



DOCUMENTED PROCESS AND WORK FLOW FOR PRODUCT APPROVALS

- 1.** The applicant shall submit the application through the online application portal.
- 2.** The AO shall check the documents for completeness within 1 day.
- 3.** If the documents are complete, the AO shall analyse the application and submit a report
to the MA and MS for review and consultation within an additional five (5) days.
- 4.** Where documentation is incomplete, the AO shall advise the applicant within 1 day.
- 5.** The MS shall then assess the report and make a determination of whether the product should be approved/not approved within 2 days and the decision is communicated to the applicant vide a letter.