



# **SINGLE EXIT PRICE UPDATES GUIDELINE DOCUMENT**

## **2023**

**(Version Date: 24 October 2023)**

**For immediate implementation**

**National Department of Health physical address:**

**DR AB XUMA BUILDING,  
1112 VOORTREKKER ROAD,  
PRETORIA TOWNLANDS 351-JR,  
PRETORIA,  
0187**

## **INSTRUCTIONS FOR SINGLE EXIT PRICE (SEP) UPDATES**

### **1. PURPOSE OF THIS DOCUMENT**

This document addresses requirements from applicants with respect to the introduction of new medicines and changes to existing medicines SEP or their description. It also provides a step-by-step guidance on how to complete different templates used for different SEP transactions.

### **2. SEP SUBMISSION PROCESS**

Only the applicant as per MCC/SAHPRA registration and Pharmaceutical Economic Evaluations (PEE) records is entitled to supply the SEP update. Any notification to update an SEP from a person other than the applicant e.g. a marketing or distribution company will not be accepted.

Applicants are encouraged to avoid making more than one submission for medicines at a time. Where applicants don't heed this precaution, the applicant takes full responsibility for the resultant outcomes.

All submissions with respect to SEP updates must be furnished in electronic format (Microsoft Excel) and must be submitted via the [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za) email address. The excel spreadsheet must not be locked, protected or submitted in pdf format. Submissions will only be accepted between 09h00 and 12h00 Monday to Friday, excluding public holidays and weekends. No late submissions will be considered. A reference number will be communicated to the applicant via email upon receipt of the submission. The notification of price updates to all stakeholders e.g., price file vendors, remains the responsibility of NDoH.

The cover letter should be addressed as follows:

Single Exit Price Updates

The Director: Pharmaceutical Economic Evaluations

ATT: Ms Ntobeko Mpanza

Block C6 Room 18A

Dr AB Xuma Building

1112 Voortrekker Road

Pretoria Townlands 351-JR

PRETORIA

0187

Any queries must be addressed to:

Ms Morongwa Mashaba or Ms Frieda Seete

Telephone: 012 395 /8181/8210/8184

E-mail: [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za)

Queries are only taken on Mondays to Fridays between 1pm and 3pm.

NDoH will not be held responsible for submissions that were not submitted correctly via [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za). An acknowledgement of the submission shall be communicated via email and the submission Reference Number shall be provided.

**NB:** Every submission ***must*** be emailed on a new and separate email.

For meetings:

(No face-to-face meetings shall be held during the lockdown period)

### 3. **MANDATORY SUBMISSION DOCUMENTS**

Your submission will be considered complete if the following documents are part of the submission:

- A dated covering letter on the company letterhead signed by the person responsible for the submission. The contact &/or responsible person and their designation should be clearly stated in a submission.
- A copy of the MCC/SAHPRA/SAHPRA License to Manufacturer Medicines.
- A copy of the MCC/SAHPRA/SAHPRA Medicine Registration Certificate(s) of the medicines applied for.
- The original MCC/SAHPRA/SAHPRA approved package insert (PI) that is part of the packaging of the registered medicine.
- Microsoft Excel spreadsheet of the template
- A completed New Medicine Launch Regulation 19 for (word document) if the template to be submitted is template D.
- A completed and signed Declaration Form for SEP Updates found on the website, [www.doh.gov.za](http://www.doh.gov.za). Applicants are advised that Declaration Documents without all details in full will not be accepted.

If any of these documents are not accompanying the submission, the submission will be considered incomplete and will not be reviewed. All supporting documents with an expiry date should be valid (unexpired) for a period of 30 working days from the date of receipt.

For exceptional cases the applicant may be required to provide a sample of the packaged medicine applied for.

## VARIATION CERTIFICATES

Where an applicant does not yet have a new Medicine Registration Certificate to replace an old one to confirm the Applicant Name change. This is only applicable where there is a name change but not a change in applicancy (the Licence Number on the Licence to Manufacture Medicines would remain the same).

In this case the Registration Pharmacist must submit:

- the Variation Certificate confirming the applicant name change
- an affidavit confirming:
  - that the latest Medicine Registration Certificate is being submitted
  - that the Variation Certificate submitted is a true copy of the latest information from SAHPRA.
  - that the variation has not been disallowed by SAHPRA

## 4. **TEMPLATES AND TIMELINES**

Department of Health's Directorate: PEE has developed nine different excel templates and one word document template (specific to medicine launch) that must be used by all applicants for medicine update notification(s). It is mandatory to fill in all the fields in the templates. If a template is incomplete or if any required documentation or information is missing, the applicant will be considered as having submitted an incomplete submission. All incomplete submissions shall not be approved.

