

## COMMUNICATION TO STAKEHOLDERS

Issue No.: RC02-2024/2025

**16 May 2024**

### PHYSICAL RESUBMISSION OF SHIPMENT DOCUMENTATION FOR SAHPRA REVIEW AND STAMP

On the 10<sup>th</sup> of May 2024, the South African Health Products Regulatory Authority (SAHPRA) issued a communication to stakeholders regarding the challenges experienced in exercising its function at the port of entry at OR Tambo International Airport to review and stamp documents of incoming shipments of medicines, medical devices and scheduled substances.

SAHPRA has now taken office at the New Agents Building, 7<sup>th</sup> floor, Room 726. SAHPRA is instituting a physical resubmission process to address the backlog and new incoming shipments. Operating hours will be 08h00 to 15h45, in line with Border Management Agency (BMA) office hours.

Applicants and clearing agents are requested to resubmit the shipping documents that were submitted electronically that have not yet been processed. The day of submission for physical review and stamping will be dependent on the day of electronic submission to SAHPRA.

<b>Day of initial electronic submission</b>	<b>Day for physical submission to SAHPRA at the New Agents Building</b>
8 <sup>th</sup> and 9 <sup>th</sup> May 2024	Friday 17 <sup>th</sup> May 2024
10 <sup>th</sup> to 12 <sup>th</sup> May 2024	Monday 20 <sup>th</sup> May 2024
13 <sup>th</sup> and 14 <sup>th</sup> May 2024	Tuesday 21 <sup>st</sup> May 2024
15 <sup>th</sup> and 16 <sup>th</sup> May 2024	Wednesday 22 <sup>nd</sup> May 2024

Required documents upon submission:

- Shipping documents
- Invoices
- Licences/Permit/Authorisation letter
- Medicine registration certificate (if applicable)
- \*A printout of the initial submission sent by email will be required as proof of the day of submission.

In order to manage the processing of the backlog. It is imperative that Industry stakeholders adhere to the resubmission dates in this communication, resubmissions that do not adhere to the process will not be addressed.

Stakeholders are reminded that the final release must be done by Border Management Agency Port Enforcement as these shipments are a Port Health detention.

For any other queries about earlier shipments, please email Educate Sebotsi on [educate.sebotsi@sahpra.org.za](mailto:educate.sebotsi@sahpra.org.za) and Tsakane Mashaba [tsakane.mashaba@sahpra.org.za](mailto:tsakane.mashaba@sahpra.org.za) and include the original email.