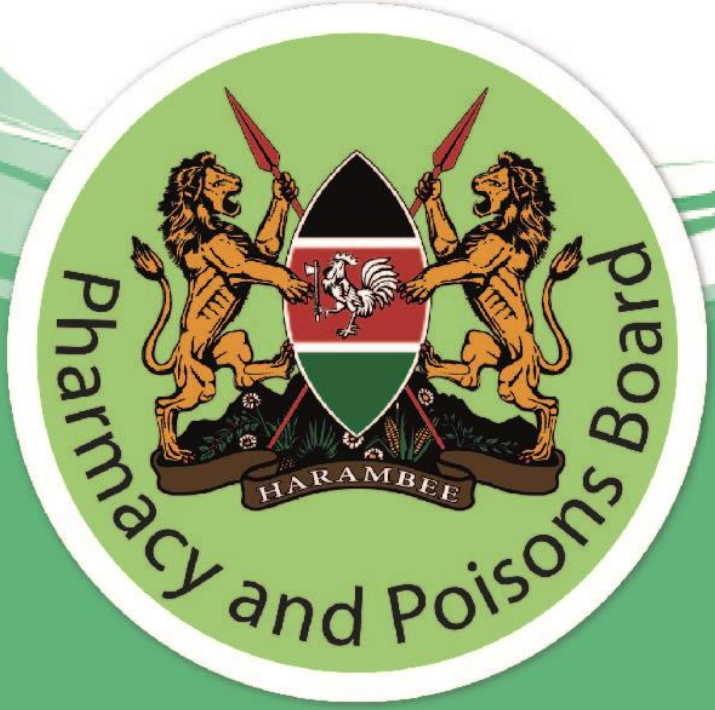
Pharmacy and Poisons Board

ONLINE SERVICES

User Manual



This reference manual covers the Online Services Portal Version 3.0. For later versions, upgrades and/or updates, please visit the board's website pharmacyboardkenya.org & download the appropriate manual.

COLLABORATING INSTITUTIONS

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Pharmacy and Poisons Board

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System implementation: April/May 2019

ACKNOWLEDGEMENT

The concept of online services has been explored for quite some time in various forums between the Board, collaborating partners and stakeholders. This concept has moved from an idea to a seminal paper, from paper to system development and finally to implementation. The system has influenced policy adjustments along the way and various meetings have been held to review processes and logic of the online services. In this regard, the Board wishes to thank all the people who have facilitated the process and to acknowledge their efforts, guidance and persistent help, without which, this venture would not have been possible.

LIST OF ABBREVIATIONS

- **AJAX** Asynchronous Java And XML
- **BOD** Board of Directors
- **HTML** Hyper-Text Mark-up Language
- **HTTP** Hyper-Text Transfer Protocol
- **KHWP** (Emory University) Kenya Health Workforce Project
- **KSHS** Kenyan Shillings
- **MOH** Ministry of Health
- **OSP** Online Services Portal
- **PHP** Hyper-Text Pre-Processor (initially Personal Home Pages)
- **PPB** Pharmacy & Poisons Board
- **PRIMS** Pharmaceutical Regulatory Information Management System
- **SOPs** Standard Operating Procedures
- **SMS** Short Message Service
- **URI/URL** Uniform Resource Identifier/Locator
- **XML** Extensible Mark-up Language

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1. INTRODUCTION

1.1 BACKGROUND

The Pharmacy and Poisons Board (PPB) has been involved in numerous ventures towards the improvement in the delivery of health services in Kenya and the maintenance of quality standards for training and practice of pharmacists and pharmaceutical technologists in Kenya. To this regard, PPB has reviewed its internal processes and policies in line with the provision of online Services and has opened up its services to students, training institutions, practitioners, retail and wholesalers as well as the public at large.

The Pharmacy and Poisons Board (PPB) is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons. The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.

Pharmacy and Poisons Board has implemented ***Pharmaceutical Regulatory Information Management System*** (**PRIMS)**, to support in management of data and information collected and processed by Board. PRIMS handles all the regulatory functions of the board which is mandated with Pharmacy regulation, a obligation that is undertaken under four key functions as follows:

I. Pharmacy Profession Development and Practice Regulation
II. Pharmaceutical Products Regulation
III. Pharmacy Trade Facilitation
IV. Enforcement

This document covers the following modules:

A. PRACTICE REGULATION

a. Professional Capacity development and monitoring
    i. Application for Indexing
    ii. Application to sit for Professional Examinations
    iii. Application for Internship Placement/exemption
    iv. Application for Admission to Practice
    v. Confirmation of CPD points/Exam Results

b. Training Institutions, Programmes and Examinations regulation

    i. Application for Registration of Training Institutions

    ii. Application for accreditation of Training Programmes

    iii. CPD/Training programmes scheduling

    iv. Appointment of Examiners

    v. Administration of Professional Examinations

c. Practice Regulation

    i. Application for a Practice License

B. PRODUCT REGULATION

a. Product Licensing and Certification

    i. Application for Certificate of Pharmaceutical product

C. PHARMACY TRADE FACILITATION

a. Business Licensing

    i. Application for a Pharmaceutical Business License

b. Import/Export Facilitation

    i. Application for Permit to Import/Export pharmacy products

    ii. Import/Export inspection and Verification

1.2 HOW TO USE THIS MANUAL

ICON KEY
Valuable information
Test your knowledge
Keyboard exercise
Workbook review

The purpose of this manual is to guide the user on how to use the portal to access online services offered by PPB. The manual guides the user from basic tasks like login to complex like downloading and manipulating system templates for mass data upload.

To get the most out of this manual, it is strongly recommended that the user goes through the exercises that will enable them to interact with the portal and also to check the highlighted areas with valuable information.

1.3 SYSTEM OVERVIEW

1.3.1 System Requirements

PRIMS is a web-based portal and therefore requires the user to have only a recent browser like *Mozilla FireFox® 100.0.2 or Google Chrome 101.0.4951.67 (or later)* and internet connectivity to access it. PPB has carefully looked at the latest web security threats and has worked around these common issues and also protected the system by encrypting sensitive data been sent via HTTPS protocol. The following are the minimum system requirements.

System Requirements	*Specifications*
Recent Browser (Client)	The system is optimized to run across all **recent** browsers as long as the browser is *javascript enabled* to support the *AJAX* functions.
Linux-PHP-MySQL Hosting (PPB)	The system core functionality and logic is coded in PHP programming language and all the data saved by the user is stored in a MySQL relational database. The server needs to run the basic requirements of • Apache 2.2 or higher • PHP 7.3 or higher • MySQL 8.0 or higher
****SSL Certificates (PPB)***	*This is a strict requirement for encrypting data sent over the network between the client and the server.

2. PRACTICE REGULATION

2.1 INDEXING MODULE

The indexing module basically has four major parts that help the user manage students and the institution administrators. The other modules support the overall system to allow it to run smoothly. For the institution administrators, the following are the only accessible modules:

Module	***Short Description***
Indexing Dashboard/Admin Home	This is basically the landing page and has an overview of the system as a whole. It uses the in-build custom reporting tools to generate graphs and summaries of indexing among other modules.
Indexing Search Module	Searches for students using *first name, middle name, last name or index number* and returns the results with *shortcut* links for student profile update.
Indexing Lists	This provides the administrator with an interface to manage indexing. The admin can create new lists, upload students lists, submit and follow up with the students using this module.
Indexing Profile Manager	This helps the administrator to mange their own profile. Through this module, as well, the admin can view the institution's settings and report any erroneous info to PPB.

These modules can be accessed through links placed at the left sidebar of the portal.

