Guide to completing a New Medicine Application Intermediate-Risk and Higher-Risk Medicines

Introduction

This guide is a reference document to assist you with putting together a New Medicine Application (NMA) for an intermediate-risk or higher-risk medicine.

For lower-risk medicines and related products please refer to the relevant guides for these types of medicines (ie, Guide to completing a New Medicine Application – Lower-Risk Medicines; and the Guide to completing a New Related Product Application).

Not everything in this document applies to every new medicine application and the guide should only be used as a reference when completing the application form.

Additional resources that you should utilise when putting together your application include:

- the relevant New Zealand medicines legislation
- international guidelines
- pharmacopoeias
- the Guidelines for Regulation of Therapeutic Products in New Zealand (GRTPNZ), specifically the New Medicine Applications guideline

NOTE: Please do not send this document to Medsafe with your application.

Contents

1. Instructions for using the form for an NMA – Intermediate & Higher Risk Medicines

The NMA form for new intermediate and higher risk medicines is designed for electronic completion. All fields of the form should be completed.

2. Application form for an NMA – Intermediate & Higher Risk Medicines

The form should be used when applying for consent to distribute a new intermediate-risk or higher-risk medicine.

The form should be used for line extension applications, including applications for additional name, dose form, strength, classification, or combination.

The form should also be used for abbreviated and provisional consent applications.

Each new application should be accompanied by a completed Declarations/Commitments form.

3. Determining the application category

Before submitting an application, use the following application selection tools (located in the New Medicines Applications guideline) to determine the correct application category and data requirements:

New Medicines Applications Guideline:

- Appendix 1: Application categorisation tool
- Appendix 3: Summary of data requirement for new medicine applications

The selection of the appropriate category of application will determine the data requirements and additional information that the sponsor must supply in support of the application. Sponsors may contact Medsafe for additional clarification.

4. Application format

Applications must be submitted in the CTD format.

The only allowable exemption to the requirement for CTD format is for responses to RFIs, but only when the additional information or data is limited in volume. It is important for all RFI responses that the additional information or data be cross-referenced to the outstanding questions/issues in the RFI letter in numerical order.

The application must be submitted electronically. Refer to Section 3 of the ‘Overview of Regulatory Processes for New and Changed Medicines, Fees, and Timelines’ guideline.

One copy of the application form must be completed for each separate product – this means that any variation in the name, dose form, strength, classification, or identifier (eg. different flavour) will require a separate form.

5. Proposed product details, required for all applications

Type of application:

Enter the type that best describes your application. The fee will be calculated from this information.

One copy of the application form must be completed for each separate product – this means that any variation in the name, dose form, strength, classification, or identifier (eg, different flavour) will require a separate form.

If you are submitting several forms for the same product, all additional versions should have "Based on a parent product" as the type of application.

If you are submitting an application based on a previously approved product, the first form should have "Based on a parent product" as the type of application.

Proposed trade name:

This is the proposed name under which the product will be marketed in New Zealand.

Identifier:

If the proposed product is an extension of an existing product range, or the trade name is the drug substance name, the point of difference between the proposed and existing products should be stated (e.g. manufacturer, flavour, strength).

Drug substance:

This is the active ingredient in the proposed product. If the medicine contains multiple active ingredients, separate these by commas.

Dose form:

Select from the following list

Block
Capsule
Capsule, combination
Capsule, liquid filled
Capsule, modified release
Capsule, powder filled
Capsule, powder filled, nasal inhalation
Capsule, soft gelatin
Cement, bone, liquid component
Cement, bone, powder component
Cement, dental
Chewing gum
Chocolate, medicated
Combination
Cream, rectal
Cream, topical
Cream, vaginal
Crystals
Dermal patch, local effect
Diluent
Dressing, medicated
Drops, ear
Drops, ear/eye
Drops, ear/eye/nose
Drops, eye, powder and diluent
Drops, eye, solution
Drops, eye, suspension
Drops, nasal
Drops, oral
Elixir
Emulsion, oral
Emulsion, topical
Enema
Enema, powder
Eye strip, impregnated
Foam
Gargle
Gas
Gel, intestinal
Gel, ophthalmic
Gel, oral
Gel, oral topical
Gel, topical
Gel, vaginal
Granules, effervescent
Granules, modified release
Granules, oral
Implant, subcutaneous
Implant, intracranial
Implant, intraocular
Infusion, concentrate
Infusion, emulsion
Infusion, powder
Infusion, powder for concentrate
Infusion, solution
Inhalation, capsule, liquid filled
Inhalation, capsule, powder filled
Inhalation, powder
Inhalation, solution
Inhalation, solution, powder for
Inhalation, suspension
Inhalation, volatile liquid
Inhaler, aerosol, metered

