**APPENDIX 4 NDA APPLICATION CHECKLIST FOR CLASS 2 CELL, TISSUE OR GENE THERAPY PRODUCT (ACTD FORMAT)**

* This application checklist should be used to ensure the submission of a complete dataset in the ASEAN Common Technical Dossier (ACTD) format for NDA application.
* Colour scanned copies of the original documents should be submitted and hard copies of original documents are not required. However, HSA reserves the rights to request for the original or certified true copy of submitted documents if there is any doubt that a submitted scanned document is not an accurate reflection of the original document.
* The acceptance of the application after screening does not preclude requests by HSA for additional documents or changes to the information/documents during the evaluation.
* This checklist should be completed by checking each item against the dossier to the application type relevant for your submission.

**Note:**

* Cells with  indicate that the documents shown are mandatory for the selected application type and evaluation route.
* Cells with \* indicate that the documents shown may be optional depending on the application type/product/change.
* Cells without  indicate that the documents shown are not required for the selected application type and evaluation route.
* If a mandatory document is not included in the submission (i.e. applicant is unable to select any of the cells with  for a particular document), justifications for the omission must be provided in the cover letter.

Please refer to the *Guidance on Cell, Tissue and Gene Therapy Products Registration in Singapore* and the ASEAN Guidance on ACTD for explanatory notes on the preparation ofdocuments for a submission in ACTD format.

Legend:

|  |  |  |
| --- | --- | --- |
| Application type | **NDA** | New Drug Application |
| Evaluation route | **F** | Full Dossier |
| **A** | Abridged Dossier |

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**REVISION HISTORY**

Guidance Version (Publish Date)

ATPB-GN-004-000 (March 2021)