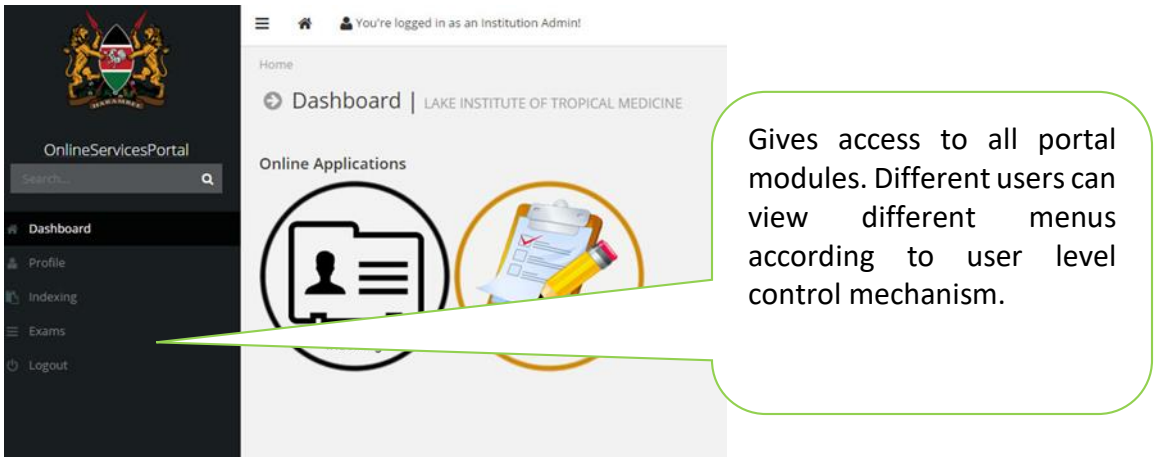


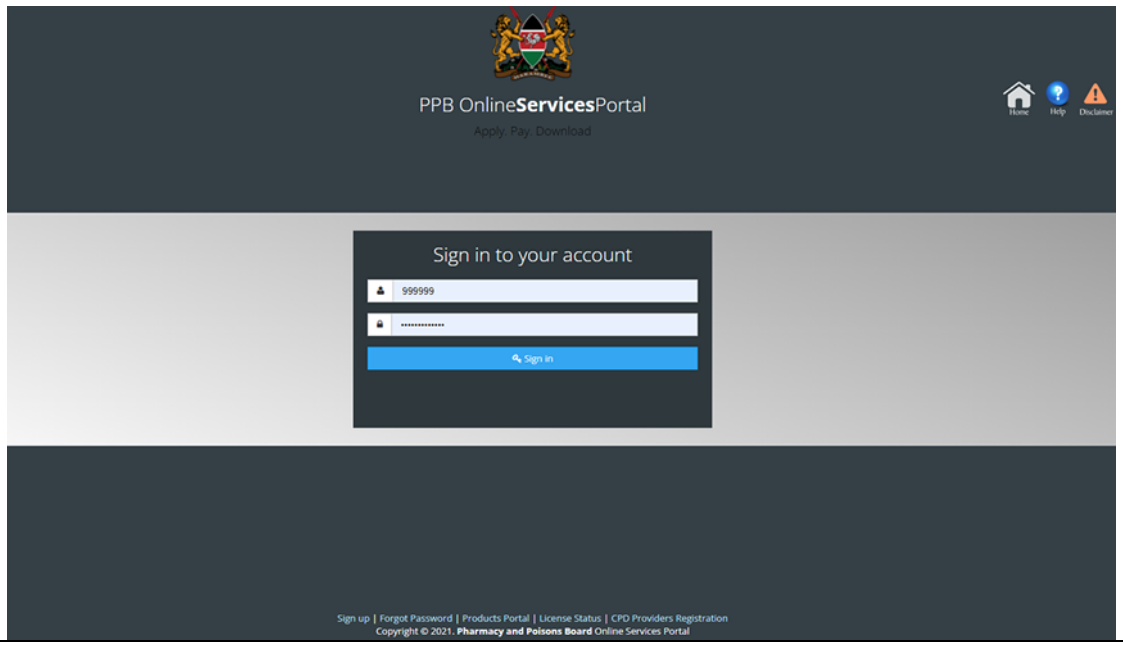
Figure 1: Modules Access

2.1.1 Dashboard and Profile Manager

2.1.1.1 Portal Access & Login Manager

The portal can be accessed through the PPB website (https://pharmacyboardkenya.org) or by visiting the following URL directly: https://practice.pharmacyboardkenya.org)

On visiting the portal, the user lands on a splash screen where he/she is expected to choose one option. If the user is a student, then they are required to select 'Students' and so on. After that, the user is required to login by providing their username and password.



The following table shows how one can access and use the indexing module:

User	Registration
Institution Admin	Can only be created by PPB and attached to an approved institution. Once created, the admin receives an email with a username and a temporary password which they are required to change on login. The duties of an institution admin are: - Can create students (using Create, Read, Update, Delete (CRUD) method) - Can submit students lists - Can view indexed students - Can view limited exam details for students
Students	Can only be created by an institution admin. Once created, the student receives an SMS and email with a unique URL that once they visit (click on) they will be redirected to the portal. The student will be taken straight to update the indexing details and cannot be able to access any other module before they finalize on this. The Institution Administrator cannot submit a list until all the students have updated their details. The student, through the portal, will be able to perform various other applications including: - Exam registration - Online payments - Registration and retention - Track CPD

2.1.2 Indexing Dashboard

On successful login, the administrator will view a dashboard with summarized info on indexing and exams. If no data has been collected yet, the dashboard will only have links to the modules of the portal. From the dashboard reports, the admin can see the recent trends in indexing and also compare exams performance over the past couple of years.

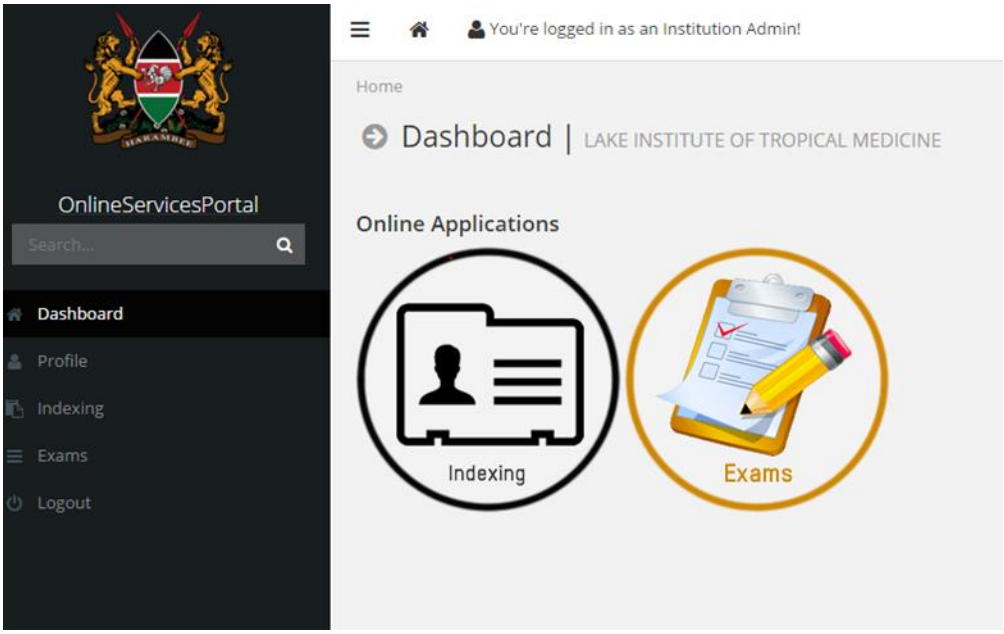
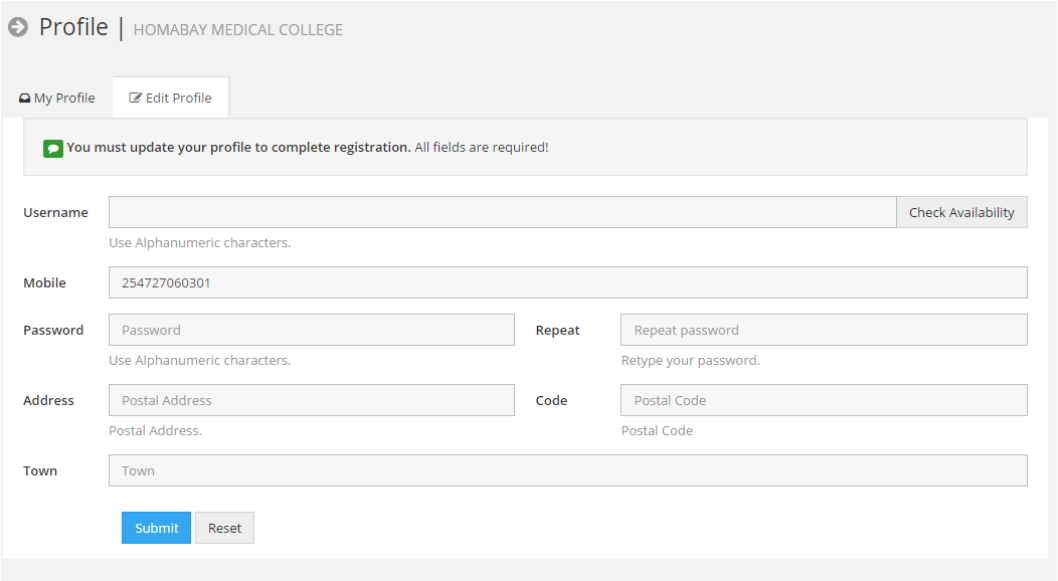


Figure 2: Dashboard/Home Page

2.1.3 Indexing Profile Manager

The profile manager gives an overview of the institution as well as details of the administrator. The administrator can manage their own details but cannot edit the institution's details. If there is an error on the institution information, PPB has provided a feedback mechanism that allows the admins to report on the specific errors.

One important section on the profile manager is on the indexing details bit, where all the courses offered by an institution are listed along with their approved standards like the indexing limit and the indexing periods. This is very important as the administrator will not be allowed to perform indexing outside a course's indexing period or even exceed the indexing limit. Therefore if there are any queries to raise, the administrator is expected to either contact PPB through the link 'Report Error' or by calling the board.



2.1.3.1 Password Manager

The administrator can change their password here if they so wish by clicking on the link "My Profile" at the bottom of the profile page. The admin will be prompted for the old password first and asked to enter a new password; then, to confirm the new password. After the password is changed, the admin can now login using their new credentials. The admin cannot edit their own profile. If the institution requires a new administrator, they must request PPB by sending details of the new administrator and requesting for additional users of the portal.

Tips for a good password

Because online attacks are becoming increasingly more common, the admin is advised not to use anything in their password that's personal and easy to guess. They should keep in mind the following:

Dos	Don'ts
Use at least eight characters long. Use a combination of numbers, letters and special characters Use both CAPS and small letters in a password Always use a password that is significantly different from previous/old passwords If writing it down (not recommended) keep the password in a secret place that isn't easily visible	Don't use only letters or only numbers. Don't share your password Don't use names of spouses, children, girlfriends/boyfriends or pets. Don't use phone numbers, social Security numbers or birthdates. Don't use the same word as your username, or any variation of it. Don't use any word that can be found in the dictionary — even foreign words. Don't use passwords with double letters or numbers.

2.1.4 Indexing Lists

2.1.4.1 Purpose of indexing

Upon admission to a training school, for all pharmacy programmes, PPB requires all students to submit an application for Indexing within 30 days following commencement of training. The Board through its indexing section verifies submissions to ensure that students admitted to training schools meet the minimum admission criteria for their programme of choice.

