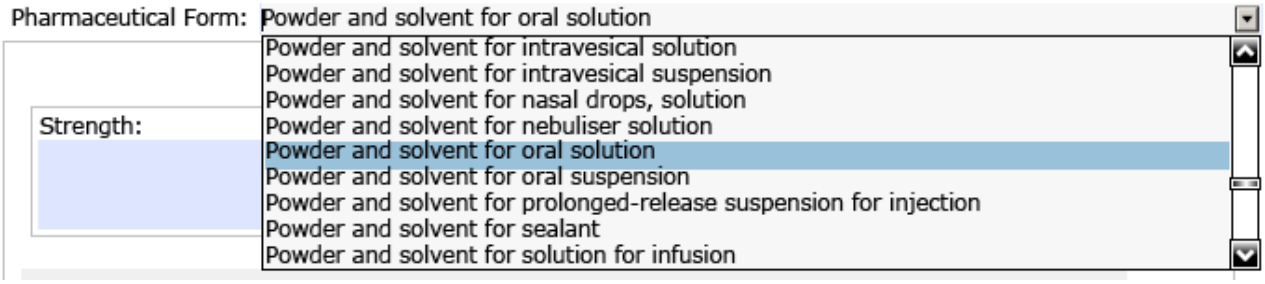


Product (Invented) name

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. However, for MAA for MRP/DCP there should be one common application form for each form or strength but for all member states involved.

Pharmaceutical form

The pharmaceutical form should be described as in the current version of standard terms from the Ph. Eur. provided by the EDQM as also displayed via SPOR RMS controlled vocabulary list. Only the full term should be mentioned (not the short term).



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

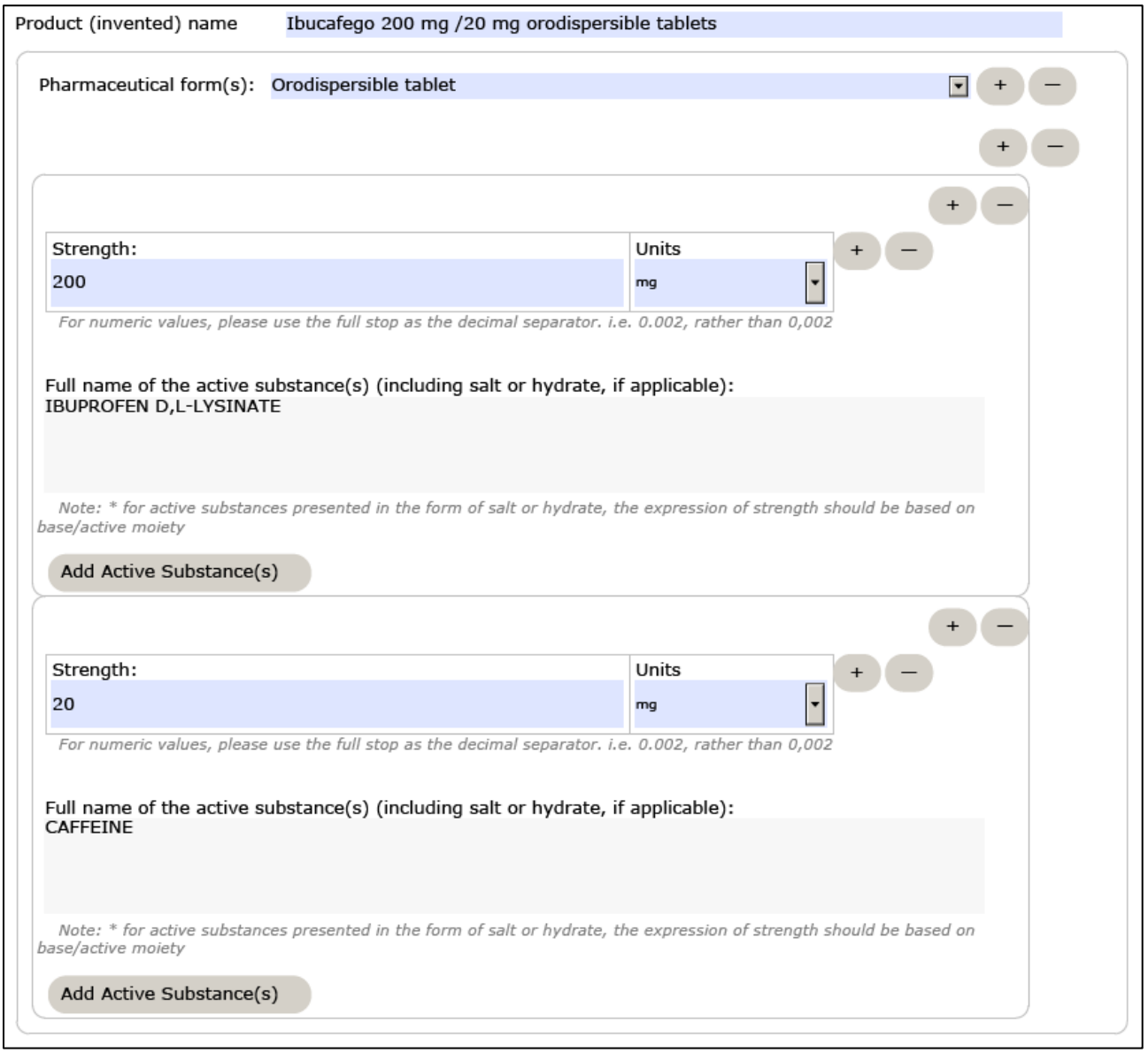
The dropdown includes the pharmaceutical forms described in the Standard terms published in the European Pharmacopoeia that provides standardised nomenclatures and quality standards for medicinal substances and products (https://www.edqm.eu/en/standard-terms-590.html)
The information should be in accordance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

Keying in the first character the term is beginning with will display the list at that position in the alphabetical order. You may use the mouse or the down arrow button to navigate to the correct term. Pressing 'enter' button or click the left mouse bttonbutton will select the term.

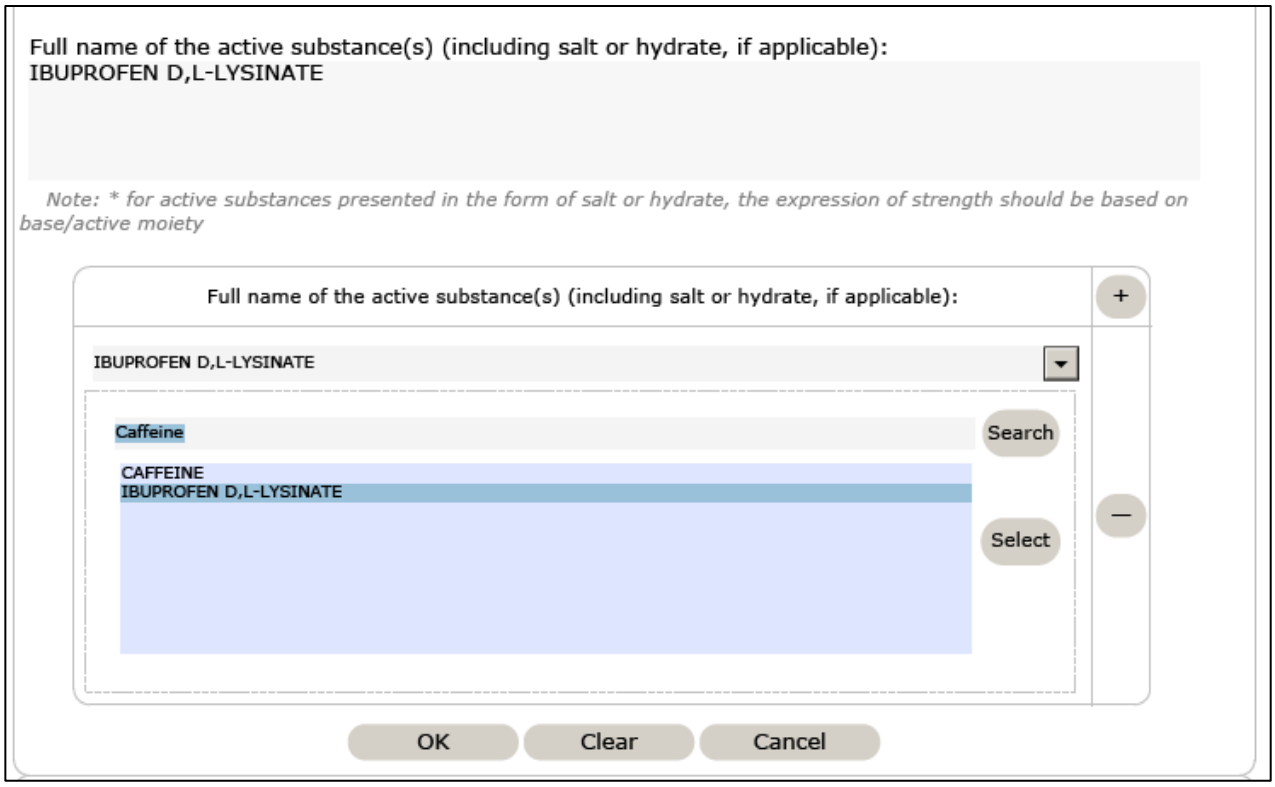
In case the correct term is not available a most appropriate alternative should be selected. Usually, new pharmaceutical form terms can be required in advance by the agency responsible to run the procedure of the new marketing authorization application.

Strength(s)

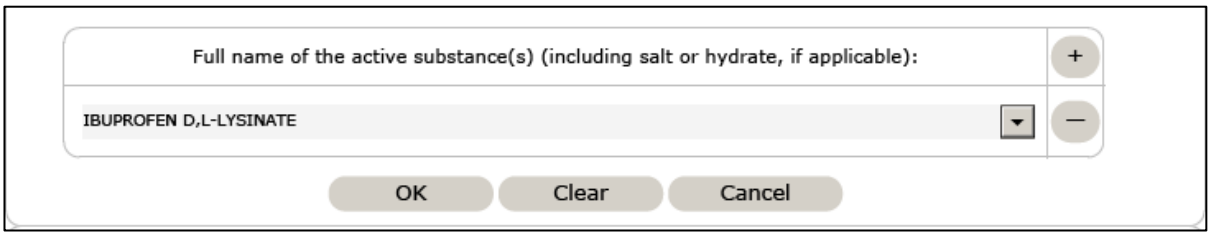
The strength(s) will be entered in a structured way. Regulatory requirements should be considered relating to the rules on naming of combination products. The units of measurement will be selected from a controlled list according to standard terms as provided by EDQM (For selection the term name its first character is being used to display the list). The active ingredient data fields need to be duplicated as necessary.


Product (invented) name
Ibucafego 200 mg /20 mg orodispersible tablets
Pharmaceutical form(s):
Orodispersible tablet
Strength:
200
Units
mg
For numeric values, please use the full stop as the decimal separator. i.e. 0.002, rather than 0,002
Full name of the active substance(s) (including salt or hydrate, if applicable):
IBUPROFEN D,L-LYSINATE
Note: * for active substances presented in the form of salt or hydrate, the expression of strength should be based on base/active moiety
Add Active Substance(s)
Strength:
20
Units
mg
For numeric values, please use the full stop as the decimal separator. i.e. 0.002, rather than 0,002
Full name of the active substance(s) (including salt or hydrate, if applicable):
CAFFEINE
Note: * for active substances presented in the form of salt or hydrate, the expression of strength should be based on base/active moiety
Add Active Substance(s)

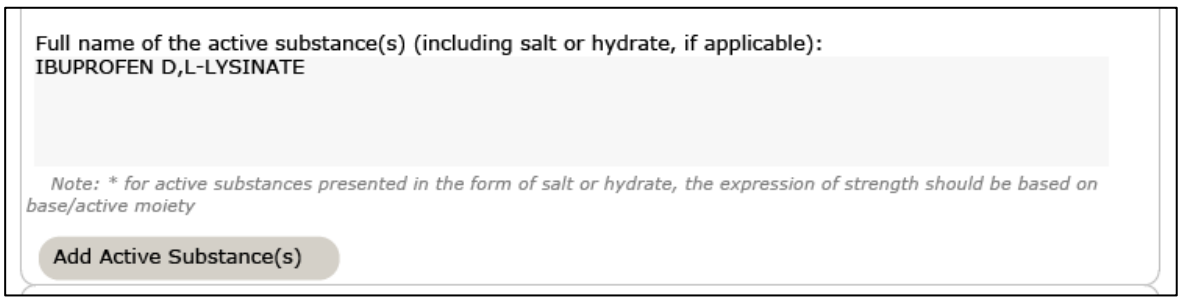
Active Substance(s)
Dropdown field to select, (“Click arrow button”) (The dropdown includes a dictionary)



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 or use the arrow-down-button of the keyboard and select the correct name and confirm selection by pressing the button Select



The selected substance name will be displayed. A further click on the “OK” button will close the interactive section.
For corrections the button “Add Active Substances” need to be activated and opens the dialogue again.



To select another active substance, you have to the button .add a new substance section and open the dialogue by pressing the button “Add Active Substances”. . This procedure needs to be repeated for every additional active substance.

The screenshot above 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.

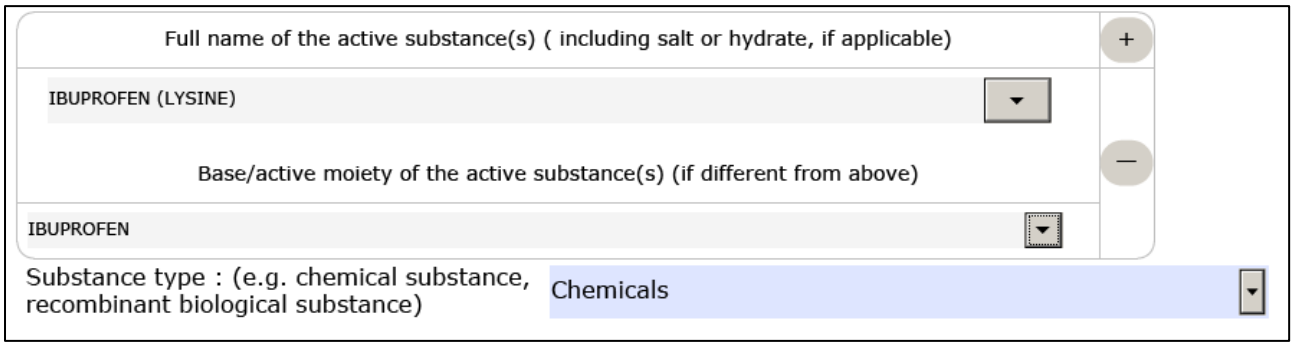
Note: These other similar sections cannot be filled if this first one is not completely populated.

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.

When selecting the "Populate data in sections 2.1.2, 2.2.1 and 2.6.1" button - the form will copy data into each respective section with the exception of the Active Substance field in section 2.2.1 only. Users will need to manually enter and select an active substance for this field.

Base/Active moiety

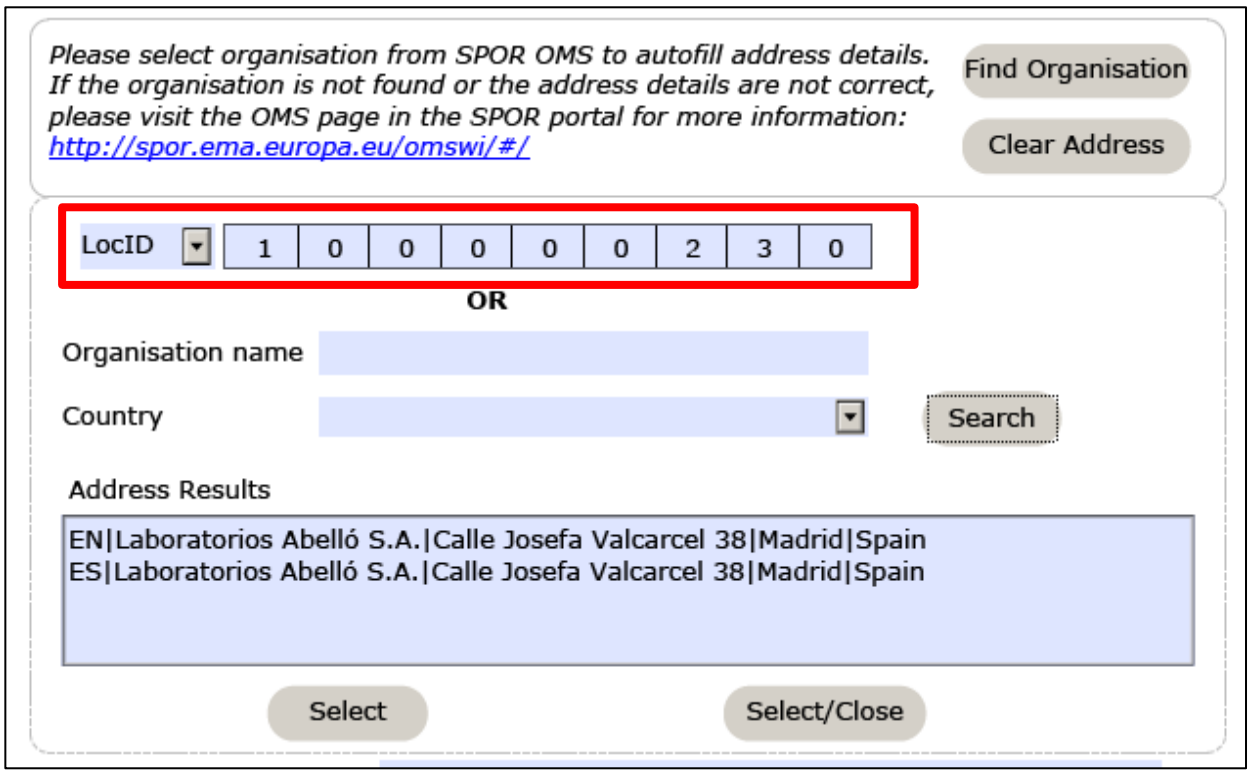
Users may also provide the base/active moitey details of the active substance. This should only be added in this section if different to the active substance, serving to specify the strength of the pharmaceutical preparation and if the substance is included in the product as a salt or hydrate:



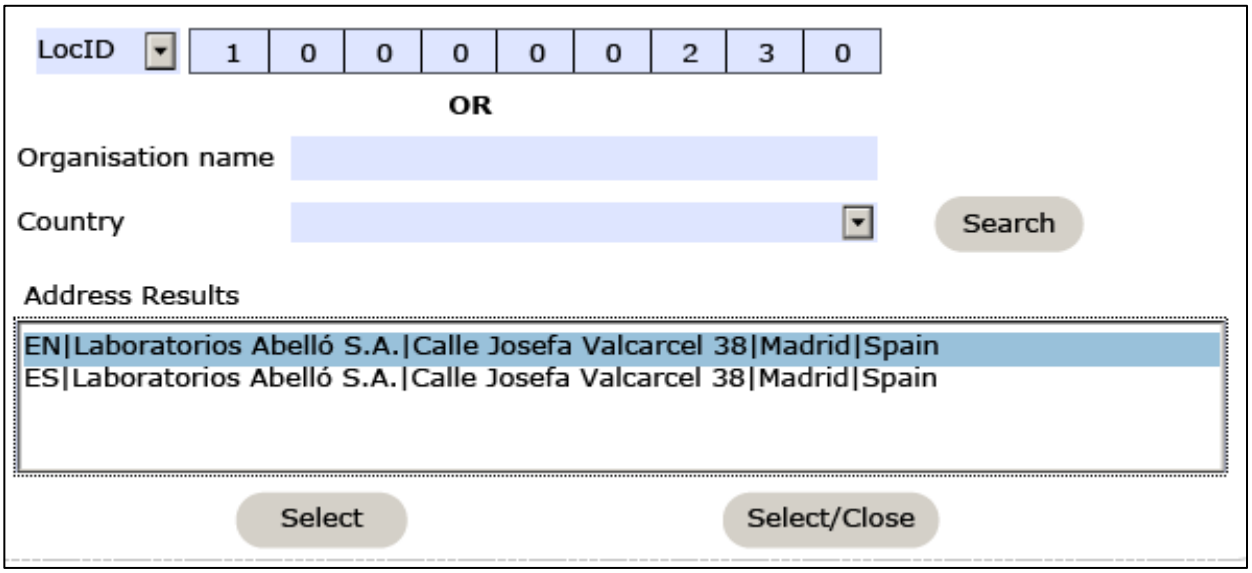
The class (type) of the substance should be selected from the proposed catalog.

Applicant

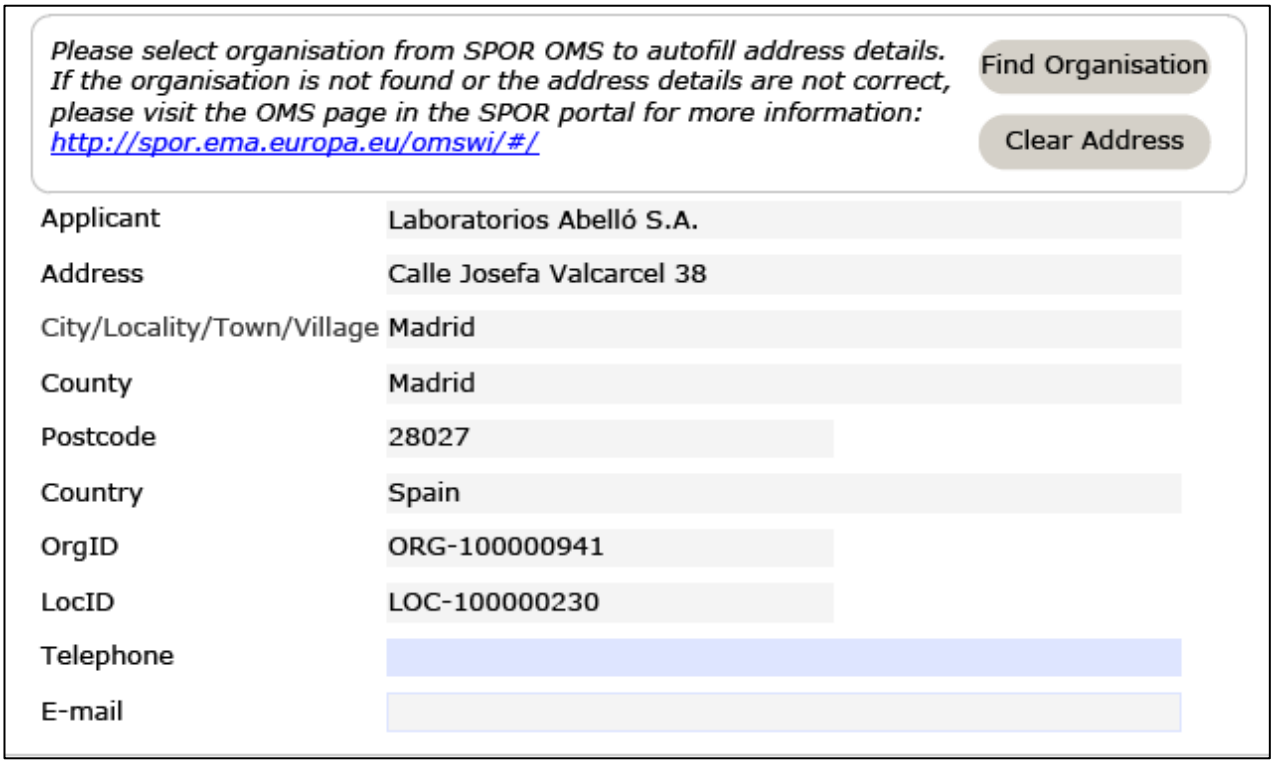
The applicant address details should be selected from SPOR OMS organization dictionary as outlined in section Providing OMS details.



One of the address lines presented can be selected and its selection need to be confirmed by pressing Select Select/Close



All available details will be retrieved from OMS:



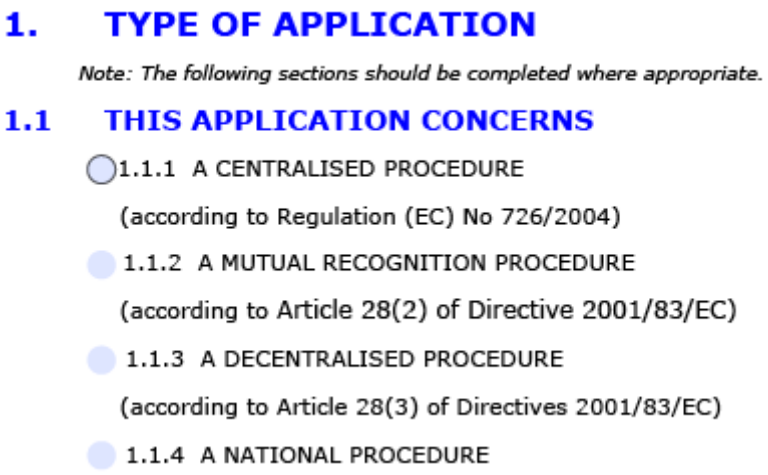
The personal details like telephone and e-mail address are not available in OMS and need to be added as appropriate.

Person confirming that fees will be or have been paid, 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 which is available for human medicinal products at CMDh and for veterinary medicinal products at CMDv.CMDv. However, the company address details can be copied from the previous secti

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.

