**Checklist for Form-4**

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| **S NO.** | **PARAMETER** |
| 1 | Product Profile   1. Brand Name 2. Formulation and evidence of competitor availability in the local or international market 3. List of Ingredient with strength 4. In case of herbal drugs the scientific name and species name of plant along with following:- 5. State part used, nature of ingredient i.e. powder drugs, extracts (aqueous, alcoholic or any other solvent used for extraction) 6. In case standardized extracts state the percentage of active ingredient(s) case may be. 7. In case of extracts state Drug Extract Ratio if the extract is not standardized. 8. Common name of ingredient 9. Recommended use 10. Pack size 11. Maximum retail price |
| 2 | Master formula stating batch size mentioning quantities of active and inactive ingredients   1. Batch size 2. Quantity of each active used in the batch 3. Quantity of excipients used |
| 3 | Manufacturing process   1. Steps and procedure for batch manufacturing. 2. Critical steps required to be taken in to account. |
| 4 | In-process controls |
| 5 | Testing specifications for raw material   1. Identity, Purity and strength 2. Acceptable limits, ranges and criteria 3. Testing procedures and methodology. 4. Certificate of analysis |
| 6 | Testing specifications for finished products.   1. Identity, Purity and strength 2. Acceptable limits, ranges and criteria 3. Testing procedures and methodology. 4. Certificate of analysis |
| 7 | Shelf life and storage (shelf life shall base on stability data) In case data not available then letter of commitment for submission of data be submitted. |
| 8 | Recommended Conditions for use   1. Dosage form; 2. Recommended route of administration; 3. Recommended dose; 4. Recommended duration of use, if any; and 5. Risk information, including any cautions, warnings, contraindications or known adverse reactions associated with its use;   (evidence for therapeutic or disease reduction claims as per standards of evidence |
| 9 | Packaging and labeling.   1. Type of packing material used 2. Primary and secondary labels   Patient information leaflet |
| 10 | Maximum Retail price. |
| 11 | Fee deposit receipt |
| 12 | Undertaking on stamp paper (notarized) |