Once verification is completed, the student will be assigned an "Index Number" as a unique reference that will remain your identification throughout training and practice. The Board utilizes the indexing details to track progress through training and determine eligibility to sit the Board's licensing examination. Students who have not submitted themselves to the Indexing Process are not acknowledged by the Board and not eligible to study or practice as a pharmacist/pharmtech in Kenya.

Some of the benefits of the indexing process are:

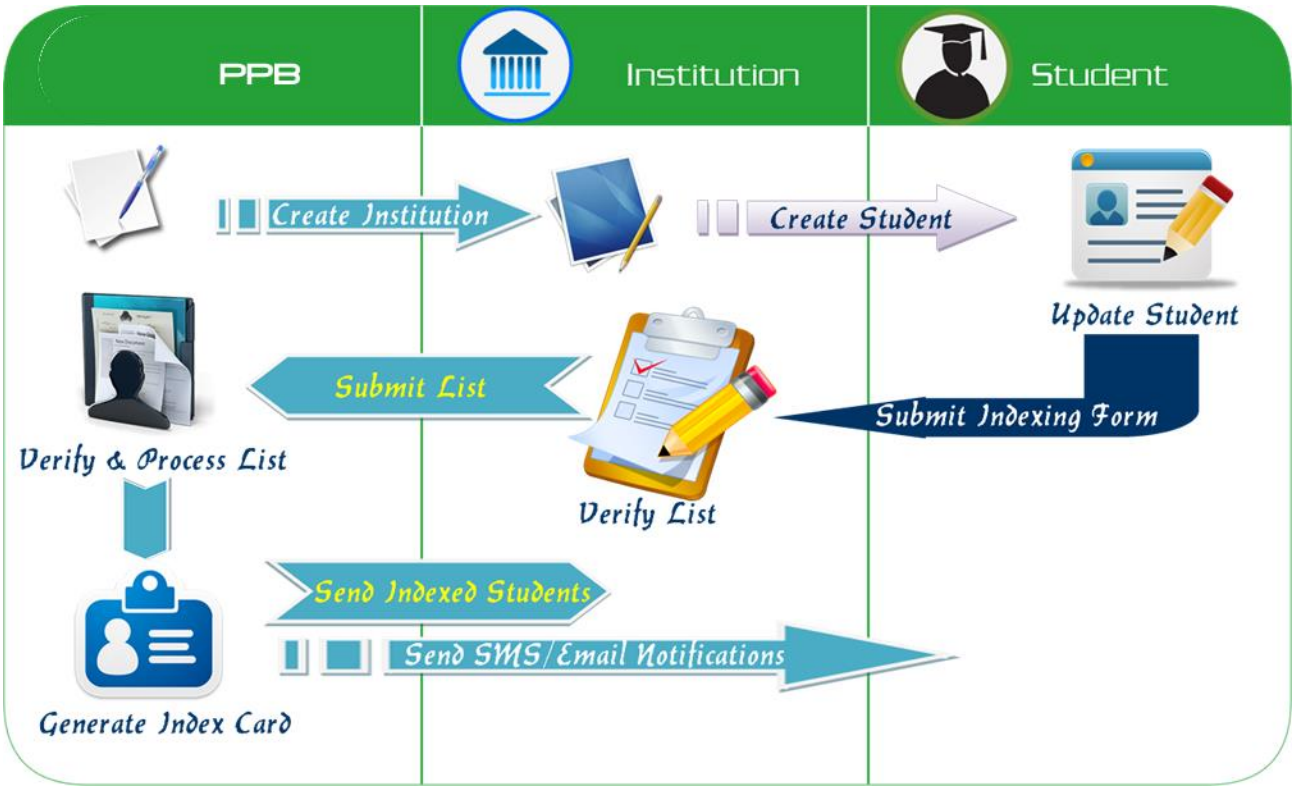
- Tracking students in training
- Forecasting
- Programme M&E
- Student Welfare

2.1.4.2 Online Indexing

The Online Indexing process is mapped on the current manual process but has eliminated the need of submitting hard copies or even interacting physically with the Board. The process still starts at the institutions when they admit their students. The following steps summarize the online indexing procedure:

1. PPB creates institution administrators who will be managing indexing
2. Institutions administrator logs in and if the indexing period is open, can proceed to index
3. Institution administrator creates students by providing basic bio-data about them
4. Students receive an SMS and email to alert the to submit their details online
5. Students login and upload their personal and certificate details
6. Institution administrator gets a notice and verifies the correctness of the students' details
7. Institution administrator submits list to PPB for processing
8. PPB verifies all applications and processes them
9. PPB send a notice to both the students and the institution administrator notifying them of the indexing status immediately the process is complete
10. Successfully indexed students can now login and use the other features of the portal
11. Institution administrator gets a full list of all the students, both successful and rejected applications with the reasons attached.

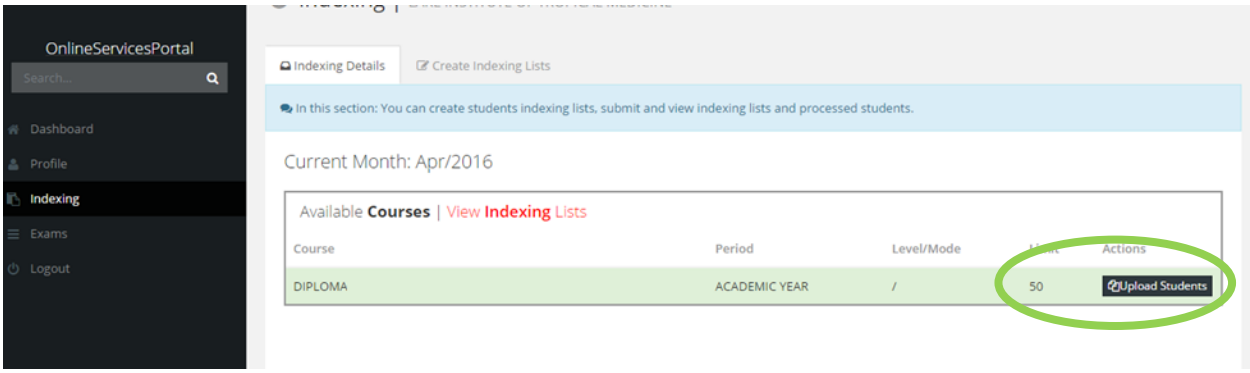
The following diagram summarizes the procedure of the online indexing.



2.1.4.3 Creating Students

Exercise

1. Login to the portal
2. Go to Indexing Module



3. Select a course that is open for indexing and has not reached its limit
4. Create yourself as a new student by either
    a. Creating an individual record – Depreciated in current version
    b. Uploading a list from a CSV file (as per the rules at the appendix section)

5. Go to your email and check for the PPB Indexing email (See sample below)

PPB ONLINE SERVICES

PPB | Online Indexing

TO TEST TESTING

Dear Test

You have been registered for PPB's Indexing through the PPB Online Services Portal. Please click on 'Complete Application' below to complete the application process:

COMPLETE APPLICATION

If you require any assistance feel free to contact PPB through any of the following lines:
+254 702 475824, +254 702 475845
+254 702 475837, +254 702 475842, +254 702 475801

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Congratulations! You have created a new list of student(s) that is now awaiting student update and submission.

The online indexing process is as simple as that. Simply login, create student, submit list.

Login → Create → Submit

🕮Important

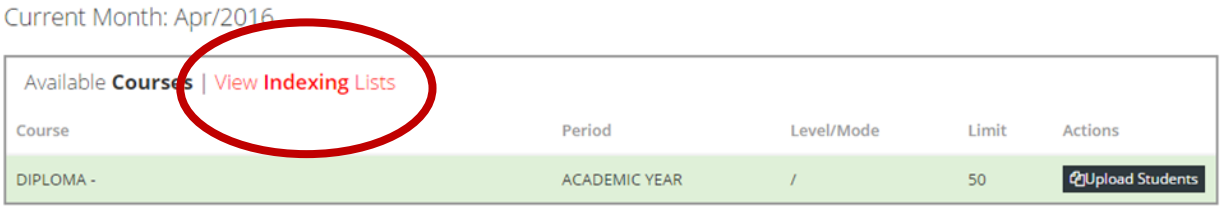
This process is limited by how fast the students login and update their details as well. The institution administrator will not be able to submit a list (as described in the next section) if the students have not finalized on their bit. The following error will be displayed if they try submitting:

The following 9 student(s) have not updated their profile. List cannot be submitted with incomplete data.