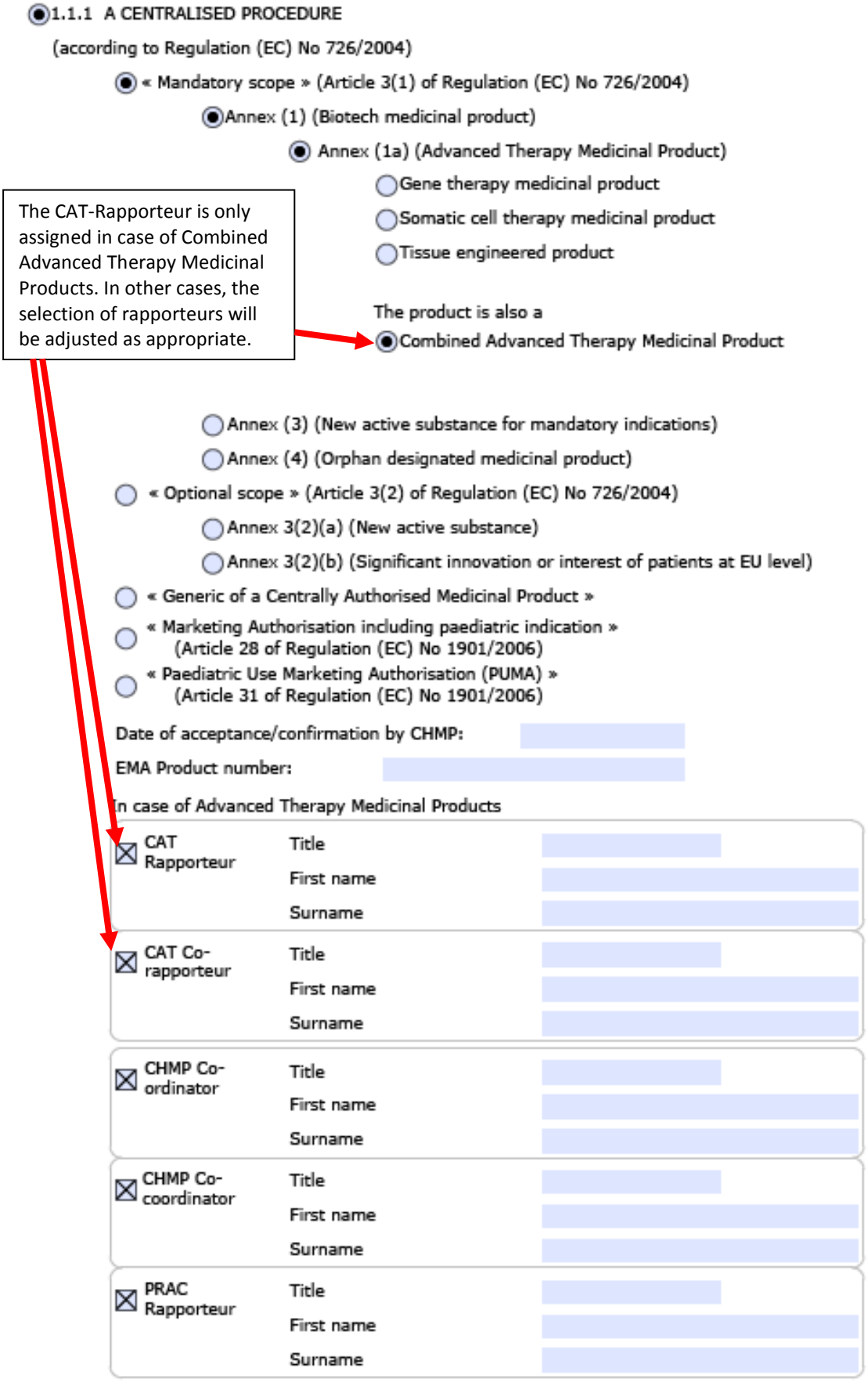


.

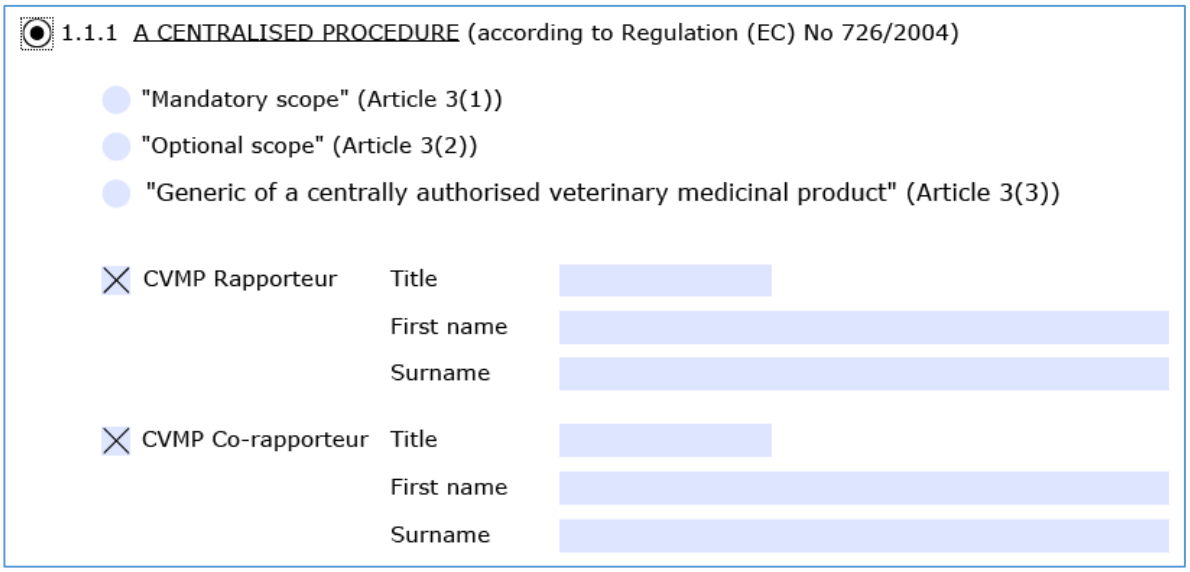
1.1. This application concerns

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 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 CAT-Rapporteur is only assigned in case of Combined Advanced Therapy Medicinal Products. In other cases, the selection of rapporteurs will be adjusted as appropriate.
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:
EMA Product number:
In case of Advanced Therapy Medicinal Products
CAT Rapporteur
CAT Co-rapporteur
CHMP Co-ordinator
CHMP Co-coordinator
PRAC Rapporteur
Title
First name
Surname

The second example is on veterinary products only:

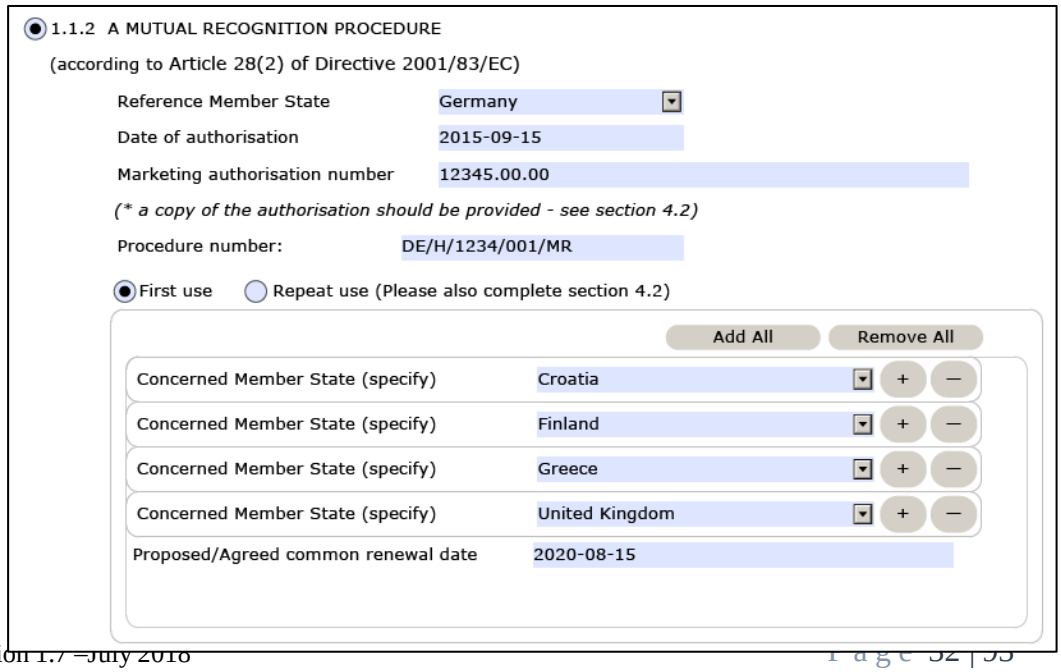


1.1.1. A Centralised Procedure

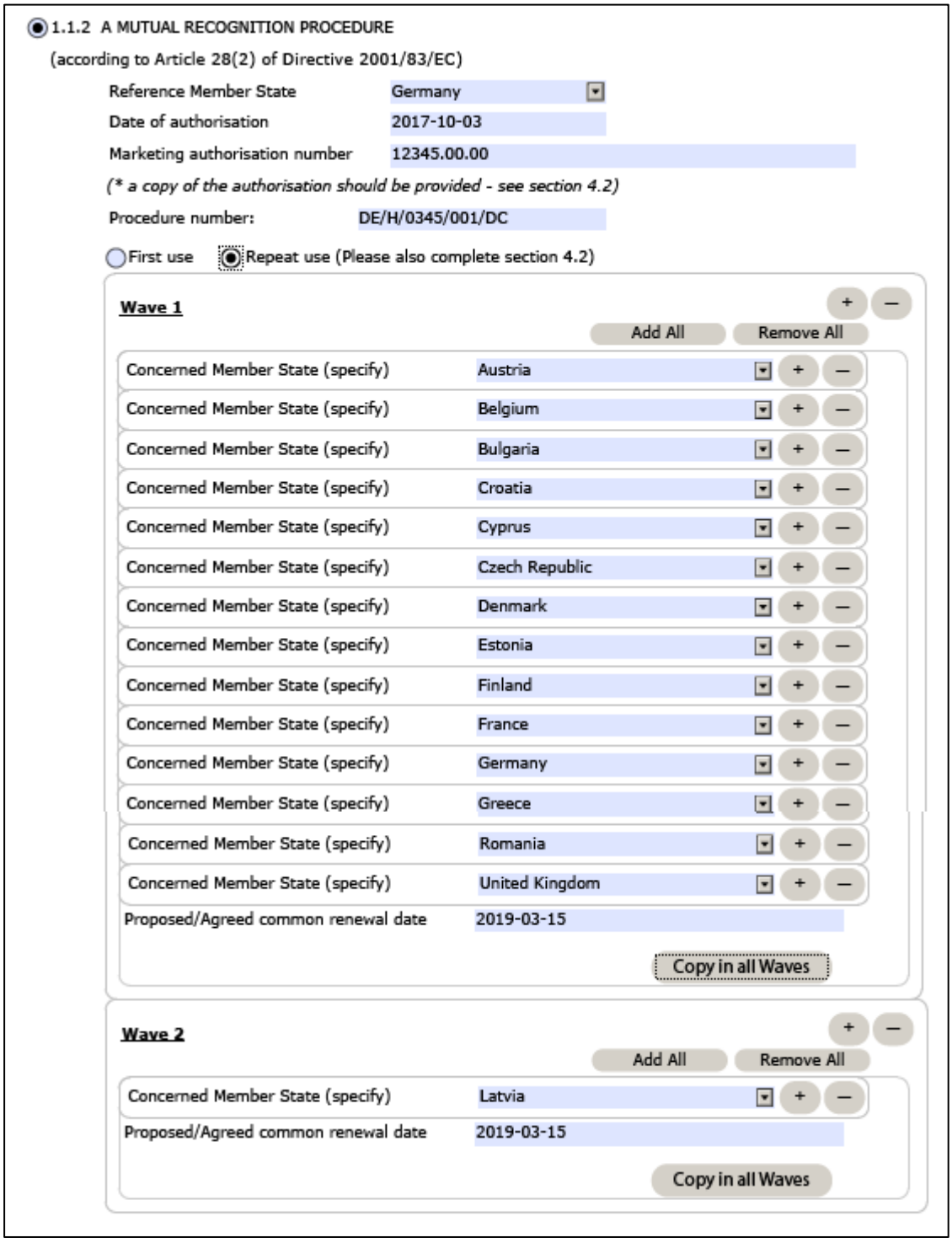
For extension applications as indicated in section 1.3, if the corresponding original eligibility basis is obsolete (no longer exists), only 'Centralised Procedure' should be indicated, leaving the eligibility basis tick boxes blank. The eAF does not support this very rare case of differentiation as 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

For a mutual recognition procedure, the Reference Member State and details of that national authorisation need to be added. Concerned Member States can be added line by line or all in one go. Key in the first character of the Member State name. You may go down the drop down list using the down arrow button. Press the 'plus'-button for a next line or the 'return'-button to confirm the selection.



In case of Repeat -use Procedure the list will indicated as first wave. A second wave will be added by "+".at the right upper corner.



1.1.3. A Decentralised Procedure

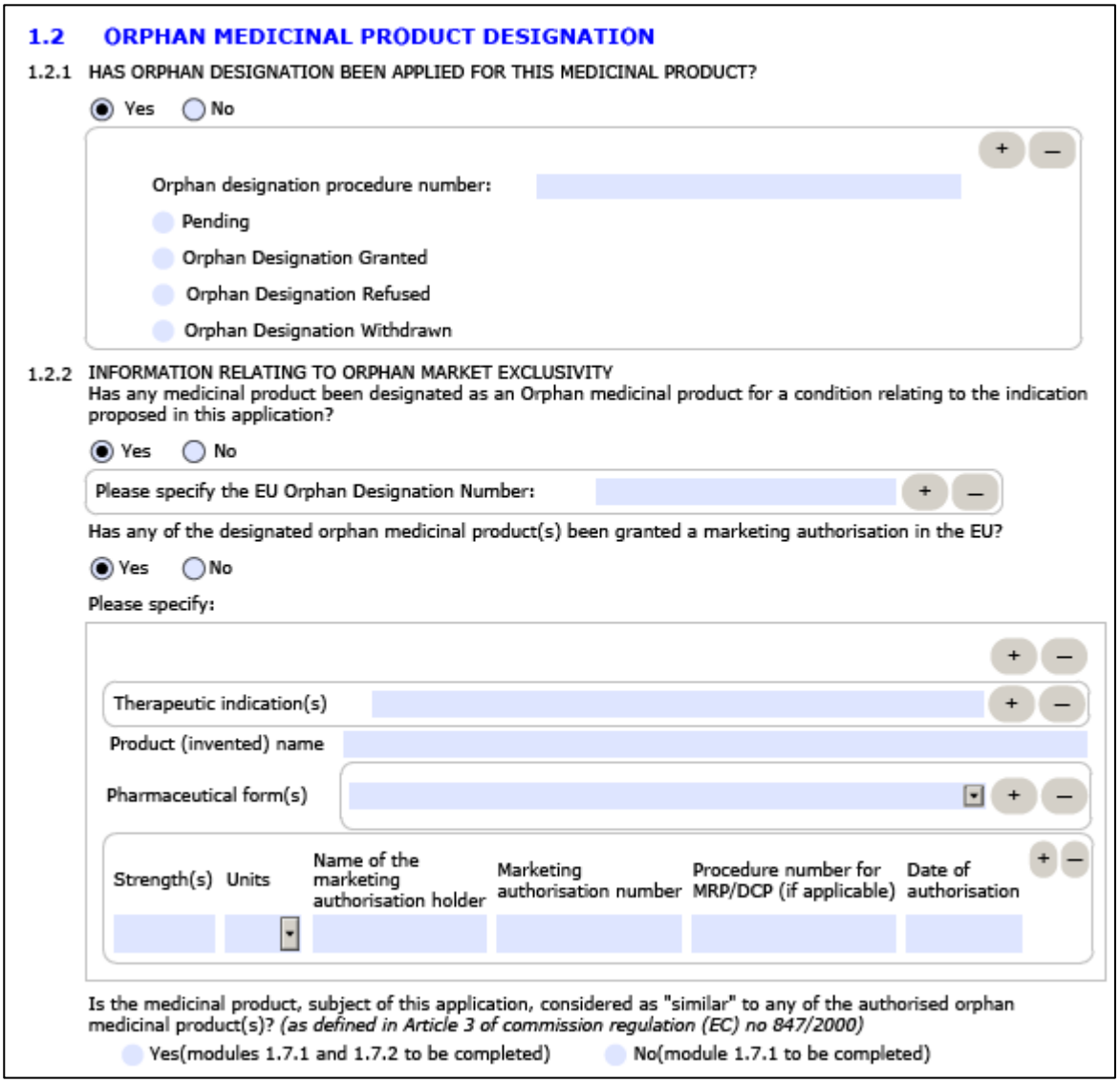
There is no specific technical information to be considered.

1.1.4. A National Procedure

There is no specific technical information to be considered.

1.2.Orphan Medicinal Product Information (human only)

If your product is an orphan medicinal product, provide the below details. The display of these data fields will only happen in case you tick the radio button “yes”.



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')

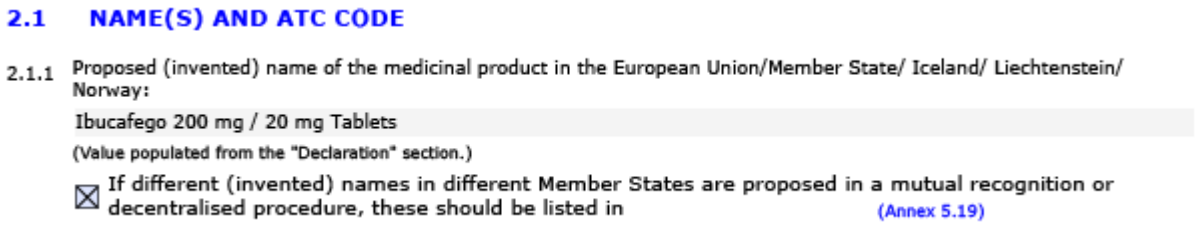
There is no specific technical information to be considered.

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:

Ibucafego 200 mg / 20 mg Tablets

(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)

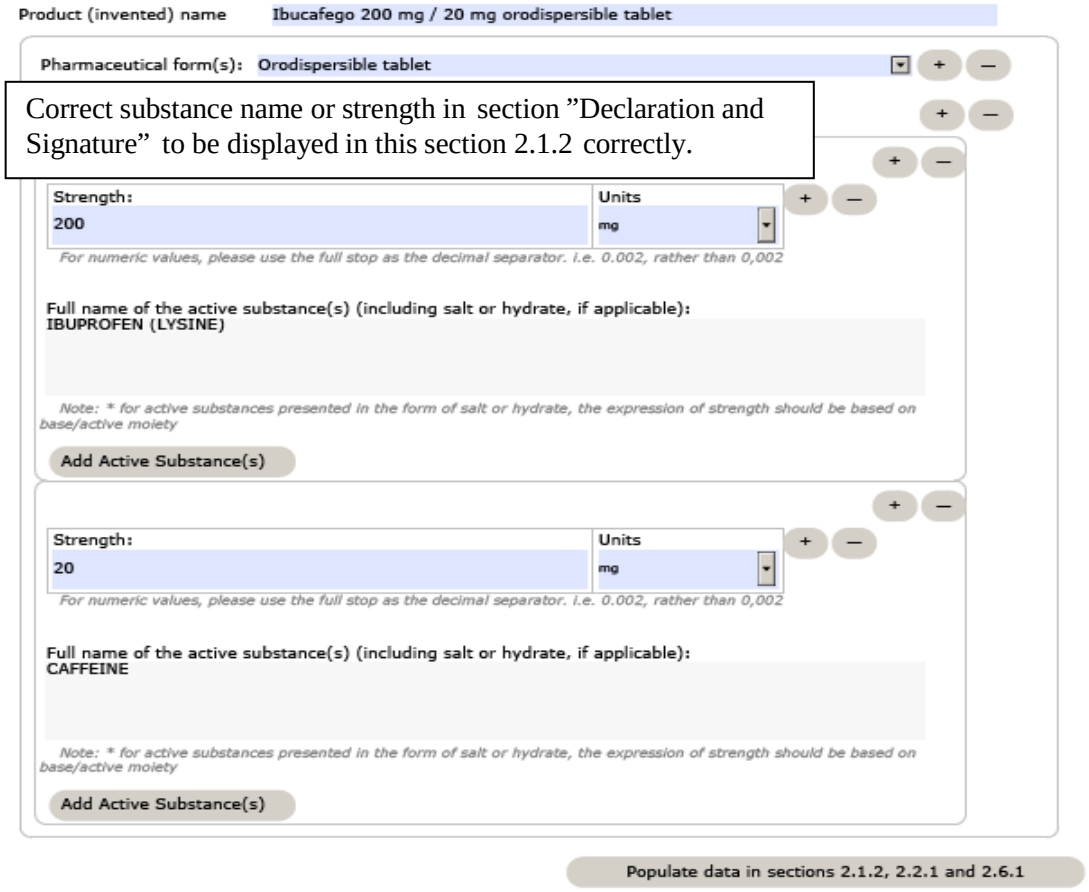
This field appears only in case of MRP or DCP selected in section 1.2 or 1.3. The annex is not integrated into the form but the required list should be added as a separate PDF file to the submission.

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.

2.1.2. Active substance(s)

The declaration of the active substance will be populated automatically if the button in section 1 has been pressed.
Also changes you may want to apply need to be executed in section 1 first and will then populate this section correctly.

DECLARATION AND SIGNATURE



Section 2.1.2 being populated with above mentioned details: Ibucafego 200 mg / 20mg

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:

Ibucafego 200 mg / 20 mg orodispersible tablet

(Value populated from the "Declaration" section.)

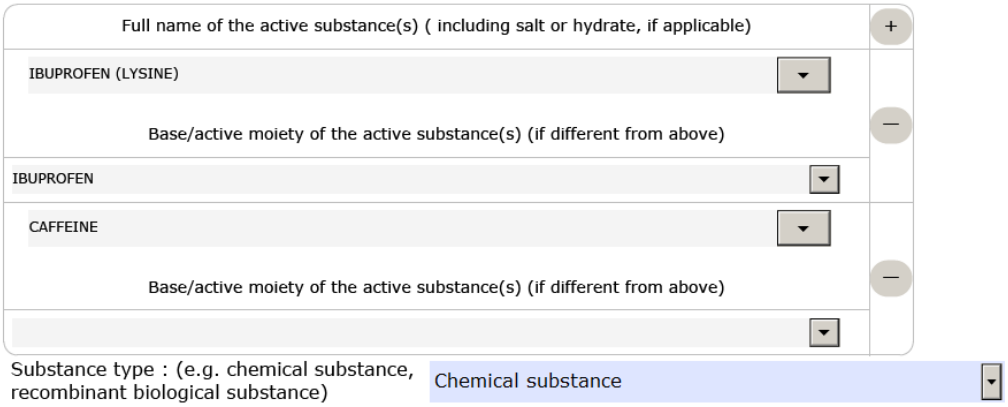
☐ If different (invented) names in different Member States are proposed in a mutual recognition or decentralised procedure, these should be listed in (Annex 5.19)

2.1.2 Active substance(s)

*Note: * active substance should be indicated here as full substance. If the substance is included in the product as a salt or hydrate, the corresponding base/active moiety should be indicated in the additional field:*

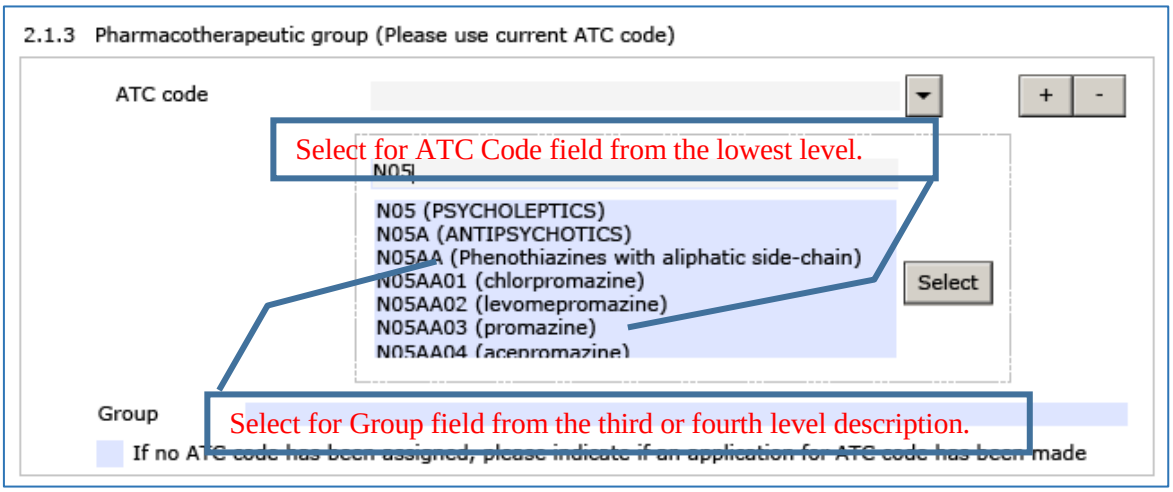
Name should be based on the following order of priority: INN, Ph.Eur., National Pharmacopoeia, common name, scientific name.*

(The value of the active substances field has been populated from "Declaration" section.)



2.1.3. Pharmacotherapeutic group

The most complete code corresponding to the claimed therapeutic use of the product should be given. Please use current ATC codes. Consequently, this section should be duplicated where needed. To display the list, at least three characters need to be inserted. The list starts with the next available code based on your entry.
The two fields "ATC Code" and "Group" are linked and should be both completed.



