

2 Access the Portal

- o Visit the [Adweya portal](#).
- o Click on the Medicine Re-Registration menu in the Medicine Services box (Medicine Re-Registration – User Manual available), or select the Re-Registration button from My Product (Medicine – About To/Expire).

3 Application Submission

- o Select the DRN to retrieve its data. If selected from My Product, the DRN will be retrieved automatically.
- o Review the product details and select the Agent Sample Status field.
- o Upload the required documents.
- o A sign will confirm successful upload.
- o Click Submit to create the MRR application number.
- o At this stage, the application is saved as a draft with status “Accepted for submission”.
- o You can view it under My Applications Under Process.

4 EURSNext Tab

- o To complete submission, upload the e-CTD file in the designated EURSnext tab.
- o The Submit button will be enabled once the system successfully uploads the e-CTD file.

1 Eligibility to Apply

You must have a registered medicine under your CR that is about to expire in order to apply for renewal of its license.

8 Approval and Payment

- o Once approved, the applicant receives an email notification.
- o The application moves to the Approved Inbox.
- o Payment must be completed before the renewed Medicine Registration Certificate is issued.
- o The certificate will be delivered via email.

7 NHRA Pharmacist Review

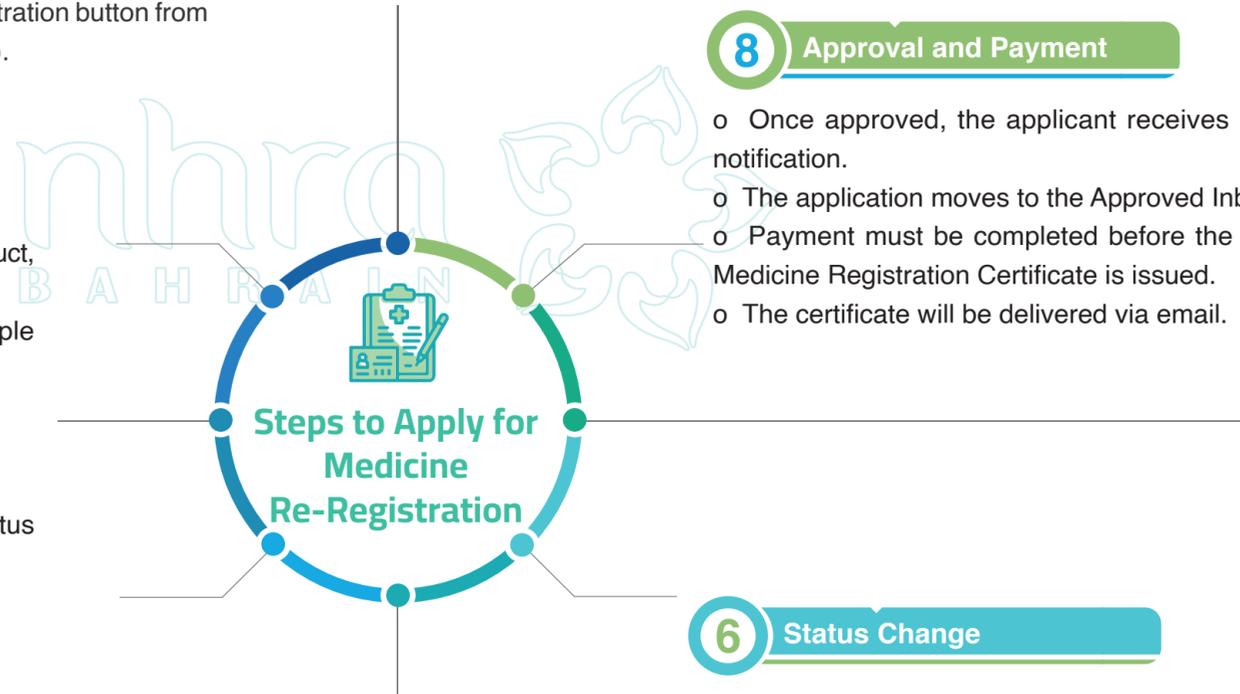
- o If more information is required, the application will be returned to the applicant with comments.
- o The applicant must address the comments and, if required, re-upload an updated e-CTD sequence (repeat steps 8 & 9).
- o Status will return to “Pharmacist review” once resubmitted.
- o This step may be repeated until requirements are fulfilled.

6 Status Change

- o After e-CTD upload, submit the application to NHRA.
- o Status will change to “Pharmacist review”.

5 Documents

The documents in e-CTD sequence are prepared according to the Medicines Renewals Guideline_V 2.0.



Fees

- 100 BHD – Standard re-registration (submitted before expiry).
- 200 BHD – If submitted within 2 months after expiry.
- 600 BHD – If submitted more than 2 months after expiry.

Timeframe (SLA)

- The total process is expected to be completed within 30 Working days, excluding the period pending to receive a response from the company.

