

SAHPRA FINANCE

March 2020

GUIDELINE FOR THE DIRECT TRANSMISSION OF FEES PAYABLE TO SAHPRA

This guideline has been prepared to serve as a guideline to enable the direct payment of fees into the bank account of the SAHPRA and must be read together with the relevant Fees Regulations and the General Information guideline.

Version 1 Date of release for publication	30 November 2005
Version 2 Implementation date	13 July 2009
Version 2.1 – Amendment of fax number	October 2012
Version 3 – Change of bank account name to SAHPRA	November 2018
Version 4 – Alignment to SAHPRA template	March 2020

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CHIEF EXECUTIVE OFFICER

1 Method for the transfer of fees

- 1.1 Applicants may transfer fees directly into the bank account of the South African Health Products Regulatory Authority by electronic or manual deposit process.
No cheque payments should be made.
- 1.2 As soon as the deposit has been made, confirmation of such payment must be e-mailed to SAHPRA finance at pop@sahpra.org.za and finance@sahpra.org.za.
- 1.3 This email must also clearly indicate the reference for the payment and as much detail so the payment can be allocated accurately, i.e. Licence fee for application for medical devices, as well as a deposit reference number. The proof of payment from the applicant's bank account should be attached on this email.
- 1.4 Queries can be directed to the Deputy Director: Finance Manager at 012 842 7625 or Naazneen.babamia@sahpra.org.za
- 1.5 For administrative control purposes it is preferable to have only one payment per transaction. If payments for more than item are made per transaction, a clear breakdown must be supplied with the proof of payment.
- 1.6 Electronic transfers must include a reference to at least the applicant's name and telephone number, the product application number or purpose of the payment.
The reference field on the ABSA deposit slip is 20 characters. In some cases, the name of the company together with a telephone number will exceed 20 characters, but preference should be given to a telephone number to enable the officials to make contact with the person making the deposit.

2 Bank details

Account name:	SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY
Special name:	The Medicines Control Council
Account type:	Cheque / Current Account
Account number:	40-5939-2080
Bank:	ABSA
Bank Branch Code:	632005
Bank physical address:	240 VERMEULEN STREET, PRETORIA, 0001, SOUTH AFRICA
Swift Code:	ABSAZAJJ