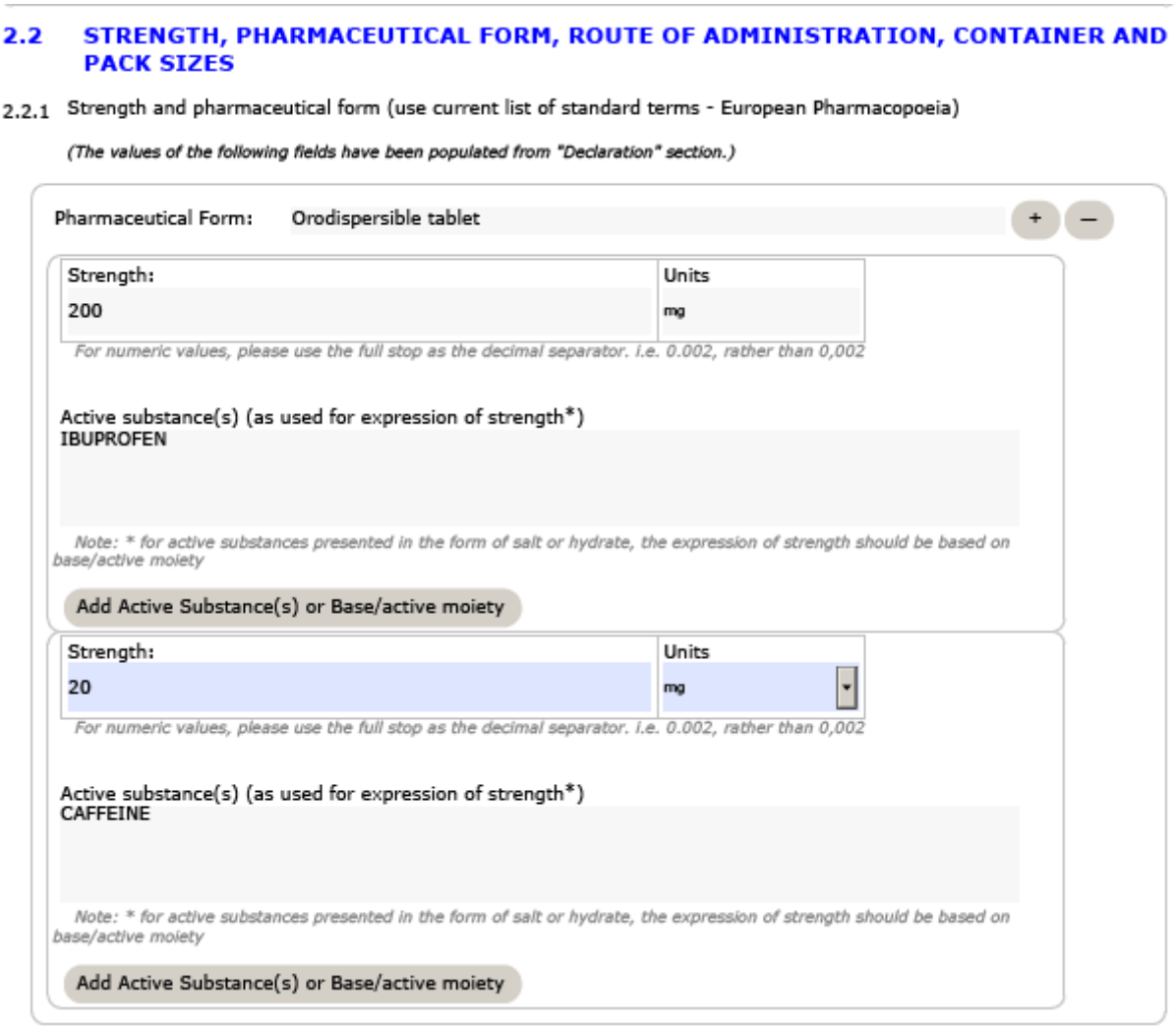
Note: The group text field is limited. You may have to shorten the text appropriately.
It is advised to know the ATC code in advance as the search tool does not allow displaying the whole details of each code.

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.

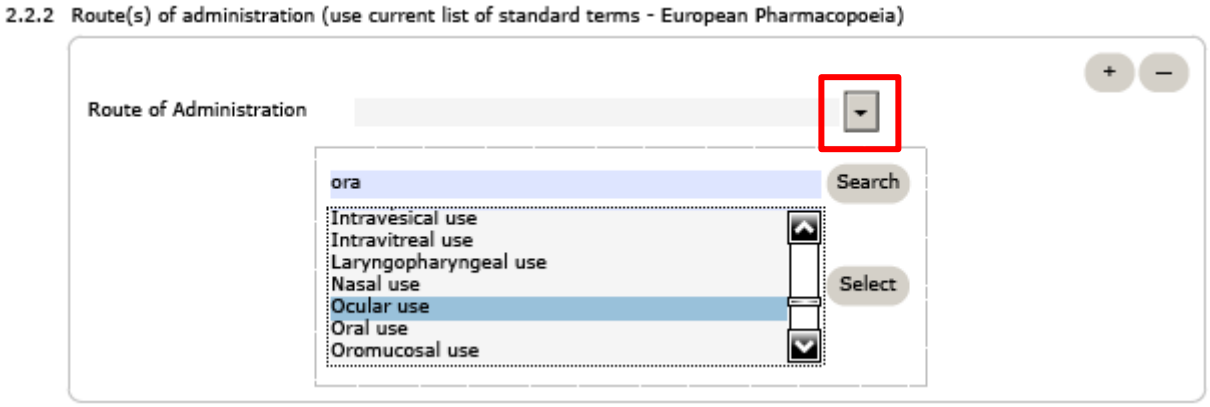


If a salt/ester/maleate/monohydrate etc. form is required, this can be added via the corresponding base/active moiety field as detailed in **Base/Active moiety** section.

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”) opens the search menue.



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 / RMS

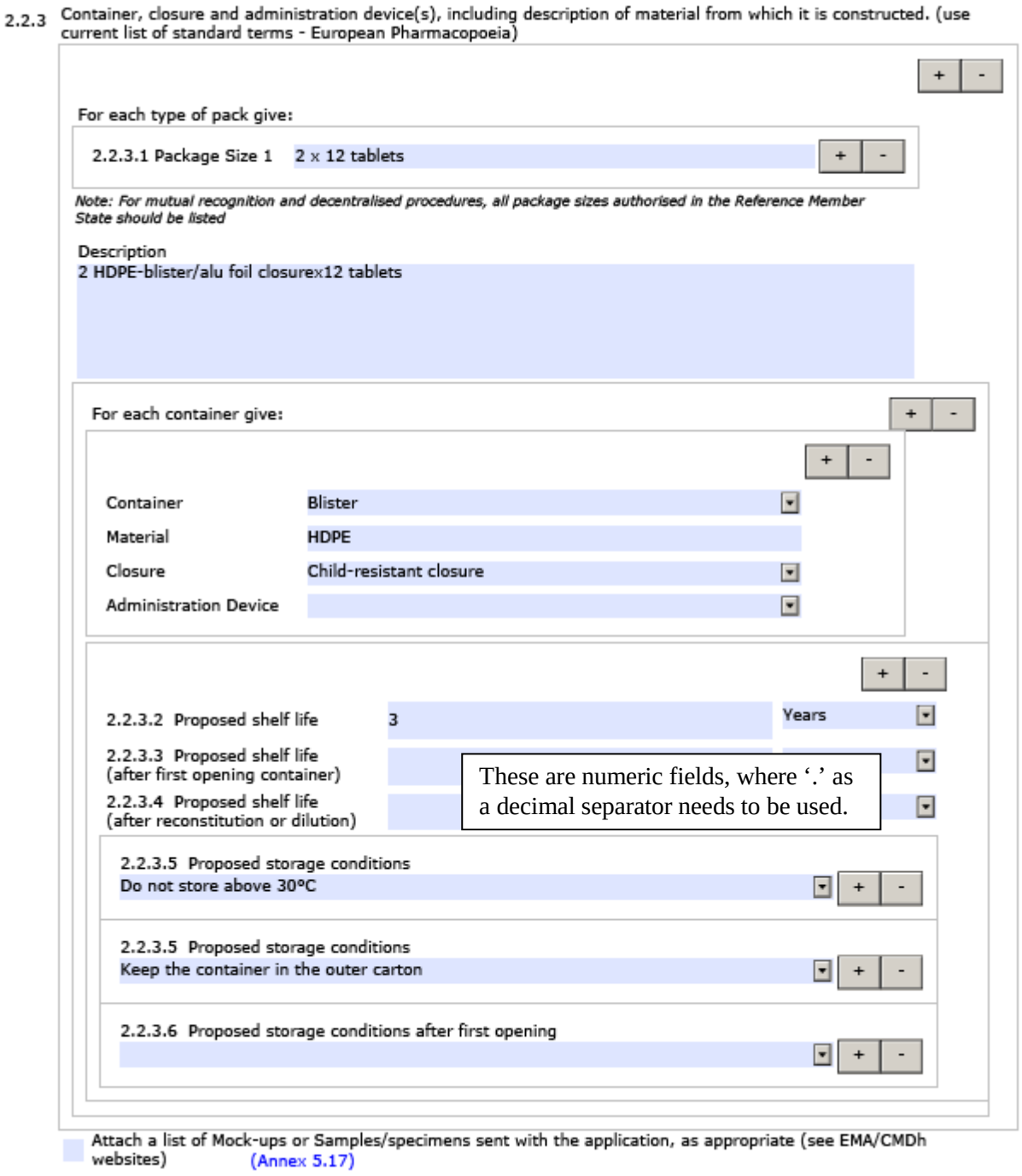
The routes field is repeatable, where needed, with +/- buttons: + —

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: + —

The material is a free text field, but it is advisable to use known standard abbreviations for chemical names, such PVC, HDPE, etc.



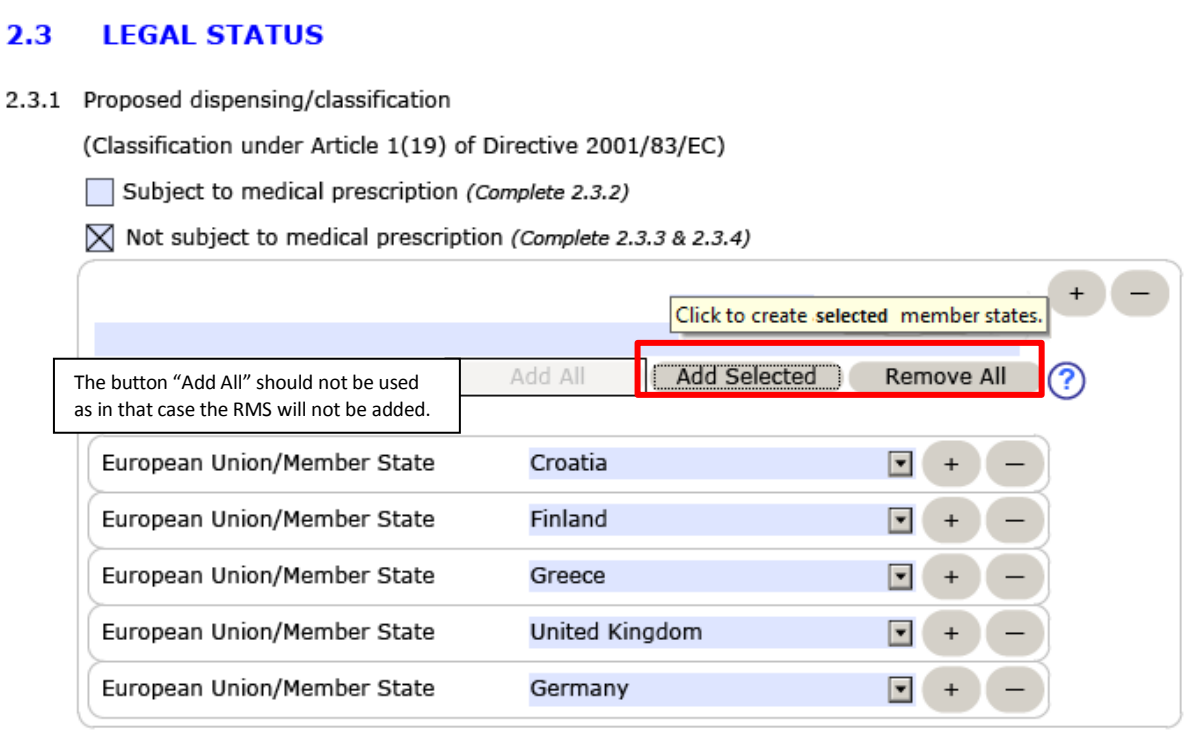
2.2.4. Medical Devices

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

The dispensing status will apply to all Member States the product is authorised to be marketed. For convenience all Member States selected according to section 1.1 can be added or removed by pushing the respective button Add Selected or Remove All .



The adjustment of the list can easily be achieved by deleting single Member States pressing -.

2.4. MARKETING AUTHORISATION HOLDER / CONTACT PERSONS / COMPANY

There are two options you have to select from: Centralised Procedure and National Procedures in section 1.1. It is not possible to change the selection in this section. Address details can be copied from the Declaration section by pressing the button

or

or

as appropriate.

2.4.1. Proposed marketing authorisation holder/person legally responsible for placing the product on the market in the European Union/each MS

2.4 MARKETING AUTHORISATION HOLDER / CONTACT PERSONS / COMPANY

2.4.1 Proposed marketing authorisation holder/person legally responsible for placing the product on the market in the European Union/each MS

○ Centralised procedure ◉ National procedure including mutual recognition/decentralised procedure

+ –

Copy contact details from Declaration Section

Please select organisation from SPOR OMS to autofill address details. If the organisation is not found or the address details are not correct, please visit the OMS page in the SPOR portal for more information: http://spor.ema.europa.eu/omswi/#/

Find Organisation

Clear Address

Company name	BonnPharma
Address	Kurt-Georg-Kiesinger-Allee 3
City/Locality/Town/Village	Bonn
State	
County	
Postcode	53121
Country	Germany
Telephone	0049 228 99 3079999
Telefax	
E-mail	Bill.miller@bonnpharma.de

☐ Attach proof of establishment of the applicant/MAH in the EEA (Annex 5.3)

Has SME status been assigned by the EMA?

◉ Yes ○ No

EMA-SME Number

Date of expiry

☐ Attach copy of the "Qualification of SME Status" (Annex 5.7)

Proof of payment (when relevant)

Have all relevant fees been prepaid to competent authorities?

+ -

○ Yes (for fees paid, attach proof of payment in) (Annex 5.1)

○ No

Copy address from above address details

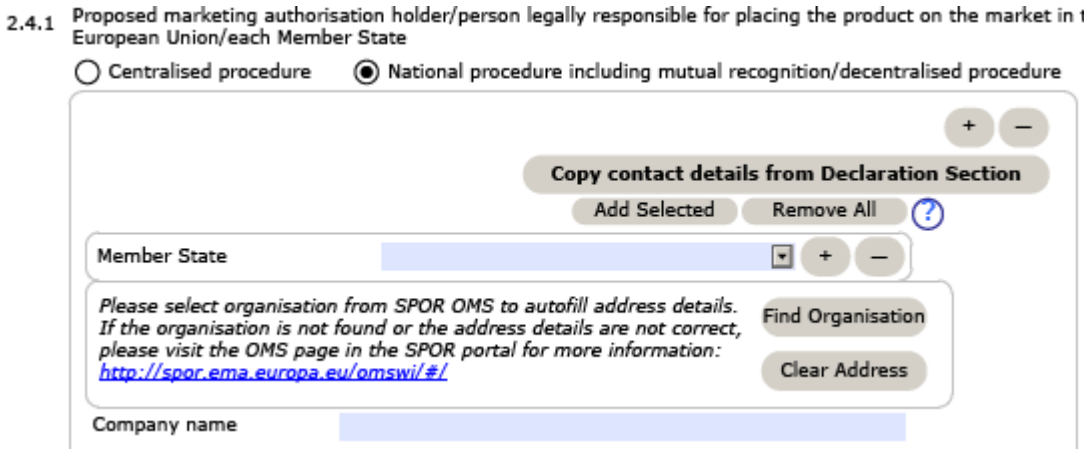
+ -

For Member State(s) Germany + -

Billing address (when relevant)

Company name	BonnPharma
VAT number	

In the second case the address details will be assigned to the respective Member State. To ease data entry a button to insert contact details from Declaration section has been added. To add the Member States also selected in that section press the button “Add Selected”.



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.

2.4.2. Person/company authorised for communication on behalf of the applicant during the procedure in the European Union/

No specific technical guidance is necessary.

2.4.3. Person/company authorised for communication

No specific technical guidance is necessary.

2.4.4. Summary of the applicant pharmacovigilance system

For the section 2.4.4 Summary of the pharmacovigilance system, in a community procedure with more than 1 MAH the section "Qualified Person in EEA for Pharmacovigilance " can be multiplied for more than one QPPV. Also the location of the Pharmacovigilance system master file can be multiplied independently. If the location is the same for all Member States, the Member states need to be added in the first box. If this is not the case, the entire section need to be copied. In this case section 2.4.4 needs to be repeated as different PV master files will be maintained. For each system the QPPV may be identical.

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

On top of the sub-section a free text field is included so that those applicants who have multiple manufacturers doing batch releases can include details of e.g. which packaging the manufacturer is responsible for. This is an optional field that can be left empty it is not needed.

The screenshots below illustrate the principle of the two options which are offered for all address fields in section 2.5 in case the administrative address and the manufacturing facility address is identical or different:

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

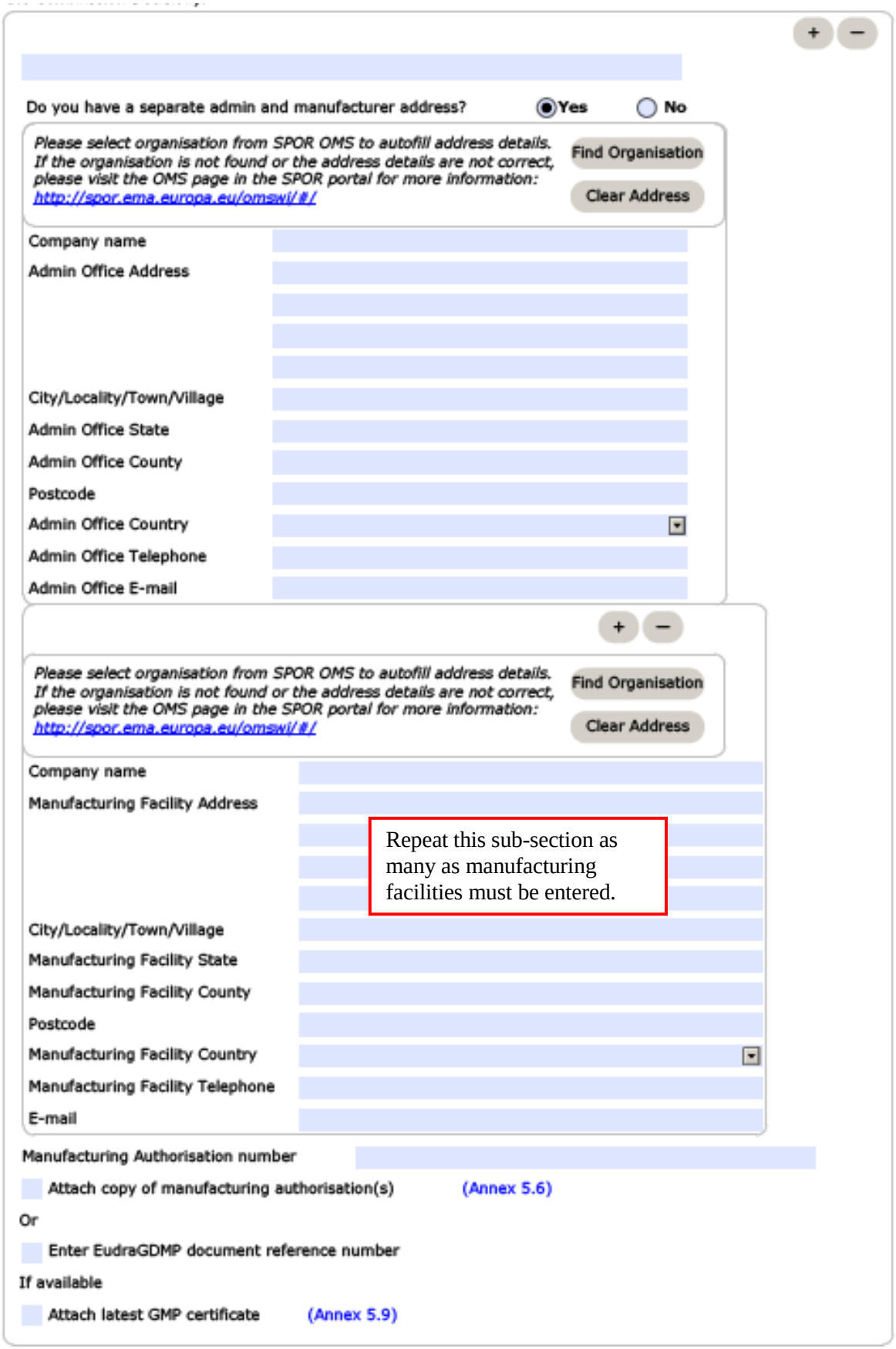
The fields related to telephone, e-mail can be duplicated in order to indicate more than one number in case the administrative and operating addresses differ:

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: 

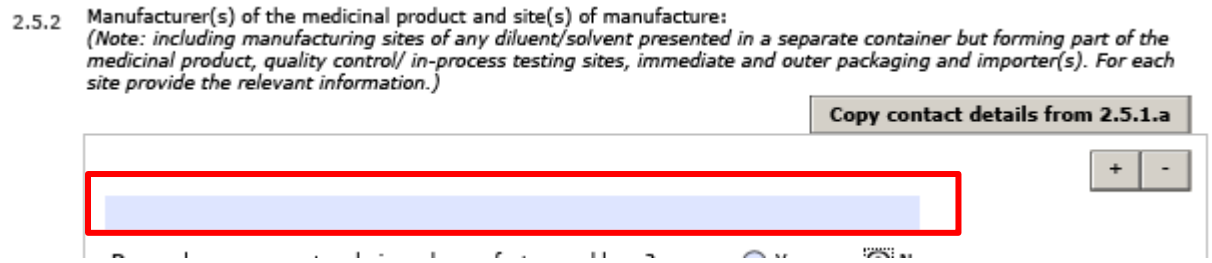
So, fields should be duplicated for each manufacturer.

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.


Do you have a separate admin and manufacturer address?
Yes
No
Please select organisation from SPOR OMS to autofill address details. If the organisation is not found or the address details are not correct, please visit the OMS page in the SPOR portal for more information: http://spor.ema.europa.eu/omswi/#/
Find Organisation
Clear Address
Company name
Admin Office Address
City/Locality/Town/Village
Admin Office State
Admin Office County
Postcode
Admin Office Country
Admin Office Telephone
Admin Office E-mail
Please select organisation from SPOR OMS to autofill address details. If the organisation is not found or the address details are not correct, please visit the OMS page in the SPOR portal for more information: http://spor.ema.europa.eu/omswi/#/
Find Organisation
Clear Address
Company name
Manufacturing Facility Address
City/Locality/Town/Village
Manufacturing Facility State
Manufacturing Facility County
Postcode
Manufacturing Facility Country
Manufacturing Facility Telephone
E-mail
Repeat this sub-section as many as manufacturing facilities must be entered.
Manufacturing Authorisation number
Attach copy of manufacturing authorisation(s)
(Annex 5.6)
Or
Enter EudraGDMP document reference number
If available
Attach latest GMP certificate
(Annex 5.9)

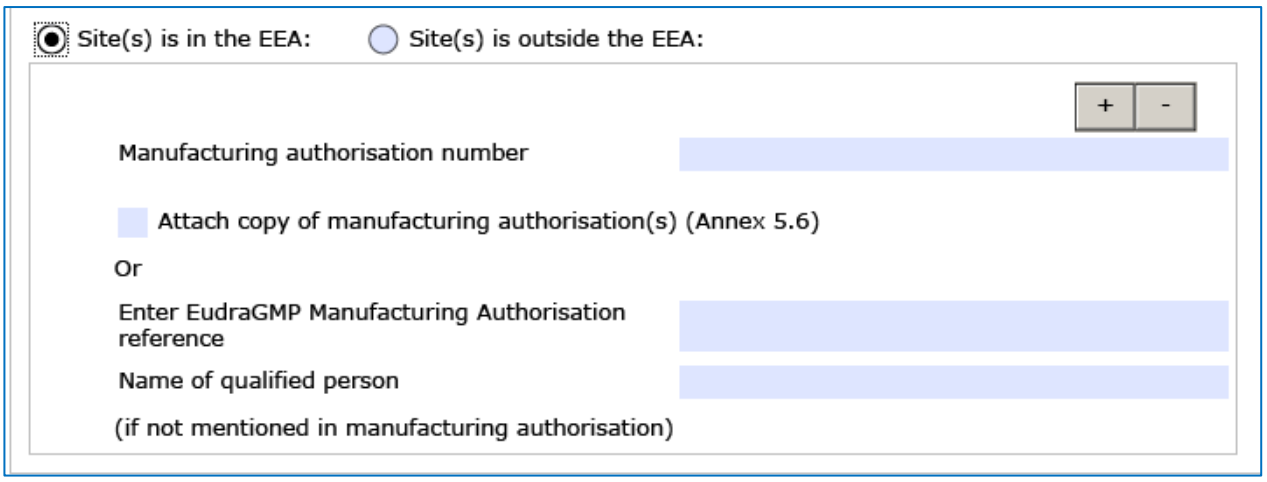
2.5.2. Manufacturer(s) of the medicinal product and site(s) of manufacture

The free text field is included so that a description of the partial product (e.g. vial with solvent, vial with powder, solvent etc. can be included if necessary to indicate which part of the product a specific manufacturer produces. This field is optional and can be left empty



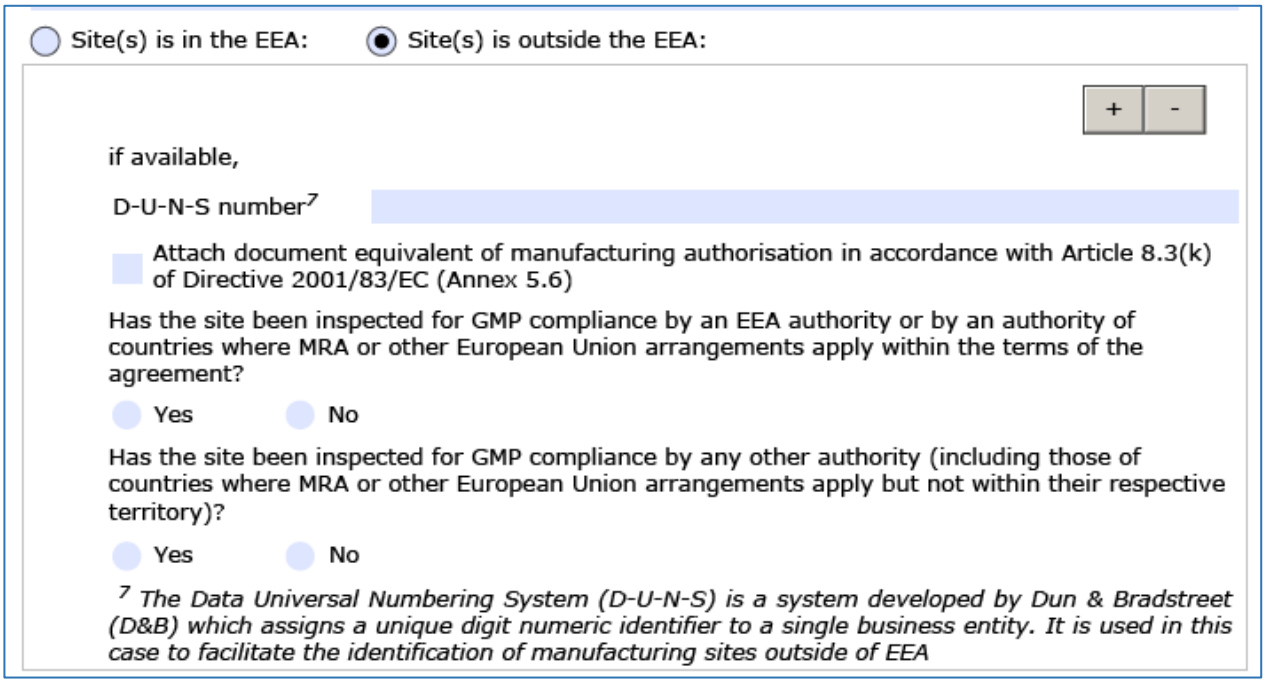
Address details can be copied from section 2.5.1.a if identical or if more convenient to make minor corrections afterwards.

