

National Pharmaceutical Regulatory Agency Ministry of Health Malaysia

USER MANUAL

QUEST 3+ System

Module: **PRODUCT REGISTRATION** (Front-End)

Document No.: Q3+/User Manual/M2/1

Version 1.0

Published by



PERSADA DIGITAL SDN BHD B-15-2, BLOCK B, BISTARI DE KOTA JALAN TEKNOLOGI 3/9, KOTA DAMANSARA, 47810 PETALING JAYA, SELANGOR

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| 1.0 | 14/07/2016 | Shuhaidi Ibrahim | Final | Pasukan Projek, Jawatankuasa Teknikal Projek, Jawatankuasa Pemandu Projek |
| | | | | |

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INTRODUCTION

This user manual will serve to guide the applicants from the industry to conduct transactions in QUEST 3+ for:

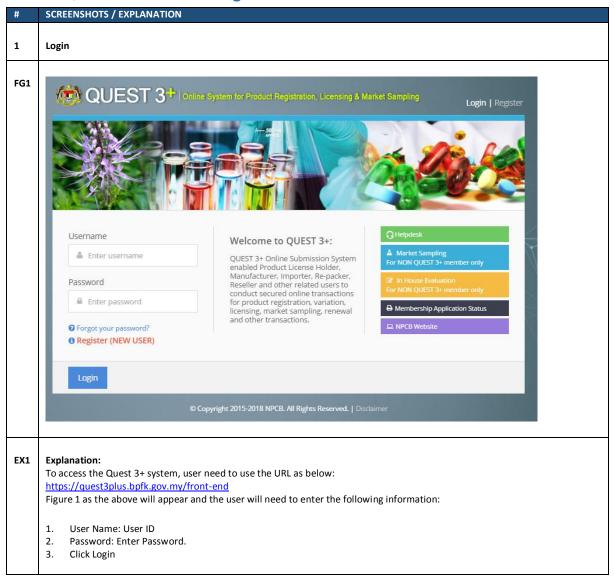
- 1. Application / Registration Evaluation New Products
- 2. Application / Product Evaluation Combos
- 3. Application / Additional Rate Indications
- 4. Appeal for Product Registration
- 5. Application for Certificate of Pharmaceutical Product (CPP)
- 6. Application for Change of Holder (COH)
- 7. Application for Product Re-Registration

Pre-requisite:

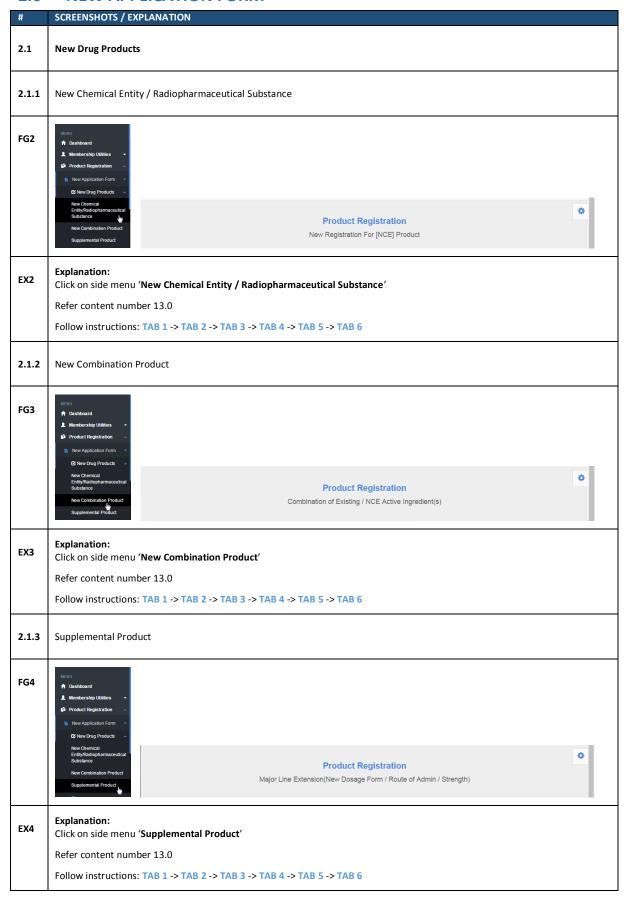
The application / registration process by the applicants will be conducted completely online including payments. The following are the pre-requisites before conducting the transactions in QUEST 3+:

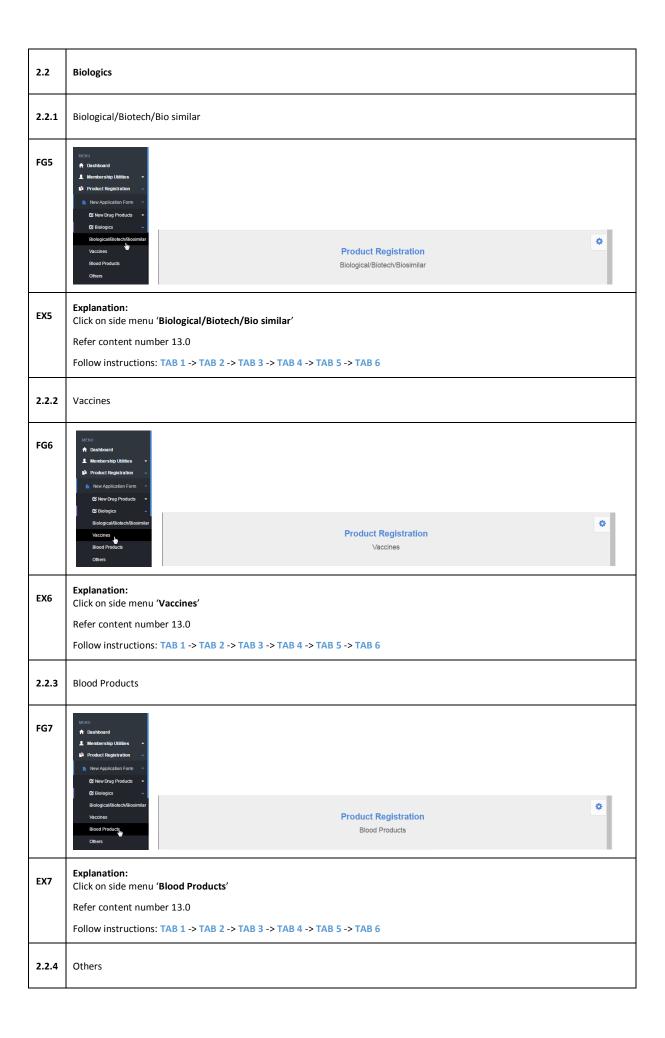
- 1. Internet Ready PC
- 2. Broadband Internet connection
- 3. Google Chrome latest version (recommended) or other internet explorer
- 4. Valid Digital Certificate (USB Token) To be purchased online during Membership Application
- 5. Scanner
- 6. PDF Reader/Writer Software
- 7. Photo editor to edit (crop, resize or other editing functions) your attachments in jpg format
- 8. Valid email account for correspondences and system notifications
- 9. Online banking account (Personal or Business) or credit card to conduct payment transactions via FPX (Financial Process Exchange). FPX is a payment channel that allows you to make payment via online real-time through your current or savings account. All you need is an Internet banking account with any of FPX participating banks.