The applicant may then make a complete and new submission should they deem necessary. Submissions may not be updated. The applicant should ensure that the latest version of all templates and forms is used. Where uncertain, applicants are advised to seek clarity from the PEE directorate. The format in which the information should be filled in is the same as that used for the Database of Prices (formatting as can be found on [www.doh.gov.za](http://www.doh.gov.za)). In cases where the website is not accessible, relevant documents must be requested from the Ms Morongwa Mashaba or Ms Frieda Seete via email .

a.) Timelines for notifying NDoH regarding price updates are 2 working

days prior to implementation date for Templates A and B:

- Template A: Permanent SEP Reduction
- Template B: SEP Reduction (non-permanent)

b.) Timelines for notifying NDoH regarding price update is 30 working days prior to implementation date for Templates E and I:

- Template E: New Pack Size
- Template I: Post Regulation 9 SEP Approval
- Template C: SEP Increase post SEP Reduction (non-permanent)
- Template D: New Medicine Launch
- Template F: Medicine Discontinuation
- Template G: Existing Medicine detail(s) Amendments
- Template H: Re-introduction of a Medicine Previously available in the Market.

An incomplete submission will not be approved and the applicant will be informed of the reasons for the non-approval. The timelines will only commence one day after receipt of submission. Old submissions will not be updated.

The effective date will be determined and communicated by PEE in accordance with the date of receipt and the type of submission (as described above). An applicant cannot determine an effective date, even if the date is later than that officially determined by PEE.

## **5. THE FOLLOWING DETAILS ARE REQUIRED FOR THE TEMPLATES:**

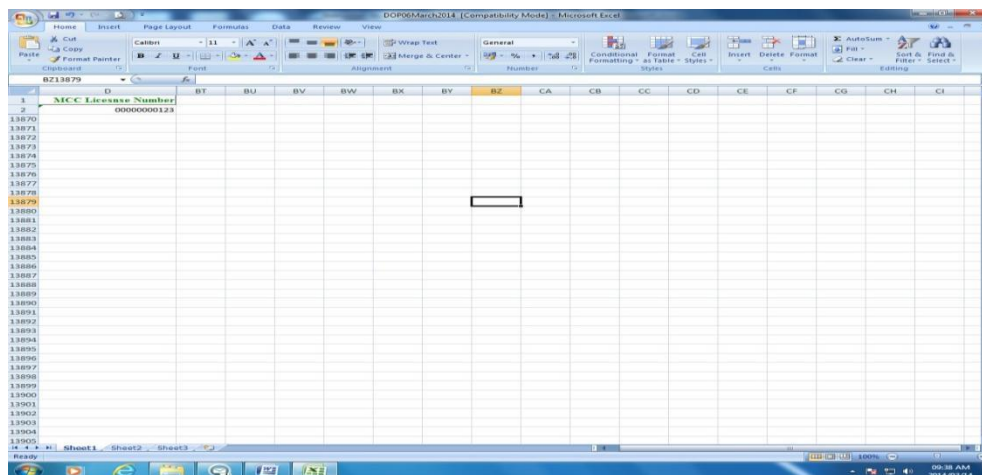
- a) Detailed description of the submission.
- b) The applicant's full name as registered with MCC/SAHPRA as it appears in the MCC/SAHPRA license.
- c) Contact details of the person responsible for a price update (name,

NB: The Department of Health will only receive electronic submissions via email address [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za) and certification of Single Exit Price (SEP) related supporting documents is not mandatory, provided the cover letter accompanying the submission and the Declaration Form are duly completed and signed by at least two applicant representatives, one of which must be the responsible pharmacist. This must include full names and roles.

surname, telephone number and e-mail). It is the responsibility of the applicant to ensure that these contact details are up-to-date on the records of the Directorate: PEE. Queries will not be accepted from persons not listed as the contact person in an applicant's submission.

- d) Date of the submission
- e) All submissions require the applicant's MCC/SAHPRA License Number, i.e. a full ten digits number per applicant as appearing in the MCC/SAHPRA certificate. A copy of the applicant's license from MCC/SAHPRA is required for **all** submissions. An appropriate license number should be expressed as follows: 0000000123. The following examples are not acceptable: 0000000123.-.8; 123

