

Enquiries: S Morar
Reference: Retention fees

05 February 2021


Dear Applicant,

PAYMENT OF RETENTION FEES FOR THE FINANCIAL YEAR ENDING 31 MARCH 2022 IN RESPECT OF MEDICINES REGISTERED UP AND UNTIL 31 DECEMBER 2020 AND/OR MANUFACTURE OR WHOLESALE LICENCES

- 1 Your attention is drawn to the provisions of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, making provision for the payment of retention fees to the Regulatory Authority in respect of medicines, medical devices and IVDs registered and site licences issued. These retention fees are preferably payable between 01 April 2021 and no later than 30 June 2021, failing which the registration or licence may be cancelled.
- 2 Section 16(4) of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, states: *“If the person who is the holder of the certificate of registration issued in respect of any medicine, medical device or IVD fails to pay the prescribed annual fee in respect of the retention the registration of that medicine, medical device or IVD before or on the prescribed date or such later date as the Chief Executive Officer may determine on application by that person, the Chief Executive Officer shall cancel the registration of that medicine, medical device or IVD.”*
- 3 Further to the above, Government regulation GNR 784 as published in Government Gazette 42474 dated 22 DECEMBER 2020 in conjunction with the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, states: *The following fees shall be paid to the Chief Executive Officer:*
 - 3.1 Human medicines - Schedule 1 (b) (iv): *“Annually, in respect of the retention of the registration of a medicine, the registration of which has been approved by the Authority in terms of section 15(3): **R5 000**: Provided that this provision shall come into effect one year after the date on which the registration of said medicine was approved by the Authority in terms of section 15(3); Provided further that the said fees payable during a particular **calendar year** shall be payable on or before the last working day of June of that year, failing which the registration may be cancelled in terms of section 16(4).”*
 - 3.2 Veterinary medicines - Schedule 2 (b) (iv): *“Annually, in respect of the retention of the registration of a medicine, the registration of which has been approved by the Authority in terms of Section 15(3): **R2 300**: Provided that this provision shall come into effect one year after the date on which the registration of the said medicine was approved by the Authority in terms of Section 15(3); Provided further that the said fees payable during a particular **calendar year** shall be payable on or before the last working day of June that year, failing which the registration may be cancelled in terms of Section 16(4).”*

- 3.3 Schedule 6 (c): “*Annually, in respect of the retention of a licence issued in terms of section 22C(1)(b) of the Act: **R4 200**, and this fee is payable on or before the last working day of June that year, failing which registration may be cancelled*”;
- 4 The following steps should be followed before making payment:
- 4.1 Email a list of registered products in an Excel spreadsheet to the dedicated email: retentionfees@sahpra.org.za
The list should include the following headings:
Application no; date of registration; company name; product name
Note: Please include and indicate the products that have been transferred to or from another applicant during 2020.
- 4.2 The list submitted will be reconciled with SAHPRA’s list and an invoice will be issued.
- 4.3 Payment should be made only after receiving the invoice.
- 5 Submit the following remittance advice:
- 5.1 A list of registered medicines, copy of the invoice and proof of payment.
- 5.2 For licence payment, a copy of the invoice (if available) and proof of payment.
- 6 The remittance should be emailed to retentionfees@sahpra.org.za
In the event of failure to submit a remittance advice, your retention fees will be deemed to be unpaid and as such we refer you to paragraphs 2 and 3 above.
- 7 The preferred method of payment is by EFT:
- 7.1 Please note the bank details: SAHPRA, ABSA bank, cheque account number 40 5939 2080.
- 7.2 Use the following payment reference for product retention fees: “**HUMRET** Company name” or “**VETRET** Company name”.
- 7.3 Use the following payment reference for licence retention fees: “**INSRET** Company name, or “**CMRET** Company name” or “**MDRET** Company name”.
- 8 In respect of changes in applicancy of registered products not yet finalised, or cancellation of registration during the current year you are still responsible for payment of the retention fees for the period as stipulated above.

Yours faithfully

DocuSigned by:

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CHIEF EXECUTIVE OFFICER