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.



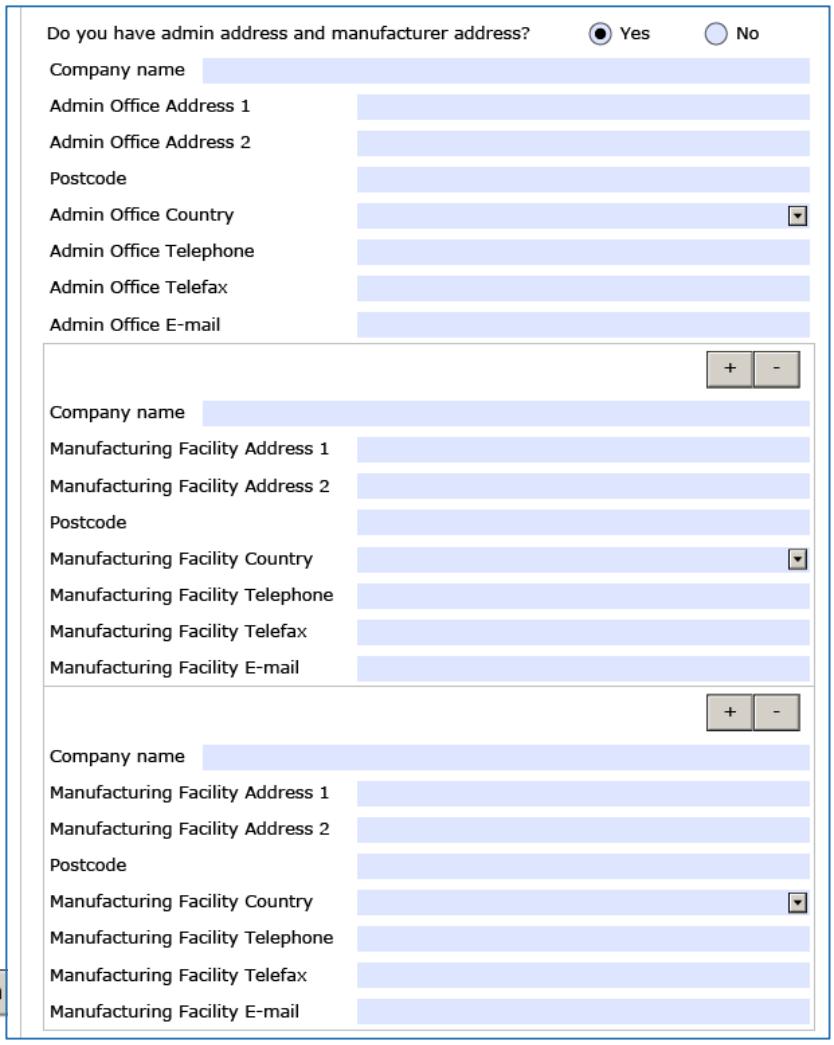
Note: including manufacturing sites of any diluent/solvent presented in a separate container but forming part of the medicinal product, quality control/ in-process testing sites, immediate and outer packaging and importer(s). For each site provide the relevant information.

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:

Regarding section 2.5.2 (Manufacturer of the medicinal product) and 2.5.3 (Manufacturer of the active substance) the manufacturer names, addresses and in case manufacturing sites need to be stated (and repeated) in each section separately. To avoid duplication of data entry, the buttons are offered:



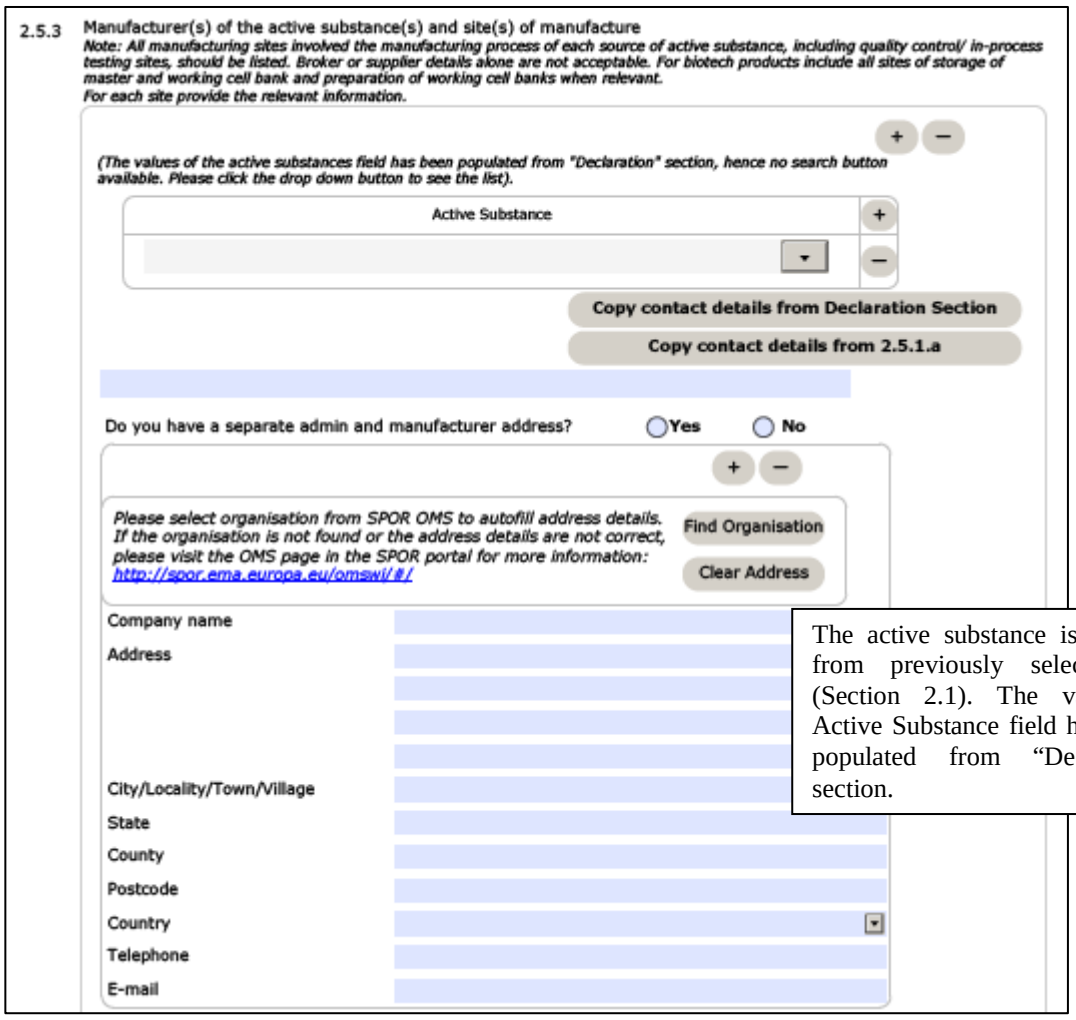
The reasoning from a regulatory point of view reads as follows: Release testing of the finished product is part of Quality testing. This activity is only linked to sites performing Batch Control testing arrangements in relation to the Batch Release of the product as per

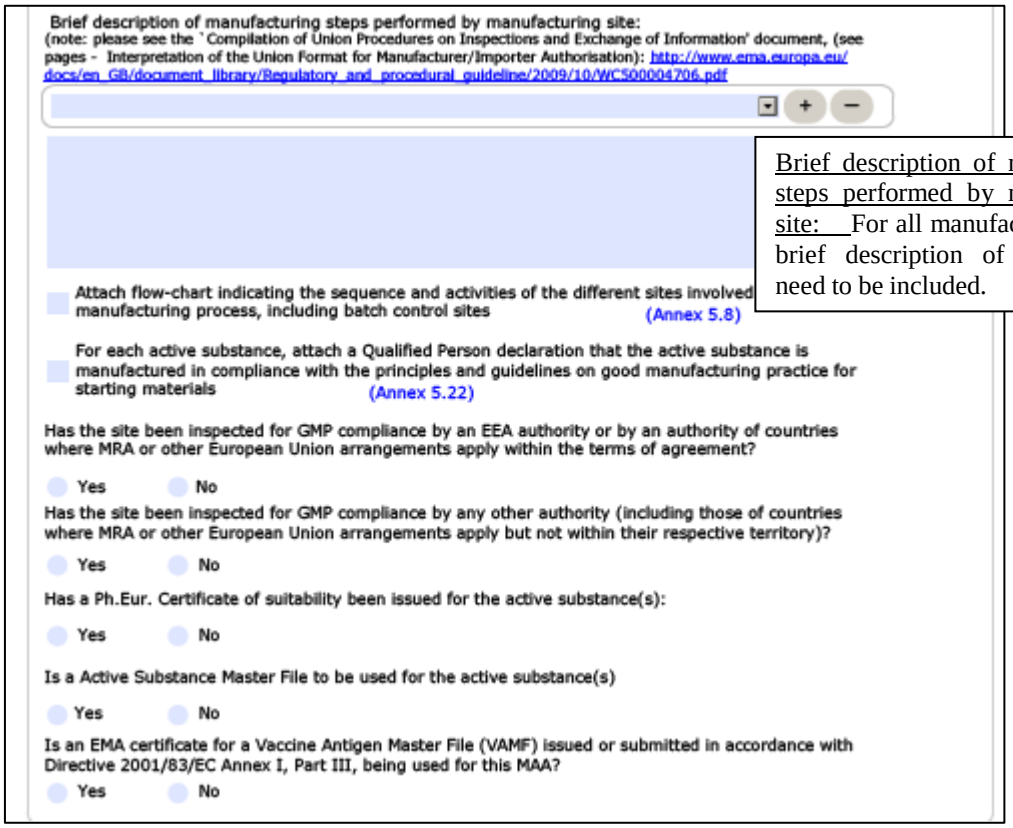
requirements of Article 51 of Directive 2001/83/EC. As such a site may perform both release testing under 2.5.1.2 and “normal” QC-FP activities under 2.5.2 which are not linked to the batch release. In this case, the site(s) will be listed twice i.e. under each section. However, if the site only performs one or the other quality control testing only, the site(s) will then need to be listed in the relevant section depending on the QC-FP activity. Testing arrangements in relation to the Batch Release of the product. Sometimes, sites perform both kinds of testing activities however only sites located in the EEA or where an MRA or ACAA arrangement is in place can be listed in 2.5.1.2. Third country sites (USA and any other country outside the EEA/MRA/ACAA) cannot perform this activity and should therefore not be listed under 2.5.1.2. These sites are only authorised to perform QC-FP activities not related to the Batch Release.

However, only the tests carried out for the products that the application is concerned should be listed here. Therefore, you should not mention all possibilities as is stated in Manufacture License for company (if possible to find them there).

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.

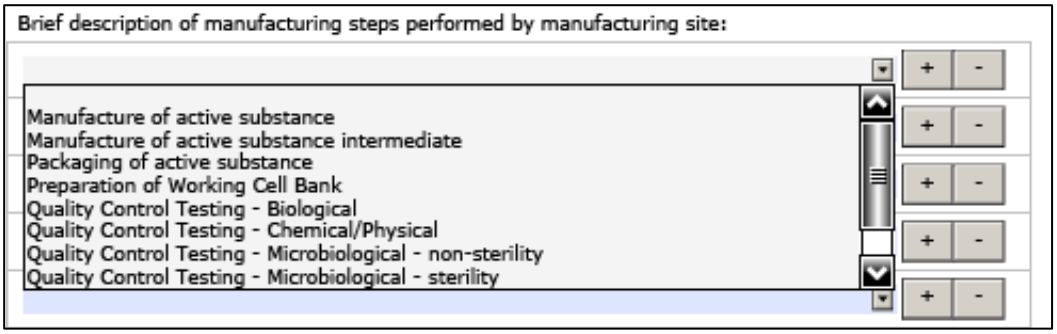




Brief description of manufacturing steps performed by manufacturing site: For all manufacturing sites a brief description of their duties need to be included.

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 finished product' or "Manufacturing of the VMP" are covered by the term 'Processing of medicinal product"

The contents of the controlled vocabulary are coming directly EUTCT (for substances only) as well as RMS (for all other lists) and the terms have been decided by the European inspectors from documents issued from Inspection.

Additional information in regard to inspections, suitability of Pharm. Eur. Certificates or information on ASMF can be entered if the respective box 'yes' is ticked.

1) http://www.ema.europa.eu/docs/en_GB/document_library/Regulatory_and_procedural_guideline/2009/10/WC500

004706.pdf

Has the site been inspected for GMP compliance by an EEA authority or by an authority of countries where MRA or other European Union arrangements apply within the terms of agreement?

(•) Yes ( ) No

Please

[ ] Attach latest GMP certificate in (Annex 5.9)

Or

EudraGMP certificate reference number

Has the site been inspected for GMP compliance by any other authority (including those of countries where MRA or other European Union arrangements apply but not within their respective territory)?

(•) Yes ( ) No

[ ] If yes, please provide summary information in (Annex 5.9) (and, if available a GMP certificate or a statement from the competent authority which carried out the inspection)

Has a Ph.Eur. Certificate of suitability been issued for the active substance(s):

(•) Yes ( ) No

Name of the CEP holder

Name of the manufacturer if different from the above

CEP number

Date of last update

[ ] Provide copy in (Annex 5.10)

Is a Active Substance Master File to be used for the active substance(s)

(•) Yes ( ) No

[+] [-]

Name of the ASMF holder

Name of the manufacturer if different from above

EU ASMF reference number if available

National ASMF reference number: (when applicable and only if EU ASMF reference number is not available)

Applicant part version number

Date of submission

Date of last update

[ ] Attach letter of access for European Union/Member State authorities where the application is made (see "European ASMF procedure for active ingredients") (Annex 5.10)

[ ] Attach copy of confirmation from the manufacturer of the active substance to inform the applicant in case of modification of the manufacturing process or specifications according to Annex 1 of Directive 2001/82/EC (Annex 5.11)

Is an EMA certificate for a Vaccine Antigen Master File (VAMF) issued or submitted in accordance with Directive 2001/83/EC Annex I, Part III, being used for this MAA?

(•) Yes ( ) No

[+] [-]

Active Substance	[+]
[▼]	[-]

Name of the VAMF Certificate Holder / VAMF Applicant

Reference number of Application / Certificate

Date of submission (if pending)

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

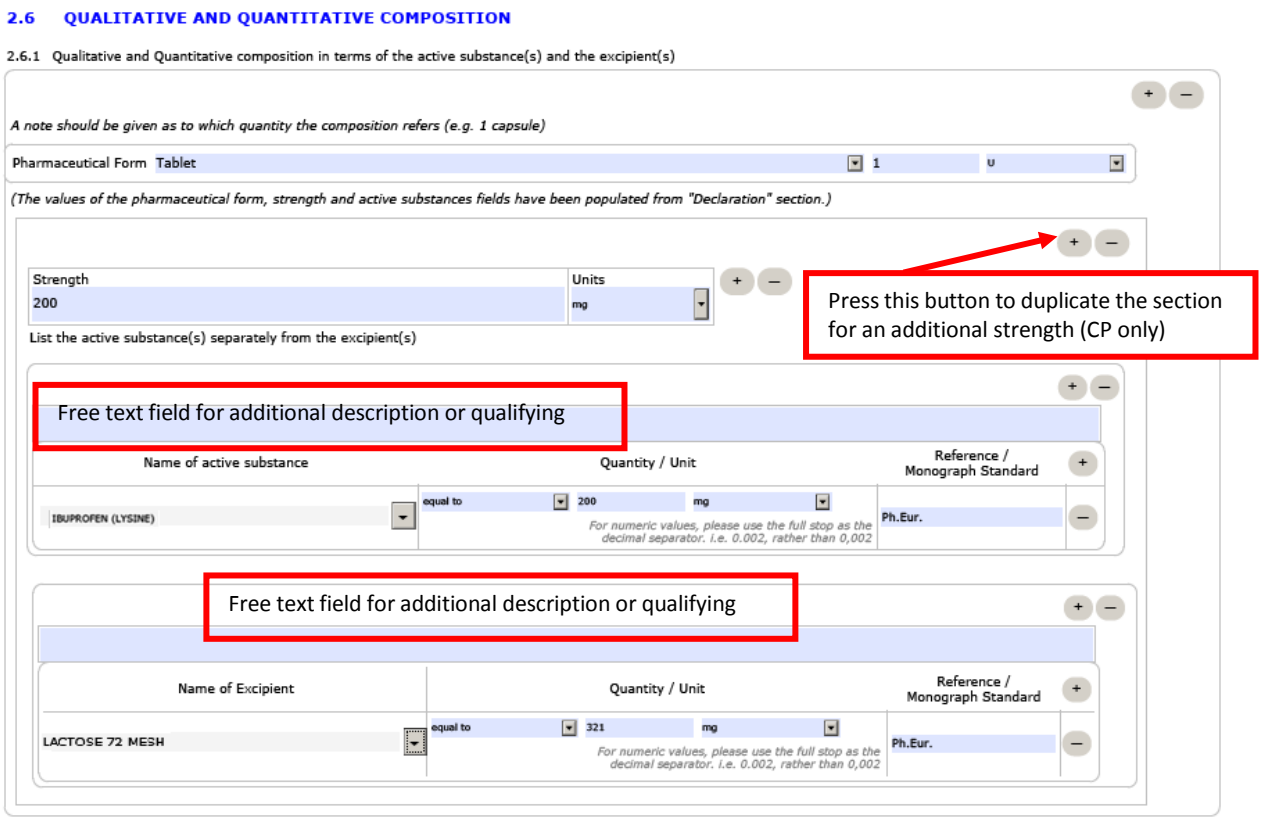
For each contract company, state where analytical tests are performed and where clinical data are collected and open data fields by pressing the button: Add Study

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. + -.

2.6. QUANTITATIVE AND QUALITATIVE COMPOSITION

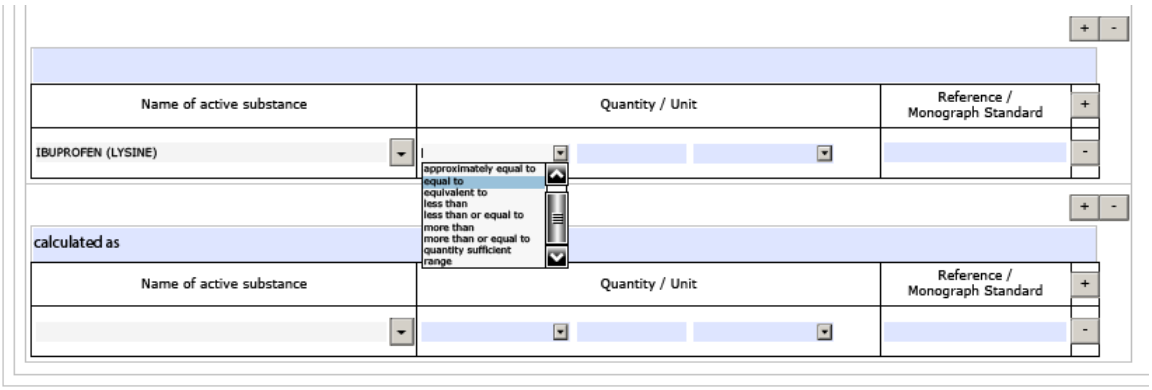
2.6.1. Qualitative and Quantitative composition in terms of the active substance(s) and the excipient(s)

The chosen active substance(s) is/are automatically displayed in section 2.6.1 on the 'Name of active substance field(s)'. You are able to add additional information on the active substance as well as all excipients in a separate list.
To interpret the composition correctly the reference of counting must be stated in the first line. All quantities of substances are referring to a defined quantity of the specified pharmaceutical form, e.g. 1 (unit) of tablets or 100 (ml) of a solution.



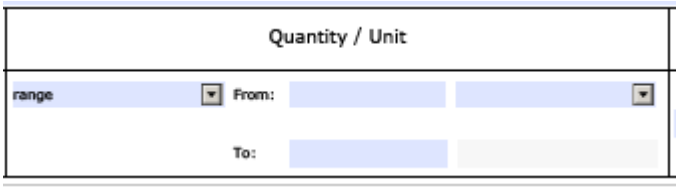
In centralised procedures multiple strengths can be included into one application form. For this purpose, the below frame of strength need to be duplicated. In case of national procedures, only one strength per pharmaceutical form can be mentioned in one MAA form.

In the preceding free text field, you should add a qualifying like 'calculated as'. This text field will also serve for an additional explanation to separate the filling of a capsule from the capsule shell or clustering all ingredients of the printing ink.



The quantity is constructed of an operator, a value, and the unit of measurement: equal to 20 mg. A reference may be added, e.g. Pharm.Eur.

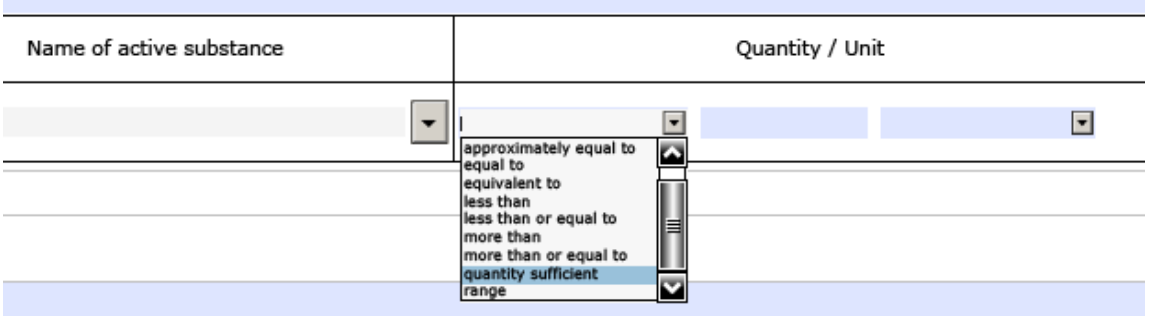
If you select 'range' as the quantity operator, the value field will be spilt into lower and upper value:



The quantity operator 'quantity sufficient' means adding enough of an ingredient to achieve a specific final volume or total weight. This term has been discussed extensively in the past and it was agreed that 'quantity sufficient' was introduced as quantity operator in the eAFs and will now allow to describe the limits precisely.

