Table of Contents

PART C: CHECKLIST ON DOSSIER REQUIREMENTS FOR MIV-2 (DO-AND-TELL) VARIATION

Declaration of the product registrant for MIV-2 Do-and-Tell

I hereby declare that:

- All changes submitted are categorised as MIV-2 Do-and-Tell, and no other changes have been included in this application.
- The change(s) will not adversely affect the quality, efficacy and safety of the therapeutic product concerned.
- All information provided by me in this MIV-2 Do-and-Tell is true and accurate.

Name	Signature	Date

D1 Change in Packaging Material Not in Contact with Drug Product	
C	1. For change of packaging material not in contact with drug product, such as colour of flip-off caps, colour code rings on ampoules, change of needle shield. 2. The change does not concern a part of the packaging material, which affects the delivery, use, safety or stability of the drug product.
D	1. Amendment of the relevant section(s) of the dossier (presented in the CTD format), including revised product labelling as appropriate.
D2 Change of Product Owner or Change in Name and/or Address (for example: postal code, street name) of Product Owner	
C	1. The product registrant remains unchanged. 2. The manufacturing site remains unchanged.
D	**For change of product owner:** 1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. A declaration on the transfer of ownership between the old product owner and new owner from the new product owner. 3. An official letter from the new product owner declaring the change and authorising the local registrant to be responsible for the product registration. 4. If the new product owner is not the manufacturer of the drug product, an official letter by the new product owner authorising the manufacturer to manufacture the drug product on its behalf.

	For change of name and/or address of product owner: 5. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 6. An official letter from the product owner declaring the change and authorising the local registrant to be responsible for the product registration.

D3 Change in Ownership of Manufacturer	
C	1. The drug substance / drug product manufacturing site remains unchanged. 2. No other changes except for the change in ownership of drug substance / drug product manufacturer.
D	1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. A letter of justification on the transfer of ownership, such as a valid GMP certificate. 3. An official letter stating the transfer of ownership from old manufacturer to the new manufacturer (where applicable). 4. In case of a contract manufacturer, an official letter from the product owner declaring the change and authorising the new manufacturer to manufacture the drug substance(s) or drug product(s) on its behalf.

D4 Change of Name or Address (for example: postal code, street name) of Manufacturer of Drug Product	
C	1. The manufacturing site remains unchanged. 2. No other changes except for the change of the name and/or address of a manufacturer of the drug product. 3. Not applicable to the case involving a change in ownership of the manufacturer. For a change in ownership of manufacturer, refer MIV-2 D3.
D	1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. A valid GMP certificate, a CPP which covers the GMP certification or an official document from a relevant authority confirming the new name and/or address. 3. An official letter from the product owner authorising the manufacturer with the new name/address to manufacture the drug product.

D5 Change of Name or Address (for example: postal code, street name) of Company or Manufacturer Responsible for Batch Release	
C	1. The manufacturer of the drug product remains unchanged. 2. The batch release site remains unchanged.

	3. Not applicable to the case involving a change in ownership of the manufacturer. For a change in ownership of manufacturer, refer MIV-2 D3.
D	1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. A valid GMP certificate, a CPP which covers the GMP certification or an official document from a relevant authority confirming the new name or address (where applicable). 3. An official letter from the product owner authorising the company/manufacturer with the new name/address that is responsible for batch release. 4. A declaration from the product registrant that the change does not involve a change of batch release site.

D6 Change of Name or Address (for example: postal code, street name) of Manufacturer of Drug Substance	
C	1. The manufacturing site of the drug substance remains unchanged. 2. No other changes except for the change of the name and/or address of a manufacturer of the drug substance. 3. For a change in ownership of manufacturer, refer to MIV-2 D3.
D	1. Updated information of the manufacturer of the drug substance. 2. An official document/evidence confirming the new name and/or address.

D7 Withdrawal/Deletion of Alternative Manufacturer(s) for Drug Substance, Drug Substance Intermediate and/or Drug Product and/or Packager and/or batch releaser and/or Quality Control Testing Laboratory	
C	1. An alternative manufacturer is registered.
D	1. Reason for withdrawal/deletion.

D8 Change of Specification of Excipient to Comply with Pharmacopoeia	
C	1. Applicable to compendial specifications only. All the tests in the specification should correspond to the pharmacopoeia standard after the change, except any additional supplementary tests. 2. Change is made to comply with an update of the relevant monograph of the compendium or from one recognised pharmacopoeia to another. 3. Pharmacopoeia recognized by HSA: United States Pharmacopeia, European Pharmacopoeia, British Pharmacopoeia and Japanese Pharmacopoeia.
D	1. Specification of the excipient.

	2. Tabulation of the approved and proposed specification of the excipient(s) with changes highlighted. 3. Certificate of analysis or batch analysis of the excipient(s) for all tests in the new specification of at least two batches. 4. A declaration that the change has no impact on the manufacturing process and quality of the drug product.

D9 Deletion of Pack Size for Drug Product	
C	1. The remaining pack sizes are adequate to accommodate the dosing regimen as per the approved product labelling. 2. For addition of pack size for sterile drug products, refer to MIV-1 B6. For a change in the outer carton pack size, refer to MIV-2 D15.
D	1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. Reason for deletion.

