APPENDIX 1 GUIDELINE ON NOTIFICATION PROCESS FOR CLASS 1 CELL, TISSUE OR GENE THERAPY PRODUCT

INTRODUCTION

A company seeking to supply a Class 1 CTGTP in Singapore must notify HSA on the product and receive HSA's written acceptance of the notification before the product can be supplied. The supplier would also be required to ensure that the product was sourced from an accredited/licensed facility and that it is free from infectious agents. The notification process involves a series of steps, as shown in Figure 1.

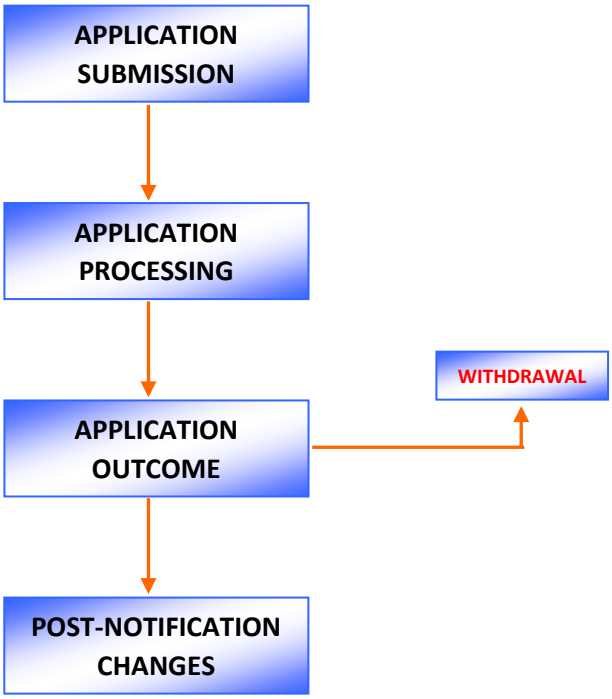

Figure 1: Notification for a Class 1 CTGTP

1 APPLICATION SUBMISSION

1.1 Application Dossier

Application for product notification can be submitted using the form, "Application for Notification of Class 1 Cell, Tissue or Gene Therapy Product". Each application shall contain products with same proprietary names or brand names from the same product owner. Example: Three different types or formulations of demineralised bone matrix products under the brand name "XYZ®" can be grouped in one application.

Product Name
XYZ® Demineralised Bone Powder
XYZ® Demineralised Bone Chip
XYZ® Demineralized Bone Putty

1. 2 Documentary Requirements

All documents must be submitted in softcopy. Colour scanned copy of the original documents should be submitted and hardcopies of original documents are not required. However, HSA reserves the rights to request for the submission of the original or certified true copy of the submitted document if there is any doubt that the submitted scanned document is not an accurate reflection of the original document.

The application should be accompanied with the following documents:

• FormSG application form
• Table of contents
• Cover letter
• Certified true copy of a valid certificate of accreditation (e.g. American Association of Blood Banks [AABB], American Association of Tissue Banks [AATB], Foundation for the Accreditation of Cellular Therapy [FACT], the College of American Pathologists [CAP])
• Evidence demonstrating that the establishment is registered with local regulatory agency (e.g. US FDA establishment registration and listing for HCT/Ps [human cells, tissues, and cellular and tissue-based products], Health Canada Cells, Tissues or Organs registration certificate, UK Human Tissue Authority)
• Product release specifications or Certificate of Analysis
• Package insert
• Product label
• Product shelf-life and container closure (packaging) information
• List of Class 1 CTGTP (prepared using Annex 1 Form to list Class 1 Cell, Tissue or Gene Therapy Products)

When submitting the documents to HSA_CTT_Enquiry@hsa.gov.sg, applicants are required to check each item in the "Table 1 Checklist on documentary requirements for Class 1 Cell, Tissue and Gene Therapy Product notification" to ensure submission of complete dataset.

Applicants must ensure HSA officers have access to the content of the files. For protected files, password(s) must be provided as appropriate. Files containing the below scripts will not be accepted due to cybersecurity reasons:

S/N	Script Type	Extension
1	VB Script	*.vbs, *.vbe, *.vb
2	VBA	*.vba
3	JS Script	*.js, *.jse
4	Windows Script File	*.wsf, *.ws
5	Windows Script Component	*.wsc, *.wsh
6	Powershell	*.ps1, *.ps1xml, *.ps2, *.ps2xml, *.psc1, *.psc2
7	Monad (legacy Powershell)	*.msh, *.msh1, *.msh2, *.mshxml, *.msh1xml, *.msh2xml
8	Windows Shell	*.com
9	Batch	*.bat, *.cmd
10	Python	*.py, *.pyo, *.pyc, *.pyw, *.pys
11	Perl	*.pl, *.pls, *.p
12	Shortcut	*.lnk

1.3 Language and Translation

All documents submitted in support of an application to HSA must be in English. For documents in their original language which is not English, a certified translation or a verified translation may be acceptable.

2 APPLICATION PROCESSING

Following the receipt of the application dossier by HSA, the application will be screened to ensure the completeness of the supporting documents. If deficiencies are identified in an application dossier, a query stating the deficiencies will be issued via Input Request to the applicant. The stop-clock starts when an Input Request is sent and ends upon receipt of a complete and satisfactory response to the query.