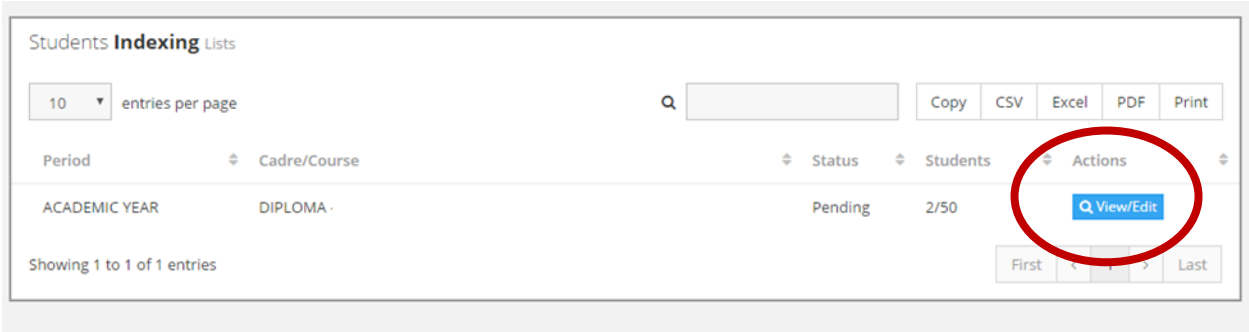
1. George Mburu Nyambura - info@mburunyambura.org
2. George Mburu Nyambura - info@mburunyambura.org
3. George Mburu Nyambura - info@mburunyambura.org
4. George Mburu Nyambura - info@mburunyambura.org

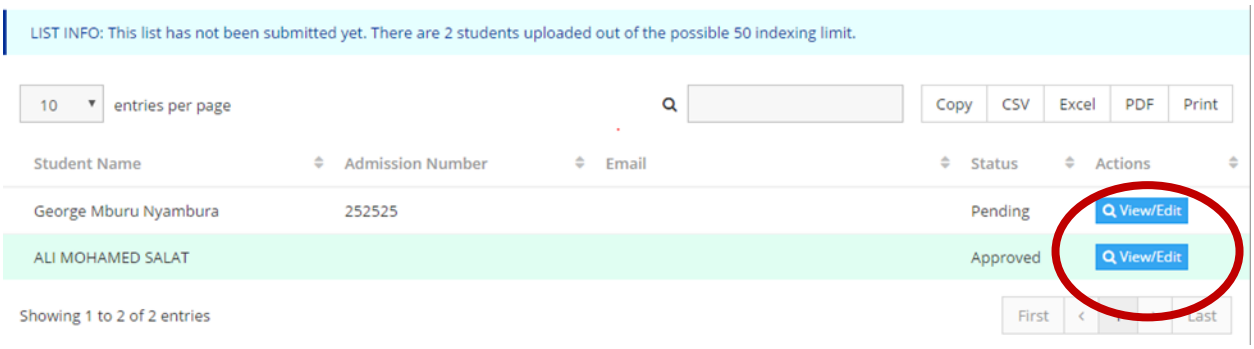
2.1.4.4 Student Lists

To view the lists that have been created, simply go to Indexing->Students Lists.

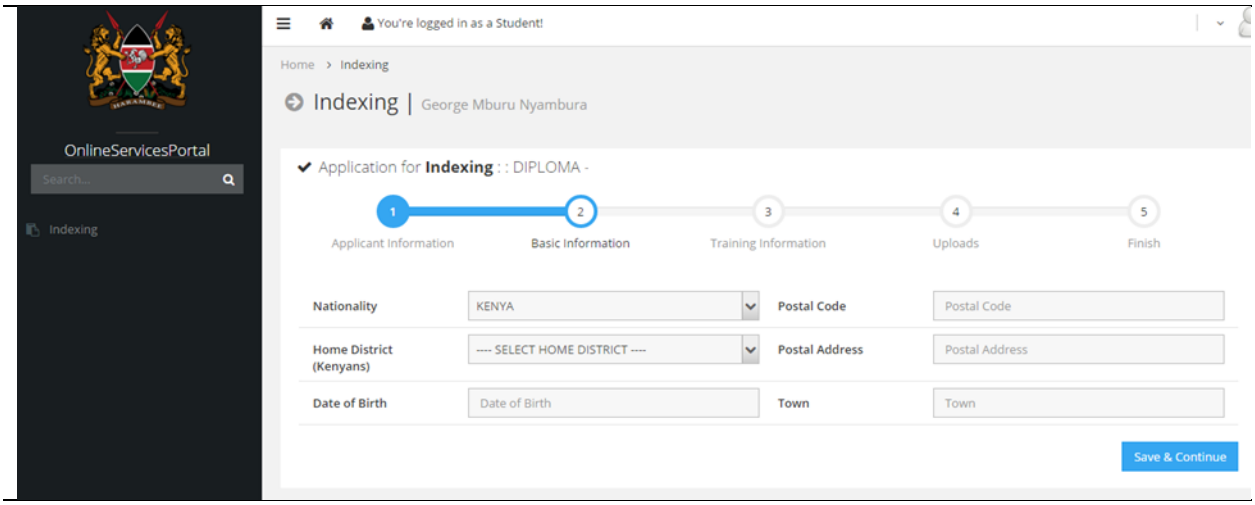


The institution administrator can drill further by viewing the students on each list, update details of any of the students or even submit the list if all the students have updated the details. The lists come with a panel of buttons for these functions.





2.1.5 Indexing Students' Portal



The student, after being created by the admin, will receive a notification via SMS and email. All they have to do is click on the URL sent and update their details.

At this point the student will be required to update the following details:

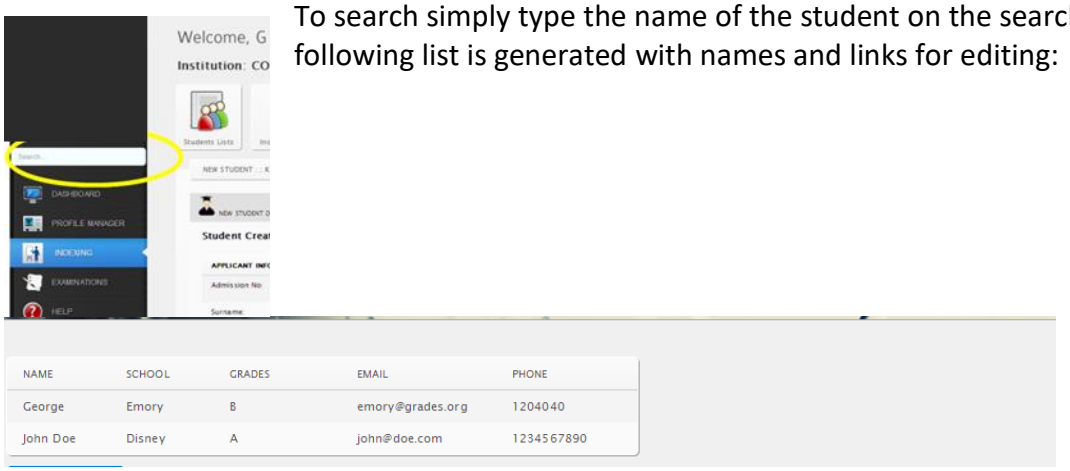
- Nationality

- Date of Birth
- Address
- Date of commencement
- KCSE Year
- Secondary School attended
- Grades (Mean Grade plus All subjects)
- Training type
- Upload KCSE certificate
- Upload passport photo
- Upload ID (or Birth Certificate if below 18 at the time of admission)

The student at this point will not be able to do much with the system until their indexing application has been received and processed by the PPB. After being successfully indexed, the student can now enjoy the full features of the portal.

2.1.6 Indexing Search Module

The portal comes with a custom search that allows the institutional administrator to search for students using the name/admission number and gives a link for editing details of the individual student.



To search simply type the name of the student on the search box and the following list is generated with names and links for editing:

The list generated prioritizes new students and especially those who have not been indexed as the general assumption that it is the record requires an update.

Any record updated automatically triggers an alert to the student if they had already updated their indexing application details.

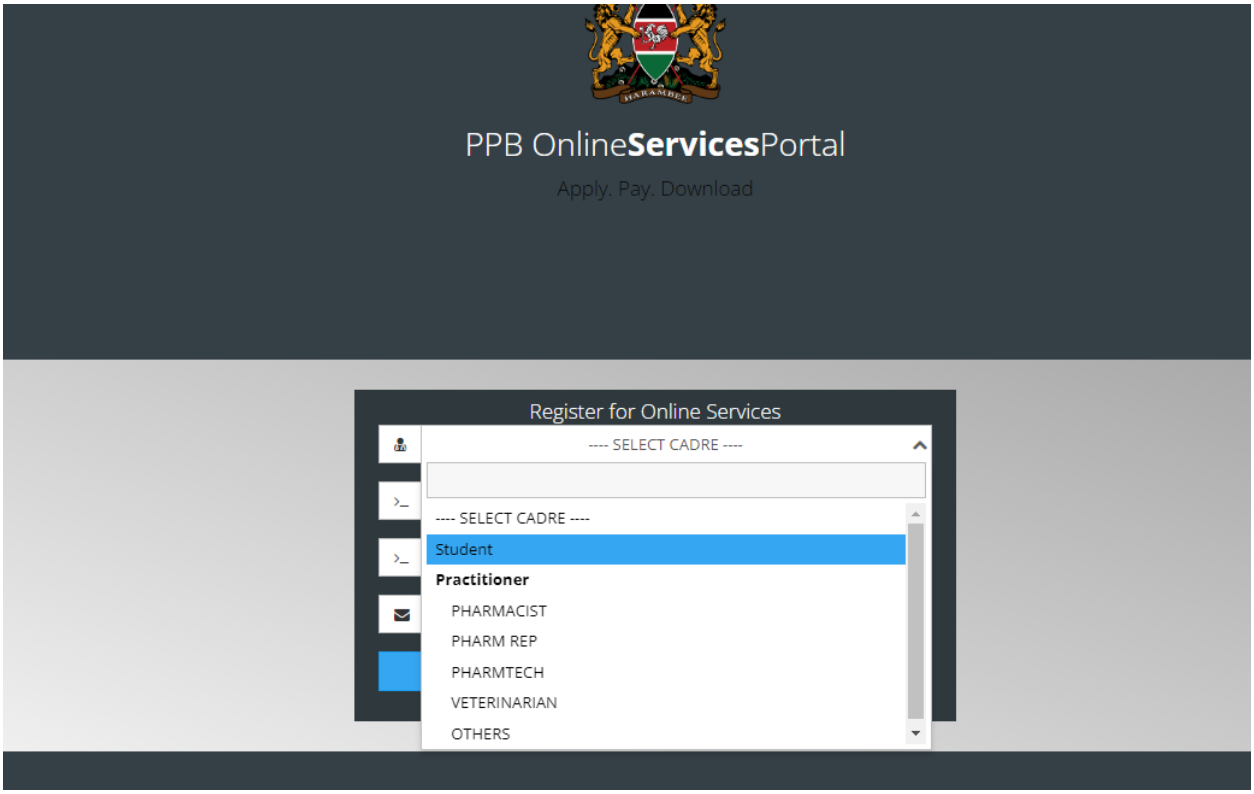
🕮Important

NB: Throughout the system, the institutional administrator cannot delete any student permanently due to data integrity issues. However, the institutional administrator can remove a student from the list and this will remove the student from that indexing period.