D10 Change of Batch Numbering System	
C	1. The manufacturing site remains unchanged.
D	1. Description of the revised batch numbering system. 2. An official letter stating the commencement date of the change.

	D11 Change of Name of Quality Control (QC) Testing Laboratory
C	1. No other changes except for the change of the name and/or address of the approved laboratory(ies) for stability tests or any quality control tests.
D	1. Updated information of the testing laboratory. 2. An official letter from the product owner authorising the testing laboratory with the new name/address.

D12 Addition or Replacement of Site Responsible for Quality Control Testing Laboratory	
C	1. For addition or replacement of the approved laboratories for release and/or stability test that is of compendial method. 2. For addition or replacement of the approved laboratories for release and/or stability test of a biological/ immunological/ immunochemical test method, or a method using

	a biological reagent (does not include standard pharmacopoeia microbiological methods), refer to MIV-1 B10.
D	1. Approved release and shelf life specification. 2. Analytical procedures to be carried out at the proposed site. 3. Certificate of analysis or batch analysis data (in a comparative tabular format) of at least two production batches tested at the approved and proposed site.

D13 Update of Product Labelling

For Administrative changes as listed below:

- Changes to non-English language text (e.g., Chinese).
- Rearrangement / re-formatting of text without any change in information (e.g., change in font size / type).
- Addition / deletion / change of the following information: i) Foreign language text or registration / license number; ii) Distributor information; iii) Poison label.
- Addition / deletion / change of machine-readable codes (e.g., barcode, QR code) for logistic purposes or e-labelling.
- Change in format of expiry / manufacturing date.
- Amendment of typographical errors.

C	1. Applicable only to changes listed above. 2. The change does not have any impact on the product's safety, efficacy and quality.
D	1. Approved product labelling. 2. Proposed product labelling: a pristine and annotated version highlighting the changes made. 3. Relevant document/reference or justification to support the changes (where applicable).

D14 Change of Specification of Drug Substance, Drug Product, Process Intermediate and/or In-process Control Tests

a) Specification limits are tightened.

b) Deletion of non-significant parameter (e.g., obsolete parameter).

C	1. Test procedures remain unchanged, or changes in the test procedure are minor. 2. For widening of specification limits and deletion of test parameter and limits, refer to MIV-1 B3. For addition of new test parameters and limits, refer to MIV-2 C5. 3. The variation should not be submitted as a result of unexpected events that may lead to product defects. Variation is only to be submitted after concerns have been addressed and CAPAs concurred. Refer to the *Product Defect Reporting and Recall Procedures* on the HSA website for product defect reporting.

D	1. Technical justification for the change. 2. Revised specification of the drug substance, drug product, process intermediate or in-process control test. 3. Comparative tabulated format of the approved and proposed specification with changes highlighted. 4. Test results of two production scale batches of the drug substance, drug product, process intermediates or in-process controls, for all tests in the revised specification. **Deletion of non-significant parameter** In addition to documents (1), (2) and (3), 5. Justification/risk assessment showing that the parameter is non-significant or that it is obsolete.

D15 Change of Outer Carton Pack Sizes for Drug Product	
C	1. For change that only concerns the number of units (e.g., vials, ampoules, tablets, etc.) or containers in a pack; otherwise, refer to MIV-1 B6. 2. The type and material of the primary packaging material remain unchanged. 3. The remaining product presentation(s) must be adequate for the dosing regimen and duration of use as per the approved product labelling.
D	1. Revised drafts of the package insert and labelling incorporating the proposed variation (where applicable). 2. A letter of declaration from the product registrant stating that there are no other changes except for the change of pack sizes for a drug product. 3. A commitment letter to conduct relevant stability studies of the drug product in accordance with the *ASEAN Guideline on Stability Study of Drug Product* to support the approved shelf life (where applicable).

D16 Change in the Specification Parameters and/or Limits or Test Procedure of Primary Packaging Material	
C	1. The primary packaging material remain unchanged (no change in qualitative and quantitative composition and no change in type of container). 2. Tightening of specification limits. Any change should be within the range of approved limits. If the specification limits is widened, refer to MIV-1 B5 or MIV-2 C9. 3. Addition of a new specification parameter to the specification with its corresponding test method. Any new test method does not concern a novel non-standard technique or a standard technique used in a novel way. 4. Deletion of a non-significant specification parameter (e.g., deletion of obsolete parameter)

D	1. Comparative tabulated format of the approved and proposed specifications of the primary packaging material. 2. Revised CTD Sections P3 and/or P7 (where applicable). 3. For semi-solid and liquid dosage forms, relevant studies to demonstrate that no interaction between the content and the packaging material occurs (where applicable).

D17 Change in Name and/or Address of Product Registrant on Product Labelling	
C	1. The change of product registrant application has been submitted via Transfer@PRISM and approved. 2. No submission is required if the change in name and/or address of product registrant does not impact the product labelling.
D	1. Revised drafts of the package insert and labelling incorporating the change of product registrant (where applicable).

REVISION HISTORY

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APPROVAL

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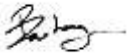
X 

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