Injection, concentrate
Injection, concentrate with diluent
Injection, depot
Injection, emulsion
Injection, gel
Injection, granules
Injection, powder
Injection, powder with diluent
Injection, solution
Injection, suspension
Irrigation
Irrigation, eye
Irrigation, powder for reconstitution
Lacquer, nail
Linctus
Liniment
Lotion, scalp
Lotion, skin
Lozenge
Mouthwash, solution
Mouthwash, solution, powder for
Oil
Oil, bath
Oil, topical
Ointment, ear/eye
Ointment, eye
Ointment, rectal
Ointment, topical
Ointment, vaginal
Pad, skin wash impregnated
Paste, oral
Paste, topical
Pastille
Pessary
Plant material
Powder
Powder, effervescent
Powder, nasal

Powder, topical
Shampoo
Skin wash
Soap
Solution
Solution, antiseptic
Solution, contact lens
Solution, dialysis
Solution, dialysis, powder
Solution, oral
Solution, oral, granules
Solution, oral, powder
Solution, topical
Solution, topical, powder
Solution, vaginal douche
Sponge, medicated
Sponge, vaginal
Spray, contact lens solution
Spray, nasal solution
Spray, nasal suspension
Spray, oral
Spray, sublingual
Spray, topical
Spray, topical powder
Stick, topical
Suppository
Suppository, urethral
Suspension, intratracheal
Suspension, intratracheal, powder
Suspension, oral
Suspension, oral, granules
Suspension, oral, powder
Suspension, rectal/oral
Syrup
Syrup, powder
Tablet
Tablet for contact lens solution
Tablet, chewable
Tablet, chewable/dispersible
Tablet, coated
Tablet, dispersible
Tablet, effervescent
Tablet, enteric coated
Tablet, film coated
Tablet, modified release
Tablet, orodispersible
Tablet, soluble
Tablet, sublingual
Tablet, uncoated
Tablet, vaginal
Toothpaste
Topical
Transdermal gel
Transdermal patch
Transdermal patch, systemic effect
Wafer

Strength:

The strength should be as stated on the labelling for each presentation of the product. The strength should be stated as the content of the active ingredient base form, or in the same format as the New Zealand innovator for generic medicines.

New Zealand Classification:

New Zealand schedule of classifications can be found at the Medsafe website.

Enter the name of the drug substance and click search.

Route of administration:

Select from the following list

Conjunctival
Cutaneous
Dental
Endocervical
Endosinusial
Enteral
Epidural
Extra-amniotic
Gingival
Haemodialysis
Implant
Inhalation
Insufflation
Intra-amniotic
Intra-arterial
Intra-articular
Intrabursal
Intracardiac
Intracavernous
Intracervical
Intracoronary
Intradermal
Intradiscal
Intragastric
Intralesional
Intralymphatic
Intramuscular
Intraocular
Intraperitoneal
Intrapleural
Intrasternal
Intrauterine
Intrathecal
Intratracheal
Intravenous
Intravesical
Irrigation
Nasal
Opthalmic
Oral
Oromucosal
Otic
Periarticular
Perineural
Periodontal
Peri-osteal
Rectal
Subconjunctival
Subcutaneous
Sublingual
Submucosal
Systemic
Transdermal
Transmammary transfer
Ungual
Urethral
Vaginal

ATC Classification:

The ATC classification system can be accessed at the WHO website.

Search for the drug substance in the product field and enter the found description and the code into the Application Form field.

Proposed indications:

Proposed indications should be listed for all products.

If the application is for a generic product, highlight any differences from the innovator.

If the indication(s) is lengthy, reference may be made to refer to the data sheet.

New Zealand Medicines Terminology:

See the New Zealand Universal List of Medicines for more information.

A New Zealand Medicines Terminology Listing Certificate should be provided as part of the NMA process.

6. Additional information, where applicable

All products:

Please list the details of the overseas approvals or submissions - country name, regulatory agency, and approval or submission date should be specified. Separate multiple entries by commas.

Applications where Module 5 contains bioequivalence studies:

Information about the biostudy reference product should be included.

Application referring to a parent product:

An 'approved parent product' is a previously approved product where the safety, efficacy and quality of the medicine have been acceptably demonstrated, and that complies with current standards. The name and TT50 number of the approved parent product should be provided.

If the parent product is not approved (that is, it is part of the current application), the details should be consistent with on the first (parent) application form.

The relationship between the two products should also be detailed in the cover letter. Full access rights to the parent product must be provided.

The differences between the parent product and new product must be described in the application form. Additional information may be included in the cover letter.