To express for example: "to five grams of NaCl add enough (quantity sufficient qs) water to make 100 ml"

Ingredient = water
Quantity operator = "quantity sufficient";
Value =100
Unit = "mL"



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

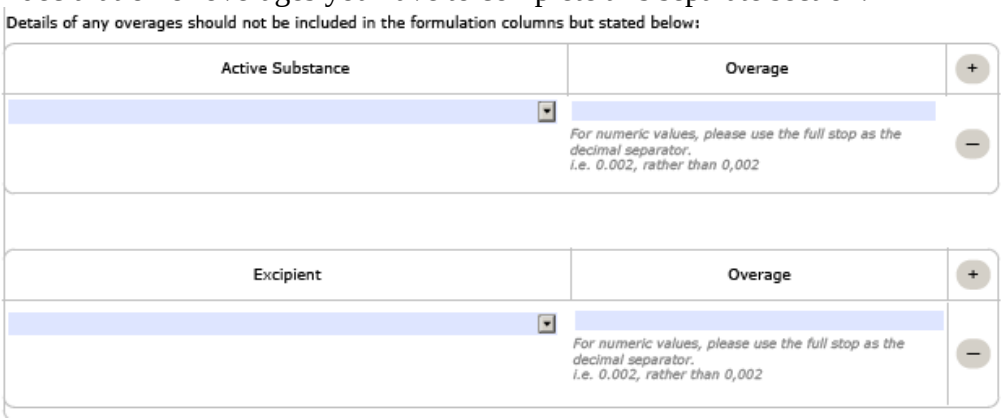
Delete any unnecessary fields displaying incorrect terms if relevant using - button.

Process steps in case of a missing substance name/term

If you need to request a missing substance in order to complete an eAF, please submit a request for substance insertion with the corresponding SmPC at the EMA Service Desk portal - https://servicedesk.ema.europa.eu/.
If you need to request a new term (e.g. pharmaceutical form or unit of measurement) or a request for an update of an already existing term in order to complete the eAF, please submit a request through the SPOR Portal - http://spor.ema.europa.eu/rmswi/#/ providing as much supporting documentation as possible (e.g. name of the product concerned, SmPC, etc.). Please note you need to be registered with SPOR prior to submission of change requests: https://register.ema.europa.eu/identityiq/login.jsf. The user guide for managing referential and organisation data in eAF is available here.

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 on how to request additional terms in eAF can be found in the 'RMS Web User Manual' document available at http://spor.ema.europa.eu/rmswi/#/viewDocuments..

In case of declaration of overages you have to complete this separate section:



You have to press the "+" button first. You can then select from the pull down menu the substance as included in the composition and add the overage value. Use the full stop to indicate decimal numeric values.

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.

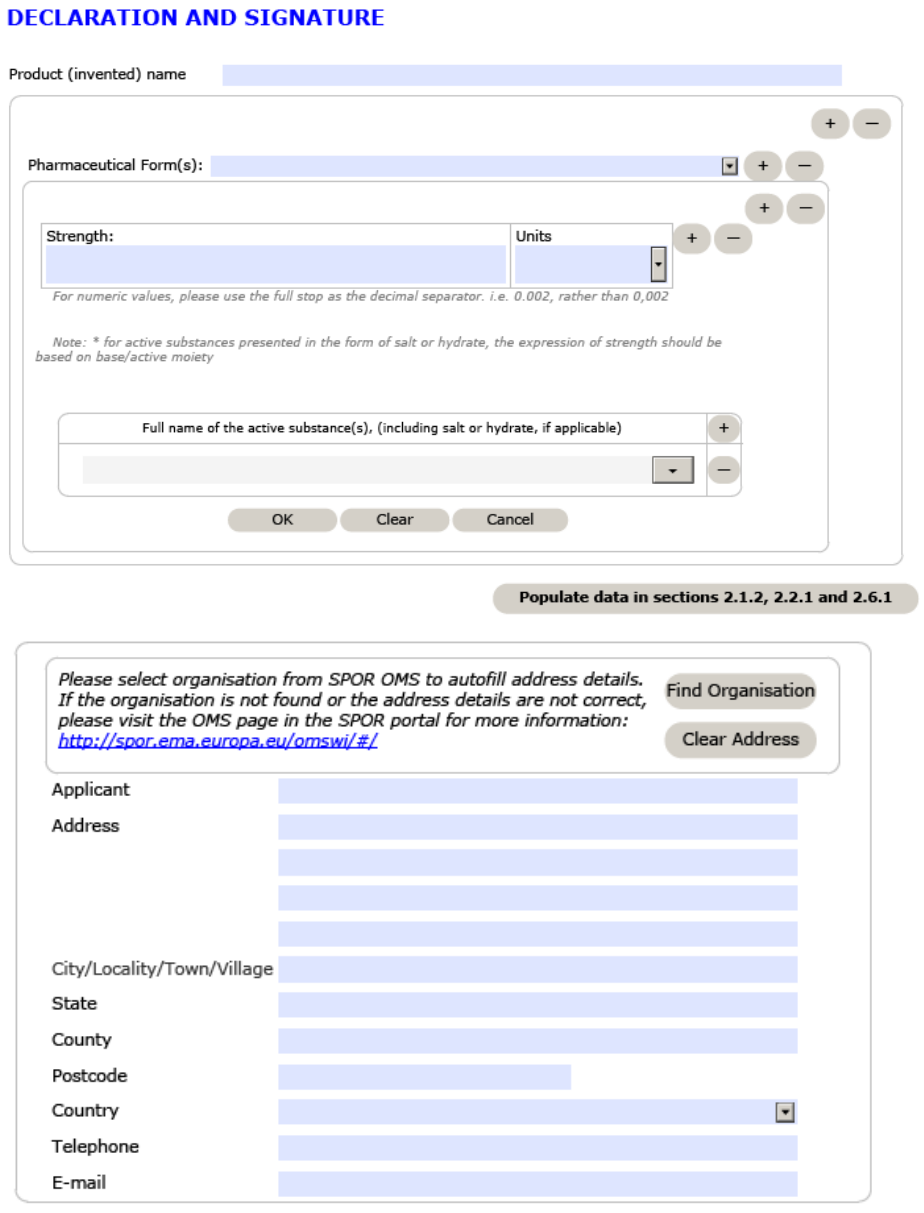
MAA FORM (veterinary)

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.

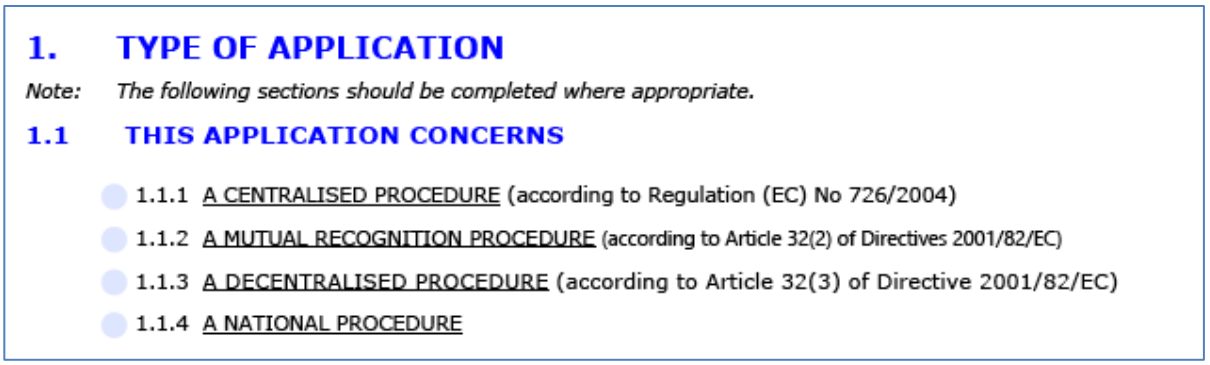
DECLARATION and SIGNATURE



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.

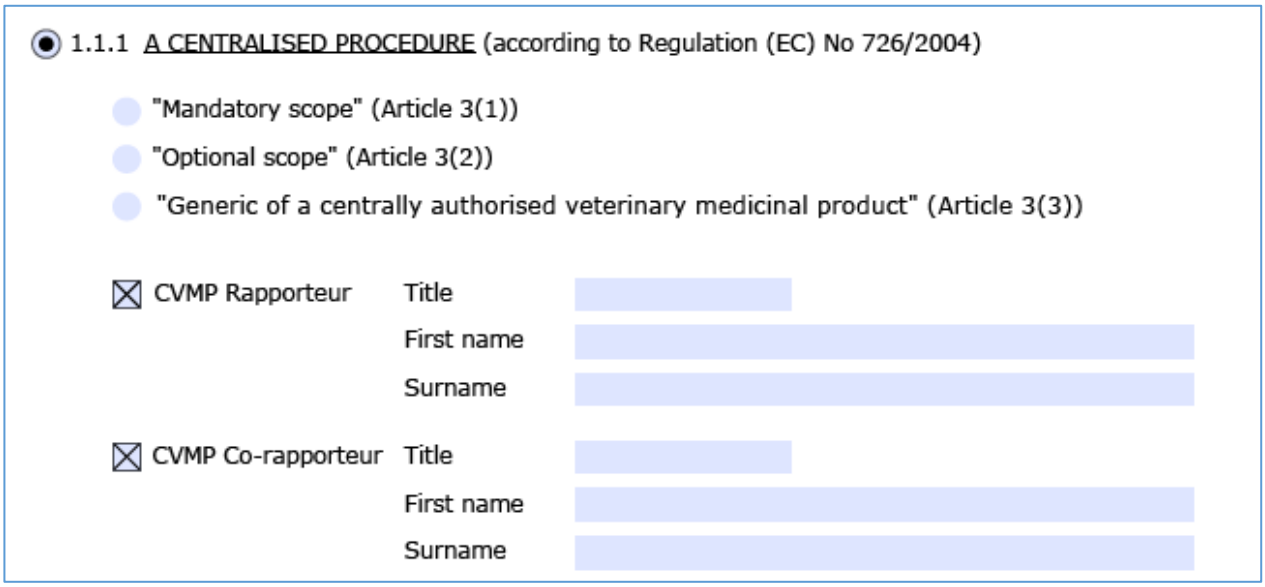


.

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.

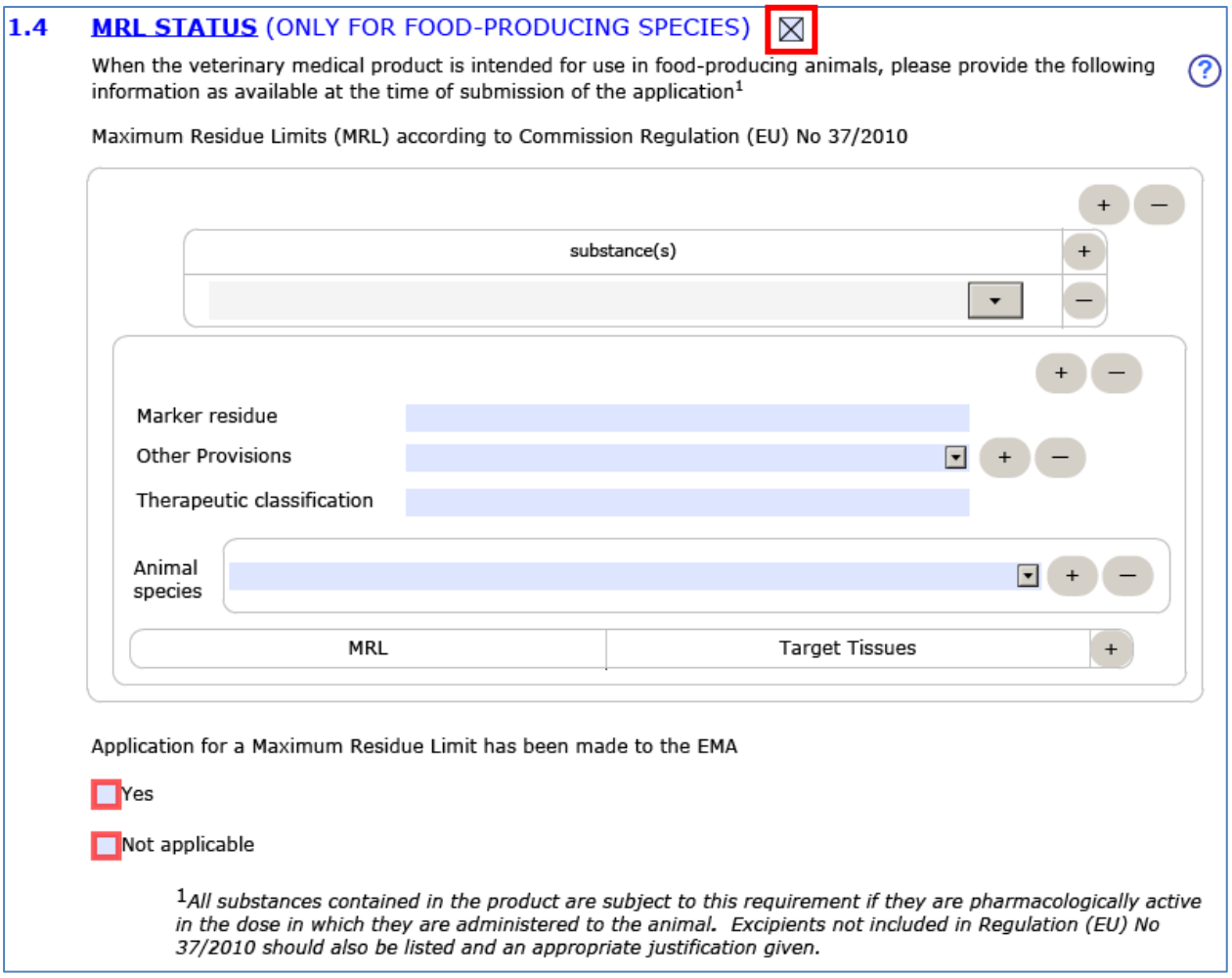
1.2. Is this an application for a change to your existing marketing authorisation leading to an extension as referred to in Annex II of Regulations (EC) NO 1084/2003 or 1085/2003, or any national legislation, where applicable?

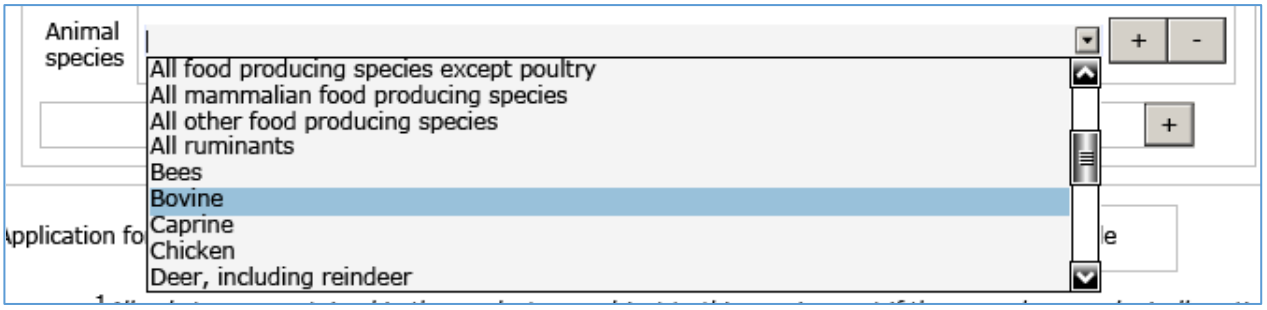
There is no specific technical information to be considered.

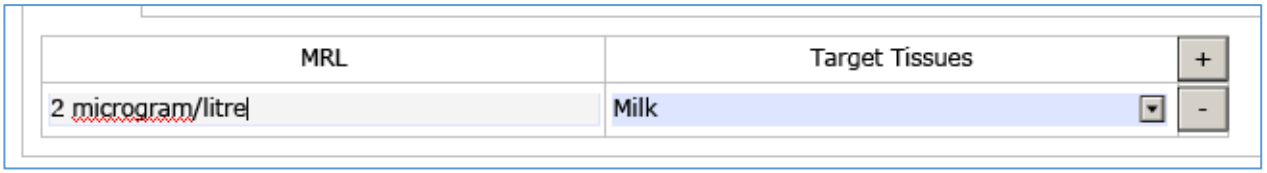
1.3. This application is submitted in accordance with the following articles in Directive 2001/82/EC

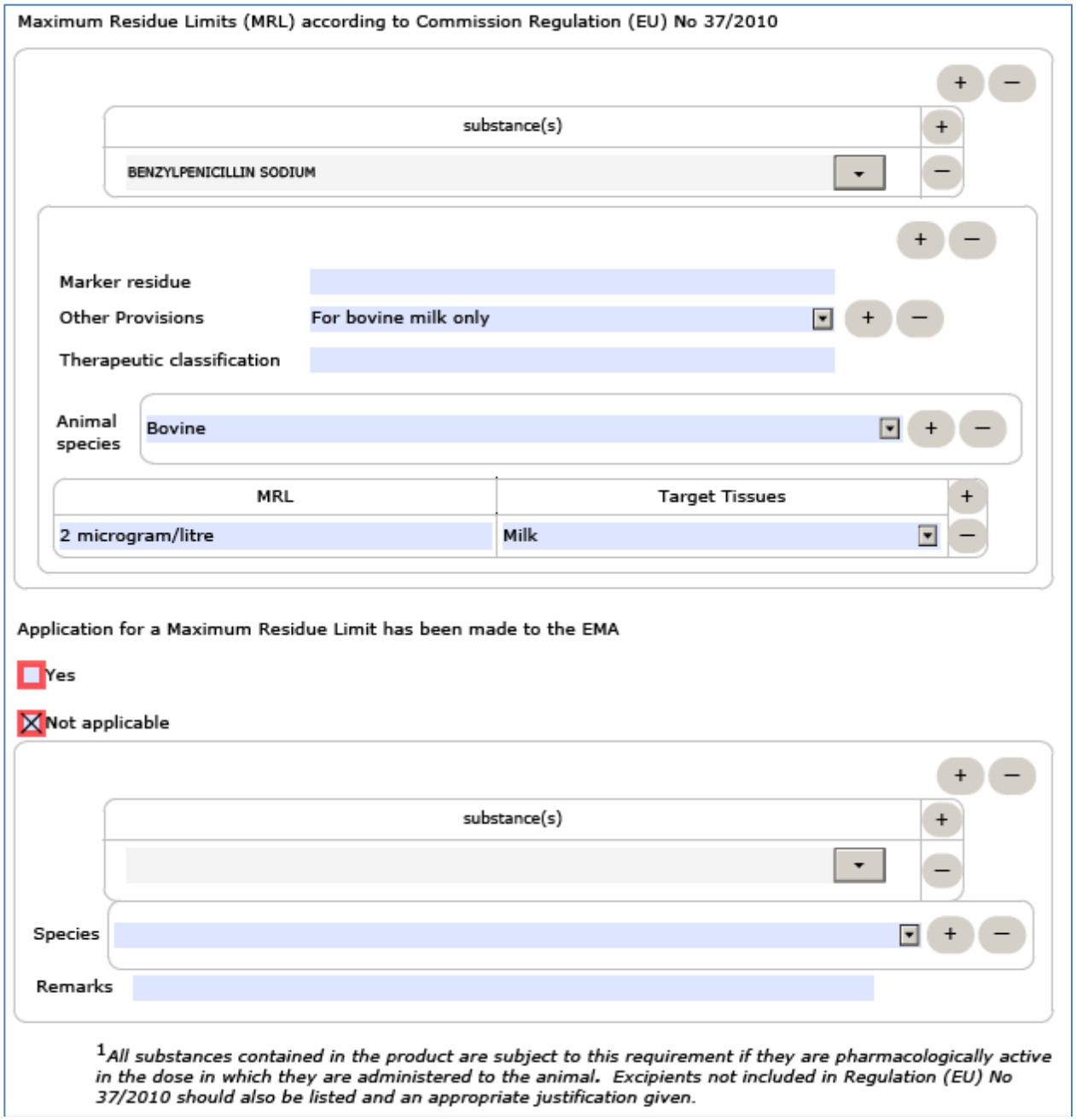
There is no specific technical information to be considered.

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



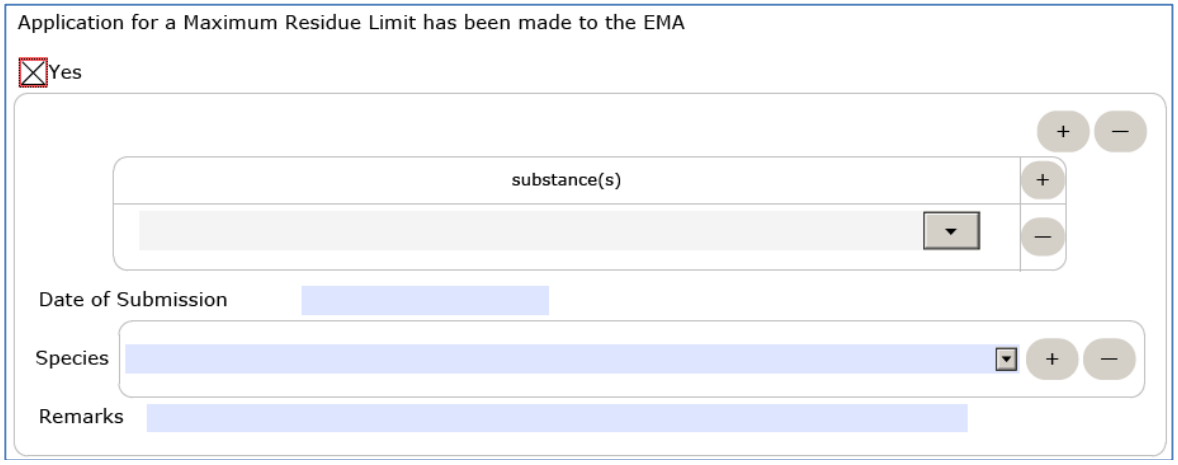






The form requires that excipients not included in Regulation (EU) No 37/2010 should also be listed and an appropriate justification is given. If this is the case, the tick box "not applicable" can be selected, and the justification should be provided in the "remarks" field.

In case an MRL application has been submitted to EMA and the procedure is still pending the tick box "Yes" should be selected and details on the application including submission date should be provided in the following section:



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.


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

2.1.1 Proposed (invented) name of the veterinary 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 5.18)

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.

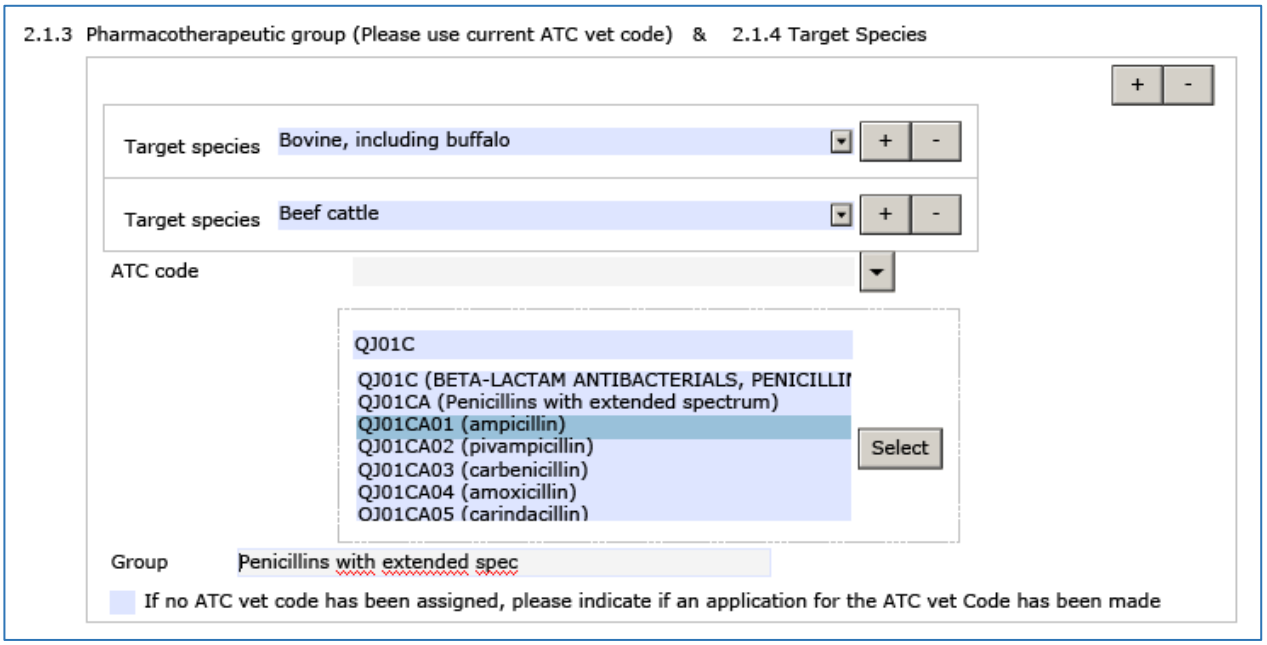
2.1.2. Name of the active substance(s)

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.



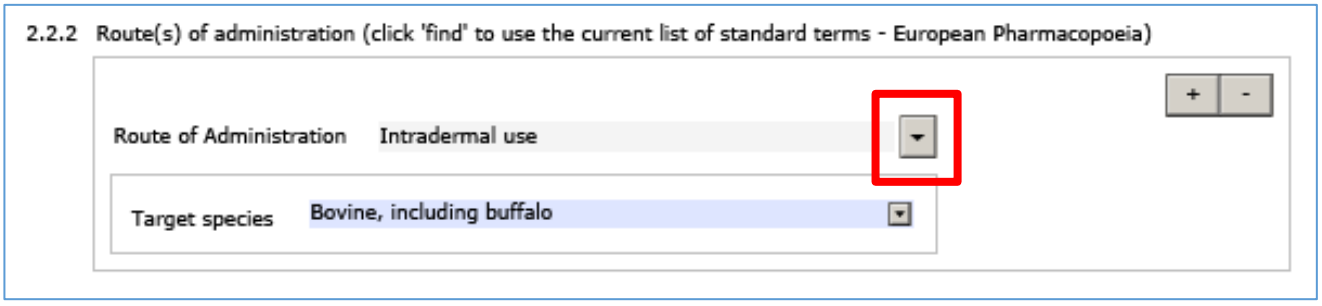
Note: It may happen that the description of the third or fourth level of the ATC vet code is too long to be included completely.