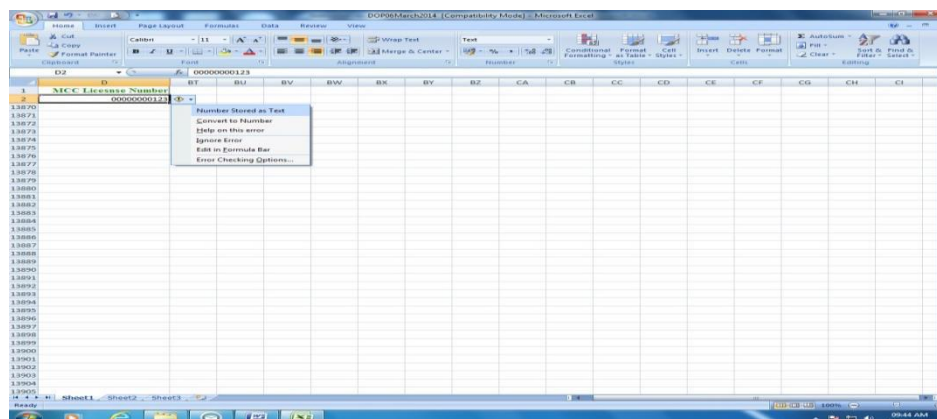
The screen below shows an example of an incorrect MCC/SAHPRA License Number. The green flag on the left top corner of the cell confirms that this is not a numeric value as per the requirement.



To resolve this problem you have to follow the following steps.

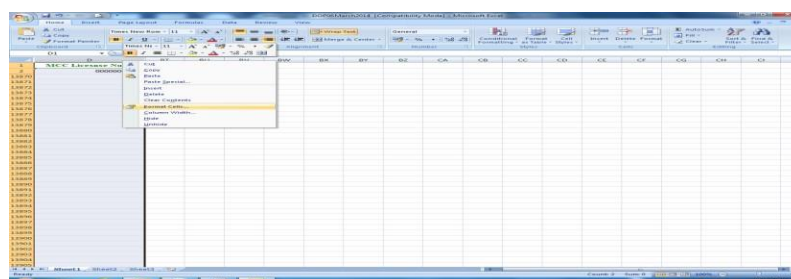
- i. Click on the cell then caution sign to scroll to convert the value to Number->select convert to number from the scroll list. See below.



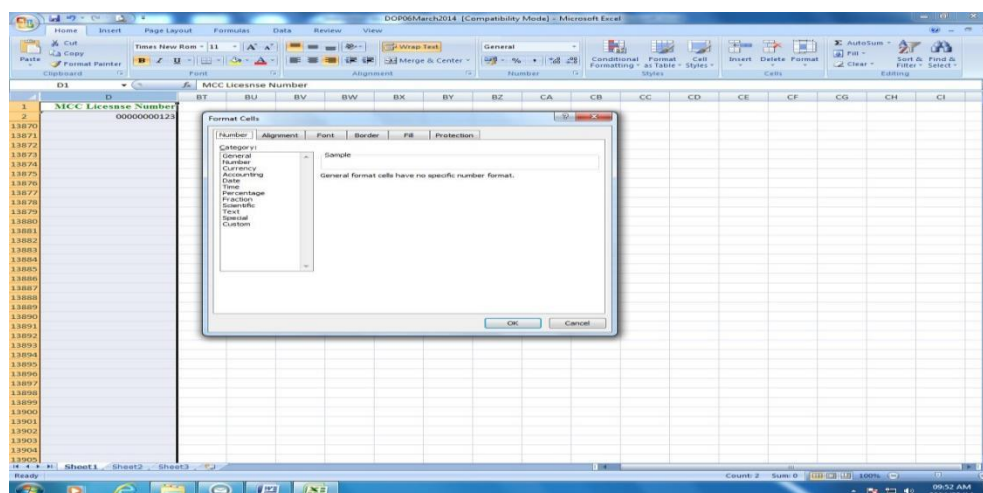


- ii. To ensure that zeros are always in front of the MCC/SAHPRA License Number, you have to follow the following steps
- Steps to be followed for correct cell formatting**

1. **Highlight** the column by clicking on the column heading; **right click** on the mouse->select **format cells** to format the column entries.