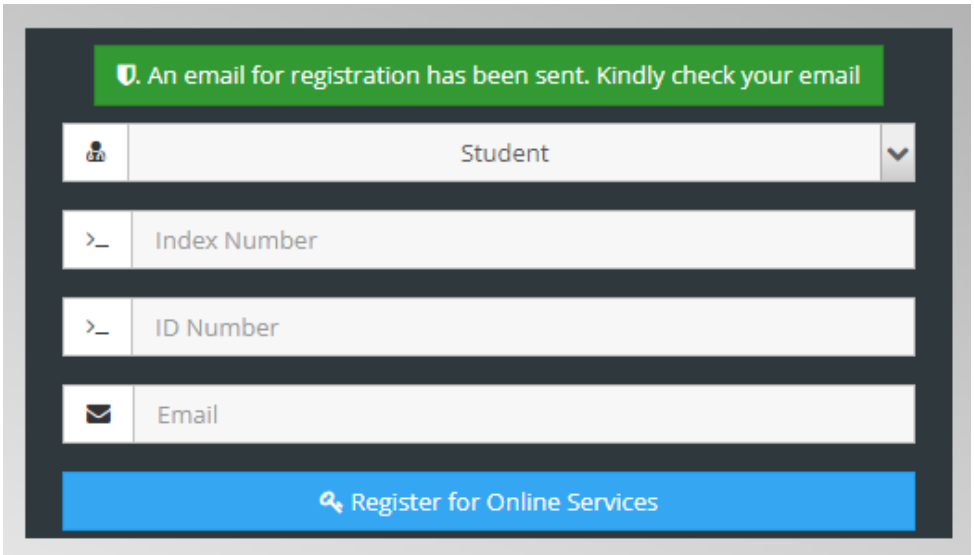
2.2 PROFESSIONAL EXAMINATIONS

After indexing and completion institutional course work, of the a student will go through the normal institutional examinations and will also be required to sit for a board exam. There are two levels/stages for the board exams.

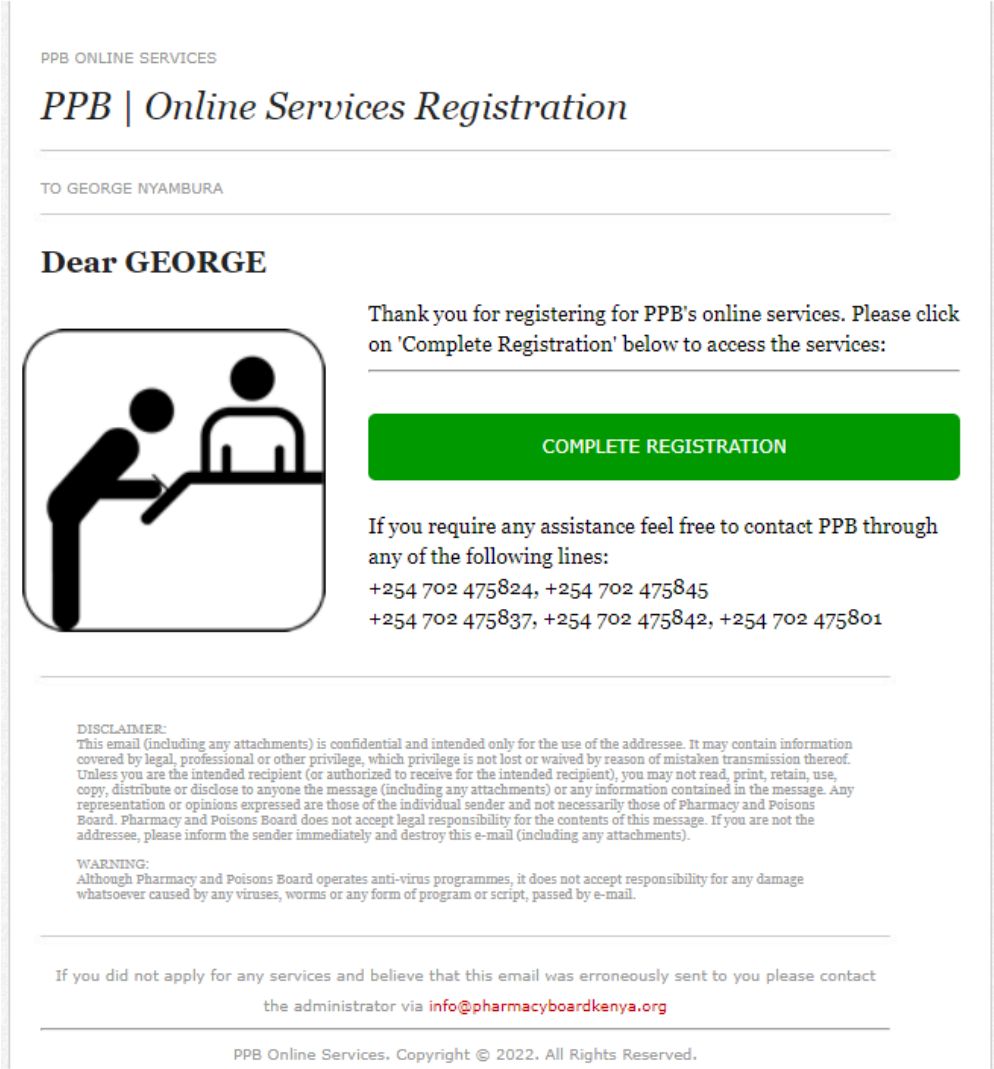
1. To access the students' portal, the students need to sign up via the url, https://practice.pharmacyboardkenya.org/ and click on the sign up link.



2. The student will need to verify their details by entering and index number allocated during the indexing process and their national ID/Passport number. They will also require an email address to receive a unique link to allow them to access the portal.



3. The system automatically sends an email to the address provided to allow the students to access the system. The student is required to login into their email and click on the link therein.



PPB ONLINE SERVICES

PPB | Online Services Registration

TO GEORGE NYAMBURA

Dear GEORGE

Thank you for registering for PPB's online services. Please click on 'Complete Registration' below to access the services:

COMPLETE REGISTRATION

If you require any assistance feel free to contact PPB through any of the following lines:
+254 702 475824, +254 702 475845
+254 702 475837, +254 702 475842, +254 702 475801

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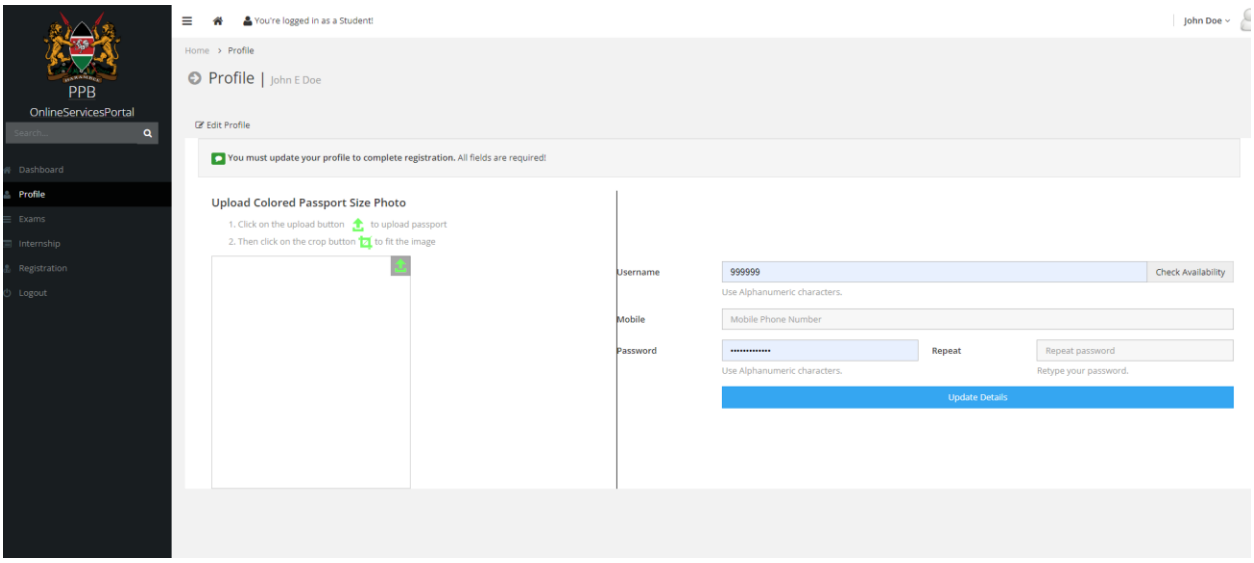
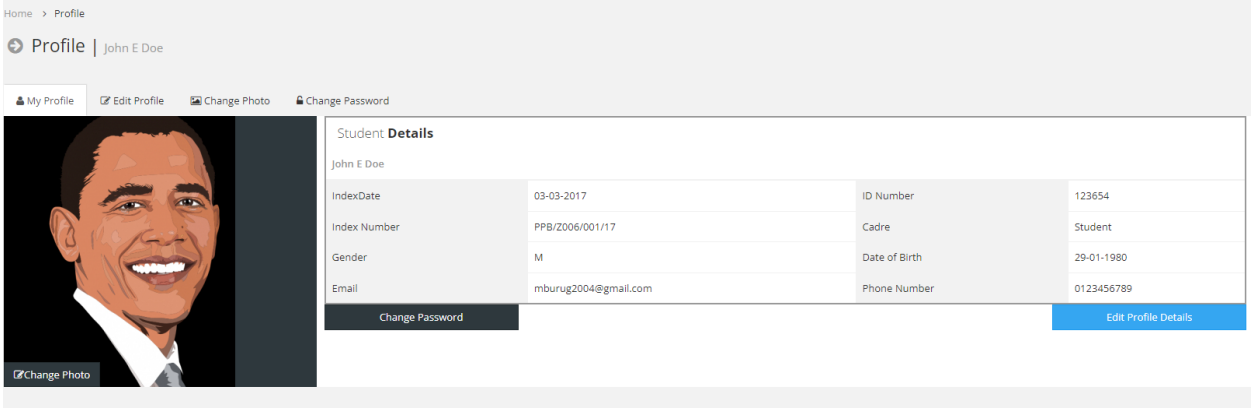
4. The system will redirect them to update their profile. The following are the details required:
    a. Profile Picture: A recent passport photo of the student/user is required.
    b. Username: The student can choose their own unique username to use while login into the system. They can use this username or their email while login in.
    c. Mobile Number: The student is also prompted to update their mobile phone number
    d. Password: The final bit of the profile update is the password. The student will be prompted to set their password which they will be using for all the future interactions with the portal.