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)

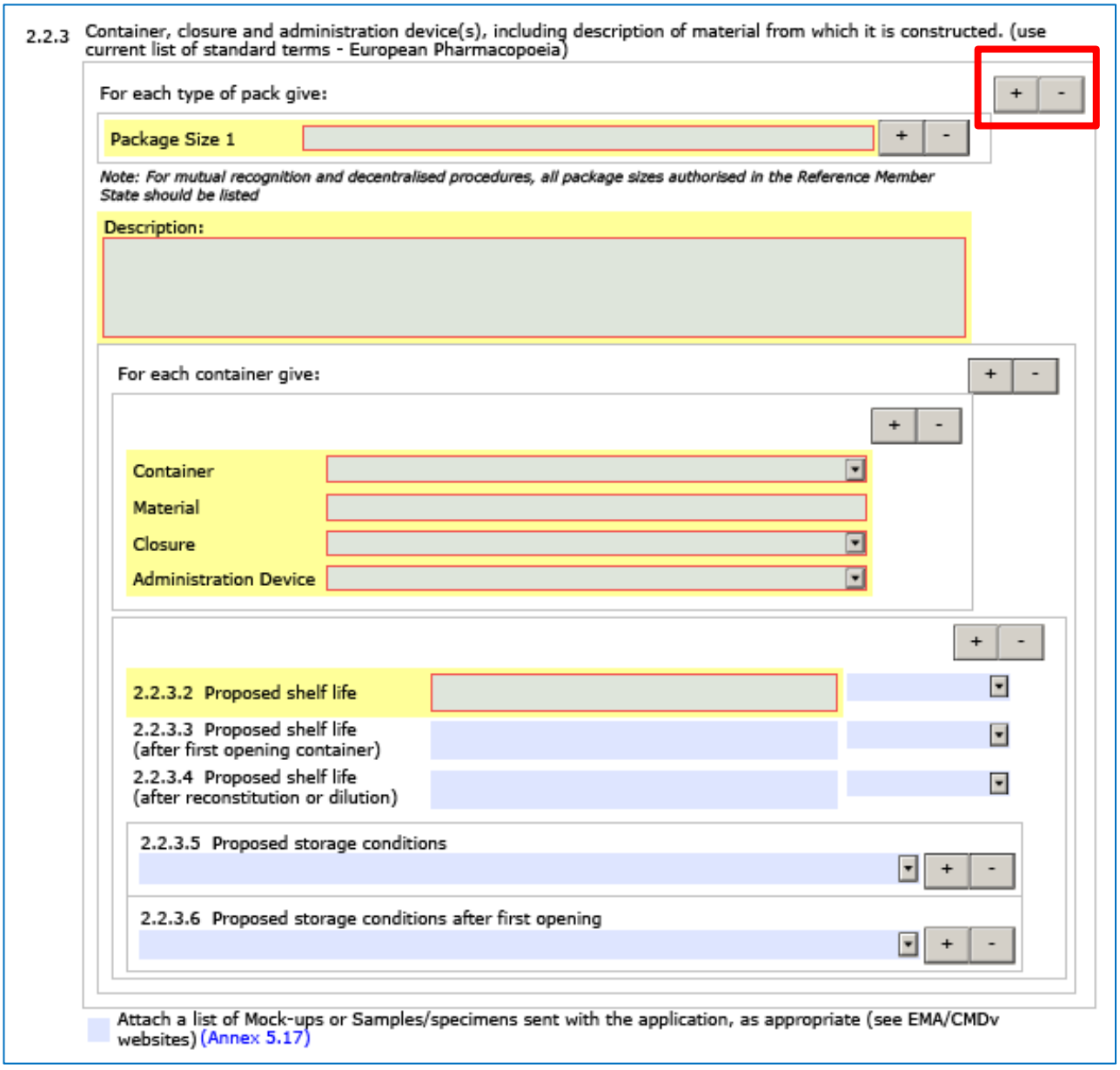


Dropdown field to select (“Click arrow button”)
The dropdown includes the current list of standard terms included in the “List of Standard Terms for pharmaceutical dosage forms, routes of administration and containers” published by the EDQM / RMS.

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.

The term list on Container, Closure and Administration Device will become more complete over time. Therefore, check carefully in advance whether the term you will use is provided. Otherwise require the term asap at mdms@ema.europa.eu.

The material is a free text field, but it is advisable to use known standard abbreviations for chemical names, such PVC, HDPE, etc.

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.

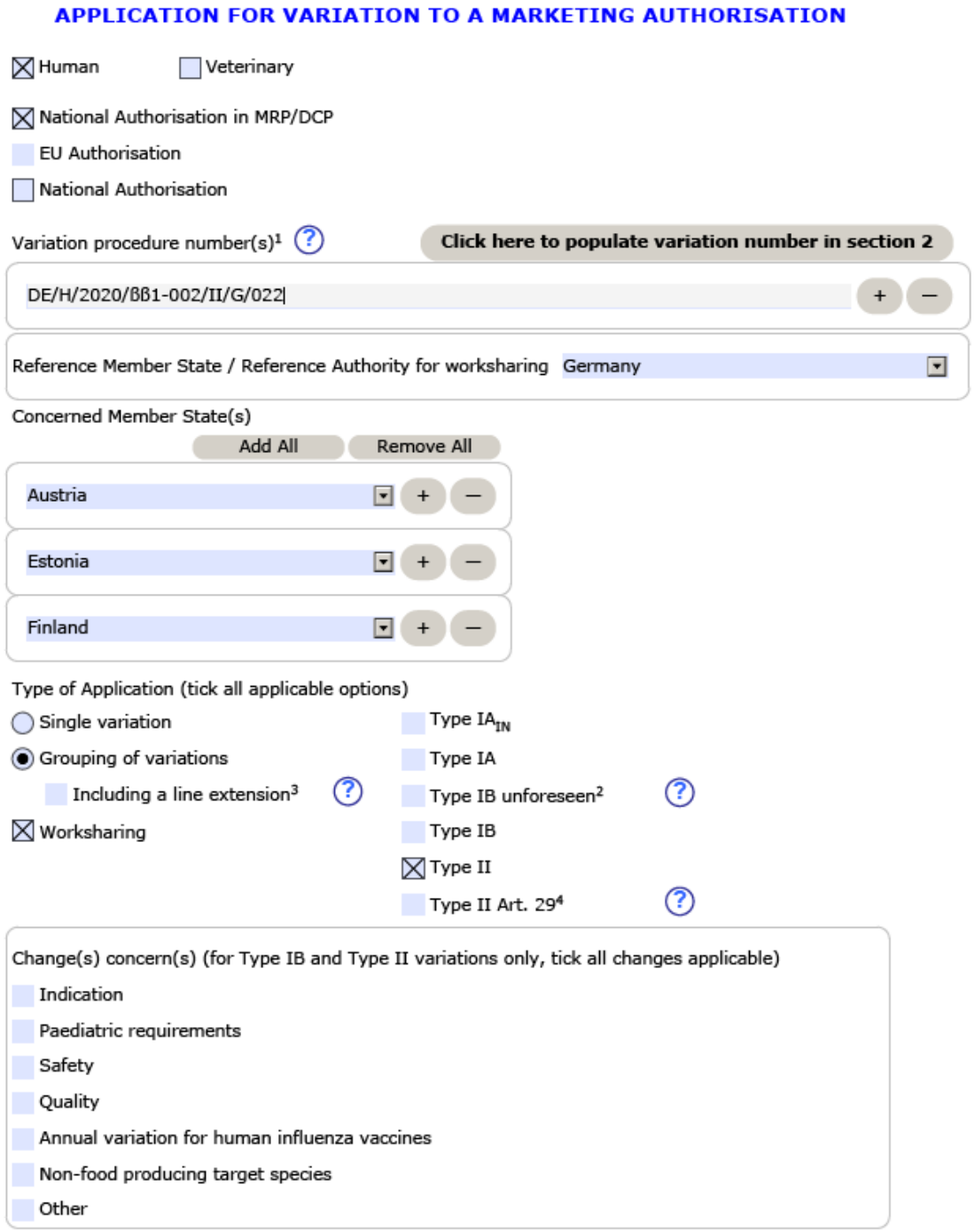
5. ANNEXED DOCUMENTS (where appropriate)

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

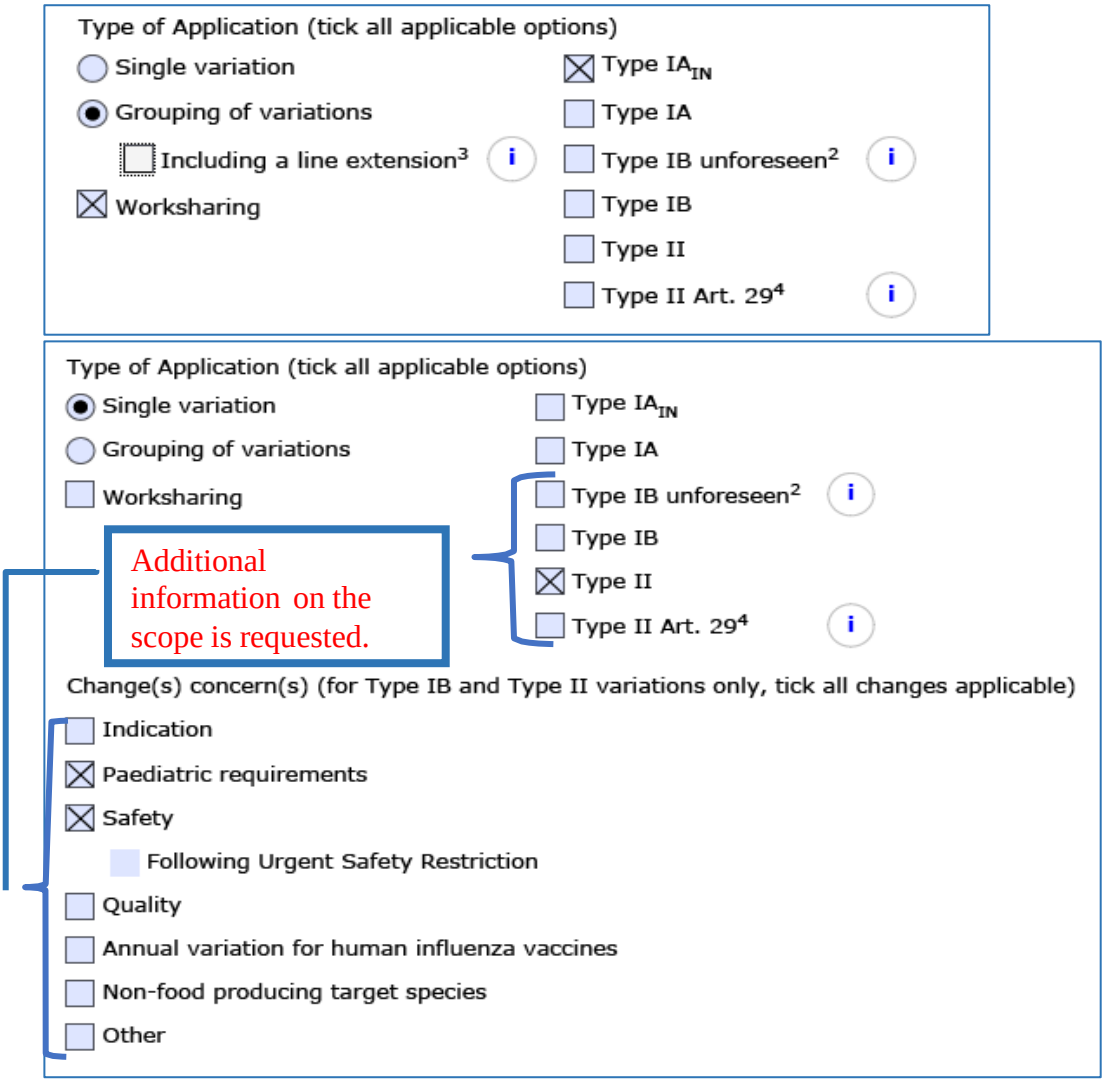


Details of the procedure number and involved Member States depend from the type of procedure. In case of variations to a national authorisation in MRP/DCP select the Reference Member State. In the list below all Member States or the EMA can be selected except the same Member States as already selected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

member states line by line or use the 'Add all'-button Add All to add all member states in one go. You can remove all by pressing the 'Remove all'-button Remove All. It is also possible to remove single member states line by line. The most time effective way of working depends from the number of member states.

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.

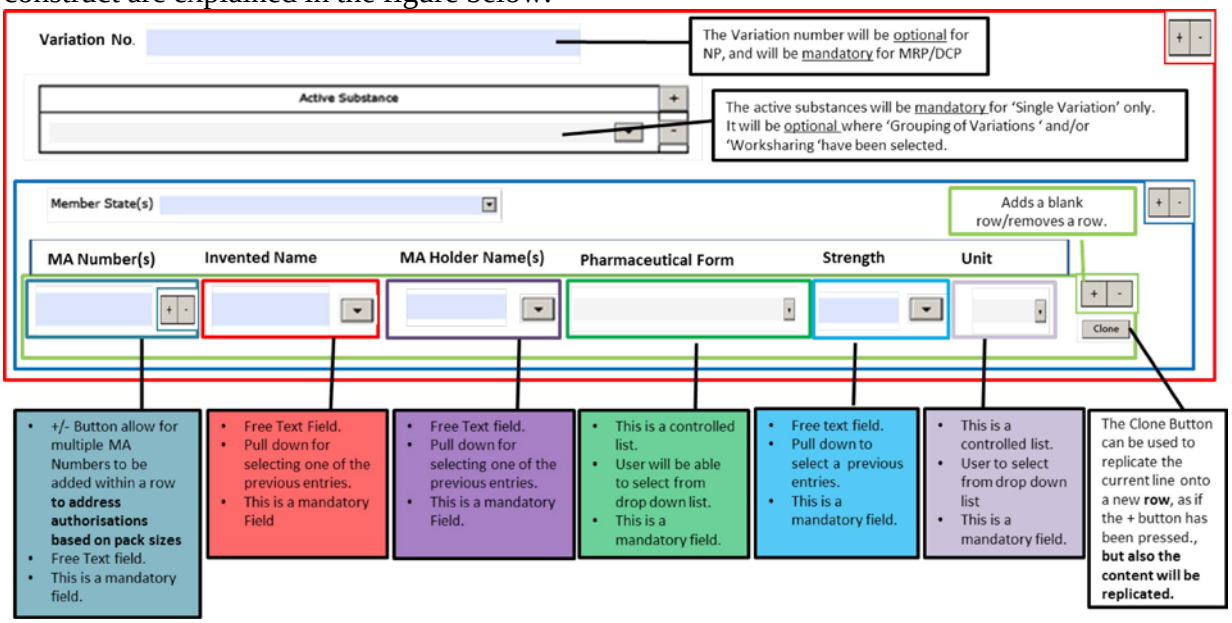
In case of purely nationally authorized products involved in a worksharing procedure, the Reference Authority will be included instead of the RMS.



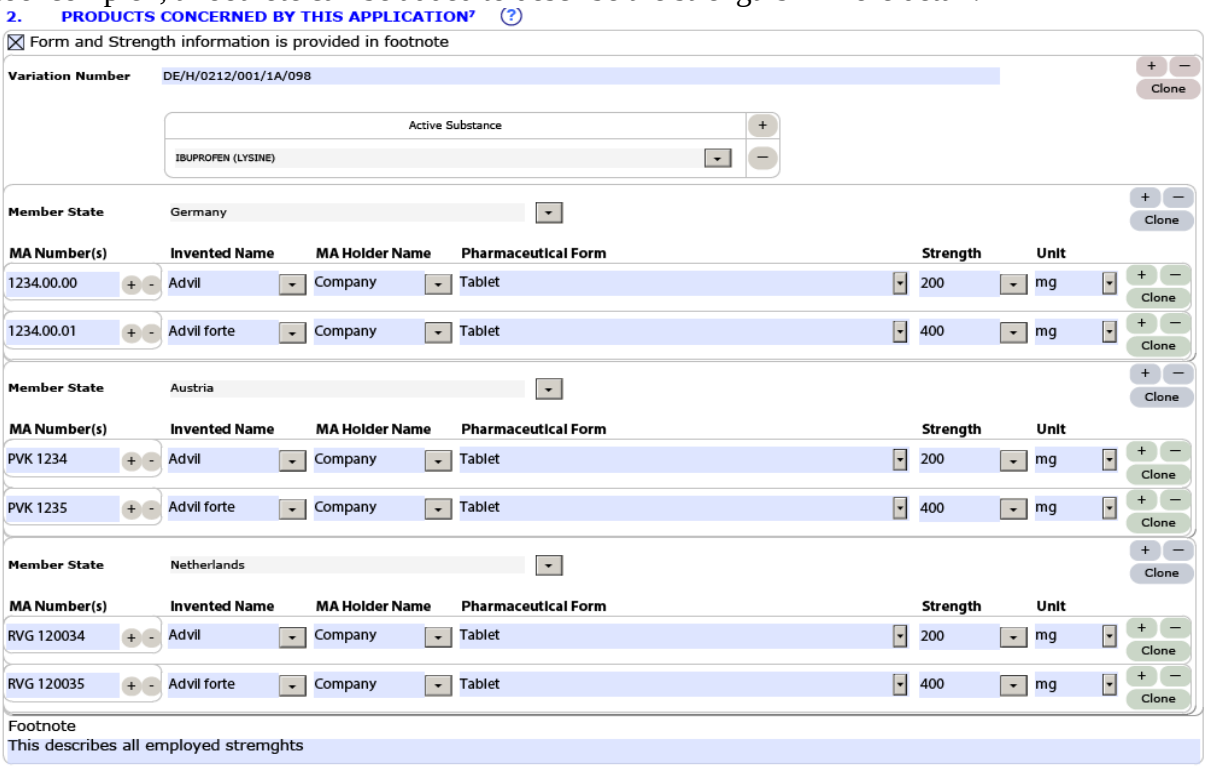
The selection of the MA Holder address will be supported by the SPOR Organisation Management Service as outlined in Section Providing contact & address details.

2. PRODUCTS CONCERNED BY THIS APPLICATION

The variation form allows to include all forms and strengths. Again, the signatures should be provided by the MAH. If different national companies are involved it is recommended to add power of attorney as required by member states appropriately.
The products involved in the variation need to be named. To allow all possibilities to be keyed in in a structured manner, this section has completely been revised. The principles of that construct are explained in the figure below:



The sample displays how several products with different authorisation numbers different product names or different MAH names etc. can be added. In case the strength details are too complex, a footnote can be added to describe the strengths in more detail:



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:

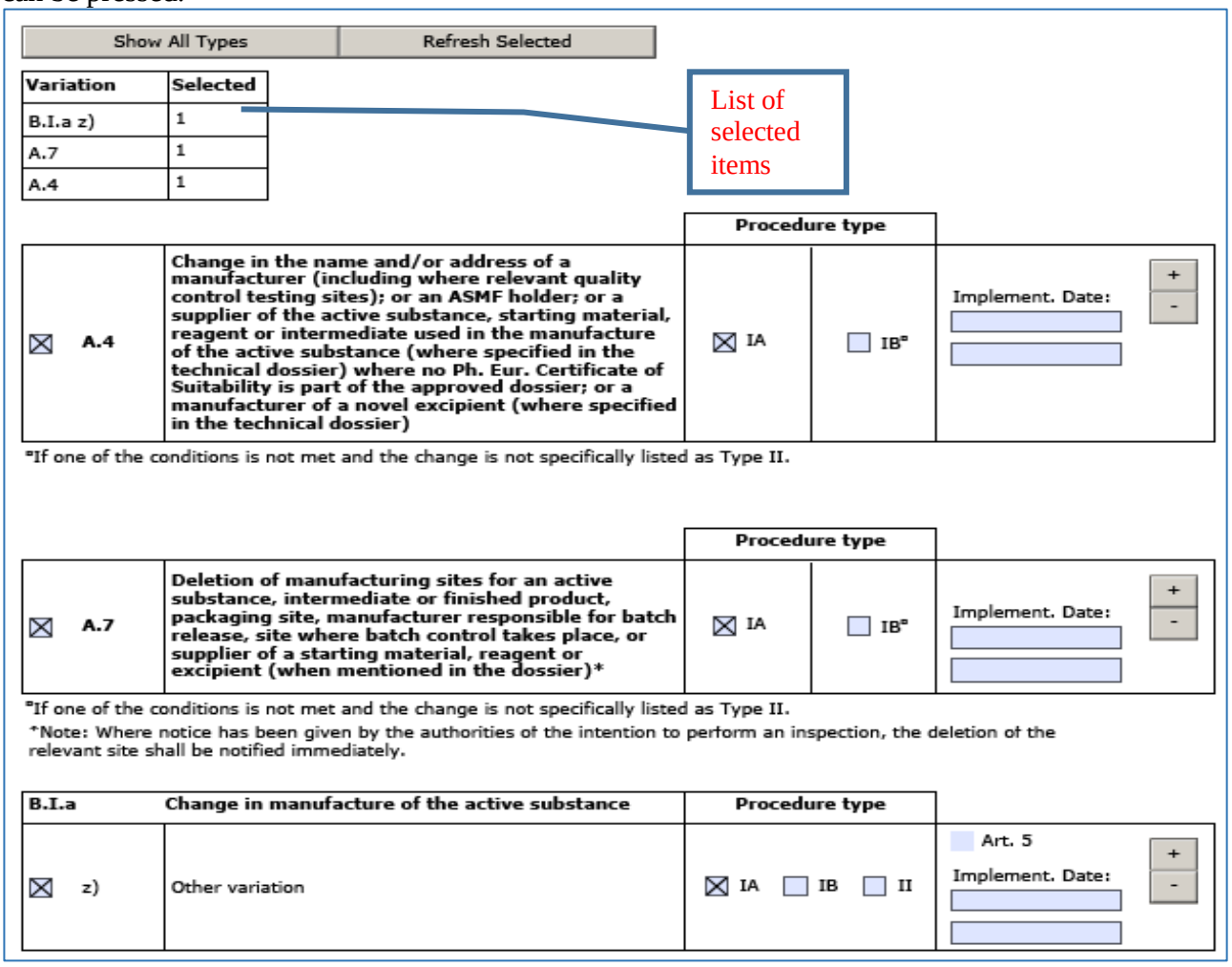
☒ Copy of the relevant page(s) from the Guideline for this/these change(s) is attached and the relevant boxes for conditions and documentation (both for Type IA and Type IB) are ticked.

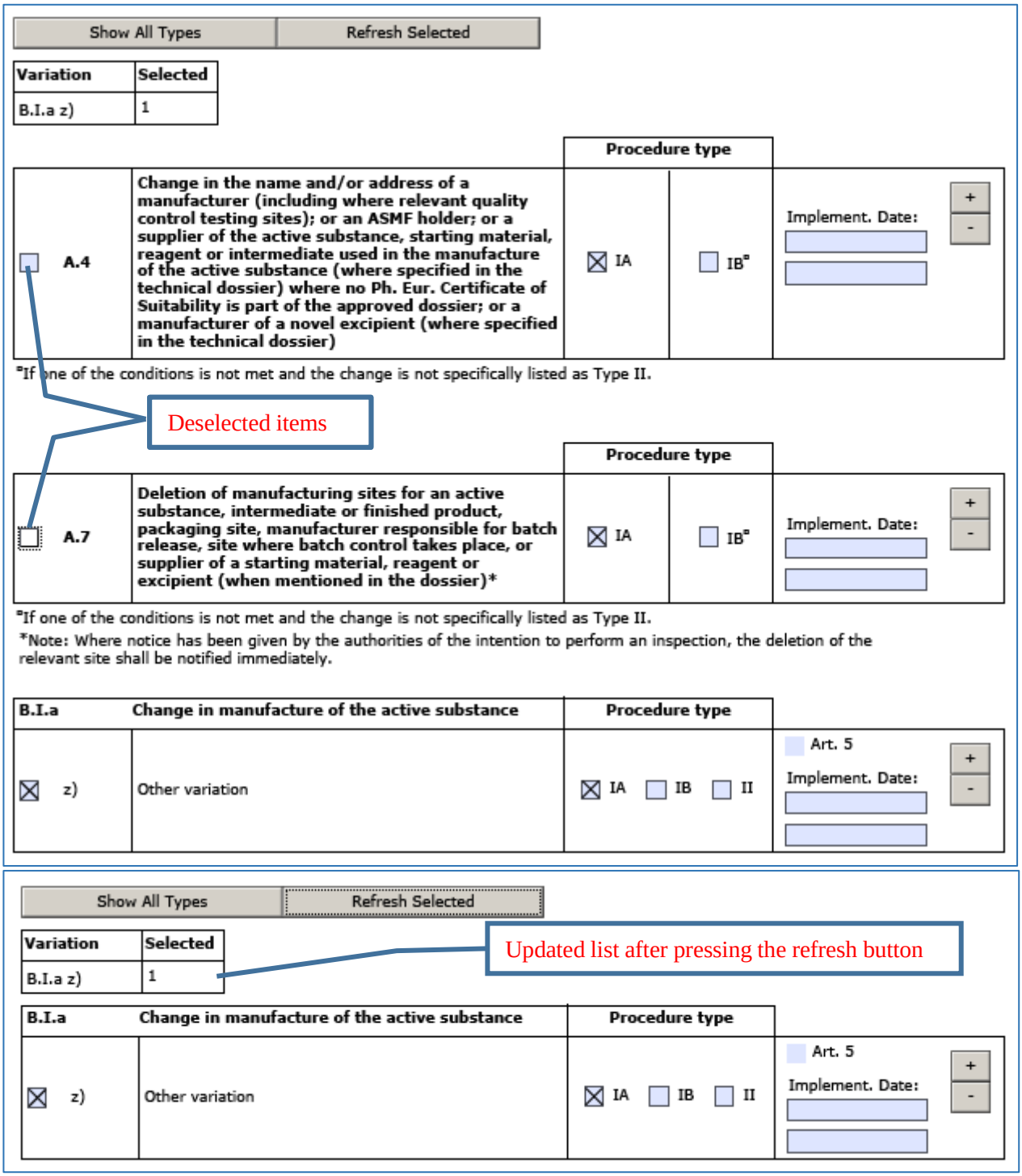
The classification Guideline table should be added as a separate document provided in the same location as the application form, clearly identifiable as Classification Guideline. File name could be common-form-annex-classgl.pdf. It is important not to attach the annexes into the eAF itself, this will prevent proper locking of the forms

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.