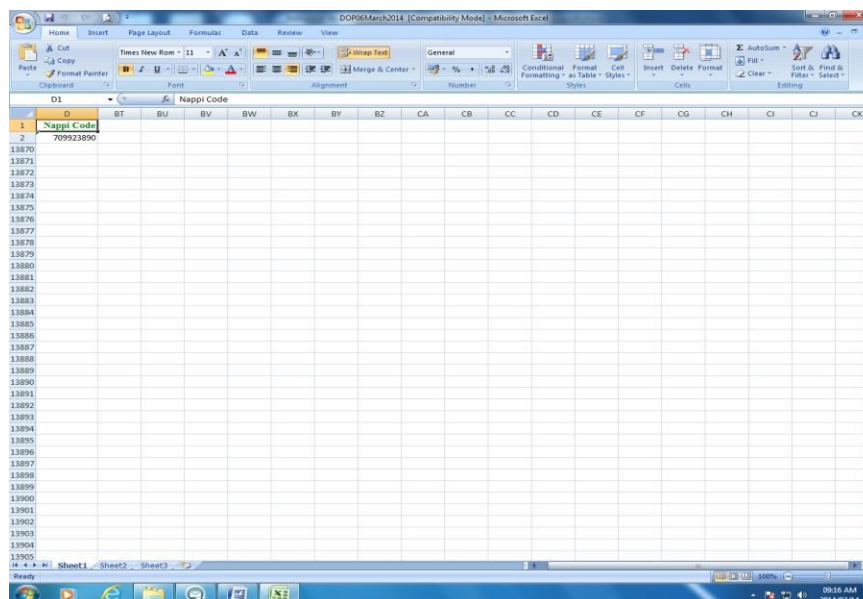
2. On the pop up dialogue box, under the tab **number**, select category **custom**->under **Type**, click on 0, Then in the text box where the cursor flashes, type in and add 9 or more zeros, resulting in 10 zeros "0000000000" .-> Go to the cell where the License number must be entered and type in the MCC/SAHPRA License number -> tab enter . The MCC/SAHPRA License number will now appear correctly. If the Category is in text format it will be regarded as incorrect, this will warrant a rejection.



- f) The applicant's full name as registered with MCC/SAHPRA as it appears in the MCC/SAHPRA license (mentioned above) should match the applicant's name as it appears in the MCC/SAHPRA medicine registration certificate.
- g) The medicine registration number as it appears in the medicine registration certificate issued by the MCC/SAHPRA and a copy of the medicine registration certificate is required for **all** submissions.
- h) A nine-digit medicine specific nappi code. This nine-digit numeric field should not contain any characters between numbers and therefore should not be hyphenated. Example of an appropriate and acceptable description of a nappi code on the templates: 123456789. The following examples are not acceptable: 123456-001; 123456/001 123456 are not acceptable. Any expression of a nappi code that is not in line with the appropriate example shown above shall render the submission incomplete.

The following screen shows the example of an incorrect (stringvalue/ Numeric character) Nappi-Code format.

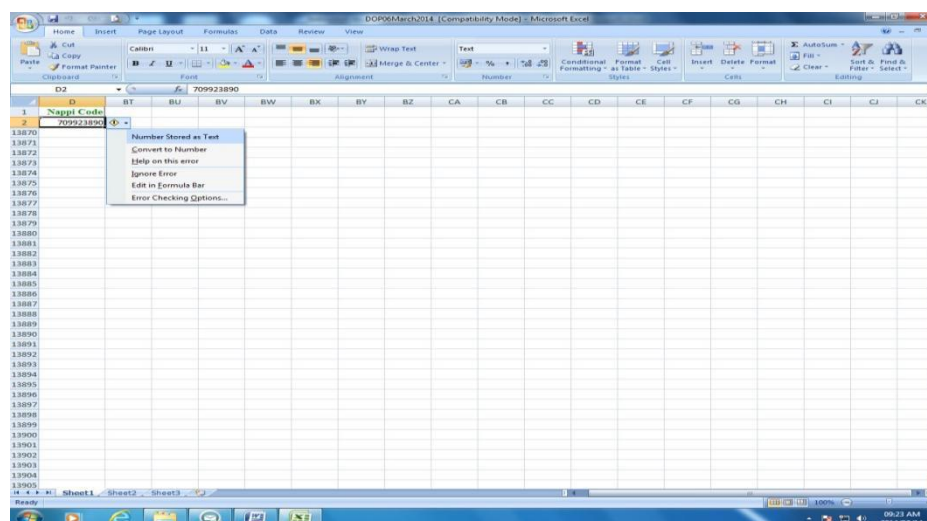
Address: Postal: Private Bag X828, PRETORIA, 0001  
Physical: Dr AB Xuma Building 1112 Voortrekker Road, Pretoria Townlands 351-JR PRETORIA, 0187  
Tel (012) 395 8000, Fax (012) 395 8918



Here you can see that the nappi code has a green flag on the left top corner of the cell.

To resolve this problem you have to follow the following steps.

1. Click on the cell then caution sign to scroll to convert the value to Number->select convert to number from the scroll list.