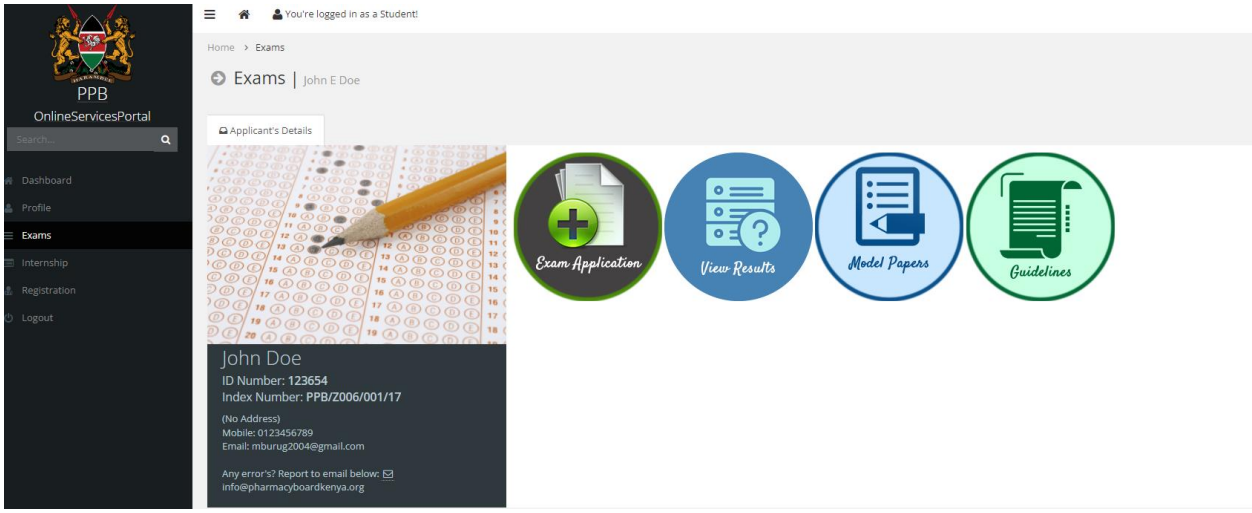


5. After the profile setup is complete, the student will get a preview of the details updated, where they can choose to edit any erroneous details.

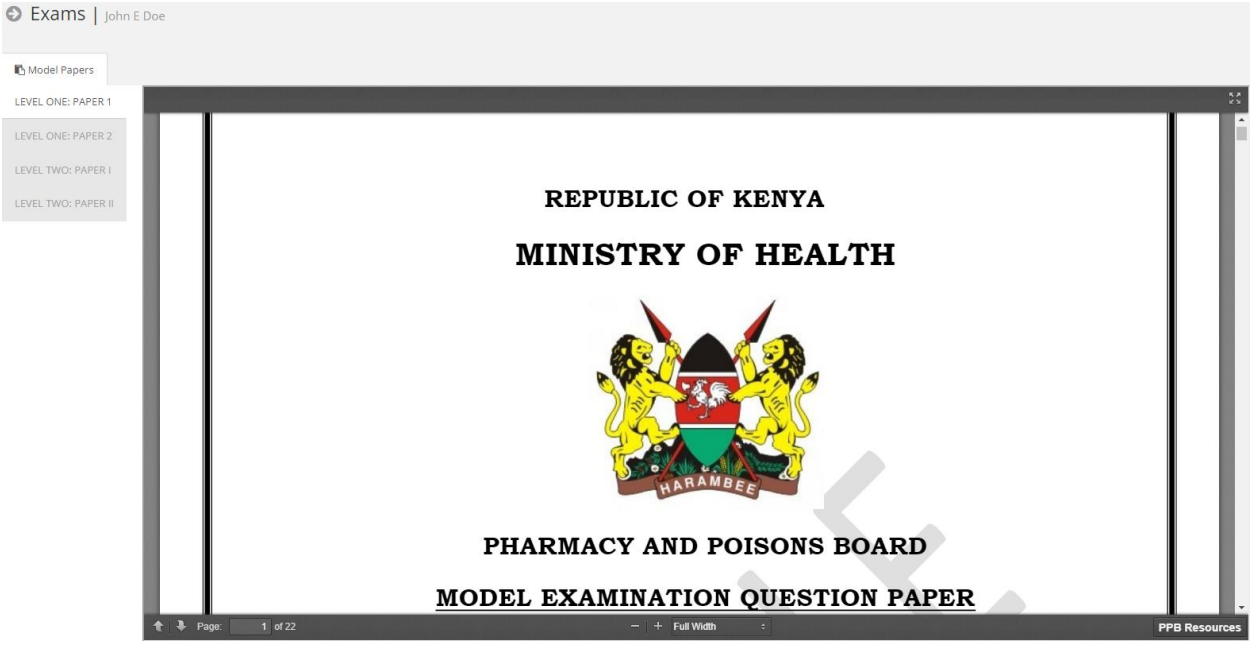


6. If the details are okay, the student then moves to the students' dashboard for quick overview of the services available.

7. For exam applications, the students will click on the exams link and the system will take them to the exams section.



8. In this section, they can access the exam application form, view exam results, view sample exams/model papers and also guidelines.



Exams Results

Exams Information	
Name:	JOHN DOE
Index No:	PPB/Z006/001/17
Series:	April
Year:	2017
Remarks:	**PASS**