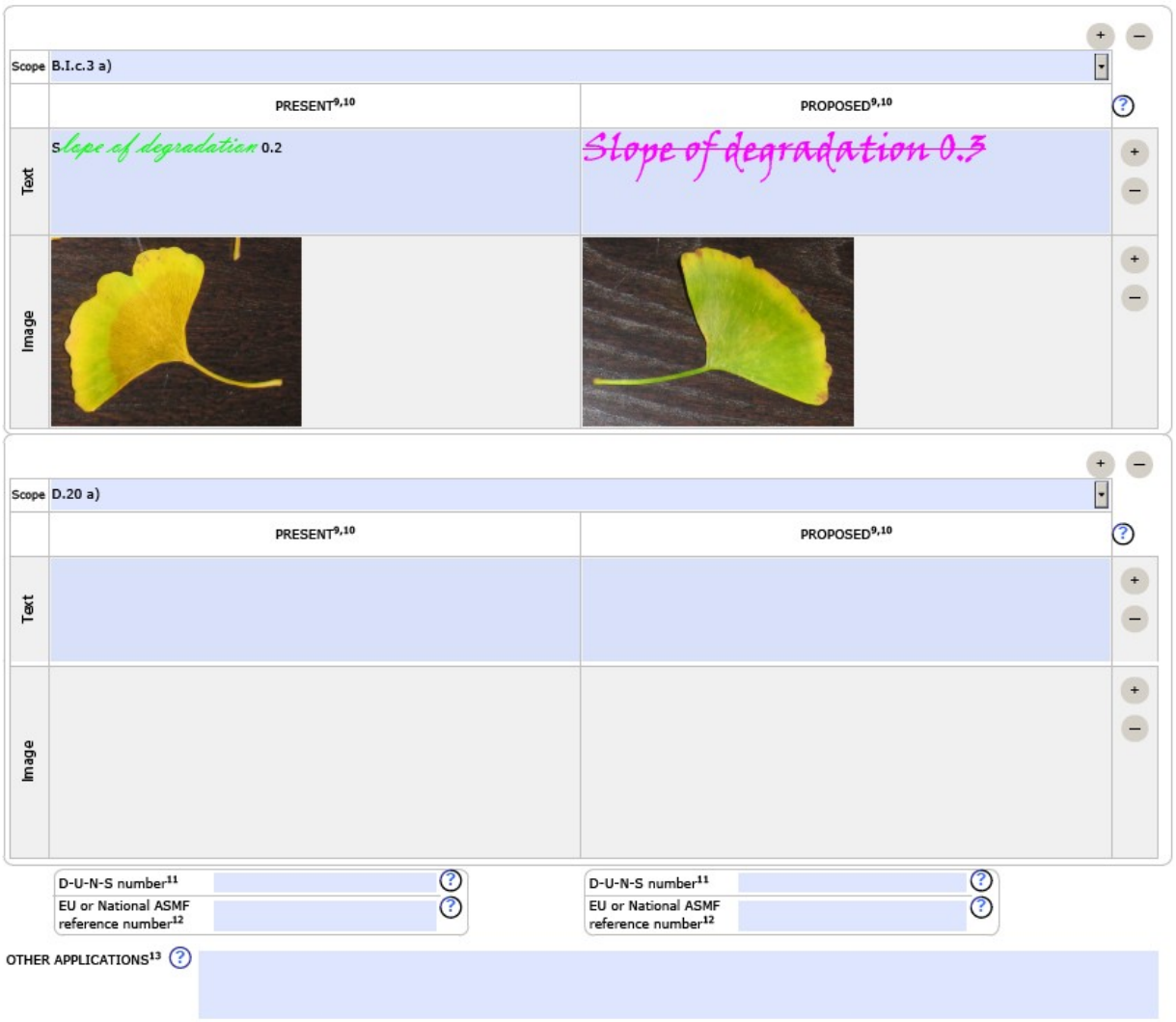




Depending from the items you have to complete the following table to describe the present and proposed wording in the PL or SmPC or any brief description of the changes or DUNS number of involved manufacturer or ASMF reference number. Due to the anticipated complexity this is not needed in case of worksharing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

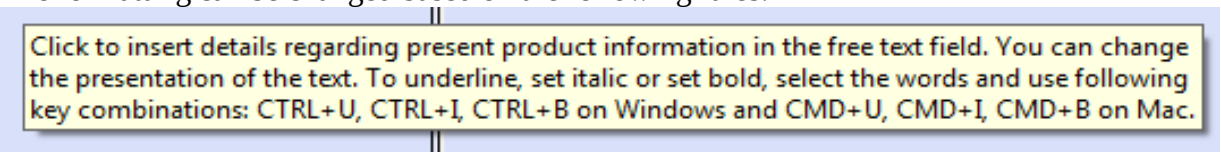
It is mandatory to select at least one scope from the list.

Present and proposed section – text fields

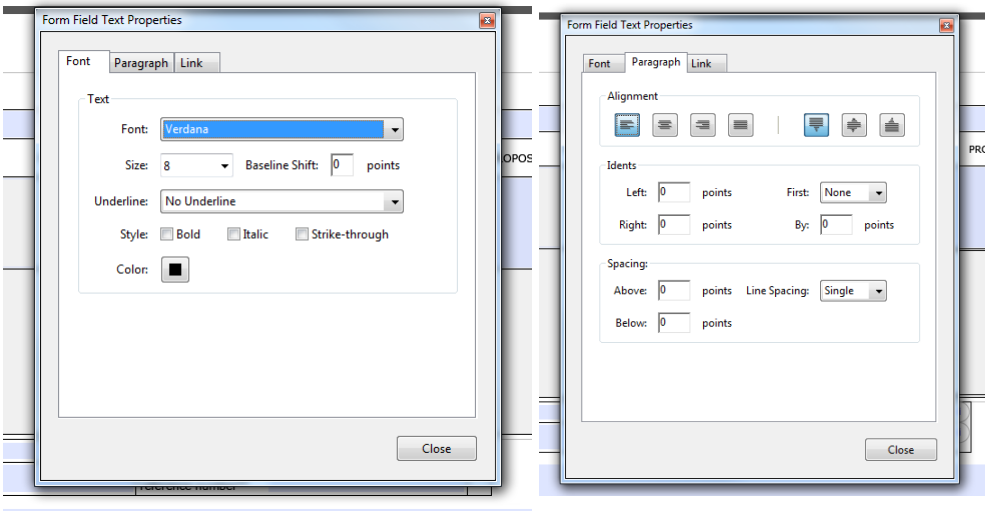


It is possible to include **formatted text**, but only in the present and proposed text fields of this form. All other free text fields in the forms allow only plain text. A track-changes functionality is currently not available in interactive Acrobat forms.

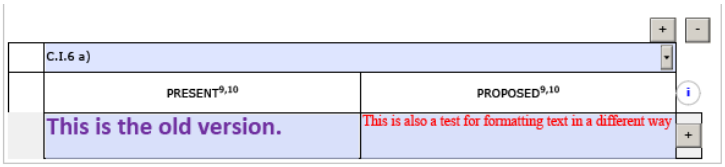
The formatting can be changed based on the following rules:



Using the right mouse button, you can select “Text style” providing the same options:
If selecting “Hyperlink” at the pop-up provides more options to directly format the text or paragraph:



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.

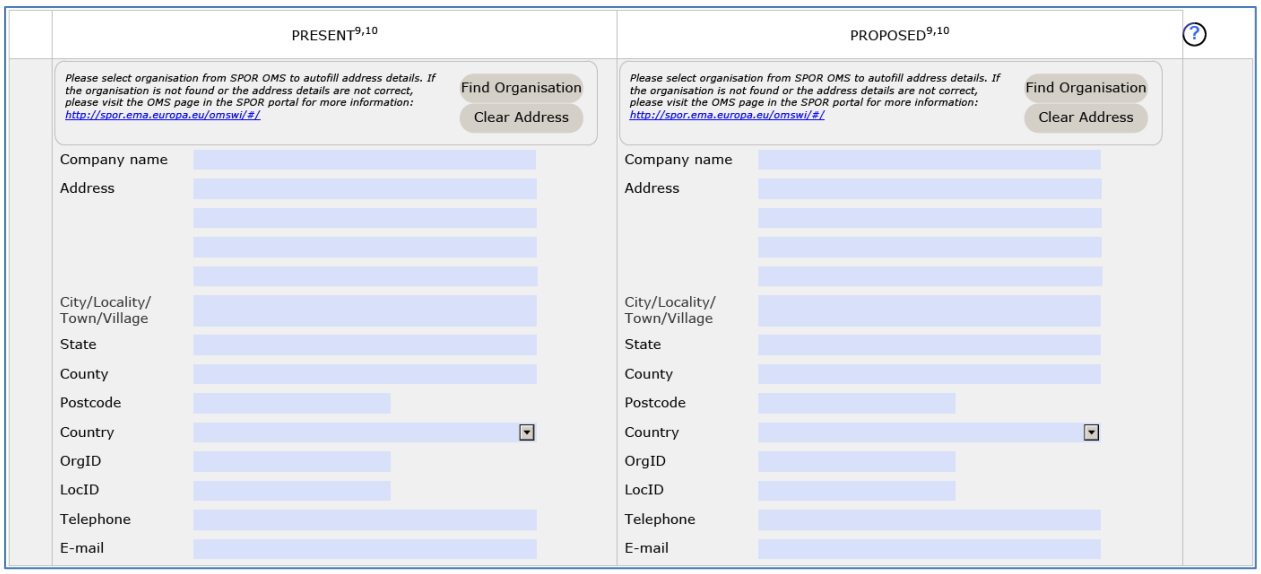


Complex table as part of the present and proposed section in the variation eAF cannot be included. Where a table is needed in the present and proposed section of the eAF you are able to include the information in separate annex included in folder 1.2 of the eCTD structure for Human applications or in 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.

To include an image (always one image per cell) you will click with the left mouse button into the cell. You can then select from your file share an image as appropriate. The image cannot be enlarged. If the size needs to be adjusted, please provide the image as an annex.
In addition, it is not possible within one section of the present/proposed table to alternate text fields and image fields. You will need to repeat the scope section entirely.

Present and proposed section – address details

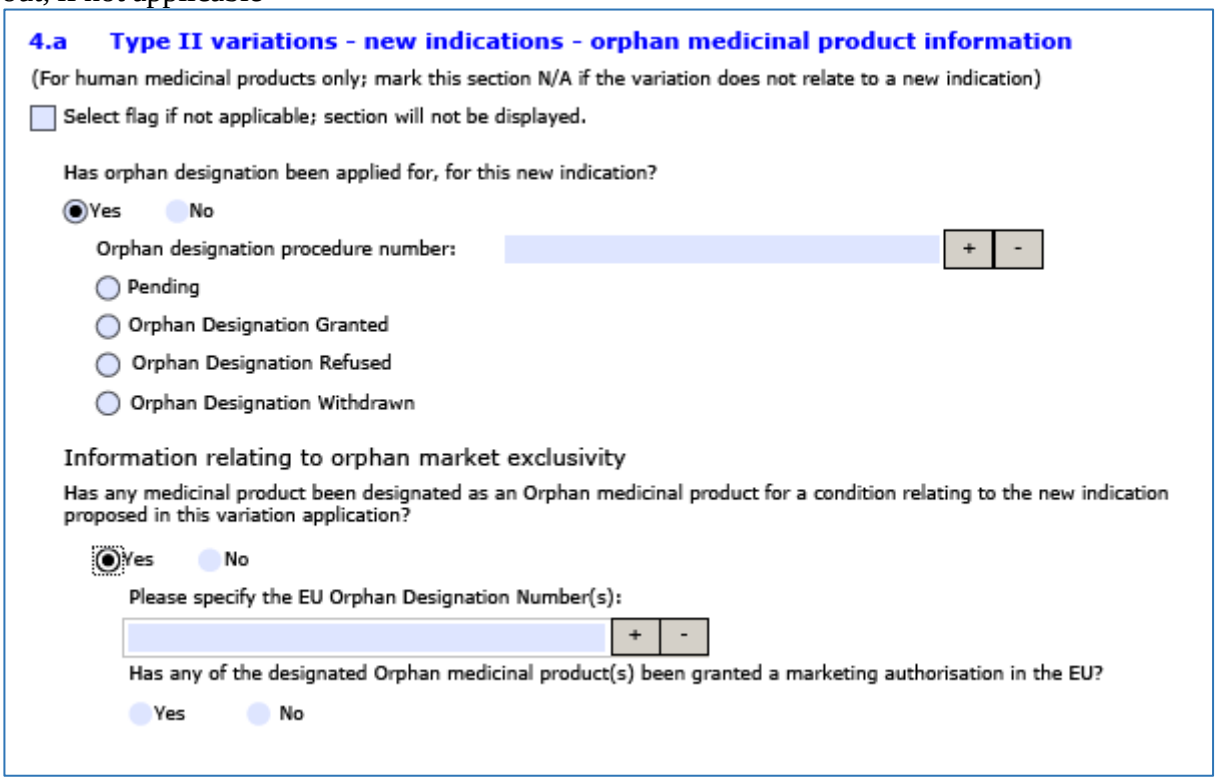
The section now allows the usage of OMS entry as detailed in Providing OMS organisation details to auto-populate address fields.



Depending on the role of the company of which the address need to be included, it may happen that OMS cannot provide details. It is assumed that in those cases – more likely in the present part of that section – the details need to be completed manually. Although due to the early stage of productive OMS usage not every address might be available, it is highly recommended to use OMS for any new address to be inserted in the proposed section.

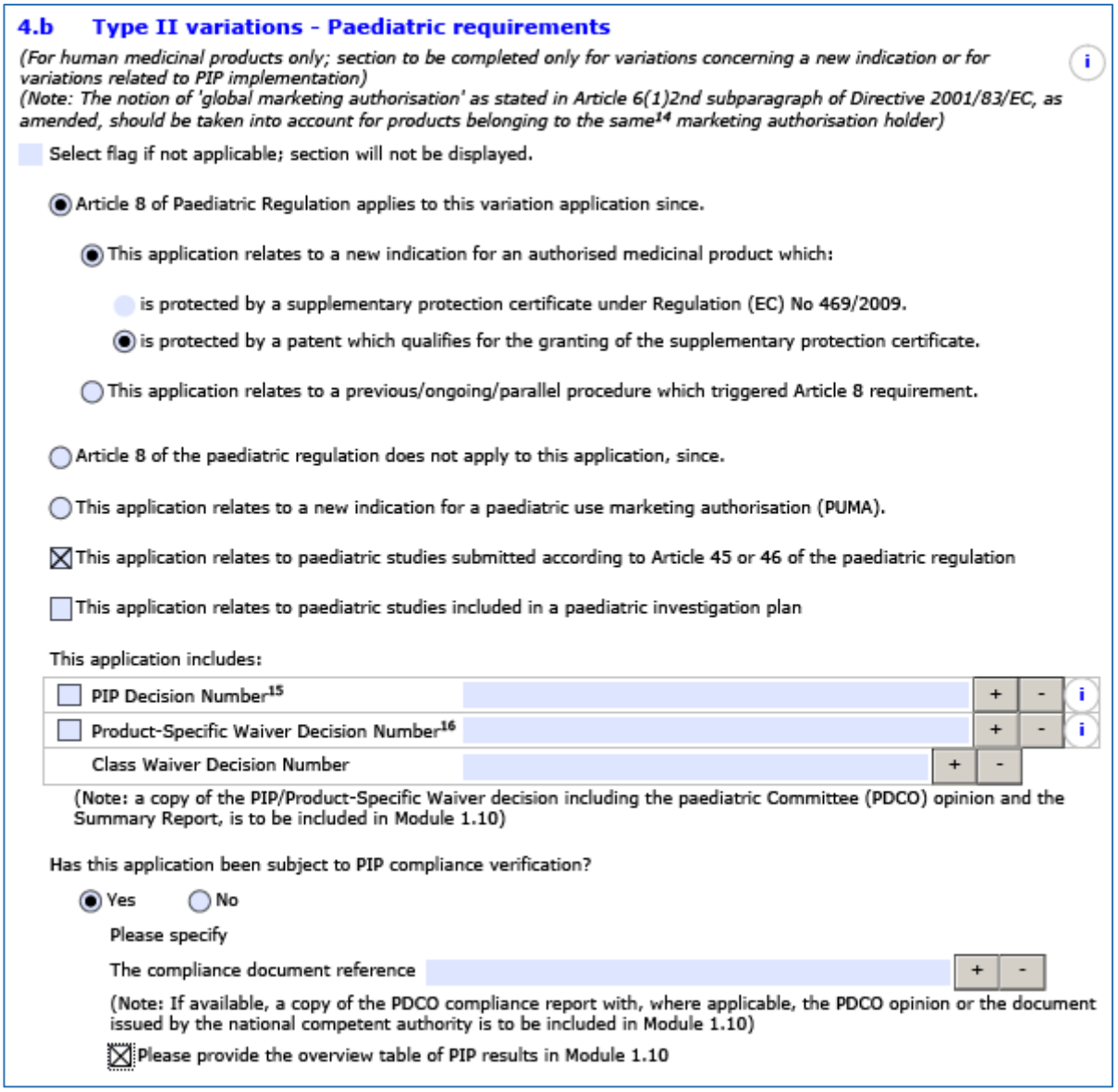
4a Type II variations – new indications – orphan medicinal product information

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



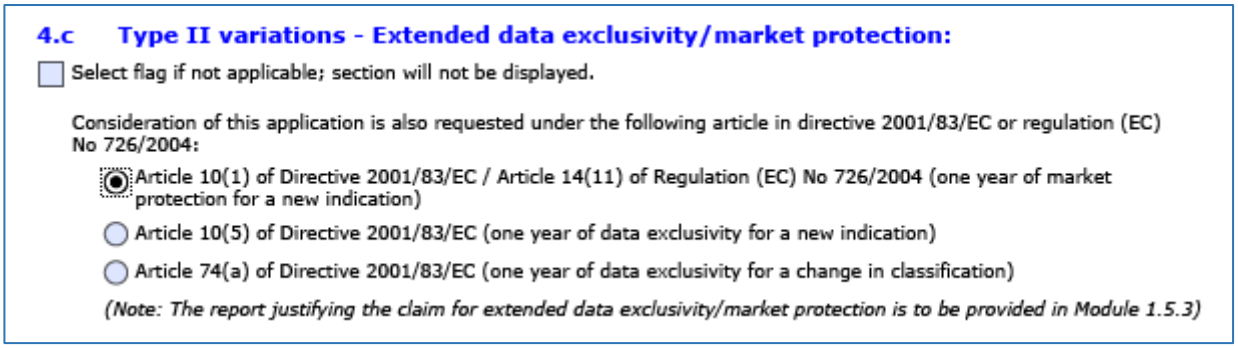
4b Type II variations – Paediatric Requirements

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

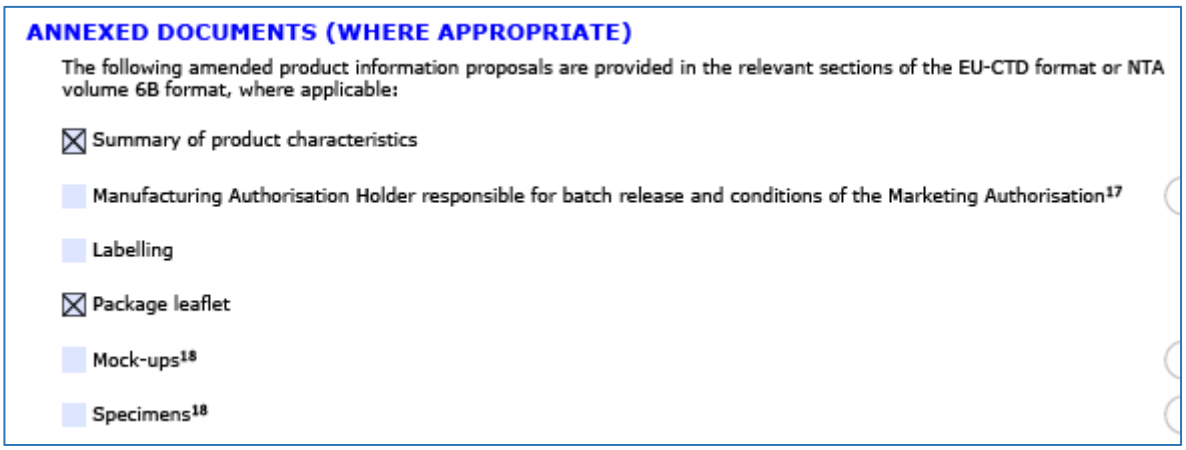


4c Type II variations – Extended data exclusivity/market protection

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

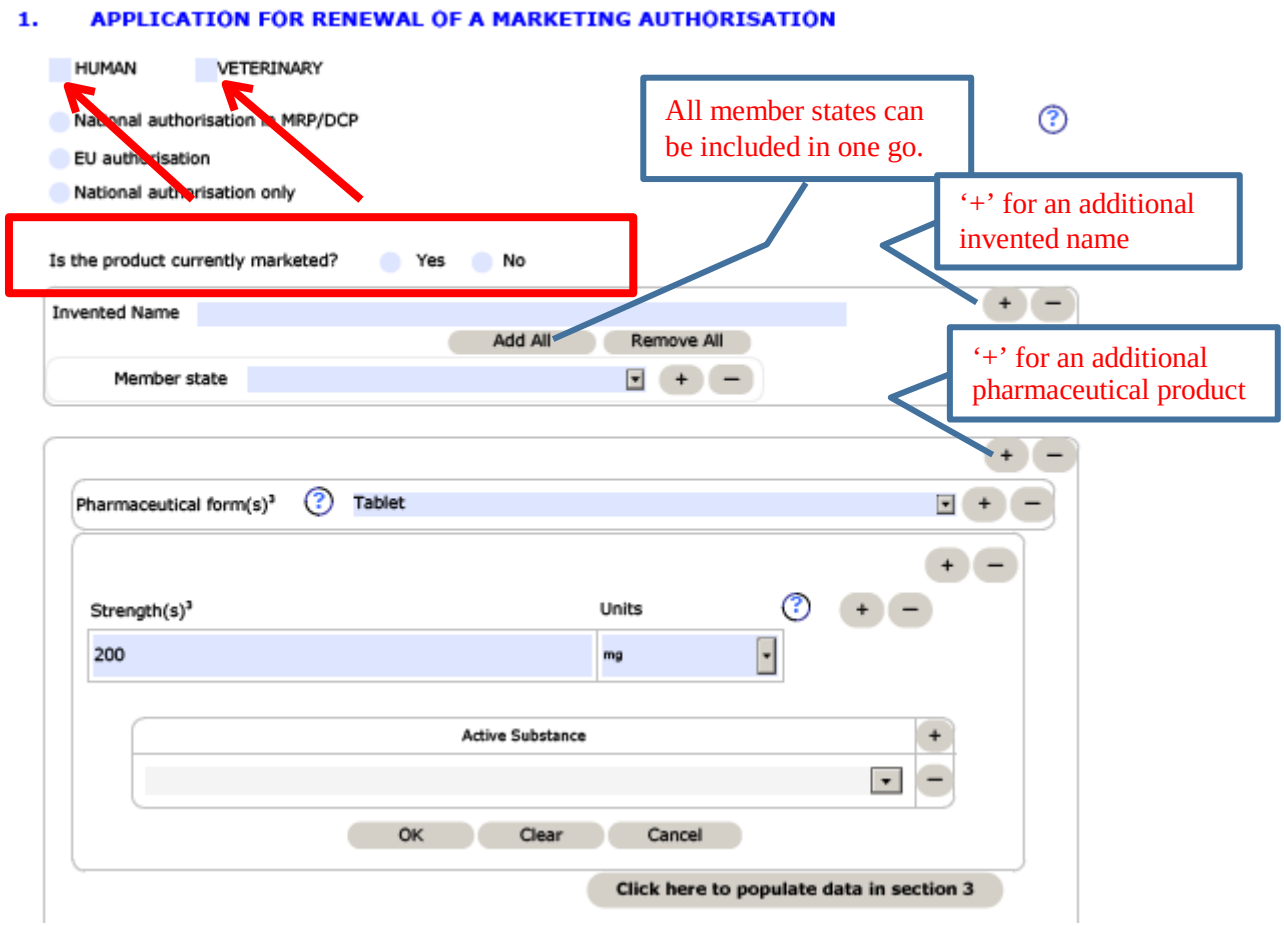
This section need to be completed in the same way as in other forms. You may refer to the respective section above.