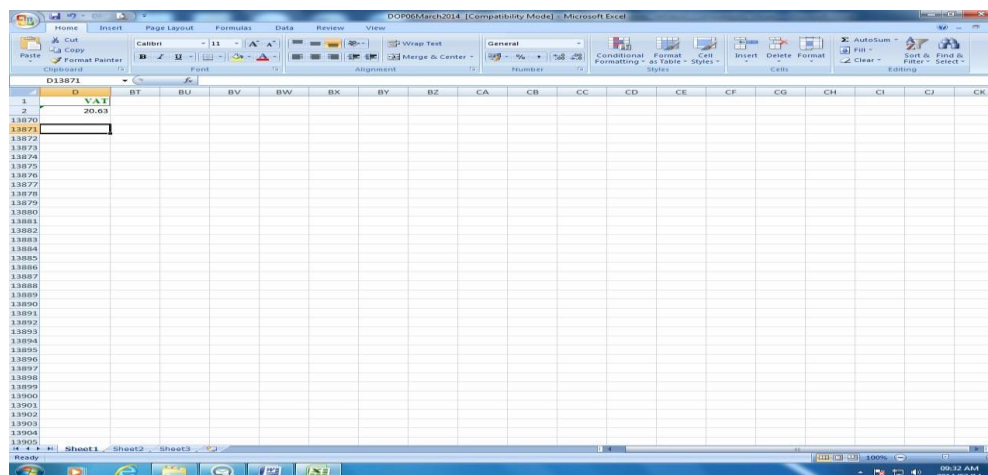


- i) ATC4code (5 characters) as prescribed by World Health Organization (WHO) website address ([www.whocc.no](http://www.whocc.no)). The following expression of the ATC 4 code is the only acceptable expression: R03CC. The following examples are not acceptable:

NB: The Department of Health will only receive electronic submissions via email address [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za) and certification of Single Exit Price (SEP) related supporting documents is not mandatory, provided the cover letter accompanying the submission and the Declaration Form are duly completed and signed by at least two applicant representatives, one of which must be the responsible pharmacist. This must include full names and roles.

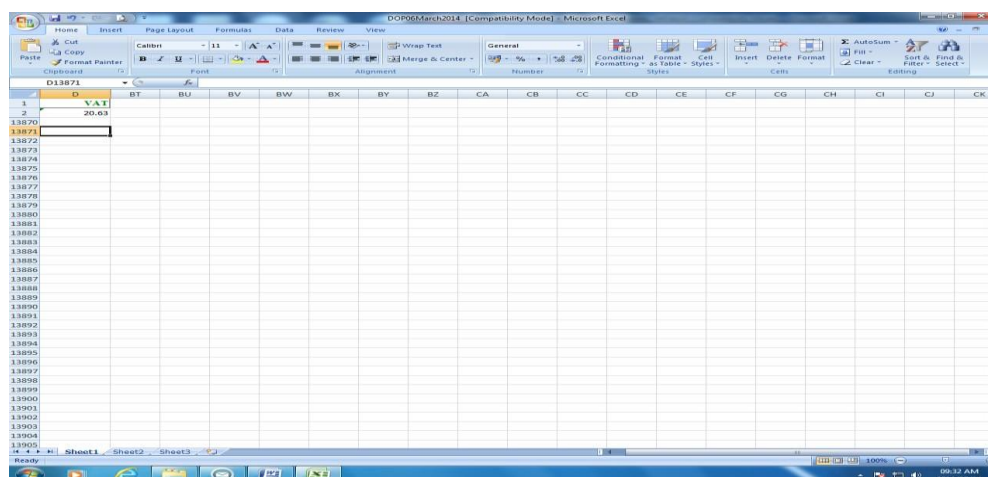
R03C, R03CCXB.

- j) Medicine schedule as registered with MCC/SAHPRA (2 characters – a capital letter “S” followed by the schedule number, e.g. S3). This information should be in line with package insert.
- k) A full medicine proprietary name as registered with MCC/SAHPRA and the name should be exactly as it appears in the medicine registration certificate. Any medicine proprietary name that differs from the name reflected on the MCC/SAHPRA certificate shall be considered incorrect and will render the submission incomplete.
- l) A full description of the active ingredient [International nonproprietary name (INN)] per medicine. Where a medicine contains more than one active ingredient, each active ingredient must be provided separately on a new line.
- m) The quantity of each active ingredient per medicine shall be furnished as a unit on each line.
- n) The character describing the quantum of the active ingredient per medicine must be furnished per active ingredient e.g., mg, ml, mg/5ml, g, IU, %, %/100ml etc. on a new line. This character should not be combined in a single cell with the quantum mentioned above.
- o) The approved pack size, which is the quantity of medicine within the MCC/SAHPRA approved packaging. Where the reconstitution volume is less than the size of a container the pack size would be the total reconstitution volume. For injections, this would be the maximum volume of liquid. (this is a numeric field).
- p) The dosage form as it appears on the package insert approved by MCC/SAHPRA should be in a 3-letter abbreviated format. See reference document named “Dosage Form Abbreviation List”.
- q) The VAT exclusive ex-Manufacturer price as defined in the Regulations relating to a transparent system in the pricing of Medicines and Scheduled substances (section 22G of the Medicines and Related Substances Act).