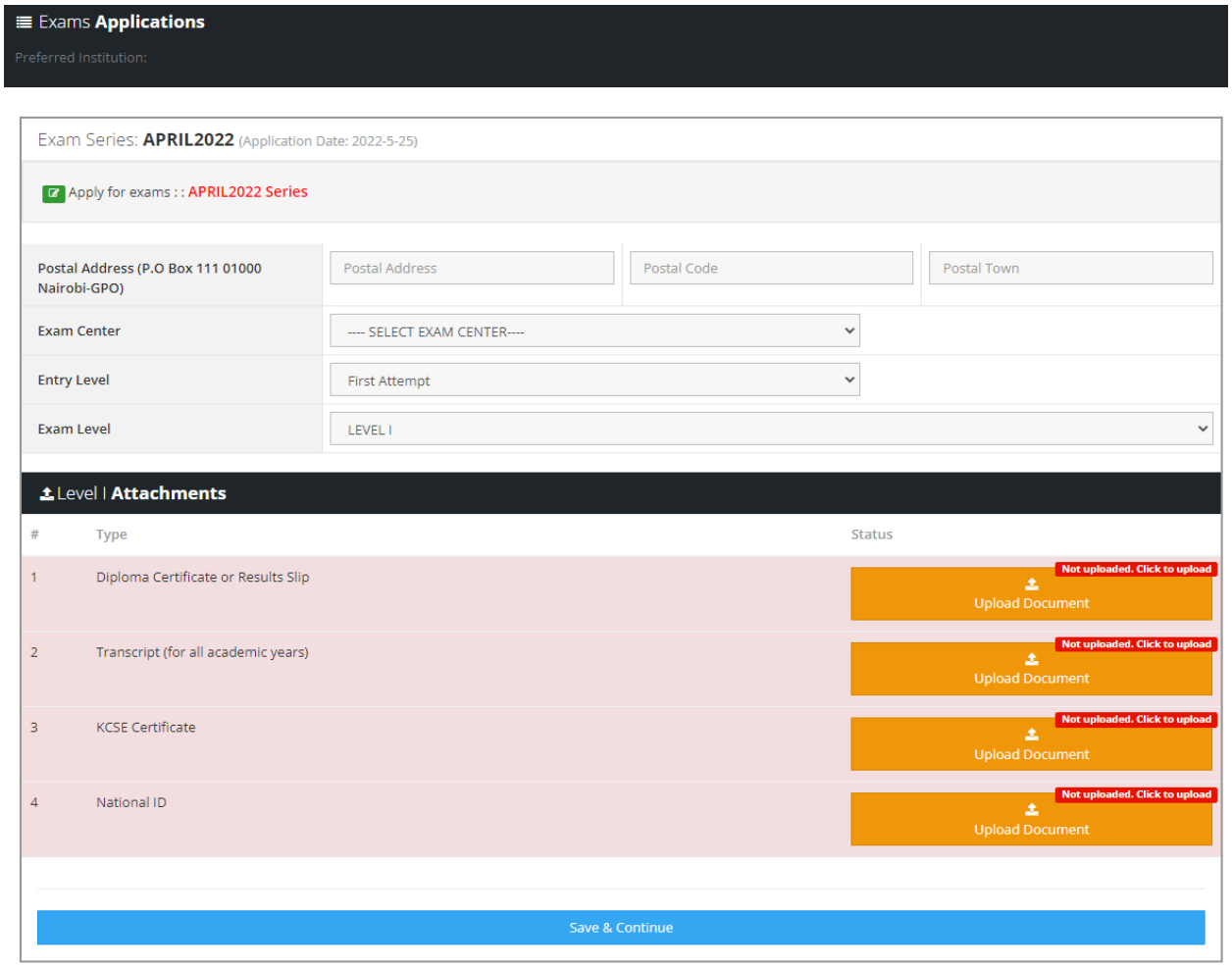
PPB/PRA/RED/GUD/027 Rev. No. 0

REPUBLIC OF KENYA

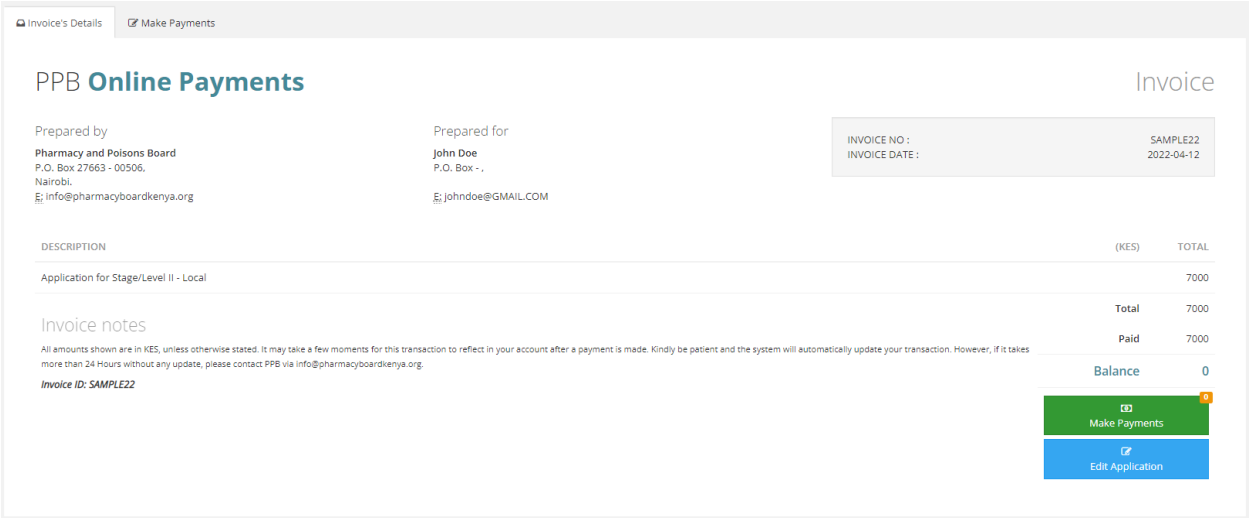
MINISTRY OF HEALTH
PHARMACY AND POISONS BOARD

ONLINE EXAMINATIONS GUIDE FOR CANDIDATES

9. The exam application form is simple and requires the following:
    a. Exam Center: Students are required to select their preferred exam center
    b. Exam Stage/Level: There are two stages/levels and each has different requirements. Depending on the stage/level selected, the system requires different attachments.
    c. Entry Level: The student needs to choose whether the level is First Attempt or Resit.
    d. Attachments: Finally the Student is required to upload attachments as per the stage/level.



10. After the student completes the form, the system generates an invoice which is the final step of the application process. The board will then process the application and the student will get feedback/confirmation on email. There is a system generated slip that the student gets to carry while going to the exam center.



MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

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Email: info@pharmacyboardkenya.org Website: www.pharmacyboardkenya.org

Payment Confirmation

Application Date: 12-04-2022 ..... Serial Number: sampleeef68af953fea6a61f1794e

Application Information

Name	**JOHN DOE**
Index Number	**PPB/Z006/001/17**
Application Type	**Exam application (series)**
Exam Series	**April 2022**
Stage/Level	**Stage II**

Payment Details

Invoice Number	**SAMPLE22**
Invoice Date	**12-04-2022**
Amount	**KShs. 7000**
Payment Mode	**MPESA**
Date of Payment	**12-04-2022**
Original Payment ref No	**S29/SAMPLE22**

This is a computer generated receipt downloaded from Pharmacy & Poisons Board (PPB) Portal, practice.pharmacyboardkenya.org.
It is a valid payment confirmation issued under the Authority of PPB and does not serve as a licence.

Exams **Applications**

Preferred Institution:

Exam Series: **APRIL2022** (Application Date: 2022-5-25)

Application for **APRIL2022** received.

Current Application

Exams Application

Exam Series	April 2022	Amount Paid	7000
Stage	Stage II	Application Date	12-04-2022

Download Receipt | Download Exam Card

Previous Applications

Application Date	Series	Download Receipt/Card
12-04-2022	April 2022	Receipt | Exam Card
27-09-2019	October 2019	Receipt | Exam Card

PHARMACY AND POISONS BOARD

Student Exam Card

This is an automatically generated exam card downloaded from Pharmacy & Poisons Board Portal, practice.pharmacyboardkenya.org.

Cut along the dotted line then laminate your card.

PHARMACY AND POISONS BOARD

Student Exam Card

Name	**John Doe**
ID No.	**123456**
Exam No.	**S29/00/APRIL2022**
Stage/Level	**Stage II**
Exam Series	**April 2022**
Exam Center	**KICC**

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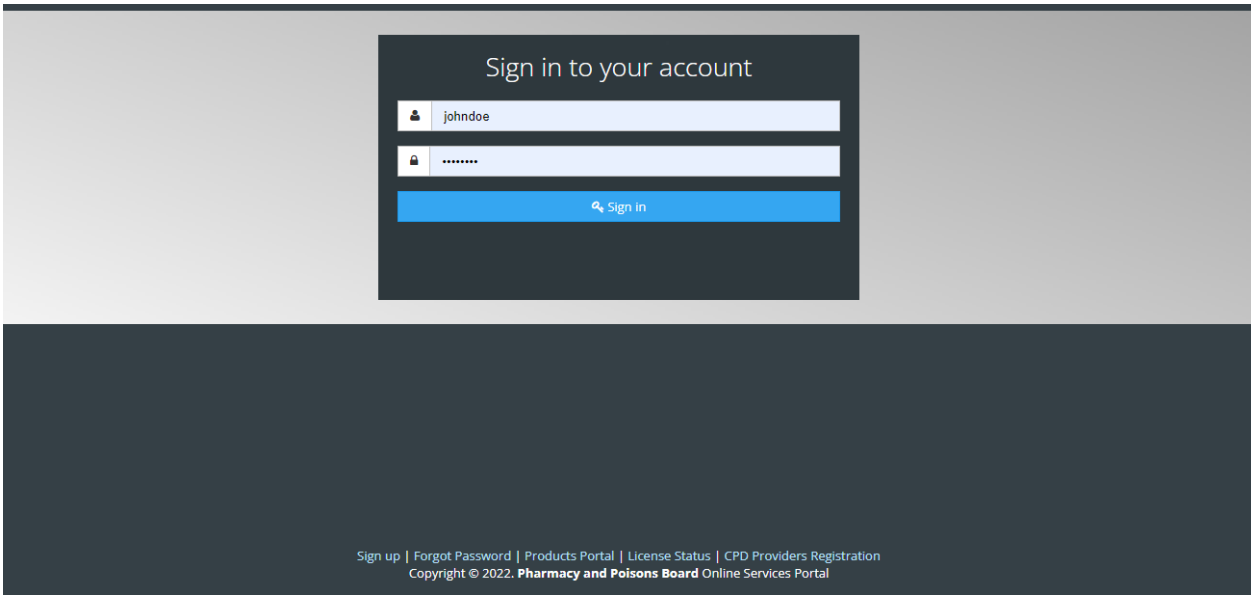
Email: info@pharmacyboardkenya.org Website: www.pharmacyboardkenya.org

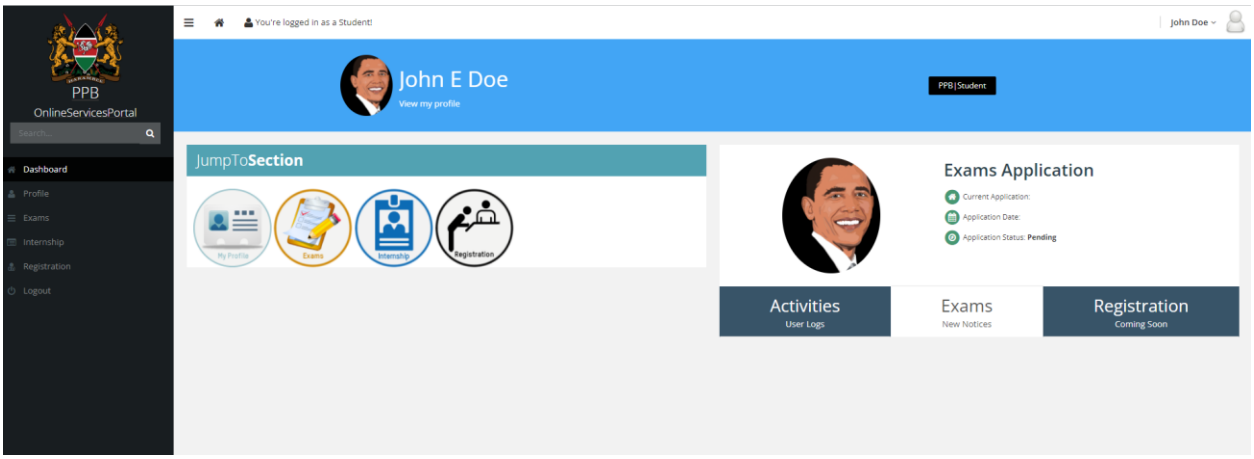
2.3 APPLICATION FOR INTERNSHIP PLACEMENT/EXEMPTION

After successful attempt of the board exams, the student will go into internship. To access the internship module, the student needs to login into the account using the username/email and password set up during sign up.