1.0 QUEST3+ Front-end login

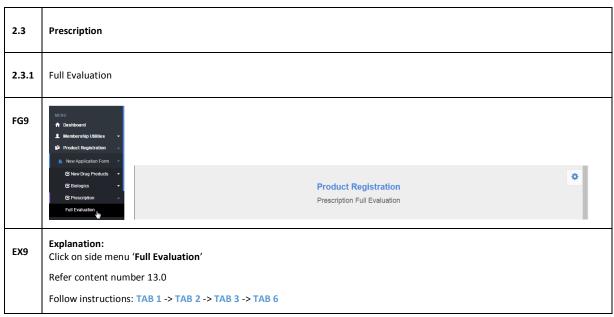


2.0 NEW APPLICATION FORM



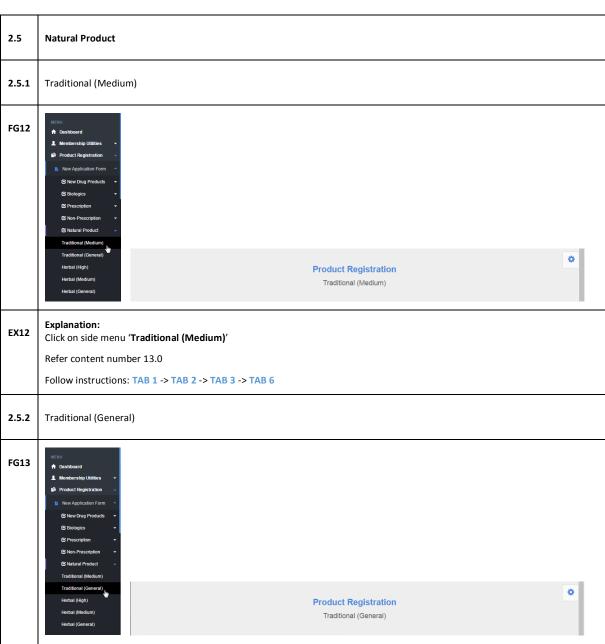


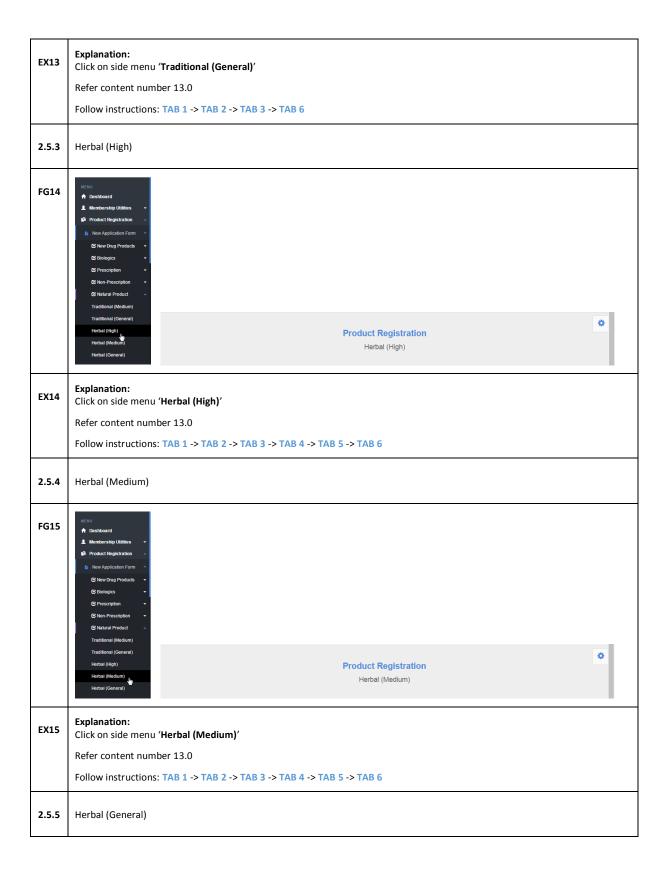




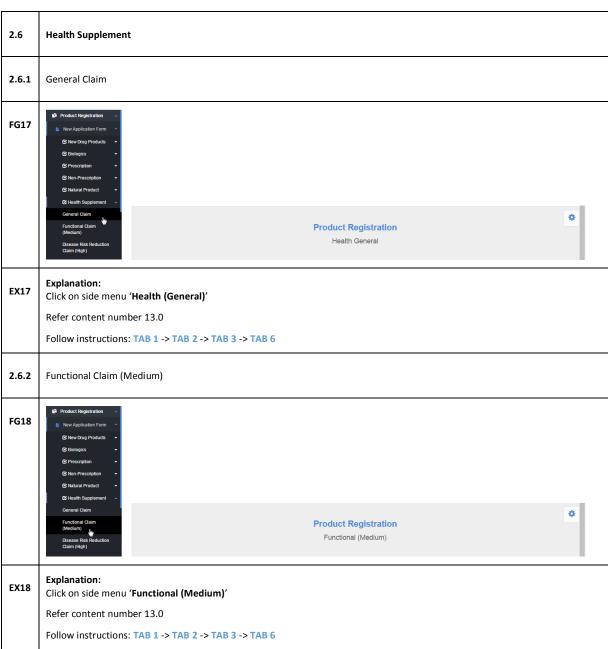




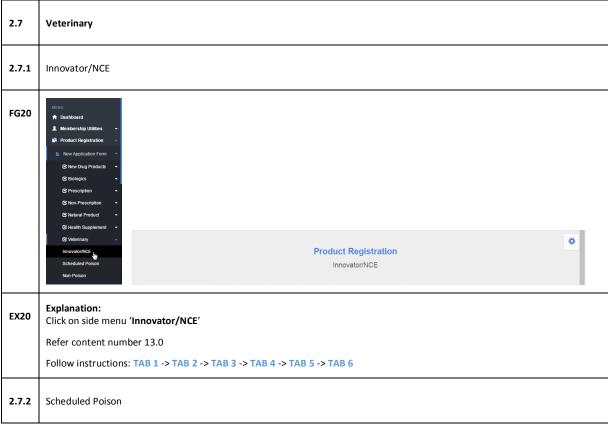


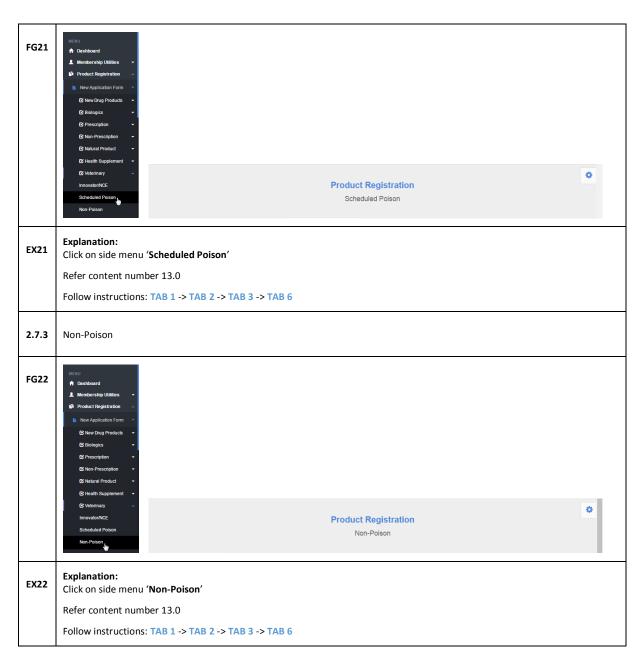


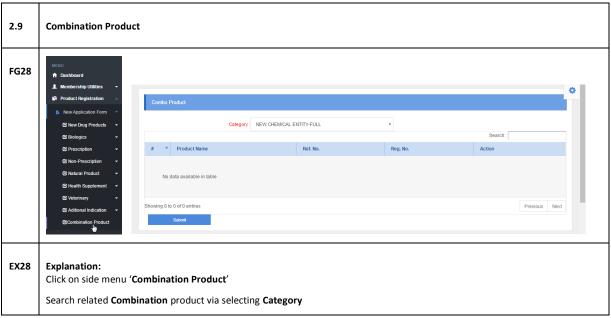




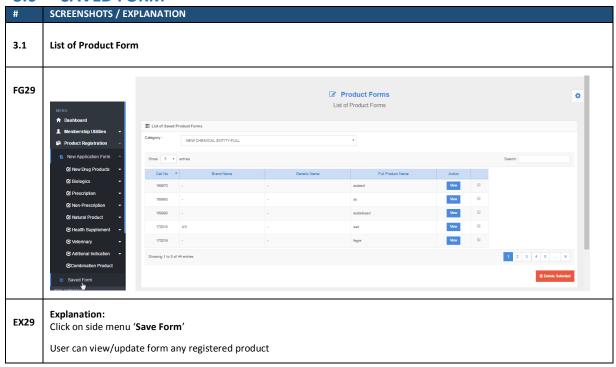




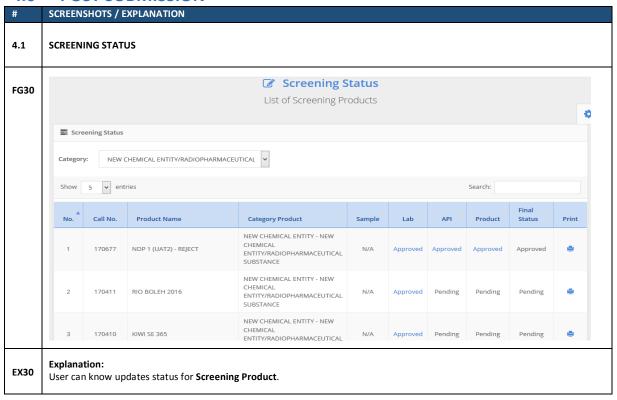


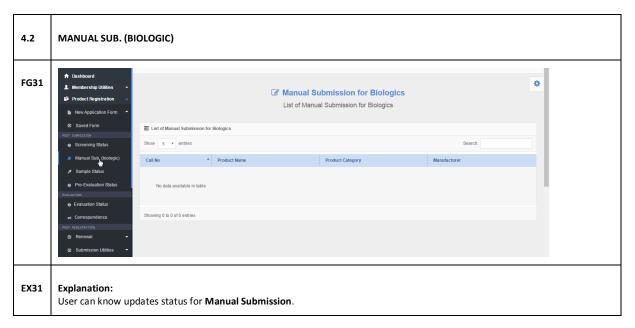


3.0 SAVED FORM

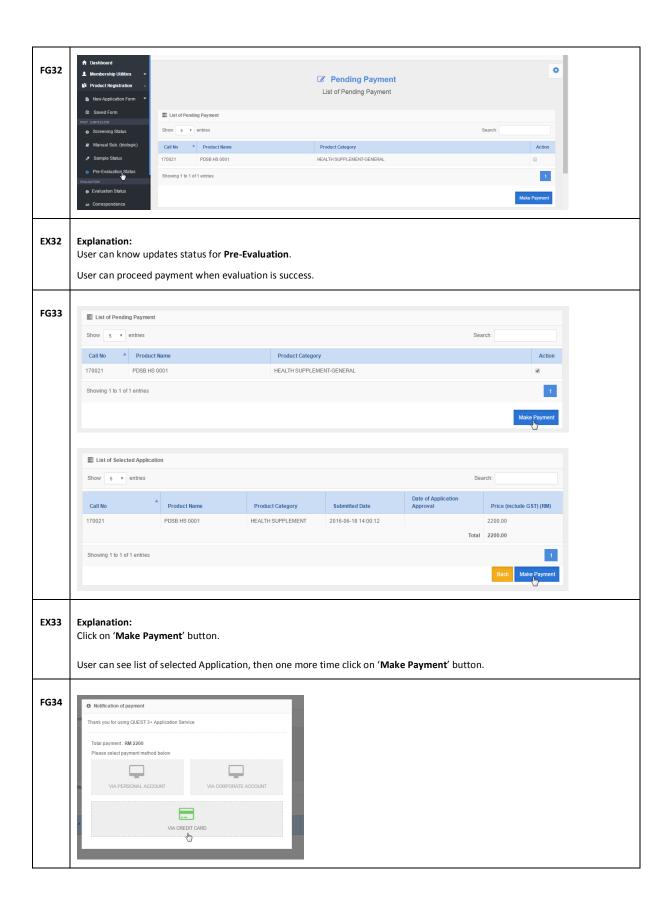


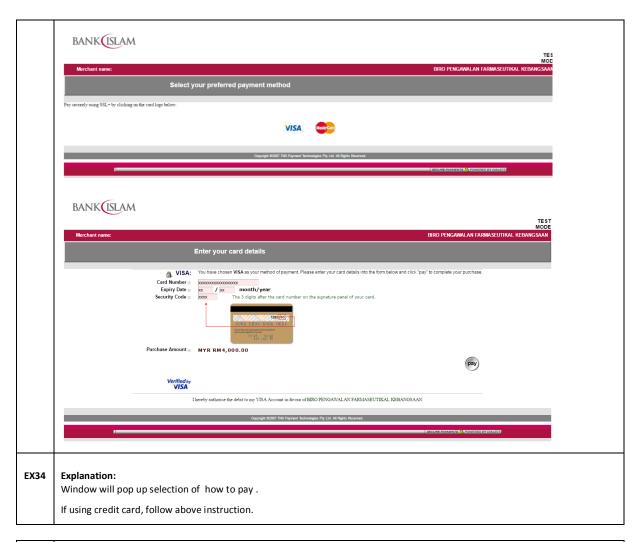
4.0 POST SUBMISSION

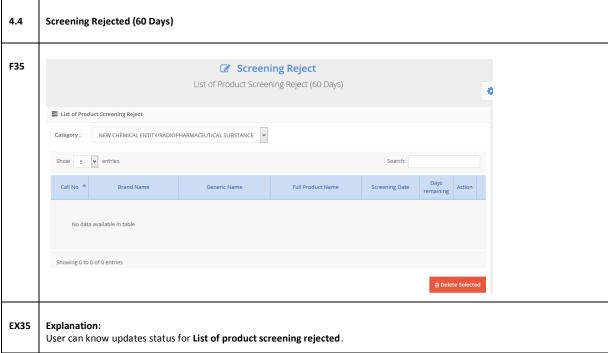




4.3 PRE-EVALUATION STATUS

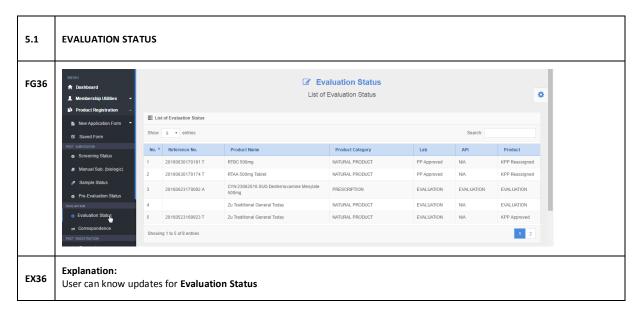


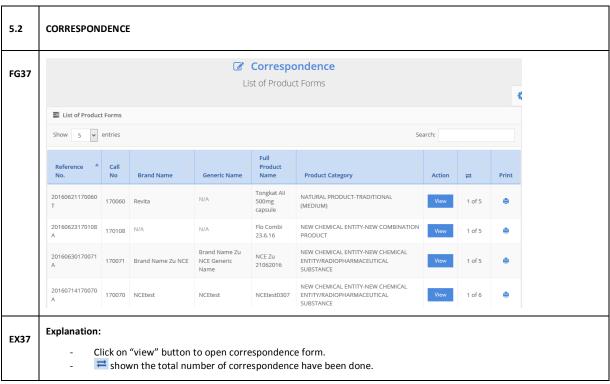




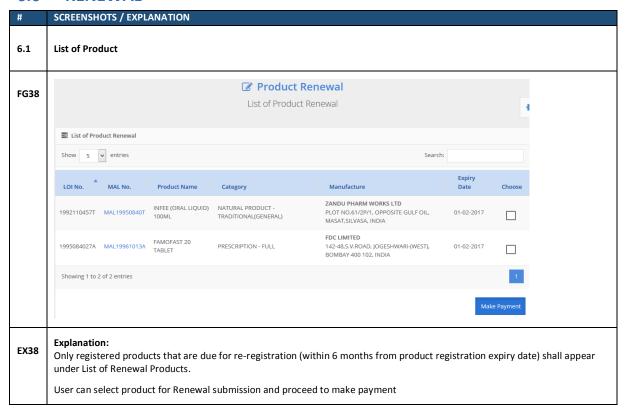
5.0 EVALUATION