To resolve this problem you have to follow the steps in (h)

- r) The VAT exclusive logistics fee as described in the Regulations relating to a transparent system in the pricing of Medicines and Scheduled substances (section 22G of the Medicines and Related Substances Act).



To resolve this problem you have to follow the steps in (h)

s) Value Added Tax (VAT)

To resolve this problem you have to follow the steps in (h)

- t) SEP as described in the Regulations relating to a transparent system in the pricing of Medicines and Scheduled substances (section 22G of the Medicines and Related Substances Act), i.e. the sum of the manufacturer price (VAT excl) + logistics fee (VAT excl) + VAT.

To resolve this problem you have to follow the steps in (h)

- u) Unit price as described in the Regulations relating to a transparent system in the pricing of Medicines and Scheduled substances (section 22G of the Medicines and Related Substances Act), must



always be displayed next to the SEP per medicine. Note that unit pricing applies to all medicines with the same proprietary name,

- v) Strength and dosage form. For injections the unit price shall be calculated per ml even where the total volume of the medicine administered to a single patient is less than 1 ml. For injections unit pricing will be applicable for medicines with the same concentration and dosage form.

To resolve this problem you have to follow the steps in (h)

- w) The VAT exclusive ex-Manufacturer price, VAT exclusive logistics fee, Value Added Tax (VAT), SEP and unit price will always be assumed to be in Rands. These should all be numeric fields to two decimal places. No currency should be depicted in these columns.

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To resolve this problem you have to follow the steps in (h)

x) Columns relating to status and effective date are for official use, by NDoH only.

y) The Originator or Generic column must be completed according to the definitions below:

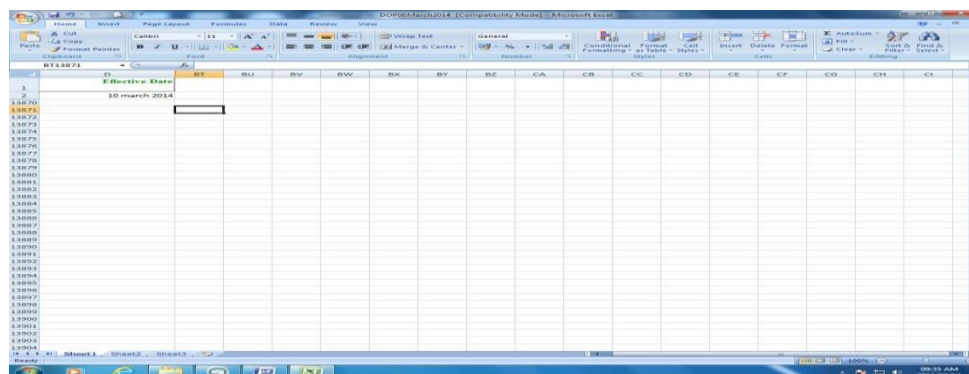
**“originator medicine”**

means a medicine, registered in South Africa, where such medicine is currently protected by a patent or had been protected by a patent previously. Such medicine may be marketed either by the original patent holder or another entity.

**“Generics (independent multi-source medicines)”**

means medicines, registered in South Africa, where such a medicine has never been protected by patent legislation. Usually such medicines are being manufactured by companies other than the company that originally held the patent. The company would have not needed to provide a clinical trial showing efficacy upon registration of the product, but rather pharmaceutical equivalence.

z) The Volume of Sales must be completed for the preceding full year, i.e. 01 January 2019 to 31 December 2019.