**Part I - Administrative Documentation**

| **Section** | **Documents** | | **Evaluation Route** | | **HSA Screening** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **F** | **A** | **Submitted?** | **Remarks** |
| 1.1 | **Cover letter** | |  |  |  |  |
| * Include a cover letter accompanying the CD/DVD submission, stating the product name, and number of CD/DVDs submitted in support of the application. | |
| 1.2 | **Comprehensive Table of Contents** | |  |  |  |  |
| * A complete list of all documents organised by Module should be provided in the application dossier. * The location of each document should be identified by the Module number. | |
| 1.3 | **Introduction** | |  |  |  |  |
| * A concise and precise summary of the application should be provided. * The absence/omission of certain documents and deviation(s) from guidelines should be justified. | |
| 1.4 | **Labelling proposed in Singapore** | |  |  |  |  |
| * All proposed labels have to be submitted for registration in Singapore. * Labelling must be in English. Any non-English country-specific labelling requirements on the artwork/drafts should be highlighted if the labelling is shared with other countries. * If non-English text is included in the labelling, applicants must provide an official statement to declare that the non-English text is complete, accurate and unbiased information and is consistent with the English text. | |
| 1.4.1 | **Outer Carton Label** |  |  |  |  |
| * The draft artwork of the outer carton labels should be in the actual format, design and colour that are to be printed. * Separate labels must be submitted for each different pack size of the product. |
| 1.4.2 | **Inner Label** |  |  |  |  |
| * The draft artwork of the inner/blister labels should be in the actual format, design and colour that are to be printed. * Separate labels must be submitted for each pack size of the product. |
| 1.4.3 | **Package Insert (PI)** |  |  |  |  |
|  | 1.4.4 | **Patient Information Leaflet (PIL)** |  |  |  |  |
| 1.5 | **Registration status in other countries** | |  |  |  |  |
| 1.5.1 | **Tabulation of worldwide registration status** |
| 1.5.2 | **Approved SmPC/PI** |  |  |  |  |
| * Approved SmPC/ PI currently approved by each agency should be submitted. |
| 1.6 | **Description of Batch Numbering System** | |  |  |  |  |
| 1.7 | **Proof of Approval** | |  |  |  |  |
| * Reference to drug regulatory authority websites in the form of website screenshots and URLs (for the website) as proof of the approval status of the products by that regulatory authority are acceptable, provided that the product’s identity and product’s ownership can be confirmed from the websites. * The proof of approval must come in the form of an official approval letter or equivalent document (e.g. CPP) issued by the National Medicine Regulatory Authority which certifies the registration status of the product (not provincial/ territory/ or state agencies). CPPs that indicate that the product is not licensed in the exporting country (including the scenario where the product is licensed “solely for export only”) are not acceptable proof of approval. * The approval letter should be a colour scanned copy of either the original copy or a certified true copy of the original document (certified by the drug agency that issued the approval letter) and in English. * All aspects of the product’s quality and intended direction(s) for use in Singapore should be the same as those approved by the drug regulatory agency that issued the approval letter. * If the brand name (trade name) of the product registered in the country which issued the proof of approval is different from that proposed in Singapore, a declaration letter from the product owner should be submitted, declaring that both products marketed under the different brand names are identical in all aspects of quality, safety and efficacy except for the brand name. | |
| 1.8 | **Authorisation Letters** | |  |  |  |  |
| * All scanned copies of the authorisation letters shall be on the authorising company’s (i.e. Product Owner’s) letterhead, dated and signed by the designated authorised person in the company. * The company names and addresses, and product name stated in the letters should be consistent with the information provided in the application form and dossier. | |  |  |  |  |
| 1.8.1 | **Authorisation Letter from Product Owner to the Applicant company** |  |  |  |  |
| * This letter authorises the local applicant company to apply for and be the Product Registrant for a specific product and be responsible for all matters pertaining to the registration of this product in Singapore. |
| 1.8.2 | **Authorisation Letter from Product Owner to the Manufacturer(s)** |  |  |  |  |
| * This letter authorises the specified manufacturer to produce, pack and/or label the product intended for Singapore, including Active Substance Manufacturer. * If there are multiple drug product manufacturers, the applicant may opt to submit one authorisation letter which clearly states all of the manufacturers (names and addresses) and their responsibilities related to the product. |
| 1.8.3 | **Authorisation Letter from Product Owner to the Batch Releaser** |  |  |  |  |
| * This letter authorises the specified company to batch release the product. * If there are multiple sites responsible for the batch release of the product, then the applicant may opt to submit one authorisation letter which clearly states all of the batch releasers (names and addresses) and their responsibilities. |
| 1.8.4 | **Authorisation Letter from Product Registrant to Secondary Packager located in Singapore** | \* | \* |  |  |
| * This letter authorises the specified company to pack and/or label the product. |
| 1.9 | **GMP certification/proof of GMP compliance for each manufacturer inclusive of secondary packer(s)** | |  |  |  |  |
| * A scanned copy of original or certified true copy of GMP certificate issued by PIC/S Member Authority. * Validity period of Proof of GMP Compliance: * The submitted Proof of GMP compliance must be valid at the time of submission to HSA. * If the validity period/expiry date is not stated on the GMP Certificate, HSA will consider the certificate valid for a period of 3 years from date of last inspection or date of issuance of the certificate. * The names and addresses of manufacturer(s)/batch releaser(s) should be consistent with information provided in the Proof of GMP Compliance submitted, application form and CTD sections S2.1 and P3.1. * Diluents used for reconstituting the product which are packaged together with the product will be considered as part of the final product. Manufacturer(s) of the supplied diluent(s) will follow the same requirements applicable to the product, e.g. proof of GMP compliance. * If applicable, either the GMP Documentary Evidence Verification Application or Overseas GMP Audit application should be submitted for manufacturing sites which are new to Singapore. | |
| 1.10 | **Relevant accreditation certificates or licences for sites responsible for human cell/tissue procurement site (e.g. apheresis site, tissue bank), quality control testing (e.g. sterility testing laboratory) and storage** | |  |  |  |  |
| * Valid and relevant accreditation certificates or licences (e.g. AABB, AATB, JACIE, FACT, CAP, ISO 13485, ISO/IEC 17025, GMP, GTP). | |
| 1.11 | **Declaration on rejection, withdrawal and deferral** | |  |  |  |  |
| * The product name that is stated on the declaration letter must be same as that in the application form. * The declaration letter should be issued by the product owner or local registrant, and state that the application as submitted to HSA and directions of use including indication(s), dosing regimen(s) and patient population(s) have not been rejected or withdrawn, have not been approved via an appeal process, and are not pending deferral, by any drug regulatory agency. * If any of the above applies, details and reasons must be provided. | |