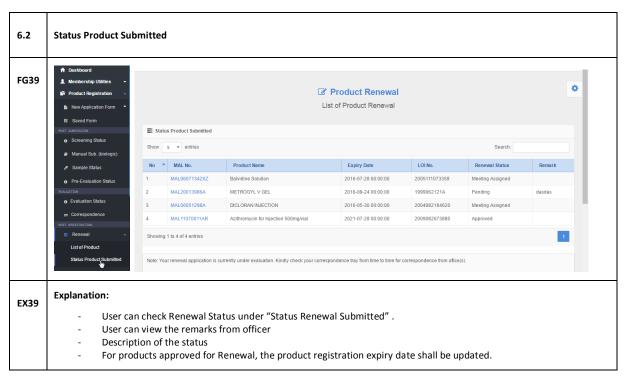
SCREENSHOTS / EXPLANATION



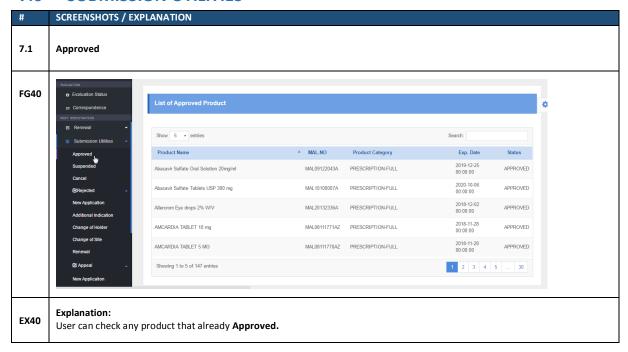


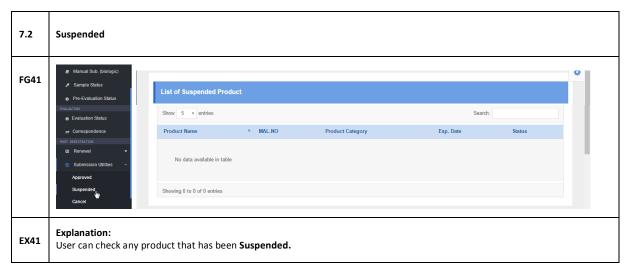
6.0 RENEWAL

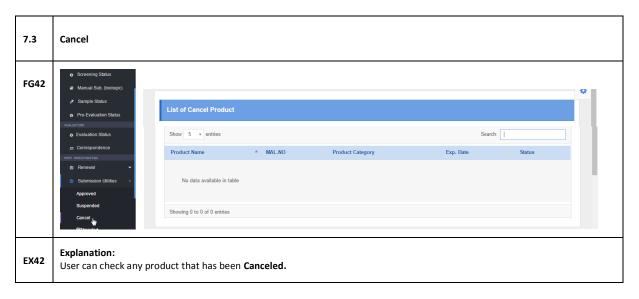


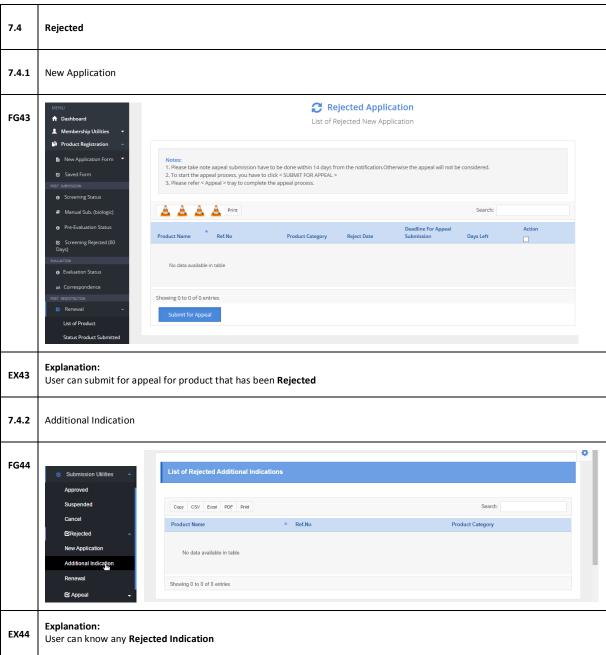


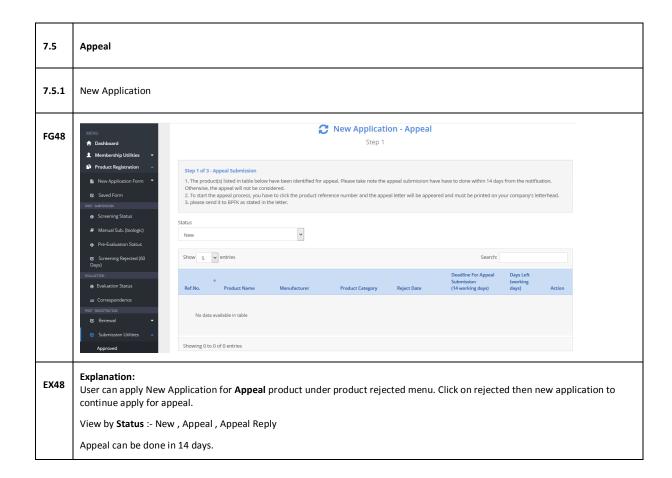
7.0 SUBMISSION UTILITIES



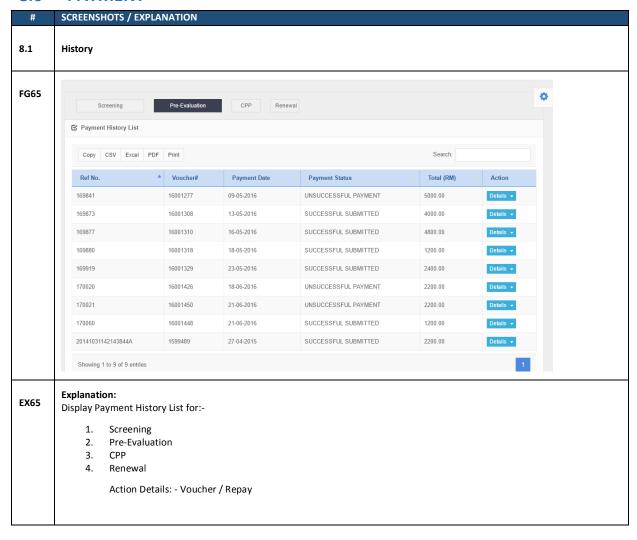






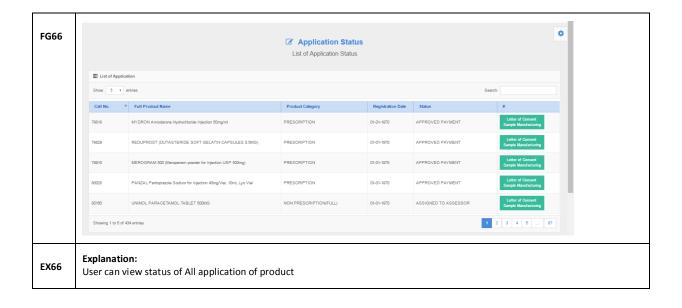


8.0 PAYMENT



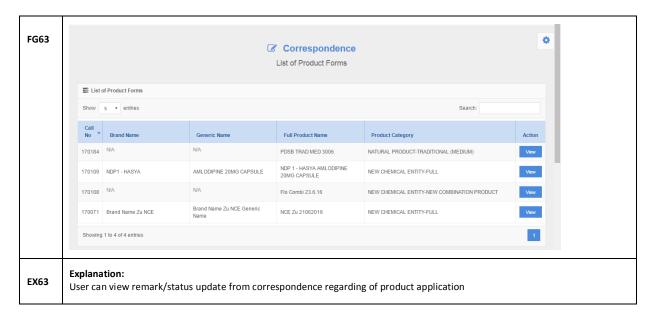
9.0 APPLICATION STATUS

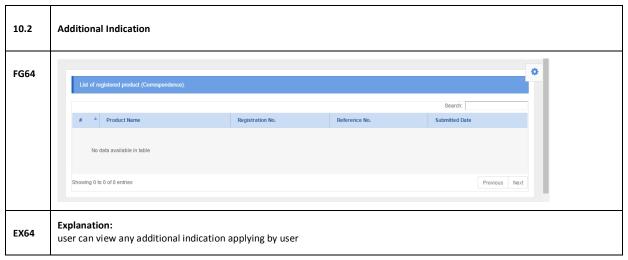
| # | SCREENSHOTS / EXPLANATION |
|-----|----------------------------|
| 9.1 | List of Application status |



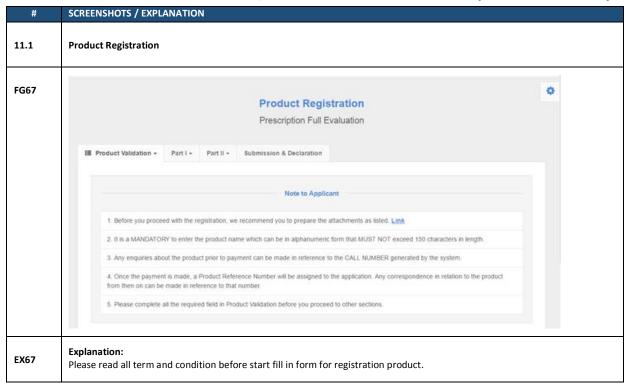
10.0 CORRESPONDENCE

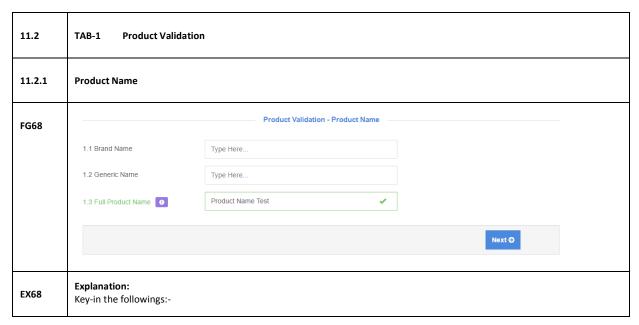
| # | SCREENSHOTS / EXPLANATION |
|------|---------------------------|
| 10.1 | List of Product |