The total number of Input Requests sent during screening is capped at two. Applicants will be given 20 working days to respond to each Input Request, starting from the date the Input Request is sent.

If the applicant fails to address the deficiencies raised, an Input Request will be issued to the applicant to withdraw the application. If the application is subsequently re-submitted, it will be processed as a new application.

3 APPLICATION OUTCOME

Applicants will be notified on the outcome of the application. The product will be added to the List of Class 1 Cell, Tissue or Gene Therapy Product.

4 TARGET PROCESSING TIMELINES

The target processing timeline is 14 working days.

5 FEES

As the fees may be subject to revision from time to time, applicants are advised to visit the HSA website for updated information on fees.

POST-NOTIFICATION PROCESS

This section applies to changes to notified Class 1 CTGTP. These include changes to the accreditation status of the tissue establishments (e.g. changes to AABB, AATB, FACT or CAP certificates with new expiry date following re-audit), product label and shelf life.

1 APPLICATION SUBMISSION

1.1 Application Dossier

A change to notified Class 1 CTGTP can be submitted using the form, "Application for Changes to Class 1 Cell, Tissue or Gene Therapy Product". Each product application shall contain products with same proprietary names or brand names and from the same product owner.

1.2 Documentary Requirements

All documents must be submitted in softcopy. Colour scanned copy of the original documents should be submitted and hardcopies of original documents are not required. However, HSA reserves the rights to request for the submission of the original or certified true copy of the submitted document if there is any doubt that the submitted scanned document is not an accurate reflection of the original document.

The application should be accompanied with the following documents:

• FormSG application form
• Table of contents
• Cover letter
• For changes to the accreditation status of tissue establishments: ✓ Certified true copy of a valid certificate of accreditation (e.g. AABB, AATB, FACT or CAP)
• For change to product label or shelf life: ✓ Current product label. ✓ Proposed product label, a clean and annotated version highlighting the changes
• List of notified Class 1 CTGTP with notification number (prepared using Annex 1 Form to list Class 1 Cell, Tissue or Gene Therapy Products)

When submitting the documents to HSA_CTT_Enquiry@hsa.gov.sg, applicants are required to check each item in the "Table 2 Checklist on documentary requirements for changes to notified Class 1 Cell, Tissue and Gene Therapy Product" to ensure submission of complete dataset.

Applicants must ensure HSA officers have access to the content of the files. For protected files, password(s) must be provided as appropriate.

2 APPLICATION PROCESSING

Following the receipt of the application dossier by HSA, the application will be screened to ensure the completeness of the supporting documents. If deficiencies are identified, a query stating the deficiencies will be issued via Input Request to the applicant. The stop-clock starts when an Input Request is sent and ends upon receipt of a complete and satisfactory response to the query.

The total number of Input Requests sent during screening is capped at two. Applicants will be given 20 working days to respond to each Input Request, starting from the date the Input Request is sent.

If the applicant fails to address the deficiencies raised, an Input Request will be issued to the applicant to withdraw the application. If the application is subsequently re-submitted, it will be processed as a new application

3 APPLICATION OUTCOME

Applicants will be notified on the outcome of the application.

4 TARGET PROCESSING TIMELINES

The target processing timeline is 14 working days.

TABLE 1 CHECKLIST ON DOCUMENTARY REQUIREMENTS FOR CLASS 1 CELL, TISSUE OR GENE THERAPY PRODUCT NOTIFICATION

- This application checklist should be used to ensure the submission of complete dataset for product notification.
- 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.

	Documents	
1	FormSG Application Form	☐
2	Table of Contents	☐
3	Cover letter	☐
4	Certified true copy of a valid certificate of accreditation (e.g. AABB, AATB, FACT, CAP)	☐
5	Evidence demonstrating that the cell/tissue establishment is registered with local regulatory agency (e.g. US FDA establishment registration and listing for HCT/Ps [human cells, tissues, and cellular and tissue-based products], Health Canada Cells, Tissues or Organs registration certificate, UK Human Tissue Authority)	☐
6	Product release specifications or Certificate of Analysis	☐
7	Package insert	☐
8	Product label	☐
9	Product shelf-life and container closure (packaging) information	☐
10	List of Class 1 CTGTP (prepared using Annex 1 Form to list Class 1 Cell, Tissue or Gene Therapy Products)	☐

TABLE 2 CHECKLIST ON DOCUMENTARY REQUIREMENTS FOR CHANGES TO NOTIFIED CLASS 1 CELL, TISSUE OR GENE THERAPY PRODUCT

- This application checklist should be used to ensure the submission of complete dataset.
- 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.

	Documents	
1	FormSG Application Form	☐
2	Table of Contents	☐
3	Cover letter	☐
4	For changes to the accreditation status of tissue establishments: • Certified true copy of a valid certificate of accreditation (e.g. AABB, AATB, FACT or CAP)	☐
5	For change to product label or product shelf life: • Current product label. • Proposed product label, a clean and annotated version highlighting the changes	☐
6	List of notified Class 1 CTGTP with notification number (prepared using Annex 1 Form to list Class 1 Cell, Tissue or Gene Therapy Products)	☐

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