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):

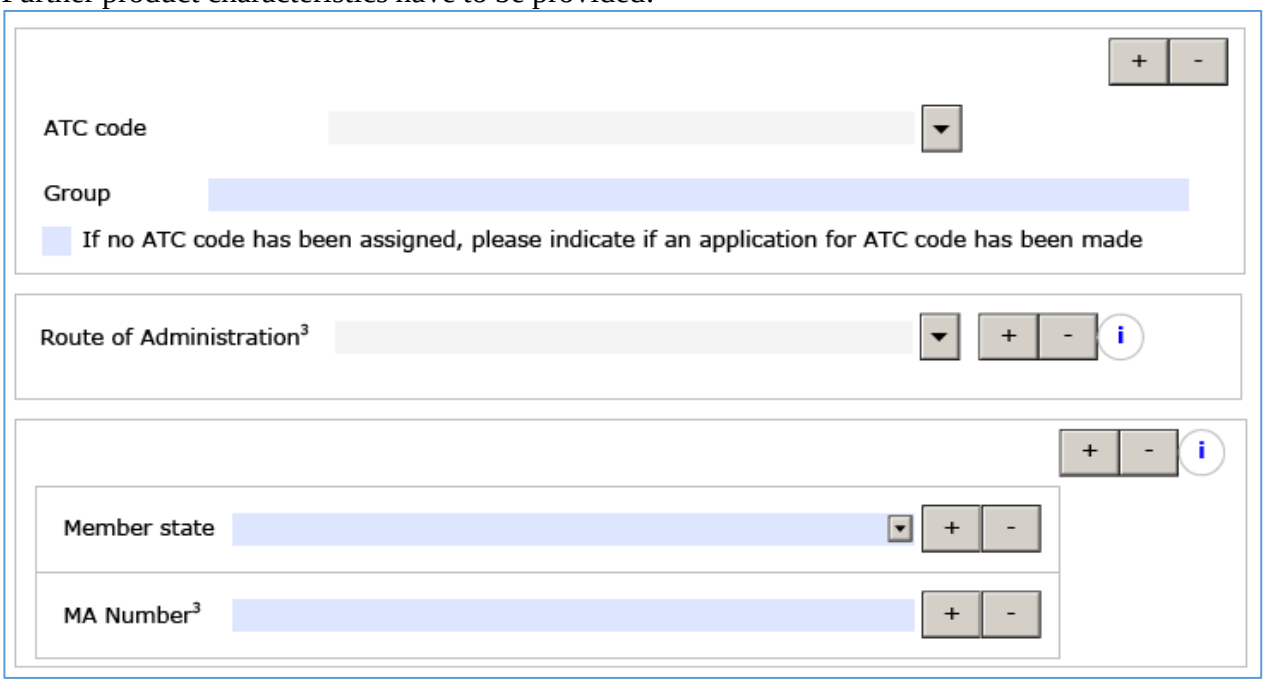


A **renewal** form must be provided for each form and strength of a medicinal product (except for Centrally Authorised products where renewal always covers the whole product with all its forms and strengths). Nevertheless, the product name per member state may differ. In case of combined packages and different composition of pharmaceutical products need to be addressed, several options to copy data fields are provided.

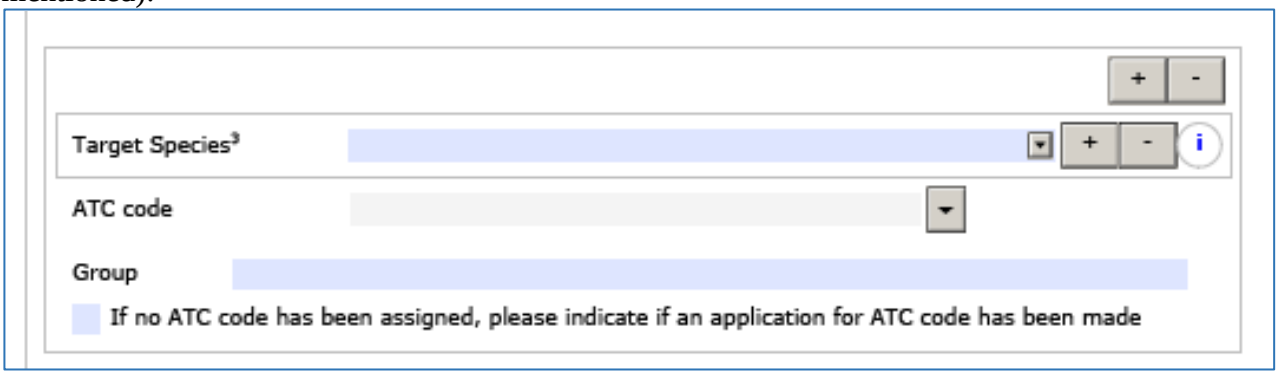
Another difference to the previous form is the indication whether the product is marketed or not (squared box), but all other details need to be completed as known from the MAA form or the variation form.

Again you have the option to populate the product details in section ”Qualitative and quantitative composition” (section 3.)

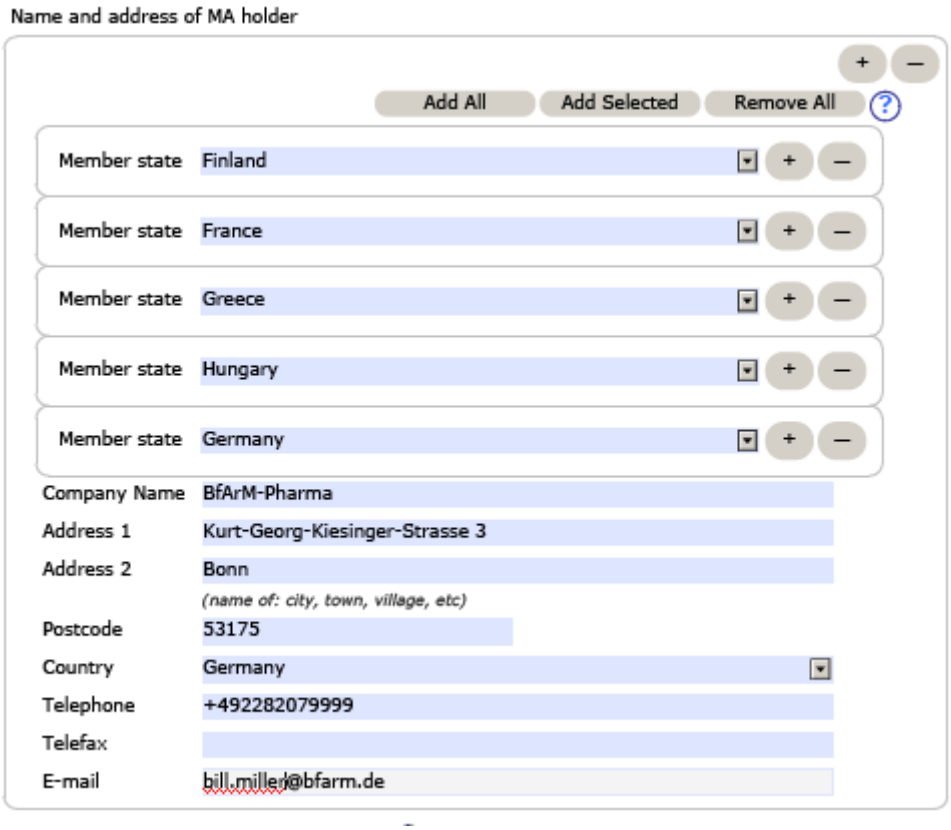
Further product characteristics have to be provided:



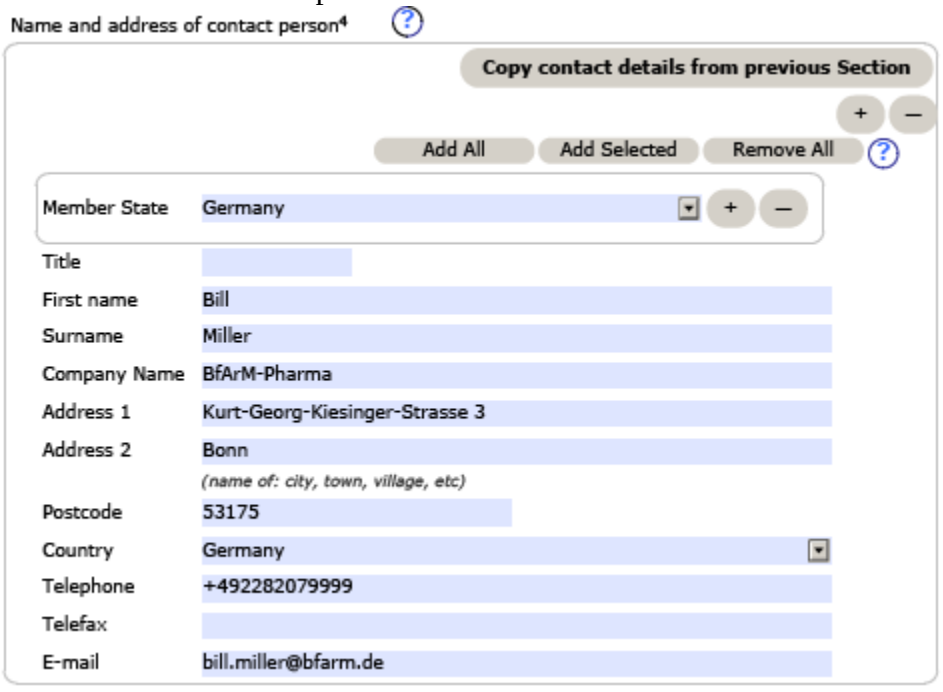
In case of selecting “Veterinary” this section will be adapted to add the target species and it is expected that the ATC vet code and respective group are chosen (although not explicitly mentioned):



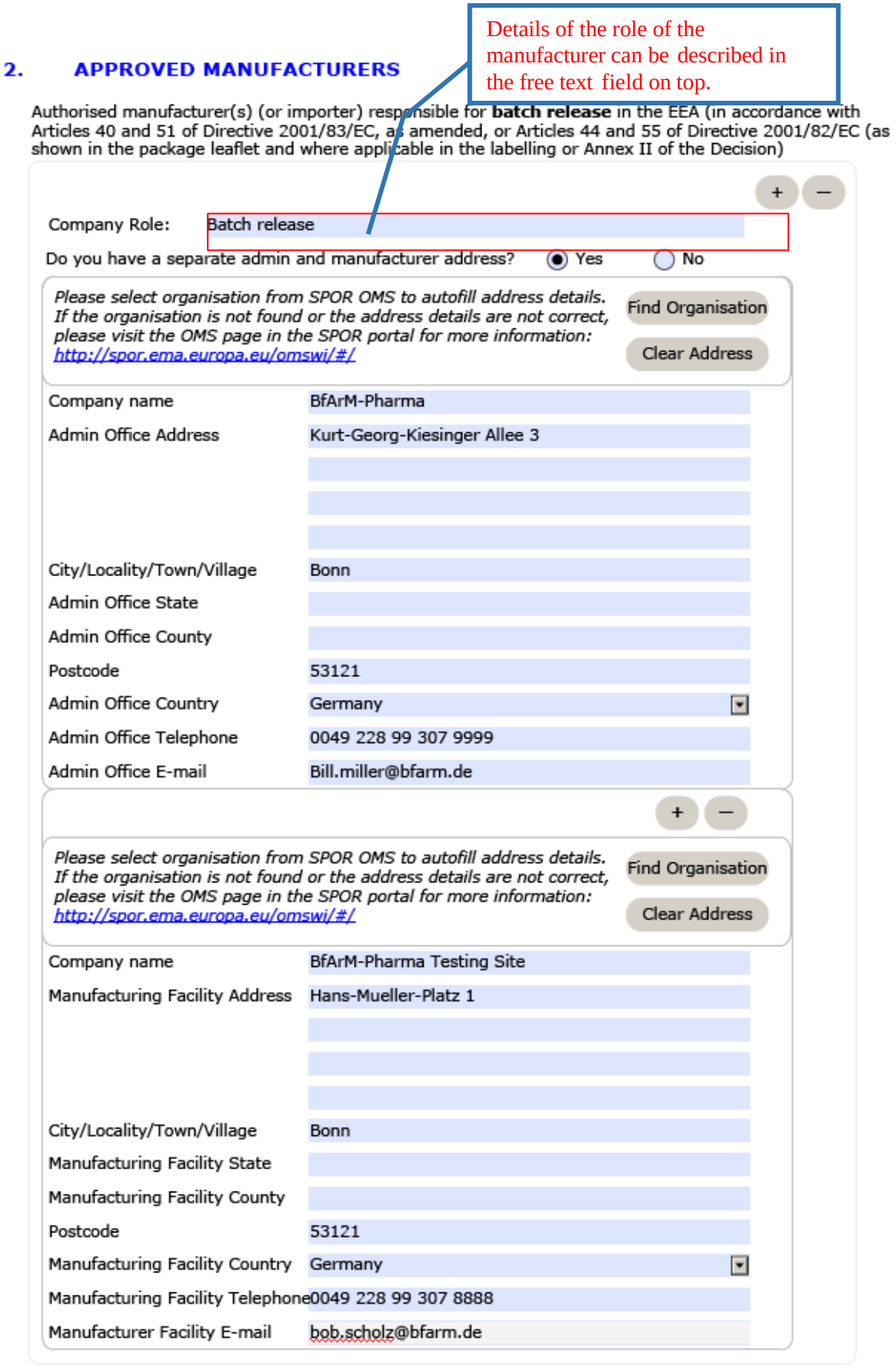
Name and address of the Marketing Authorisation Holder will be handled in the same way as in other forms. Details provided here.



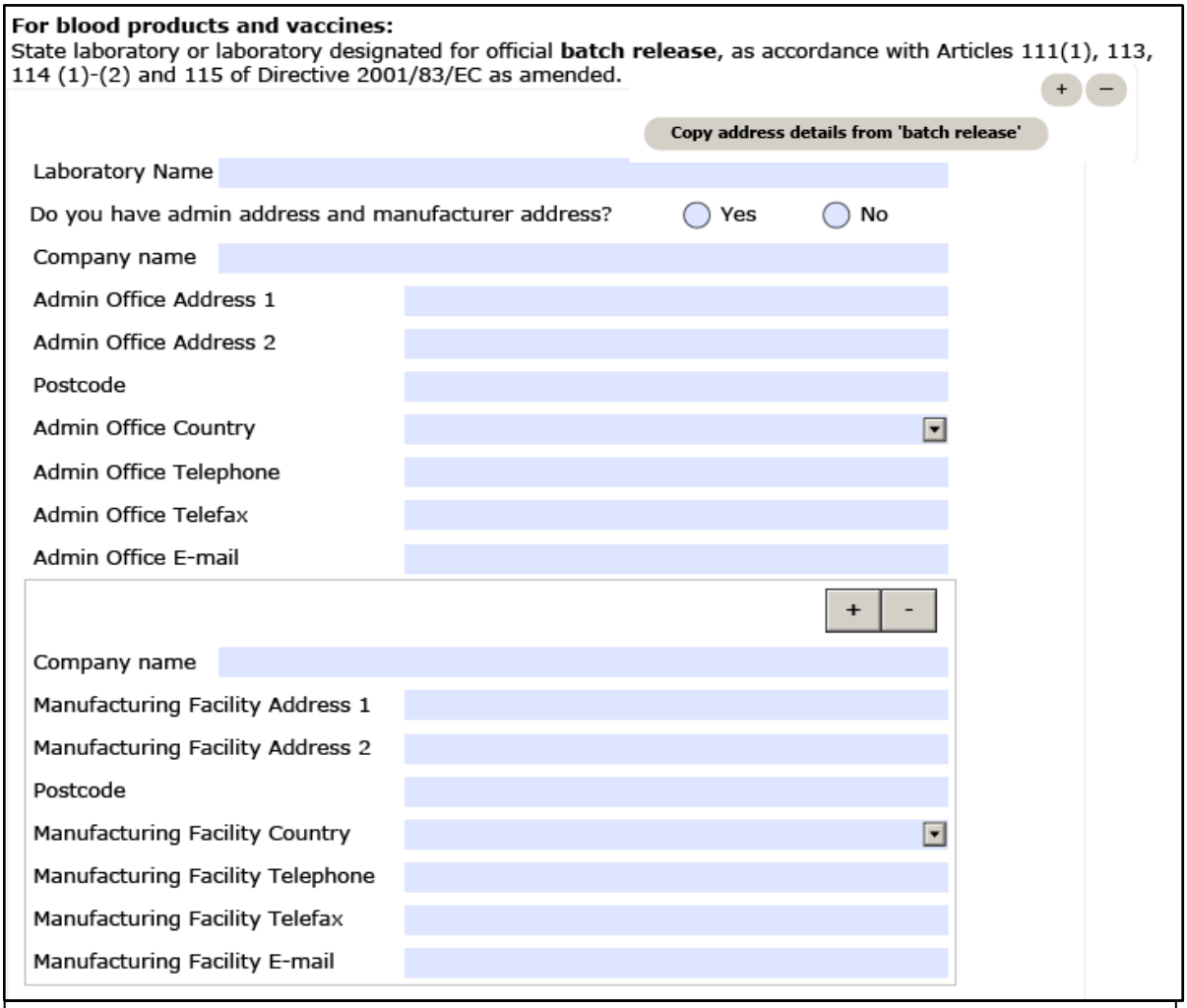
Again buttons are added to allow replication of data:

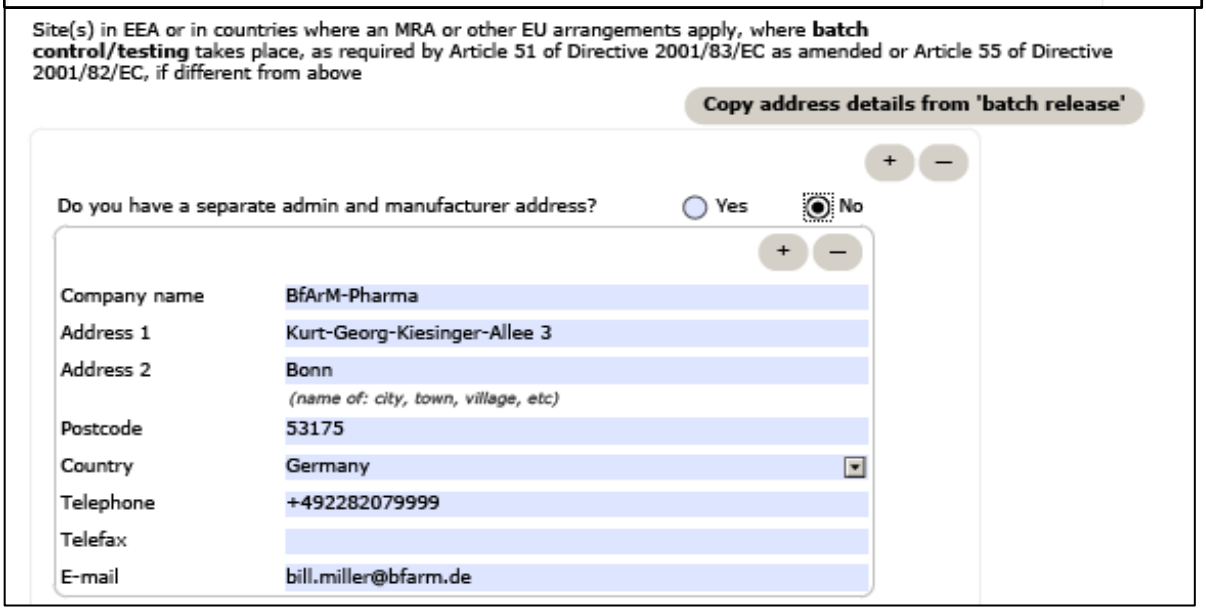


2. APPROVED MANUFACTURERS



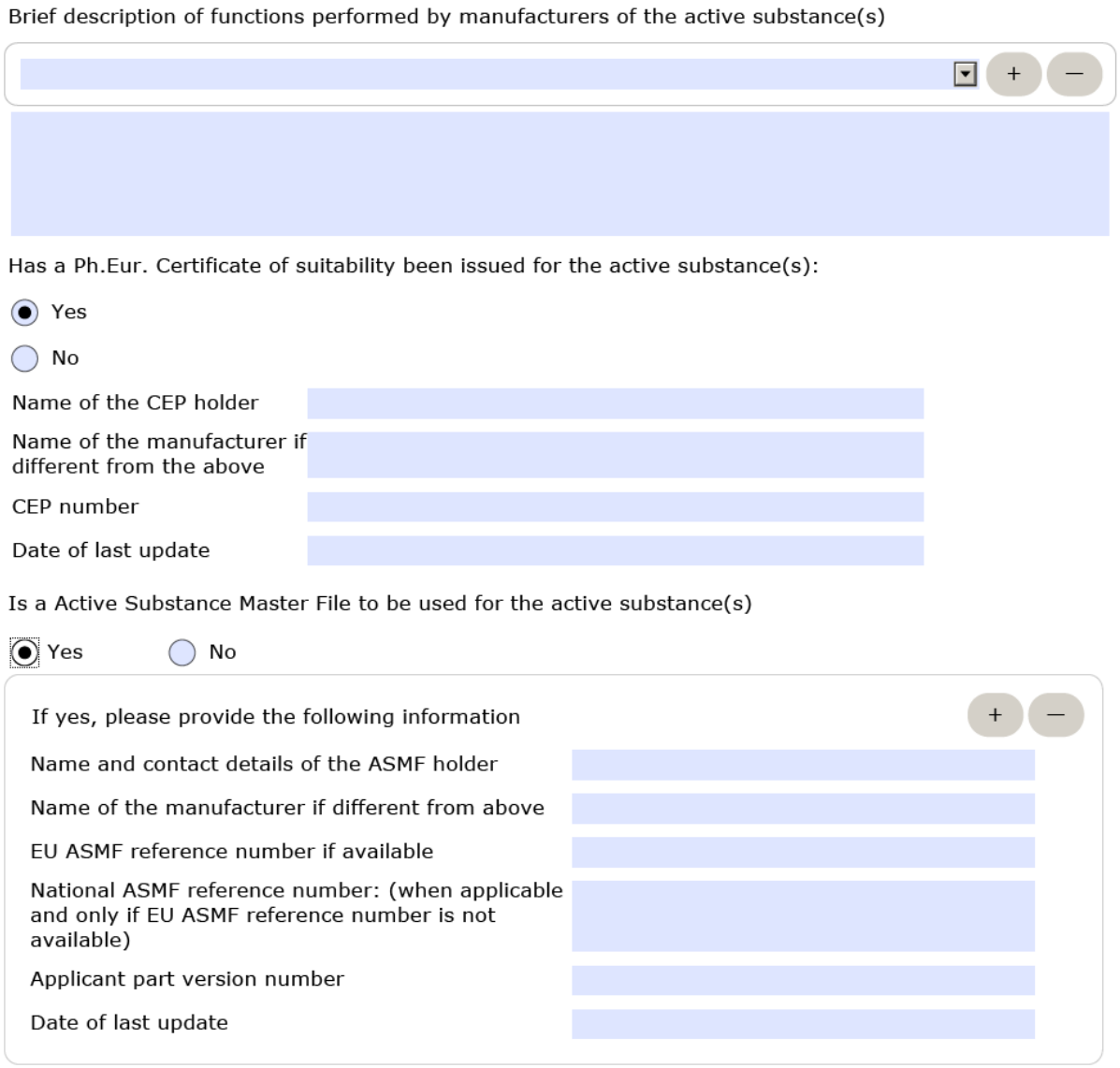
The free text field (see the square box) can be used to indicate the 'role' of the manufacturer for applications with multiple active substances, excipients and manufacturers. For example, this field can be used to indicate the manufacturer of the 'Drug product' and manufacturer of the 'solvent' or the batch release of the product. This field should be left empty if it is not needed.





In the various address fields you will find buttons to copy the address details as appropriate.

If Ph. Eur certificate has been issued, further details can be provided in this section



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

In cases where a renewal is being made for either a Human or Veterinary medicinal product following the nationally authorised procedure (National authorisation in MRP/DCP or National authorisation only), users can elect to have a shortened renewal procedure and provide the appropriate justification as illustrated below:

4. DOCUMENTS APPENDED TO THIS APPLICATION - FOR HUMAN MEDICINAL PRODUCTS ONLY

Product subject to shortened renewal ☒

Shortened Procedure Reason

For the remaining Module 1 section depending from your selections you have to complete the list of documents you will attach.

Module 1

- 1.0 Cover letter
- 1.1 Comprehensive table of content (not applicable for centrally authorised medicinal products)
- 1.2 Renewal Application Form with the following annexes:
- A list of all authorised product presentations for which renewal is sought in tabular format

Details on contact persons:

- • Qualified person in the EEA for Pharmacovigilance
- • Contact person in the EEA with overall responsibility for product defects and recalls
- • Contact person for scientific service in the EEA in charge of information about the medicinal product
- Chronological list of all post-authorisation submissions since grant of the Marketing authorisation or last renewal: a list of all approved or pending Type IA/IB and Type II variations, Extensions, Art 61(3) Notifications, USR and PSUR, giving the procedure number (where applicable), date of submission, date of approval (if approved) and brief description of the change.
- Chronological list of conditions and Specific Obligations (for centrally authorised products) submitted since grant of marketing authorisation or last renewal indicating scope, status, date of submission and date when issue has been resolved (where applicable)
- Revised list of all remaining conditions and any Specific Obligations (for centrally authorised products) (where applicable)
- A statement, or when available, a certificate of GMP compliance, not more than three years old, for the manufacturer(s) of the medicinal product listed in the application issued by an EEA competent authority or MRA partner authority. A reference to the EudraGMP database will suffice, once this is available
- For manufacturing sites of the medicinal product not located in the EEA or in the territory of an MRA partner, a list of the most recent GMP inspections carried out by other authorities indicating the date, inspection team and outcome
- A declaration by the Qualified Person (QP) of each of the manufacturing authorisation holders (i.e. located in the EEA) listed in the application form where the active substance(s) is used as a starting material, that the active substance(s) is manufactured in accordance with the guidelines on good manufacturing practice for starting materials as adopted by the EU[5]

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.