Differences between parent product and new product:

Additional name - Grade 1	• new name to be used in addition to existing name • all other details identical to parent product except for labelling • new label displays new name, but all other information on the label is essentially the same as on the parent product label (even if layout is different)
Additional name - Grade 2	• new name to be used in addition to existing name • all other details identical to parent product except for labelling • new label displays new name • layout of label may be different from that of parent product • some other information on the label is different from that on the parent product label
Additional classification	• new classification to be used in addition to existing classification (with or without a new name) • all other details identical to parent product except for labelling • new label displays new classification (and new name, pack size, indications, dosage instructions, all required warnings if applicable)
Additional strength - Grade 1	• new and parent products have the same dose form • new product is a direct scale of parent product, or uses same excipient matrix • all other details identical to parent product except for labelling and specifications
Additional strength - Grade 2	• new and parent products have the same dose form • new product is not a direct scale of parent product

	• bioequivalence/clinical study not required • all other details identical to parent product except for labelling and specifications
Additional strength - Grade 3	• new and parent products have the same dose form • bioequivalence/clinical study not required • other details different from parent product
Additional strength - Grade 4	• new and parent products have the same dose form • bioequivalence/clinical study included • method and site of drug substance and drug product manufacture, specification parameters, test methods and packaging unchanged
Additional strength - Grade 5	• new and parent products have the same dose form • bioequivalence/clinical study included • other details different from parent product
Additional flavour or type of sweetening	• new and parent products have the same dose form • new product has a flavour or type of sweetening different from the parent product • all other details identical to parent product except for labelling (if applicable) and specifications
Additional dose form - Grade 1	• new and parent products have different dose forms and the same or different strengths • bioequivalence/clinical study not required
Additional dose form - Grade 2	• new and parent products have different dose forms and the same or different strengths • bioequivalence/clinical study included
New combination pack	• new combination pack containing two or more currently approved drug products • container for each component unchanged, or any change does not affect stability/shelf-life • no change to indications or dosage of either component

Application based on an overseas approval (abbreviated process):

Refer to the GRTPNZ New Medicine Applications guideline for criteria for this category.

The regulatory authority that conducted the evaluation should be identified.

7. Applicant and Sponsor details

New Zealand Sponsor:

Details, including the street address, of the licence holder (entity responsible for the product on the New Zealand market) should be provided.

Applicant:

Details of the company or individual responsible for submitting the application and for responding to all correspondence should be provided. A letter of authorisation should be included in the application, if not previously provided.

8. Fees and Invoice details

Calculate the fee for the application. All fees are GST inclusive. Medsafe will verify the calculation and fee. A space is included for comments relevant to invoicing.

On acceptance of the application (following screening), a tax invoice and acknowledgement letter will be sent to the applicant. The invoice will be made out to the New Zealand Sponsor as this is the entity legally responsible for the application.

A customer reference can be quoted on the invoice, if required.

9. Product formulation

Formulation details should be entered as provided in Module 3.2.P.1 of the dossier. Appropriate quality standards and units should be specified for each ingredient.

The salt form of the drug substance should be entered into the table and the amount of free base should be included in brackets beside the salt form.

The details of the proprietary ingredients should be supplied. If the ingredient has been previously registered with Medsafe, include the name and the reference number. If the ingredient has not been previously registered with Medsafe, include in the dossier or arrange for the supplier to provide Medsafe with details of the unique company identifier (name, number), quality specifications, quantitative and qualitative formulation, and quality standards of individual ingredients issued by the suppliers. The formulation table should only include the proprietary ingredient name, content, and quality standard.

10. Product packaging, patient information, and storage conditions:

Primary packaging refers to the packaging directly in contact with the drug product.

Secondary packaging refers to the first component opened by the consumer, and any additional wallets, pouches, blister lidding, etc. All should be briefly described.

All pack sizes proposed with the application should be listed.

All applicable shelf life and storage conditions (including in-use storage conditions) should be entered using only the options listed below.

Pack condition

Select from the following list

diluted	not refrigerated	reconstituted
from date of manufacture	opened	unopened

Storage condition

Select from the following list

below -20°C (Deep freeze)	at 2° to 8°C (Refrigerate, do not freeze)	at or below 25°C
below -5°C (Freeze)	at 8° to 15°C (Cool)	at or below 30°C
		use immediately

11. Production

Manufacturers:

The address of the actual site of manufacture should be provided.

GMP certification should be issued by a recognised authority as listed in the GRTPNZ.

The site information should be completed for each individual manufacturing step, even if a site conducts multiple steps.

If a manufacturing step is not applicable to the application type, ‘Not applicable’ should be entered in the name section.

DMF/Certificate of Suitability:

The DMF number refers to the number assigned to the DMF by Medsafe.

If the DMF number is not known, this field should be left blank.

Site responsible for batch release:

This should be the site holding documentation for batches released onto the New Zealand market and is not necessarily the testing site.

If the medicine is manufactured and packed overseas, the company should advise the name and address of the company who is importing the medicine into New Zealand. This site is termed the New Zealand site of batch release and is responsible for undertaking the duties described in section 42 of the Medicines Act 1981.

Biostudy/clinical site:

This is the site responsible for the clinical phase of the bioequivalence study.

Bioanalytical testing site:

This is the site responsible for testing the samples generated from biostudy subjects.

12. Provided information

Please indicate the section in which documents specified on the NMA form can be found, so administration staff and the evaluators can quickly locate pertinent information in the dossier.