**Part II - Quality**

| **Section** | **Documents** | | | | **Evaluation Route** | | **HSA Screening** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F** | **A** | **Submitted?** | **Remarks** |
| A | Table of Contents of Part II | | | |  |  |  |  |
| B | Quality Overall Summary | | | |  |  |  |  |
| C | Body of Data | | | |  |  |  |  |
| **Active Substance** | | | |  |  |  |  |
| S.1 | General Information | | |  |  |  |  |
| S.1.1 | Nomenclature | |  |  |  |  |
| S.1.2 | Structure | |  |  |  |  |
| S.1.3 | General properties | |  |  |  |  |
| S.2 | Manufacture | | |  |  |  |  |
| S.2.1 | Manufacturer(s) | |  |  |  |  |
| S.2.2 | Description of manufacturing process and in-process controls | |  |  |  |  |
| S.2.3 | Controls of Materials | |  |  |  |  |
| S.2.4 | Control of Critical Steps and Intermediates | |  |  |  |  |
| S.2.5 | Process Validation and/or Evaluation | |  |  |  |  |
| S.2.6 | Manufacturing Process Development | |  |  |  |  |
| S.3 | Characterisation | | |  |  |  |  |
| S.3.1 | Elucidation of Structure and other Characteristics | |  |  |  |  |
| S.3.2 | Impurities | |  |  |  |  |
| S.4 | Control of Active Substance | | |  |  |  |  |
| S.4.1 | Active Substance Specifications | |  |  |  |  |
| S.4.2 | Analytical Procedures | |  |  |  |  |
| S.4.3 | Validation of Analytical Procedures | |  |  |  |  |
| S.4.4 | Batch Analyses | |  |  |  |  |
| S.4.5 | Justification of Specification(s) | |  |  |  |  |
| S.5 | Reference standards or materials | | |  |  |  |  |
| S.6 | Container Closure System | | |  |  |  |  |
| S.7 | Stability | | |  |  |  |  |
| S.7.1 | Stability Summary and Conclusions | |  |  |  |  |
| S.7.2 | Post-Approval Stability Protocol and Stability Commitment | |  |  |  |  |
| S.7.3 | Stability Data | |  |  |  |  |
|  | **Final Product** | | | |  |  |  |  |
| P.1 | Description and Composition | | |  |  |  |  |
| P.2 | Pharmaceutical Development | | |  |  |  |  |
| P.2.1 | Information on Development Studies | |  |  |  |  |
| P.2.2 | Components of the Final Product | |  |  |  |  |
| P.2.2.1 | Active Substance |  |  |  |  |
| P.2.2.2 | Excipients |  |  |  |  |
| P.2.3 | Final Product | |  |  |  |  |
| P.2.3.1 | Formulation Development |  |  |  |  |
| P.2.3.2 | Overages |  |  |  |  |
| P.2.3.3 | Physiochemical and Biological Properties |  |  |  |  |
| P.2.4 | Manufacturing Process Development | |  |  |  |  |
| P.2.5 | Container Closure System | |  |  |  |  |
| P.2.6 | Microbiological Attributes | |  |  |  |  |
| P.2.7 | Compatibility | |  |  |  |  |
| P.3 | Manufacture | | |  |  |  |  |
| P.3.1 | Batch formula | |  |  |  |  |
| P.3.2 | Description of manufacturing process and process controls | |  |  |  |  |
| P.3.3 | Control of Critical Steps and Intermediates | |  |  |  |  |
| P.3.4 | Process Validation | |  |  |  |  |
| P.4 | Control of Excipients | | |  |  |  |  |
| P.4.1 | Specifications or Certificate of Analyses | |  |  |  |  |
| P.4.2 | Analytical Procedures | |  |  |  |  |
| P.4.3 | Excipients of Human or Animal Origin | |  |  |  |  |
| P.4.4 | Novel Excipients | |  |  |  |  |
| P.5 | Control of CTGTP | | |  |  |  |  |
| P.5.1 | CTGTP Specification(s) | |  |  |  |  |
| P.5.2 | Analytical Procedures | |  |  |  |  |
| P.5.3 | Validation of Analytical Procedures | |  |  |  |  |
| P.5.4 | Batch Analyses | |  |  |  |  |
| P.5.5 | Characteristics of Impurities | |  |  |  |  |
| P.5.6 | Justification of Specification(s) | |  |  |  |  |
| P.6 | Reference Standards or Materials | | |  |  |  |  |
| P.7 | Container Closure System | | |  |  |  |  |
| P.8 | Stability data | | |  |  |  |  |
| P.8.1 | Stability Summary and Conclusions | |  |  |  |  |
| P.8.2 | Post-Approval Stability Protocol and Stability Commitment | |  |  |  |  |
| P.8.3 | Stability Data | |  |  |  |  |
| D | Key Literature References | | | |  |  |  |  |
| Q | Appendices | | | |  |  |  |  |
| A.1 | Facilities and Equipment | | |  |  |  |  |
| A.2 | Adventitious Agents Safety Evaluation | | |  |  |  |  |
| A.3 | Excipients | | |  |  |  |  |
| A.4 | Environmental Risk Assessment† [Genetic Modification Advisory Committee (GMAC) recommendations]  †Applicable to CTGTP containing genetically modified organisms (e.g. viral vectors) | | | \* | \* |  |  |
|  | Annex 2 Checklist for the registration of Cell, Tissue or Gene Therapy Products containing materials of animal origin | | | |  |  |  |  |