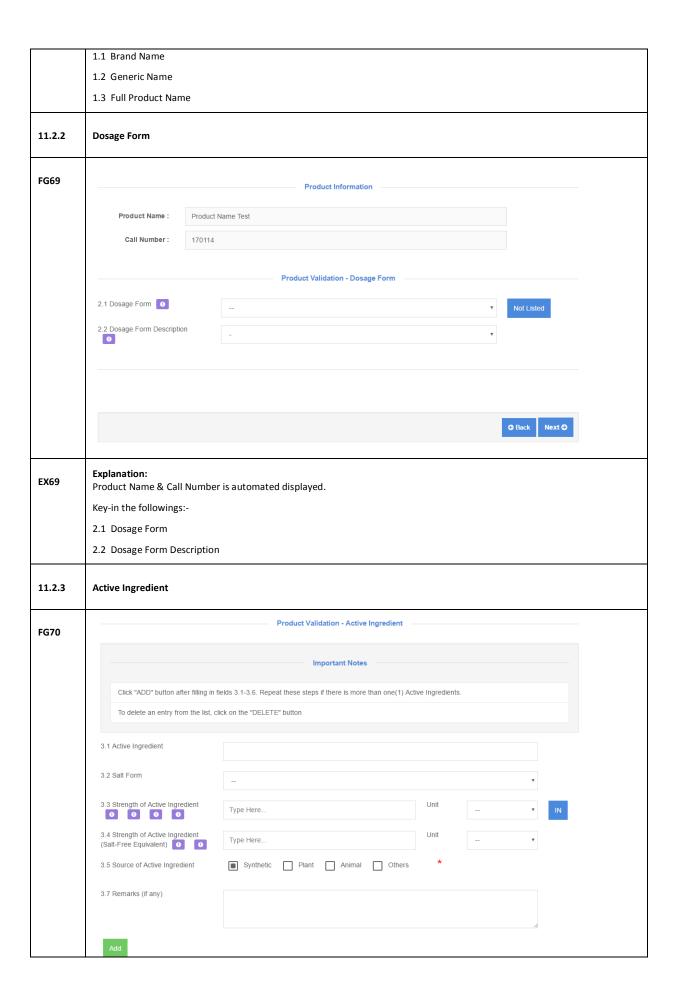


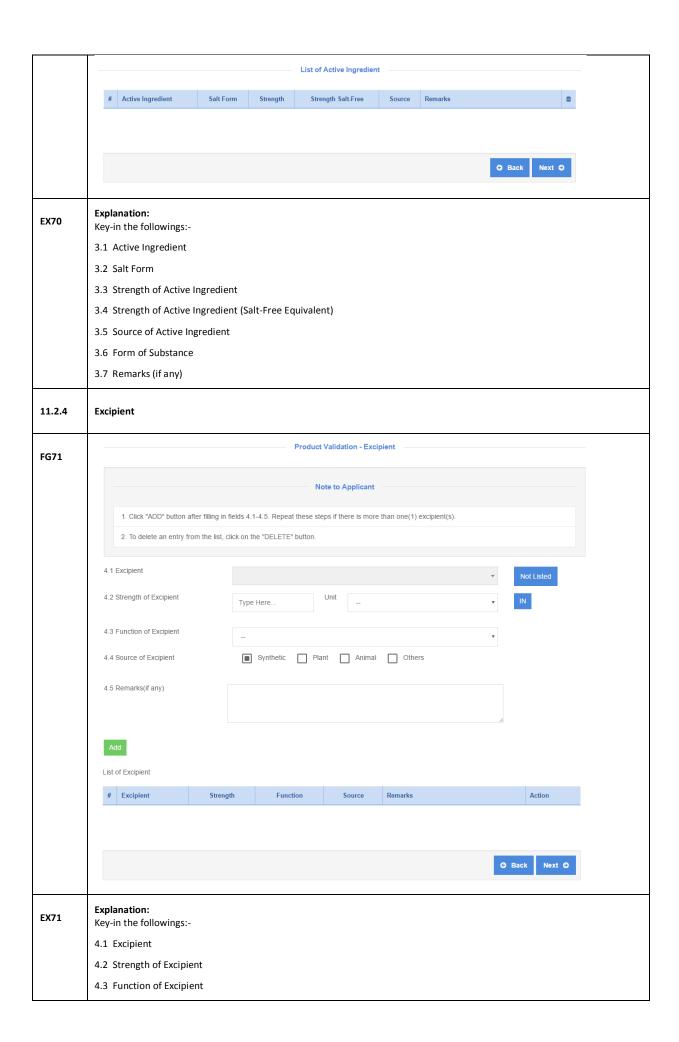


11.0 PRODUCT REGISTRATION / NEW APPLICATION FORM (COMMON TABS)



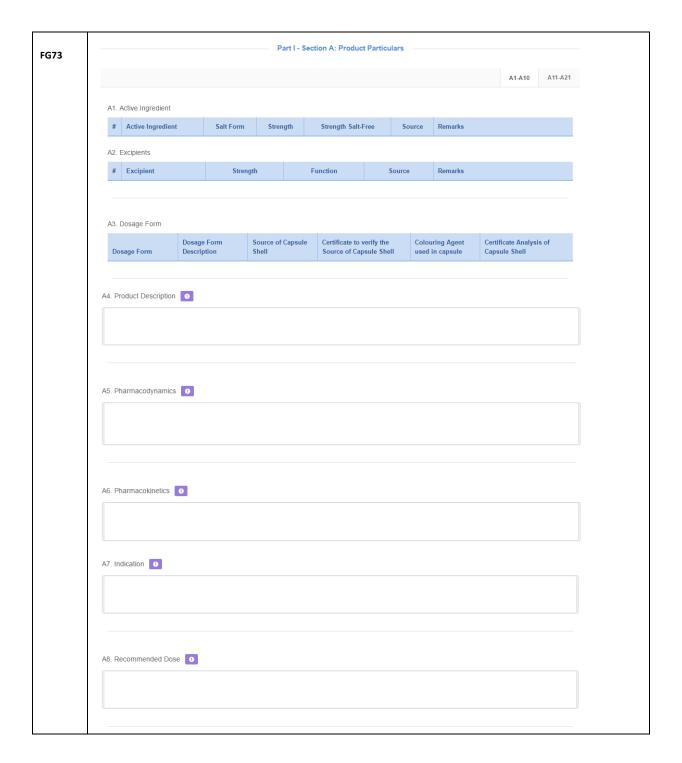


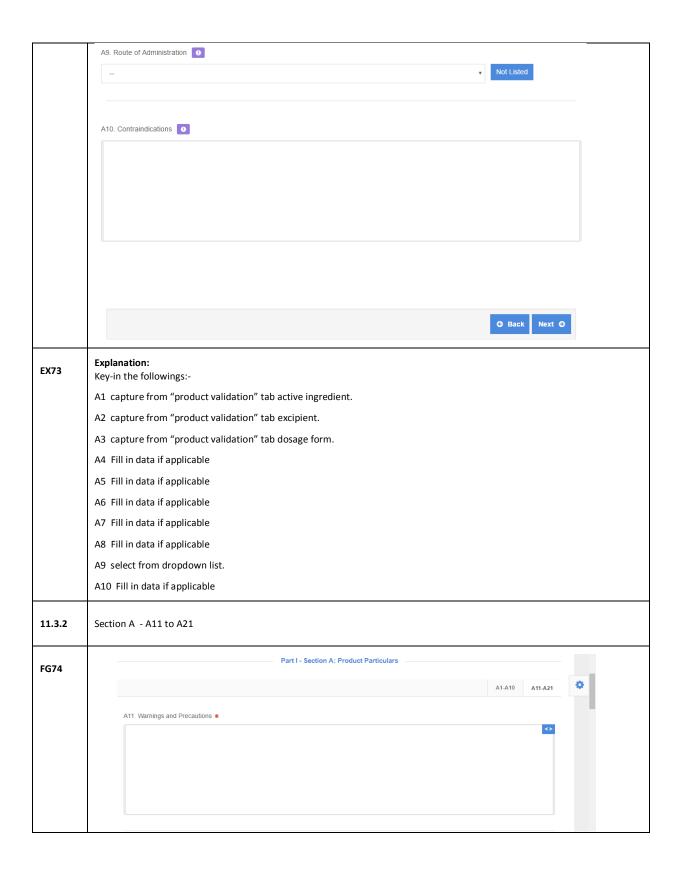


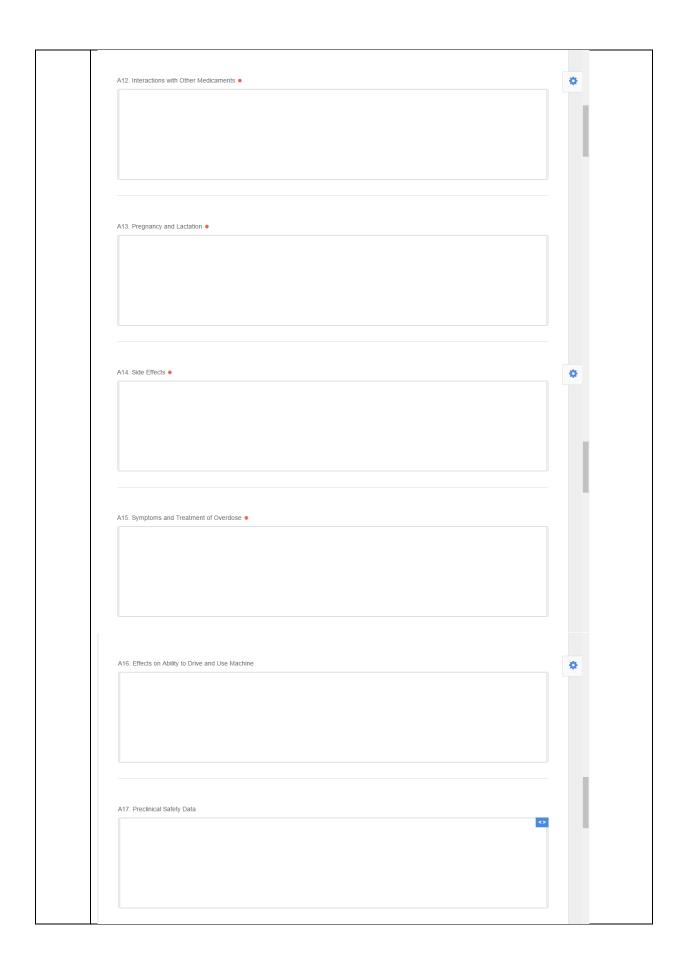


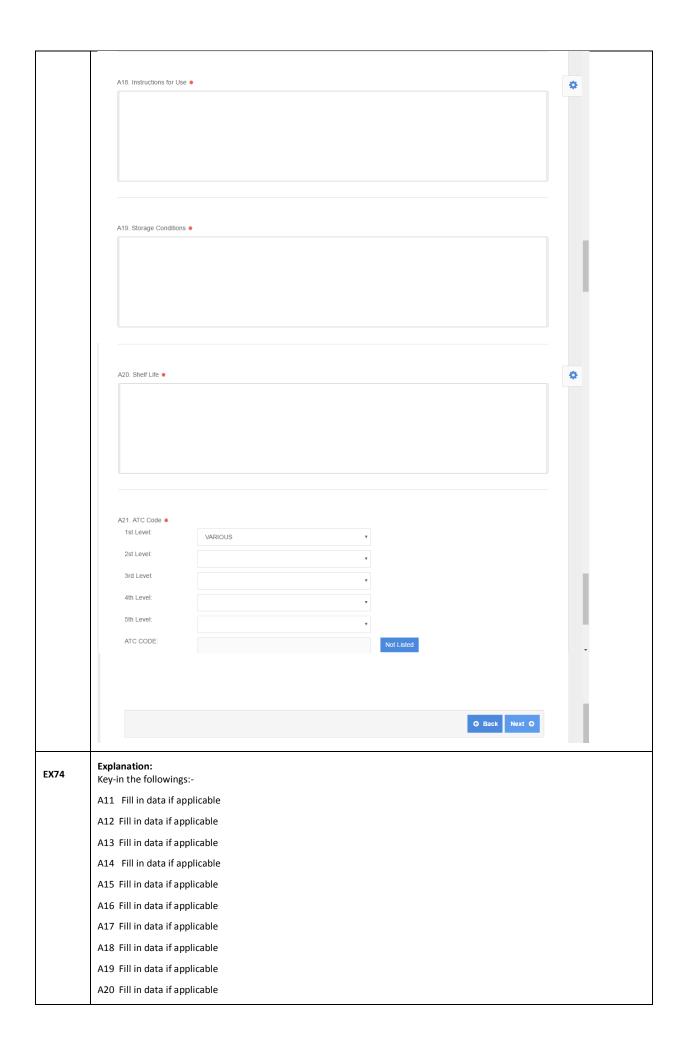
| | 4.4 Source of Excipient | | | | |
|--------|--|------------|--|---------------|--|
| | 4.5 Remarks (if any) | | | | |
| 11.2.5 | Other Information | | | | |
| | Product Validation - Other In | nformation | | | |
| FG72 | 5. Ingredients of Human or Animal Origin (Active Ingredient, Excipient and / or Capsule Sheil) | | No | Not Listed | |
| | 6. Manufacturer o | | ¥ | Not Listed | |
| | 7. Is there any Contract Manufacturer Involved? | ⊚ Yes | ● No | | |
| | 8. Is this Product a Second Source Product? | Yes | No | | |
| | 9. Is there any Repacker Involved? | O Yes | No No | | |
| | 11. Is the Product Under Patent Protection? | ⊚ Yes | ● No | | |
| | 12. Is this an Imported Product? | O Yes | No | | |
| | 15. Does this product need Priority Review? | O Yes | ● No | | |
| | 16. Request for Data Exclusivity (DE)? 0 | O Yes | ● No | | |
| | 18. Does this product contain a medical device component? | O Yes | ● No | | |
| | | | | G Back Next O | |
| EX72 | Explanation: Key-in the followings:- | | | | |
| | 5 to 18 – please answer yes or no. | | | | |
| | | | | | |

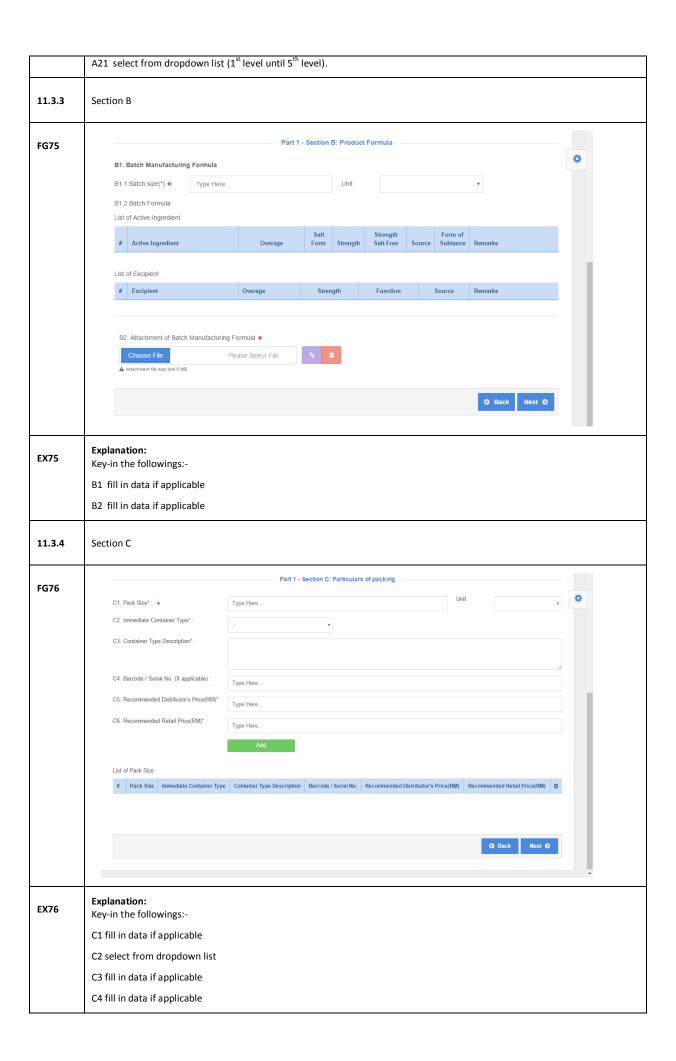
| 11.3 | TAB-2 Part I |
|--------|-----------------------|
| 11.3.1 | Section A - A1 to A10 |