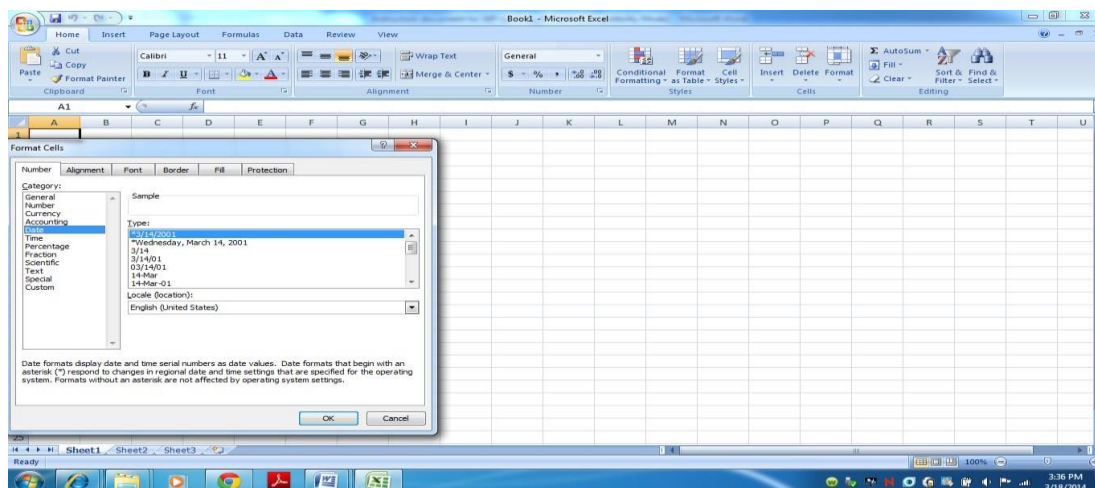


To insert the date in correct format you need to follow the following steps

1. Ensure that you have entered a date in this format:  
10/03/2019.



2. Then highlight Effective Date columns-> right click on mouse->select-> format cells->category on the format cells dialogue box->click on date



Then change location to (English South Africa) -> select type as 10 march 2019. Click OK

Attached, see templates A-I that must be used to communicate all SEP updates notifications to the Directorate: PEE. All templates are to be completed in full for a submission to be considered. Note that the templates are locked to prevent tampering. However, all templates can be copied and pasted for usage.

## 6. **SPECIFIC TEMPLATE REQUIREMENTS**

Templates must not be altered, edited or tampered with before submitting in order to be considered valid. Submissions on a format other than the valid template will not be reviewed.

### **Template A: Permanent SEP Reduction**

The current, existing SEP and the new, requested SEP must always be submitted. A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

NB: The Department of Health will only receive electronic submissions via email address [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za) and certification of Single Exit Price (SEP) related supporting documents is not mandatory, provided the cover letter accompanying the submission and the Declaration Form are duly completed and signed by at least two applicant representatives, one of which must be the responsible pharmacist. This must include full names and roles.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of authenticity of the submitted copy. The latter must be done on the cover letter which is submitted as part of the submission. All pack sizes that are in the market and the corresponding details are to be provided for each medicine. Each pack size should be on a newline.

The effective date is within 2 working days from the date of receipt of the complete submission.

#### **Template B: SEP Reduction (non permanent)**

The current, existing single exit prices and the new, requested single exit prices must be furnished. A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration to be provided on the cover letter to confirm the authenticity of the submitted copy.

The batch number, expiry date, and the expected number of units to be sold per medicine must be supplied. All pack sizes that are in the market and the corresponding details are to be provided for each medicine.

NB: The Department of Health will only receive electronic submissions via email address [sepupdates@health.gov.za](mailto:sepupdates@health.gov.za) and certification of Single Exit Price (SEP) related supporting documents is not mandatory, provided the cover letter accompanying the submission and the Declaration Form are duly completed and signed by at least two applicant representatives, one of which must be the responsible pharmacist. This must include full names and roles.

Each pack size should be on a new line.

**NB!** Non-permanent SEP reductions are allowed for a **minimum** period of six weeks.

The expected duration of the new SEP, based on historical sales, must be provided. If this period is less than 6 weeks, it must be noted that the minimum period for which an SEP reduction will be applicable will be 6 weeks.

Note that applicants requesting this price update are not exempt from unit pricing.

Note that an applicant may not make any other submission between the Template B submission and any related Template C submission required.

The effective date is within 2 working days from the date of receipt of the complete submission.

### **Template C: SEP increase post SEP Reduction (non permanent)**

The SEP prior to the increase request and the requested increased single exit price must be furnished. A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of the authenticity of the submitted copy and this must be done on the cover letter.

Where deemed necessary the NDoH may request further details of the units

sold. All pack sizes that are in the market and the corresponding details are to be provided for each medicine. Each pack size should be on a new line.

**NB!** SEP reductions are allowed for a **minimum** period of six weeks.

It must be further noted that applicants requesting this price update are not exempt from unit pricing.

The application of this template is forfeited by any other price amendment after the related Template B (SEP reduction (non- permanent)) submission. The applicability of this template is based on the last processed submission for the medicine being the related Template B submission within the last cycle. An applicant may only submit this template in the same year as the related Template B submission.

The effective date is within 30 working days from the date of receipt of the complete submission.

#### **Template D: New Medicine Launch**

*This is a submission that requires the applicant to fill in both the excel spreadsheet and the word document form (see Regulation 19 from attached).*

The details on the calculations of the SEP for which the company is submitting should be described in the **New Medicine Launch Application Form (Regulation 19)** (word document). The new single exit prices must also be furnished in **Template D** (the excel document).

This template should not be used for medicine re-introduction or for adding on additional pack sizes for medicines that already exist. It is for a completely new medicine.

All pack sizes being introduced into the market and their corresponding details are to be provided, with each medicine pack size on a new line.