**Part III - Non-Clinical Data**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Documents** | | | **Evaluation Route** | | **HSA Screening** | |
| **F** | **A** | **Submitted?** | **Remarks** |
| A | Table of Contents of Part III | | |  |  |  |  |
| B | Non-Clinical Overview | | |  |  |  |  |
| C | Non-clinical Summary | | |  |  |  |  |
| C1 | Non-clinical Written Summary | |  |  |  |  |
| C1.1 | Pharmacology |  |  |  |  |
| C1.2 | Pharmacokinetics |  |  |  |  |
| C1.3 | Toxicology |  |  |  |  |
| C2 | Non-clinical Tabulated Summaries | |  |  |  |  |
| D | Non-clinical Study Report | | |  |  |  |  |
| D1 | Table of Contents | |  |  |  |  |
| D2 | Pharmacology | |  |  |  |  |
| D3 | Pharmacokinetics | |  |  |  |  |
| D4 | Toxicology | |  |  |  |  |
| E | Literature References | | |  |  |  |  |

**Part IV - Clinical Data**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Documents** | | **Evaluation Route** | | **HSA Screening** | |
| **F** | **A** | **Submitted?** | **Remarks** |
| A | Table of Contents of Part IV | |  |  |  |  |
| B | Clinical Overview | |  |  |  |  |
| C | Clinical Summary | |  |  |  |  |
| C1 | Summary of Biopharmaceutics Studies and Associated Analytical Methods |  |  |  |  |
| C2 | Summary of Clinical Pharmacology Studies |  |  |  |  |
| C3 | Summary of Clinical Efficacy |  |  |  |  |
| C4 | Summary of Clinical Safety |  |  |  |  |
| C5 | Synopses of Individual Studies |  |  |  |  |
| D | Tabular Listing of All Clinical Studies | |  |  |  |  |
| E | Clinical Study Reports | |  |  |  |  |
| E1 | Reports of Biopharmaceutic Studies | \* | \* |  |  |
| Information on the comparability between clinical trial (pivotal studies) and commercial formulations should be available in the Clinical Overview/Summary. If the commercial formulation for the Singapore market differs from the clinical trial formulation used in the pivotal studies, the final study report(s) of biopharmaceutic studies to establish comparability between the commercial product formulation and the clinical trial formulation used in pivotal studies should be submitted. |
| E2 | Reports of Studies Pertinent to Pharmacokinetics using Human Biomaterials |  |  |  |  |
| E3 | Reports of Human Pharmacokinetic Studies |  |  |  |  |
| E4 | Reports of Human Pharmacodynamic Studies |  |  |  |  |
| E5 | Reports of Efficacy and Safety Studies |  |  |  |  |
| * Study reports of ALL clinical trials (including the appendices and tables) should be submitted. * The clinical trials should be conducted using the drug product formulation submitted in the application and in the appropriate patient population for the indication(s) and/or dosing regimen(s) as requested in the application. * If the information on the comparability between the clinical trial formulation and the proposed commercial formulation is not available in the clinical study reports or the Clinical Overview/Summaries, a separate declaration letter should be submitted to confirm that the clinical trial formulation is the same as the commercial formulation proposed for registration in Singapore. * Pivotal trials conducted in compliance with Good Clinical Practice (GCP) are required to support each requested indication and dosing regimen, unless adequately justified. |
| E6 | Reports of Post-marketing Experience | \* | \* |  |  |
| E7 | Case Report Forms and Individual Patient Listings (required upon request by HSA) |  |  |  |  |
| F | Literature References | |  |  |  |  |
| G | Risk management plan (RMP) documents | |  |  |  |  |
| H | Other Supporting Documents | |  |  |  |  |