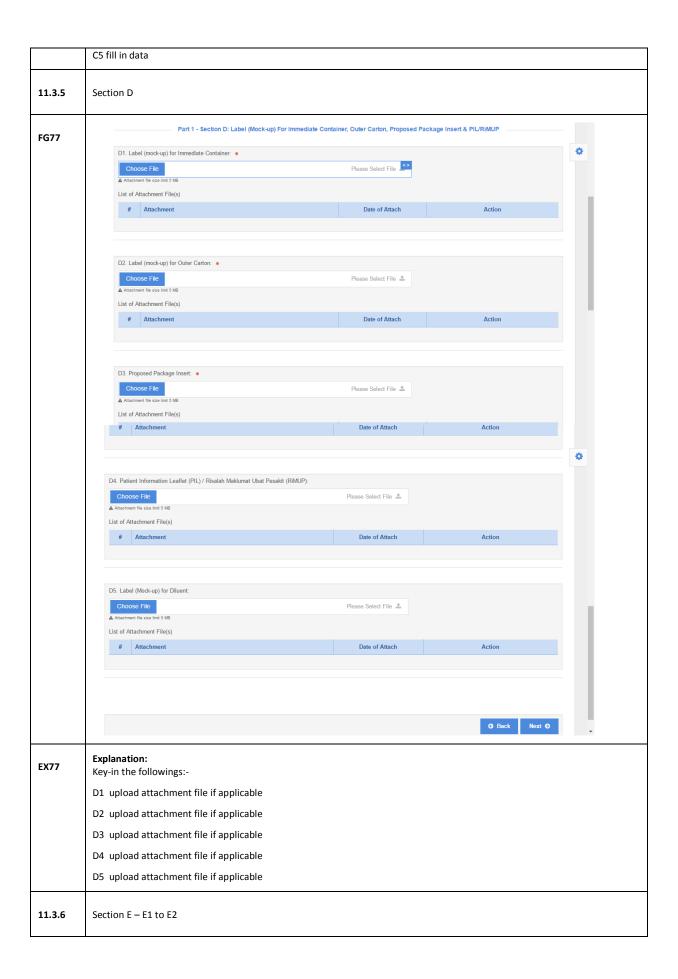


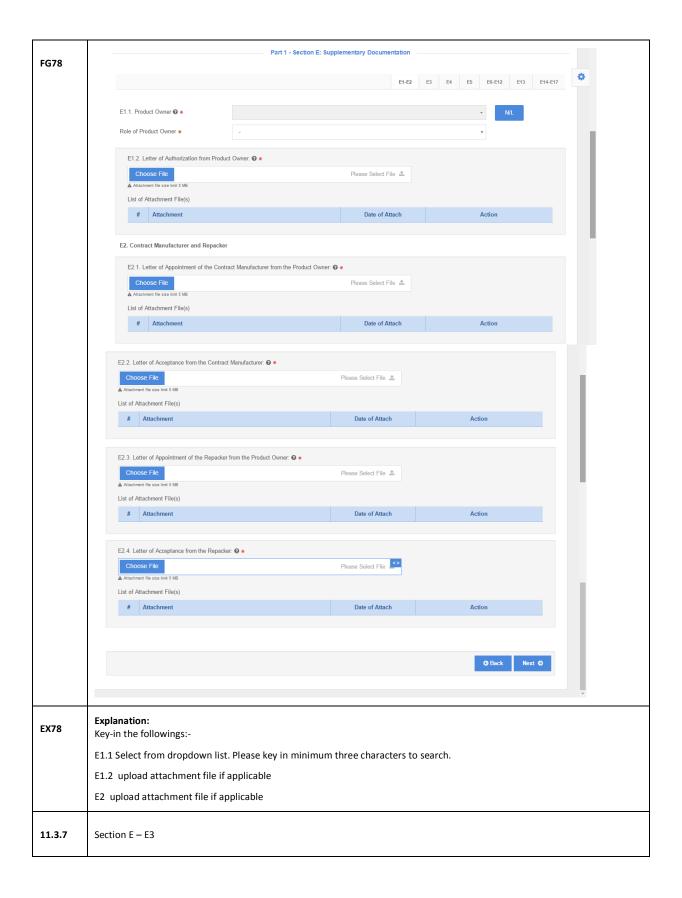


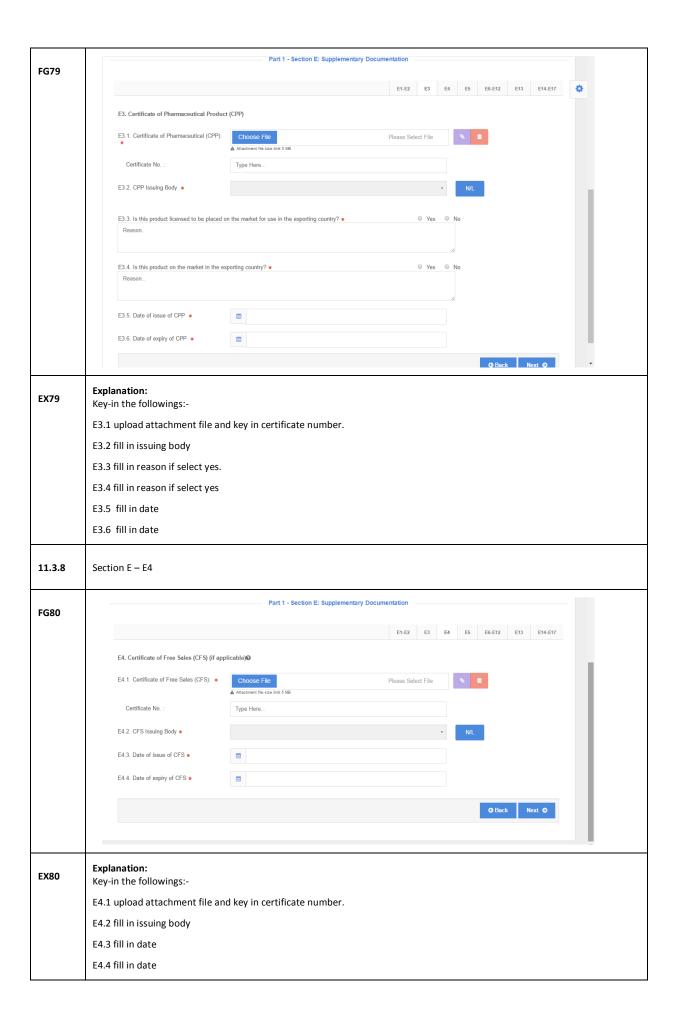


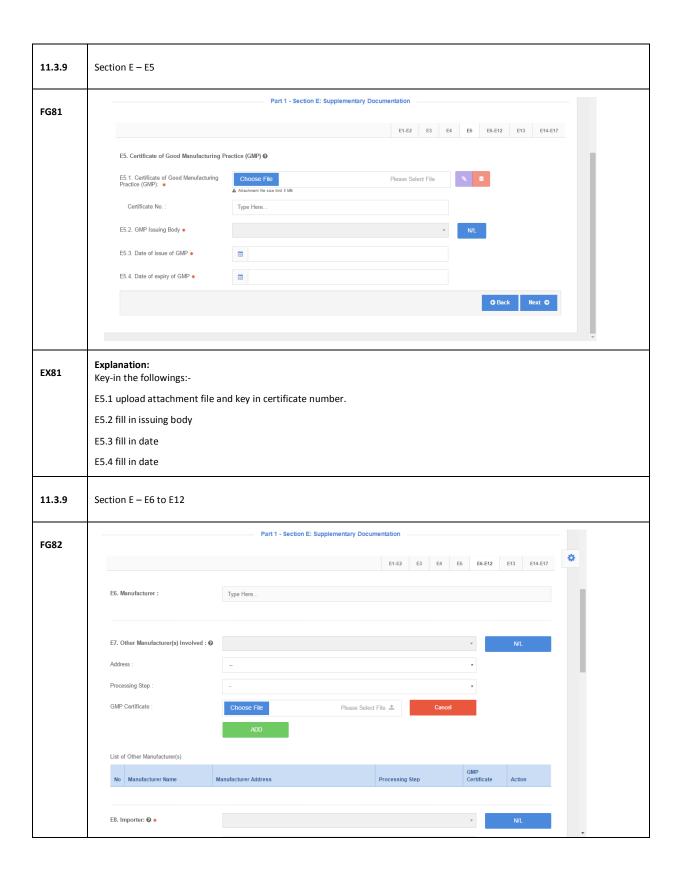


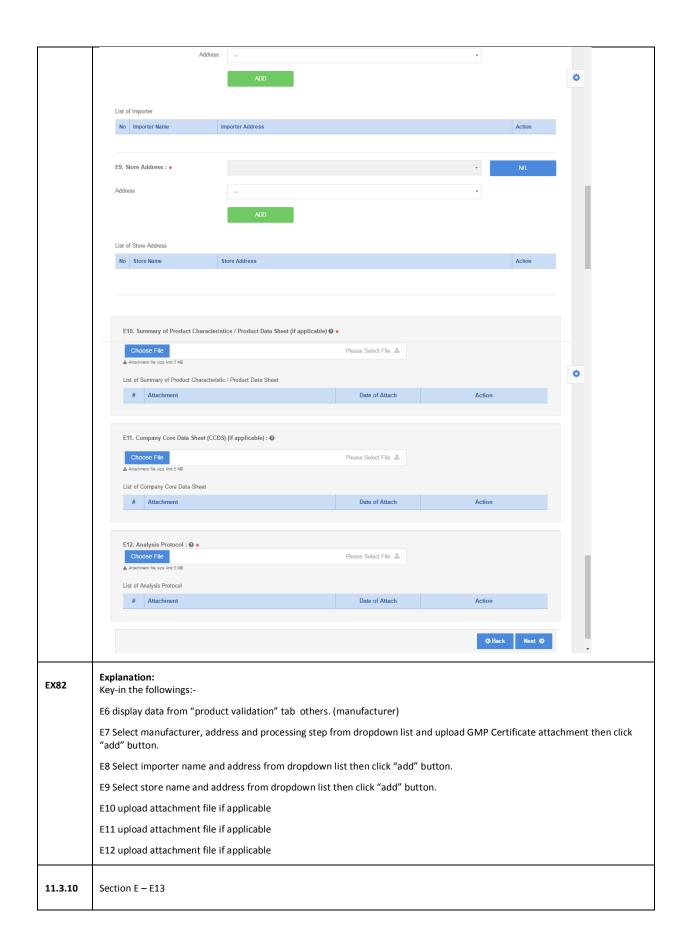


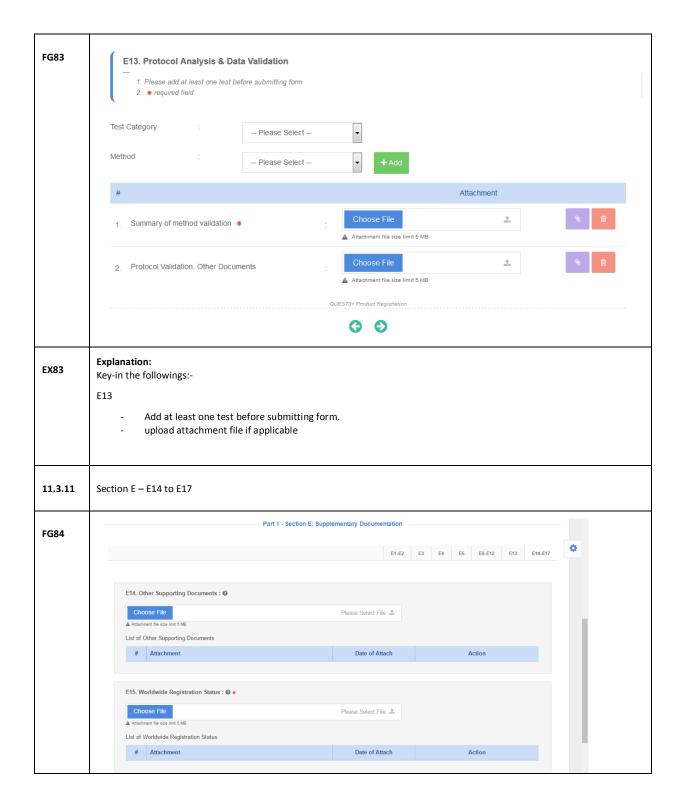


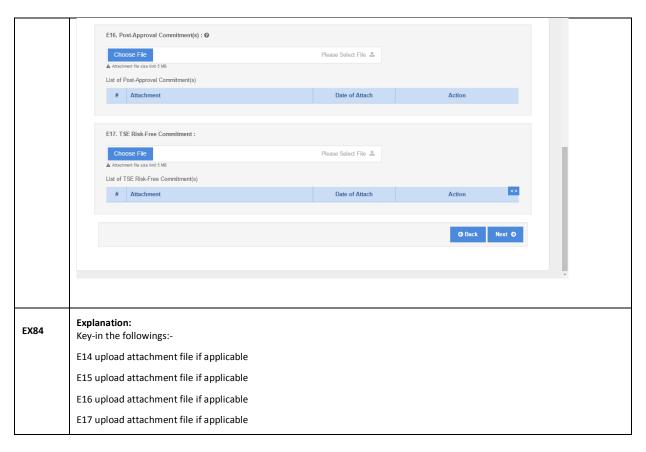


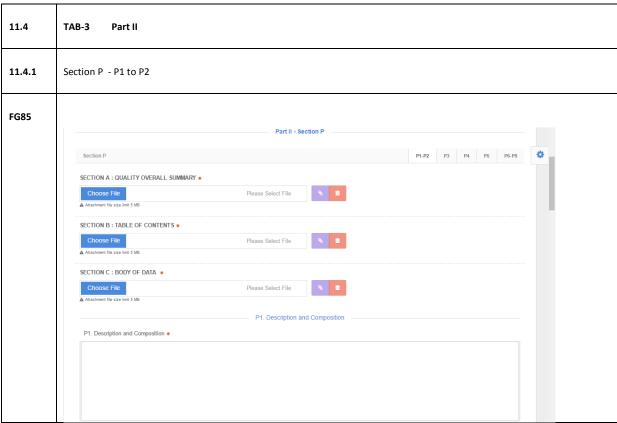


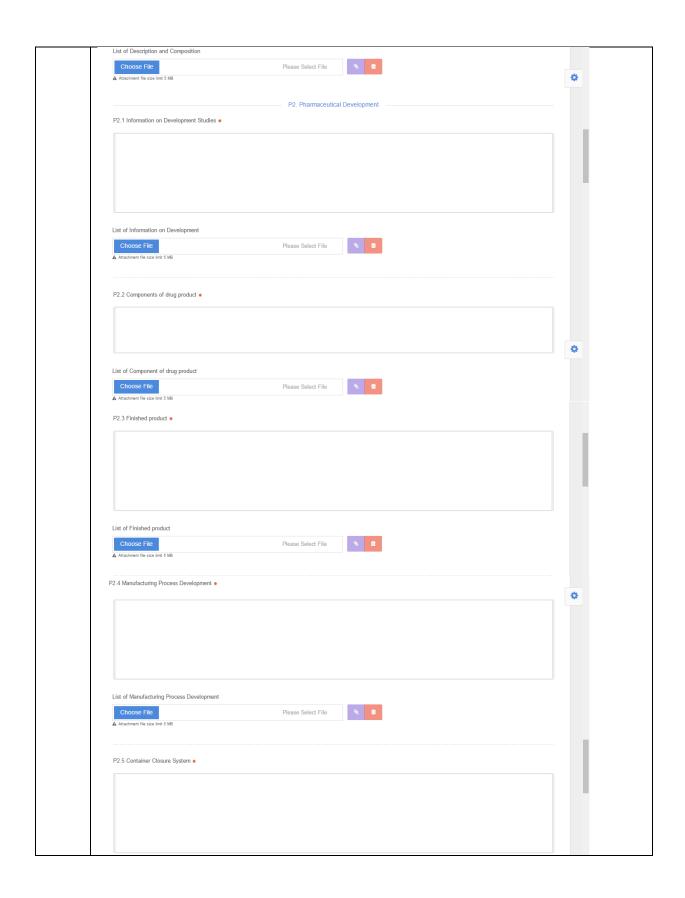


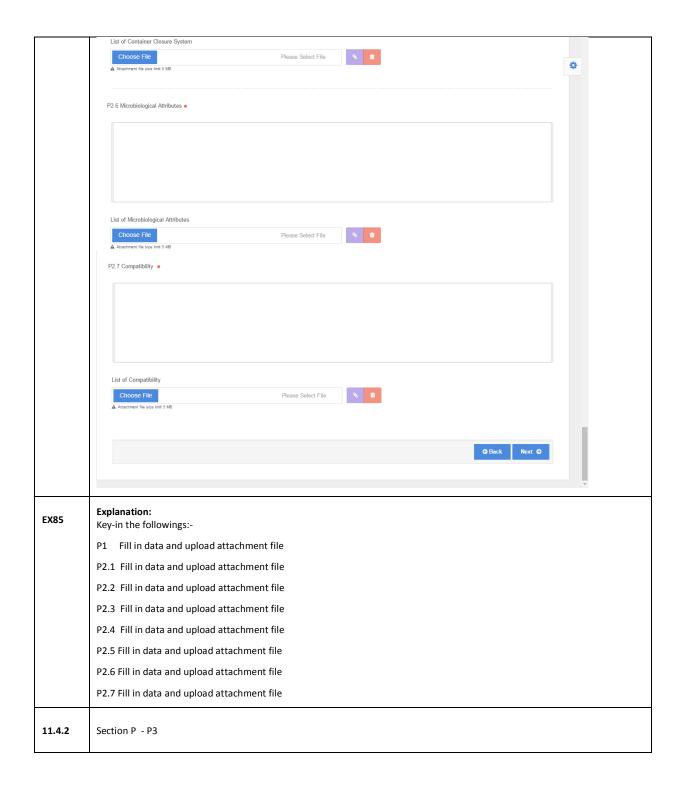


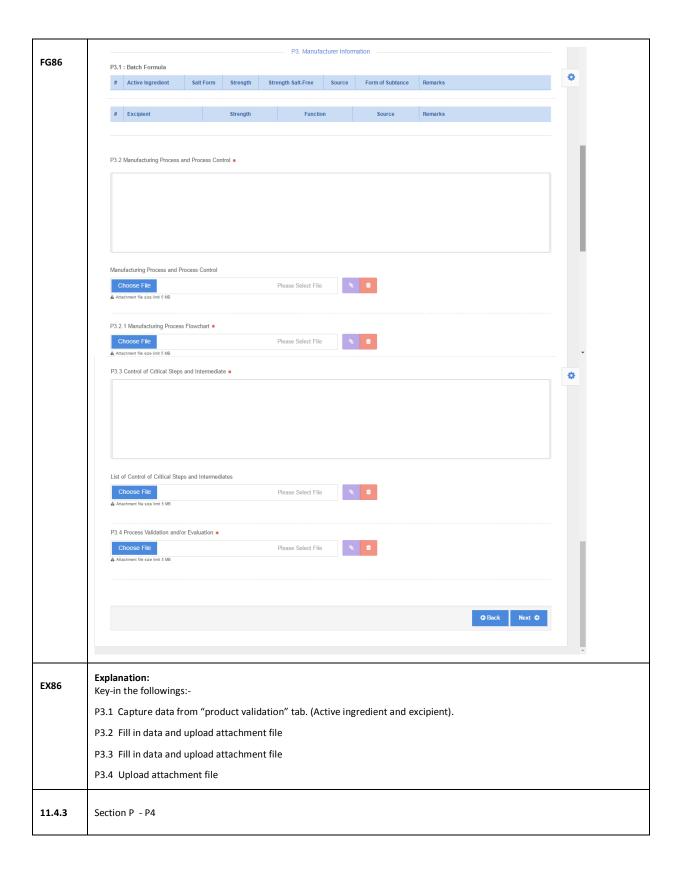


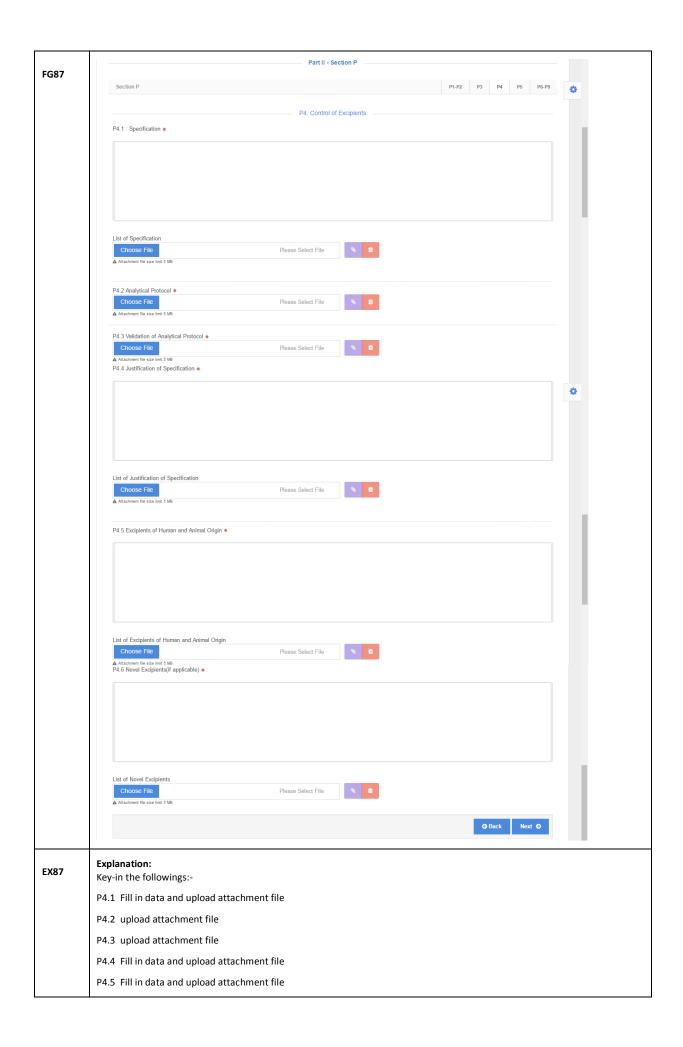


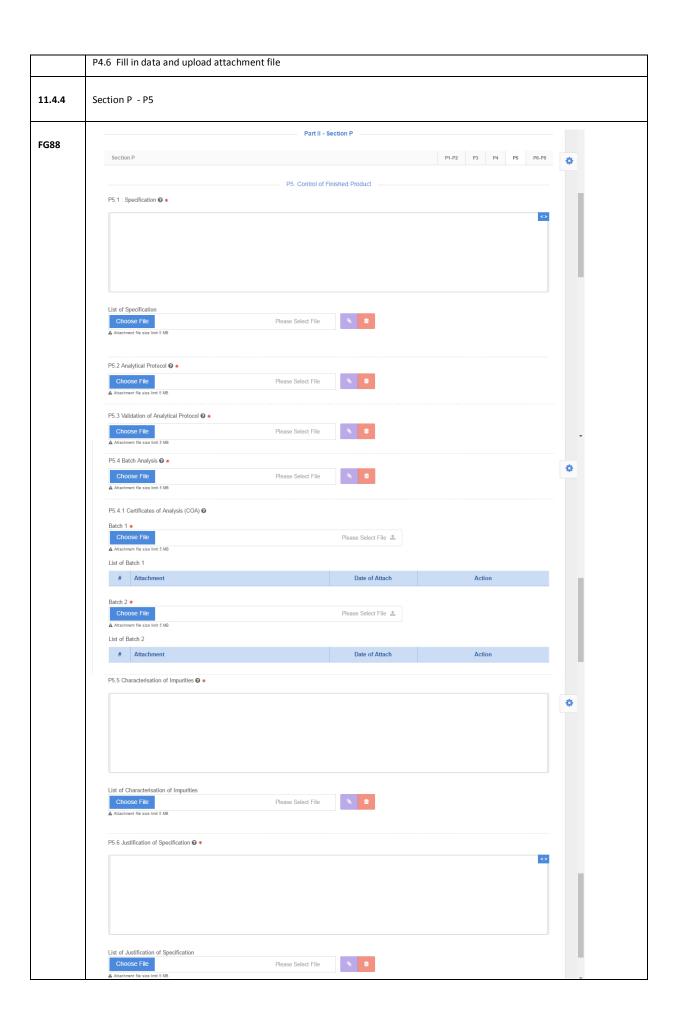


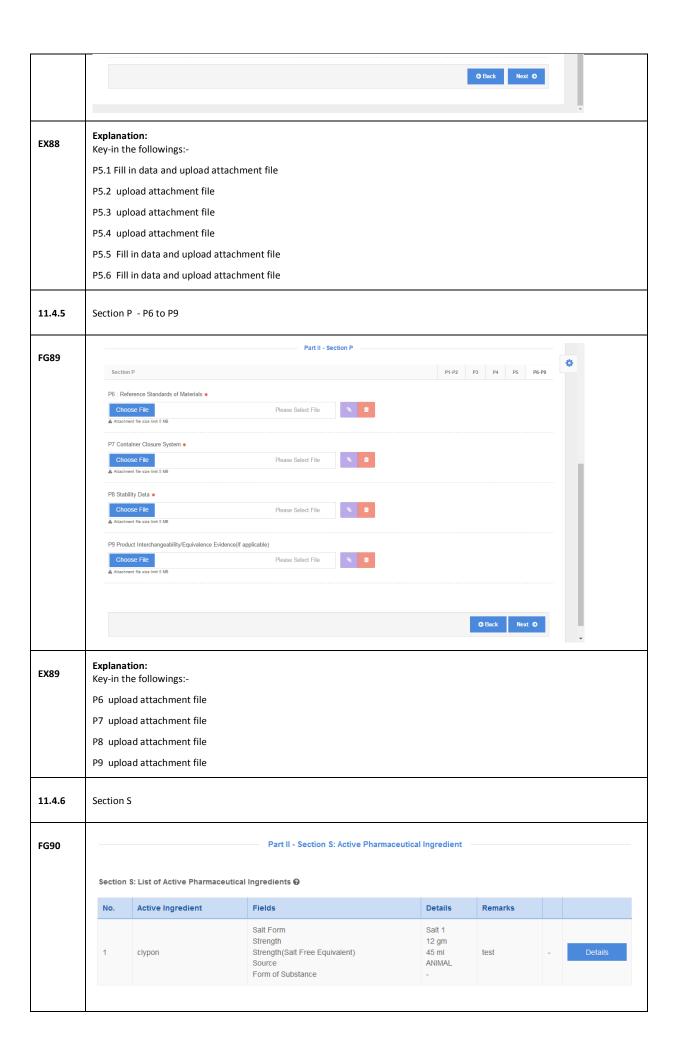






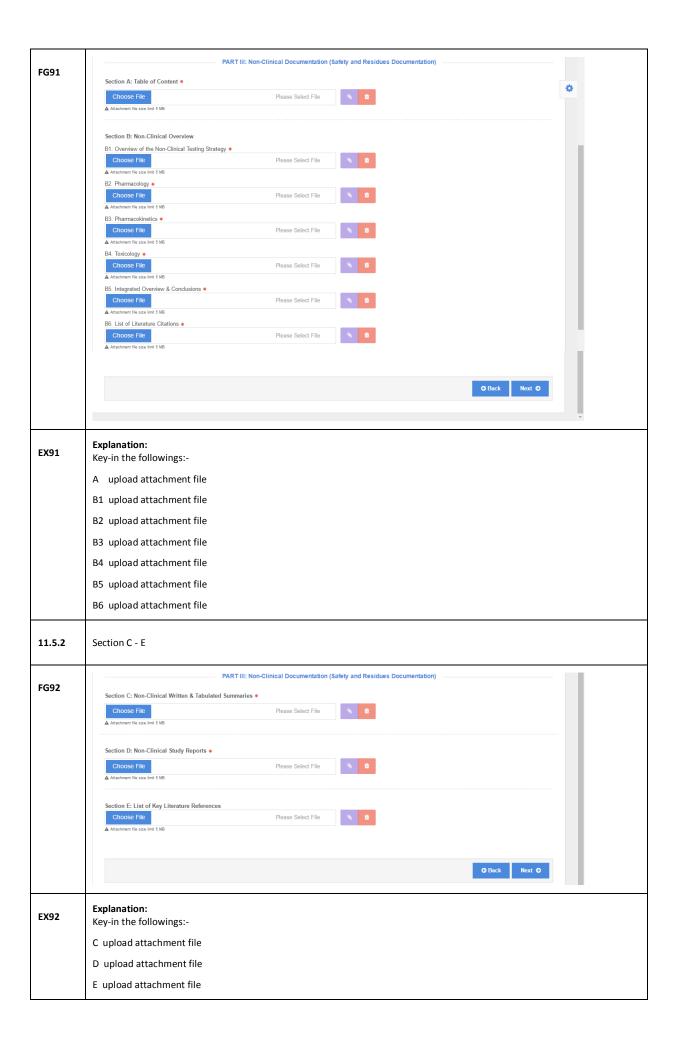


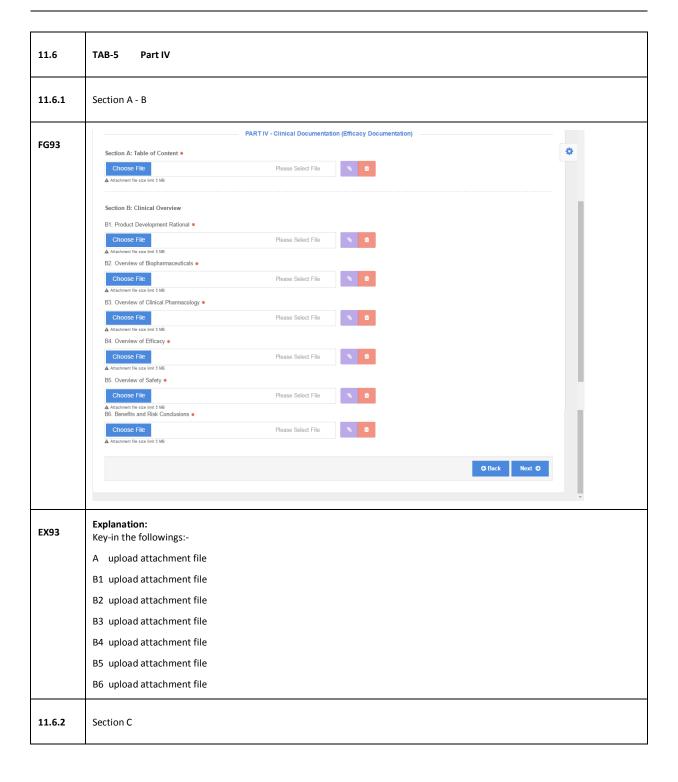


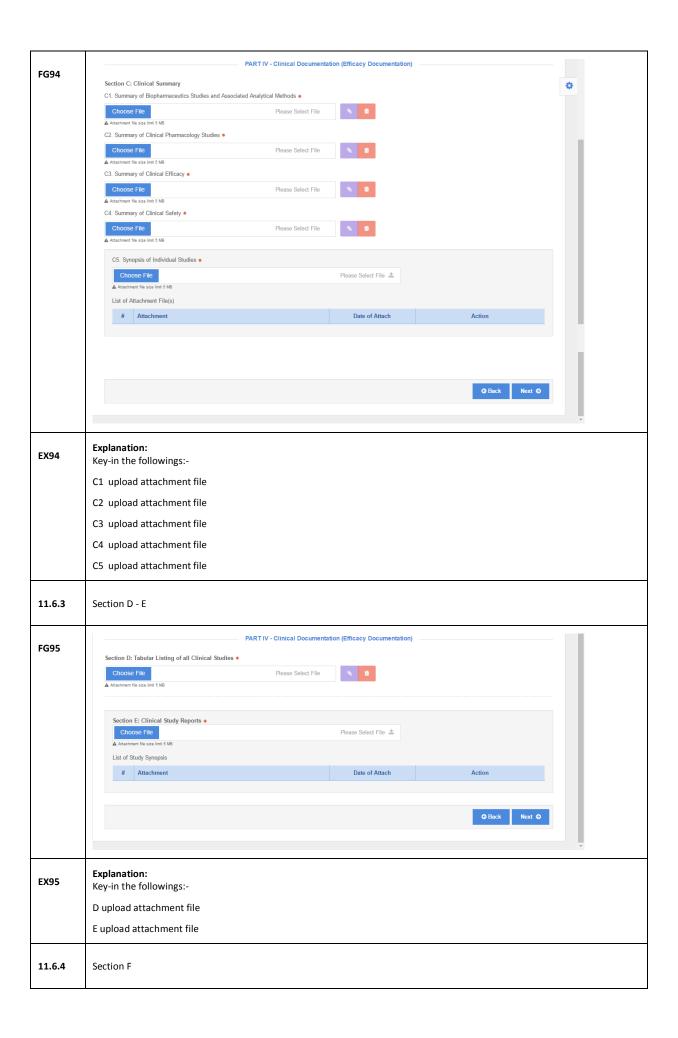


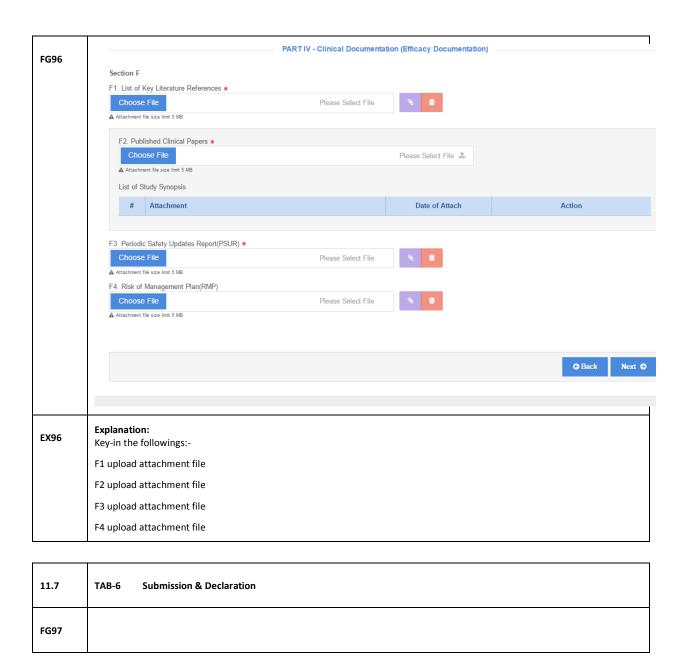
| EX90 | | Explanation: Key-in the followings:- | | | | | | | | | | | | |
|--------|---|--|--|---|-----------|---|-----------------------|---------------------|---------|--------|--|--|--|--|
| | Se | Select from list below to confirm ingredients by click on "details" button. | | | | | | | | | | | | |
