

1

## Health Product Registration

- . Applicants submit applications after completing the documents as per the checklist. With lab analysis report as per CEO laboratory analysis circular.
- . The assessor picks the new-registration application and starts assessing and reviewing the application.
  - Actions:
    - . Recommend to Approve
    - . Assessors send the application for the committee's approval. If approved applicant completes the payment & can print the license.
    - . Recommend to Reject:
      - . Return: The application returns to the applicant for further improvement/correction.
- fees:
  - Submission Fess 50BD – Issuing license (post approval) fees 200BD.
- SLA: 20 days



2

## Health Product Re-Registration

- . Applicants submit applications after completing the documents as per the checklist.
- . The assessor picks the re-registration application and starts assessing and reviewing the application.
  - Actions:
    - . Recommend to Approve: The application will move to the next step. If approved applicant completes the payment & can print the license.
    - . Recommend to Reject:
      - . Return: The application returns to the applicant for further improvement/correction.
- Fees:
  - Renewal before license expired 10bd x 5 years = 50BD.
  - Renewal within 2 months license expiry (10bd x 5 years) + 50bd penalty= 100BD.
  - Renewal application after more than 2 months license expiry (40bd x 5 years) + 200bd penalty= 400BD.
- SLA: 30 days

3

## Health Product Variation

- . Applicants submit applications after completing the documents.
- . The assessor picks the variation application and starts assessing and reviewing the application.
  - Actions:
    - . Recommend to Approve: The application will move to the next step. If approved applicant can print the variation approval letter.
    - . Recommend to Reject:
      - . Return: The application returns to the applicant for further improvement/correction.
- Fees:
  - No fees.
- SLA: 30 days
- Other information update fees: 25BD