It is mandatory that the original MCC/SAHPRA approved package insert

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(PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of authenticity of the submitted copy. The latter must be done on the cover letter.

A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

The launch date is within 30 working days from the date of the receipt of a **complete** submission.

#### **Template E: New Pack Size**

The details of the new pack size should be on the 1st line followed by the details for medicines already in the market on subsequent lines for this submission to be considered. Failure to provide all pack sizes that currently exist implies an incomplete submission. The official prices must be furnished per medicine.

This template may also be used in the event of launching a different packaging for an already existing medicine.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of authenticity of the submitted copy. The declaration must be done on a cover letter which is submitted as part of the submission.

A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

This template is not for the re-introduction of a pack size that previously existed but rather only for the introduction of a new pack size. Template H should be used for the re-introduction of a previously existing pack size.

The effective date is within 30 working days from the date of receipt of the complete submission.

### **Template F: Medicine Discontinuation**

The notification of discontinuation should be at least 30 working days before the discontinuation date by the applicant. The last SEP at which the medicine is to be traded, the expiry date, batch numbers of all remaining stock and the reason for the discontinuation must be furnished at all times. Details of all pack sizes including SEP of medicines remaining in the market must be provided.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material.

Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of authenticity of the submitted copy. The declaration must be done on a cover letter which is submitted as part of the submission.

A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

It must be further noted that applicants requesting this update are not

exempt from unit pricing and this medicine will not be removed from the Department of Health (NDoH)'s Medicines Price List for at least 5 years. The unit price calculation of this product shall however be maintained.

Price File Managers shall be informed of the discontinuation of the medicine and the NDoH's files shall be updated accordingly.

### **Template G: Existing Medicine Detail(s) Amendments**

It is compulsory to notify the Directorate: PEE of every change to details of medicines and scheduled substances with a registered SEP. Template G will be used to furnish NDoH with the original details and the specific amendments of a medicine already in the market.

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available MCC/SAHPRA approved package insert accompanied by an affidavit must be provided.

A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.

A reason for the change must be provided in the submission. Where a nappi code change is being requested the following information must be provided. Where the nappi code is incorrect, the applicant must explain where the incorrect nappi code arose from and how was the medicine being sold with the incorrect nappi code.

Depending on the type of amendment, there are instances where relevant evidence of the change must be attached.

Where there is a change in the medicine MCC/SAHPRA registration certificate or the company MCC/SAHPRA license, both the old and new documentation must be provided.

Where there is a change in ownership of a medicine both the old and new medicine MCC/SAHPRA registration certificate, package insert and the company MCC/SAHPRA license must be provided. These should be copies of the original. This requires the new owner of the product to be in possession of both the previous owner's registration documents as well as theirs. Absence of copies of these documents as part of the submission will render the submission incomplete.

The effective date is within 30 working days from the date of receipt of the complete submission.

#### **Template H: Re-introduction of a Medicine Previously Available in the Market**

It is mandatory that the original MCC/SAHPRA approved package insert (PI) that is part of the packaging of the registered product be included with every submission. This should not be a printed copy on an A4 page as submitted by the applicant to MCC/SAHPRA, but the actual MCC/SAHPRA approved version that goes into the packaging material. Where such a package insert is not available, the MCC/SAHPRA approved package insert must be accompanied by a declaration of authenticity of the submitted copy. The declaration must be done on a cover letter which is submitted as part of the submission.

A copy of the medicine's MCC/SAHPRA registration certificate must be included in every submission.



Failure to provide this implies an incomplete submission. This template should be used for medicine re-introduction for medicines that already exist. It is not for a completely new medicine.

All pack sizes being introduced into the market and pack sizes that may already exist, and their corresponding details are to be provided, with each medicine on a new line.

The re-launch effective date is within 30 working days from the date of the receipt of a **complete** submission.

**The SEP must be same as the last SEP at which the medicine was available. In the event where a medicine has related pack sizes and the unit price of such pack sizes was maintained, the pack size that is being re-introduced shall assume the same unit price.**

#### **Template I: Post Regulation 9 SEP Approval**

It is compulsory that the applicant notify the Directorate: PEE of the breakdown of their Regulation 9 approved SEP. Template I will be used to furnish NDoH with the breakdown of the Regulation 9 approved SEP into manufacturer price, logistic fee and VAT. Failure to provide this information within 30 days of notification of an approved Regulation 9 increases may result in the Regulation 9 SEP approval being revoked.

The effective date is within 30 working days from the date of receipt of the **complete** submission.

The copy of a Regulation 9 SEP approval should always accompany template I submission.

**All the relevant SEP templates can be accessed on this link:**  
**[www.doh.gov.za](http://www.doh.gov.za) or [www.mpr.gov.za](http://www.mpr.gov.za).**