| FG90.1 | , | Active Pharmaceutical Ingredient Manufacturer[clypon] | | | | | | | | | | | | |
| | : | : Has This API Approved by NPCB : Same API manufacturer? : Same synthesis route? | | | | NoNoNoNo | Θ | • | | | | | | |
| | 1 | Vlanuf | napproved acturer ard or Foreign | | | | | | | | | | | |
| | ADDING MANUFACTURER: SEARCH UNAPPROVED FOREIGN API MANUFACTURER | | | | | | | | | | | | | |
| | | Cop | by CSV | Excel PDF Print | | | | Search: | | | | | | |
| | | Add | . A No. | Manufacturer | | Manufacturer Address | 5 | | | | | | | |
| | | | 1 | Novacyl | | | | | | | | | | |
| | | 2 | | BIZEN CHEMICAL CO., LTD. | | 363, Tokutomi, Akaiwa-shi, Okayama | | | | | | | | |
| | | 3 | | CHARAK PHARMA PVT. L | .TD. | M/S LEAMAK HEALTHCARE PVT. LTD., SARKHEJ-BAVLA HIGHWAY, | | | | | | | | |
| | | | 4 | DOW CORNING CORPORATION | | Corporate Center, | | | | | | | | |
| | | | 5 | DOW CORNING CORPOR | RATION | HEALTHCARE IND MATER | RIALS SITE, 1635 N. (| GLEANER RD | | | | | | |
| | Showing 1 to 5 of 9 entries | | | | | | | | | | | | | |
| | Add Unapproved Foreign Manufacturer | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | c | lypor | n ② | | | | | | | | | | | |
