APPENDIX 13 GUIDELINE ON MINOR VARIATION APPLICATIONS FOR CHEMICAL THERAPEUTIC PRODUCTS

1. INTRODUCTION

This document describes the requirements of a Minor Variation Application (MIV) submitted for an existing registered chemical drug product in Singapore. Product registrants should be familiar with the contents of this document, Chapters F and H of the Guidance on Therapeutic Product Registration in Singapore and the governing legislation prior to submitting an MIV to HSA.

In exceptional situations, the evaluation timeline for MIV-1 applications may be extended beyond that published, for example, for extensive grouping of changes. In such cases, the extended timeline will be communicated to the applicant.

2. APPLICATION PROCESS

An MIV is submitted via the "*Amendment Application for Therapeutic Products Registration*" form in PRISM.

Product registrants should disclose **all** proposed changes in *Section 0 Registration Summary* under *Section 0.3 MIV Checklist Number (Primary Change)* and *Section 0.4 MIV Checklist Number (Secondary Change(s));* and in the *Table of Amendment Details*, which can be downloaded via the link indicated in *Section 0.6 Table of Summary of Changes*. Any undisclosed variation(s) embedded in the submitted data, or any follow-on changes not specifically requested by HSA, will **not** be considered for evaluation. Please refer to Section 2 of Appendix 17 for more information on submitting a minor variation application.

3. DOCUMENTARY REQUIREMENTS

The following documents listed in Table A must be submitted with each MIV submission:

Table A MIV Application Submission Requirements

	Softcopy
PRISM Application Form	PRISM
Table of Contents	PRISM
Cover Letter	PRISM
Checklist for MIV(s)	PRISM
Table of Summary of Changes	PRISM
MIV-specific Supporting Documents - Administrative (Module 1/Part 1) - Other supporting documents	 PRISM PRISM/CD[#]
Approved and Proposed Product Labelling (annotated and pristine copies), where applicable	PRISM

 # All supporting documents may be submitted via PRISM or CD-ROM – do not combine PRISM attachments with a CD submission

The checklists for MIV-1 and MIV-2 (Notification and Do-and-tell) for chemical drug products are located in Appendix 13A, 13B and 13C. These checklists serve as guides

when submitting the required documents relevant to each proposed MIV. When submitting the Checklist, the following should be included:

- A copy of the relevant checklist(s) to each proposed MIV(s) – justifications should be provided below the respective document description if there is any omission of documentation; and
- The *Table of Summary of Changes* should concisely describes the proposed MIV(s). The following information must be stated in the Table:
  - Section(s) of the original dossier affected by the change(s);
  - Approved and proposed change(s);
  - Reason(s) for the change(s); and
  - Registration status and date of the proposed change(s) in other countries/agencies that had approved the variation(s), especially the country of origin and HSA's reference agencies.

For an MIV application with multiple related or unrelated variations, <u>all</u> of the supporting documents for <u>each</u> individual variation should be submitted. If the required documents have not been submitted, justifications must be provided.

For MIV applications with labelling changes, annotations should be made on the proposed labelling materials based on the actual text to be added, and on approved labelling materials. Approved text which is proposed for deletion should be struck through, whereas new proposed text should be underlined or highlighted. Approved text that is not intended to be deleted should not be annotated. However, the translocation of approved text from one section to another can be allowed in its entirety.

NOTE: For unstable drug substances or critical dosage forms, whenever stability data is required, a minimum of three batches (at least two pilot scale or larger) must be submitted.

This document reflects the current thinking of HSA on the minimum data necessary for assessment. Product registrants are responsible for ensuring that all necessary validations were conducted to demonstrate that the change does not adversely affect the quality, safety or efficacy of the drug product concerned. HSA reserves the right to request for additional information if deemed appropriate.

REVISION HISTORY

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