

REFERENCE:
SAHPRA/2022/RFB003

TO: ALL COMPANIES REGISTERED ON THE SAHPRA DATABASE

ASSISTANCE WITH SUPPORTING DOCUMENTATION FOR PAYMENTS MADE TO THE SOUTH AFRICAN HEALTH PRODUCT REGULATORY AUTHORITY (SAHPRA) IN RELATION TO THE REGISTRATION AND RETENTION FEES FOR MEDICINES, MEDICAL DEVICES AND PHARMACEUTICAL LICENSES.

BACKGROUND

The South African Health Product Regulatory Authority (SAHPRA) receives payments from companies for the registration of medicines (Human and Biological), licenses for medical devices and pharmaceutical licenses as well as annual retention fees.

SAHPRA had requested companies to use identifiable payment reference details as well as email the proof of payment and necessary supporting documentation to ensure that the process of the allocation of payments is accurate and efficient.

This, however, has not transpired and has resulted in a backlog of payment transactions received from various companies which are difficult to allocate to the correct accounts.

Due to this backlog of transactions, SAHPRA has appointed **G & G Chartered Accountants Incorporated** (a consulting firm) to assist with allocation process to ensure that payments received are allocated to the correct accounts and are supported by documentation that is verifiable.

RESPONSIBILITIES

The responsibilities of **G & G Chartered Accountants Incorporated** will be as follows:

- Initiate communication with the companies on the SAHPRA Database
- Confirm whether the retention fees in respect of registered medicines, medical device licenses and pharmaceutical licenses have been paid and are up to date.
- Request clarity on payment transactions where payment references are not easily identifiable.
- Request supporting documentation i.e. email correspondence, proof of payments, application forms etc.

The team will communicate via email to the respective companies where clarity is sought and will need to obtain the information within 48 hours of communication to ensure that all allocations can be processed before the finalization of our Annual Financial Statements for the year ended 31 March 2023.

Should you require any further information, please feel free to contact my office.

A handwritten signature in blue ink, consisting of a stylized 'R' and 'G' intertwined.

Mr. Regardt Gouws
Chief Financial Officer
12 May 2023