| | | No. | API Name | Fields | Details | API Manufacturer Name | API Status | API Approved No. | | | | | | |
| | | 1 | clypon | Salt Form Strength Strength(Salt Free Equivalent) Source Form of Substance | undefined | Neuland Laboratories Limited, | UNAPPROVED API | - | Details | DELETE | | | | |
| | | | | | | | | | | | | | | |
| EX90.1 | Explanation: | | | | | | | | | | | | | |
| | | | • | tion by choose yes or | | oose manufacturer. | | | | | | | | |
| | | Click on "add" button to add manufacturer | | | | | | | | | | | | |
| | | Click "details" button to open section S. | | | | | | | | | | | | |
| | Cli | Click "delete" button to delete manufacturer. | | | | | | | | | | | | |

| 11.5 | TAB-4 Part III |
|--------|----------------|
| 11.5.1 | Section A - B |









| | Mandatory Labels | |
|----|--|--------|
| # | Field Name | Status |
| 1 | 1.1 Brand Name | - |
| 2 | 1.2 Generic Name | - |
| 3 | 1.3 Full Product Name | ~ |
| 4 | 2.1 Dosage Form | A |
| 5 | 2.2 Dosage Form Description | A |
| 6 | 2.3 Source of Capsule Shell | _ |
| 7 | 2.4 Certificate to verify the Source of Capsule Shell | _ |
| 8 | 2.5 Colouring Agent used in capsule shell | - |
| 9 | 2.6 Certificate Of Analysis of Capsule Shell | _ |
| 10 | 3.1 Active Ingredient | A |
| 11 | 4.1 Excipient | - |
| 12 | 5. Ingredients of Human or Animal Origin (Active Ingredient, Excipient and / or Capsule Shell) | A |
| 13 | 5.1 Origin: | - |
| 14 | 6. Manufacturer | |
| 15 | 7. Is there any Contract Manufacturer Involved? | A |
| 16 | 8. Is this Product a Second Source Product? | A |
| 17 | 8.1 Declaration Letter | - |
| 18 | 8.2 Product(s) from First Source | |
| 19 | 9. Is there any Repacker Involved? | A |
| 20 | 11. Is the Product Under Patent Protection? | - |
| 21 | 11.1 Patent Protection | - |
| 22 | 11.2 Filing Date | - |
| 23 | 11.3 Grant Date | _ |
| 24 | 11.4 Patent Statement | - |
| 25 | 12. Is this an Imported Product? | A |
| 26 | 12.1 Section E Type | - |
| 27 | 13. Does this product contain any premix? | A |
| 28 | 13.1 Premix Form | - |
| 29 | 13.2 Manufacturer Name | - |
| 30 | 13.3 Manufacturer Address | _ |
| | | |