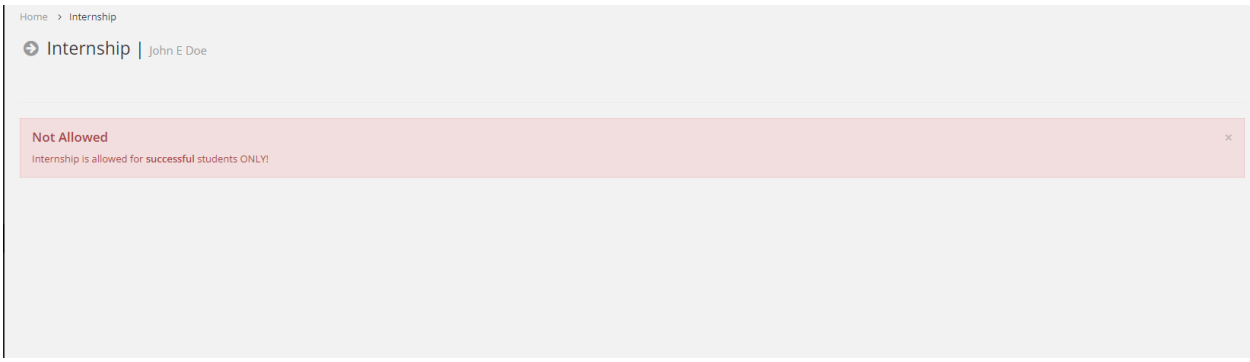
In case the student has forgotten their password, they can always click on 'Forgot Password' and the system will allow them to reset their password.



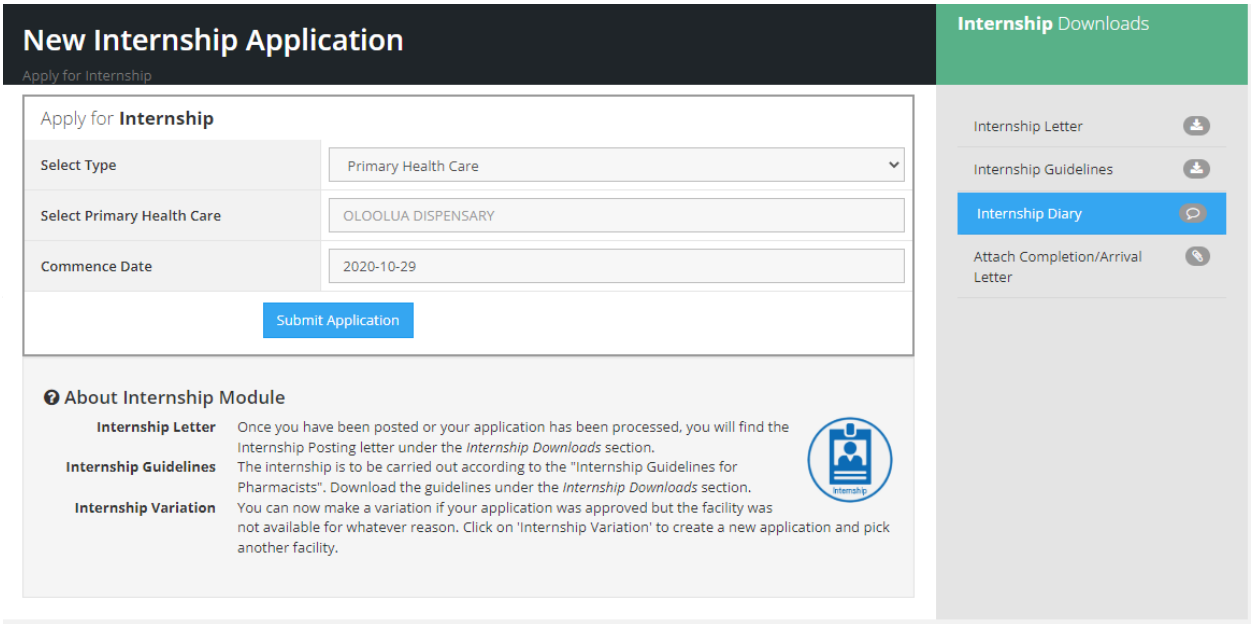
1. On login, the students is taken to the dashboard.



2. The student will now be able to access the internship module. In case the student was not successful in the board exam, the system will not allow them to proceed and will give them a warning message.



3. The successful students are able to proceed with application stage. The application consists of:
    a. Rotation Type: The student need to choose either of the following:
        i. Primary Health Care
        ii. Hospital
        iii. Community Pharmacy
        iv. Industrial



The system requires the preferred facility by the student and their preferred before completing the process.

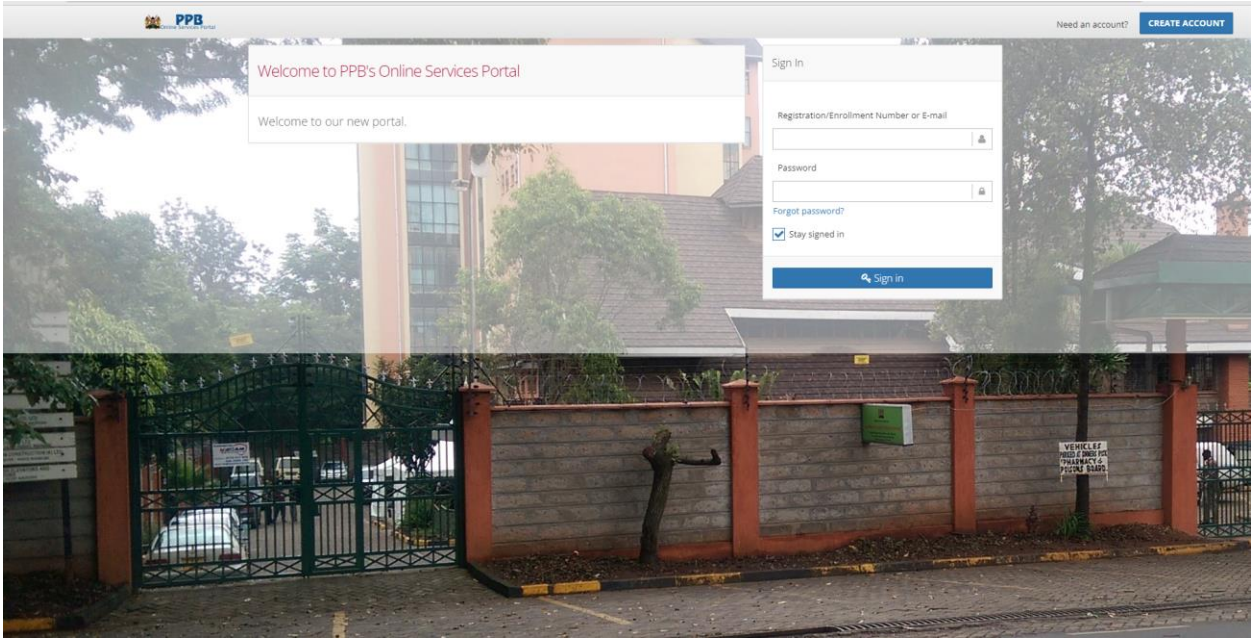
3. PRODUCT REGULATION

3.1 PRODUCT LICENSING AND CERTIFICATION

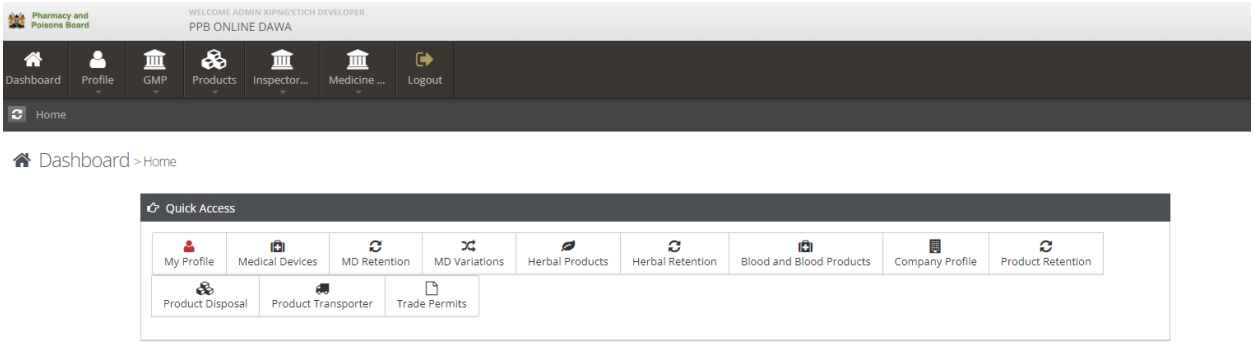
3.1.1 Application for Certificate of Pharmaceutical Product

To retain products under PRIMS, one has to be a Superintending Pharmacist with a current and valid Practice and Business/Local Technical Representative (LTR) Licence. The products are retained under the LTR and this means the Pharmacists can move without affecting the product retention status.

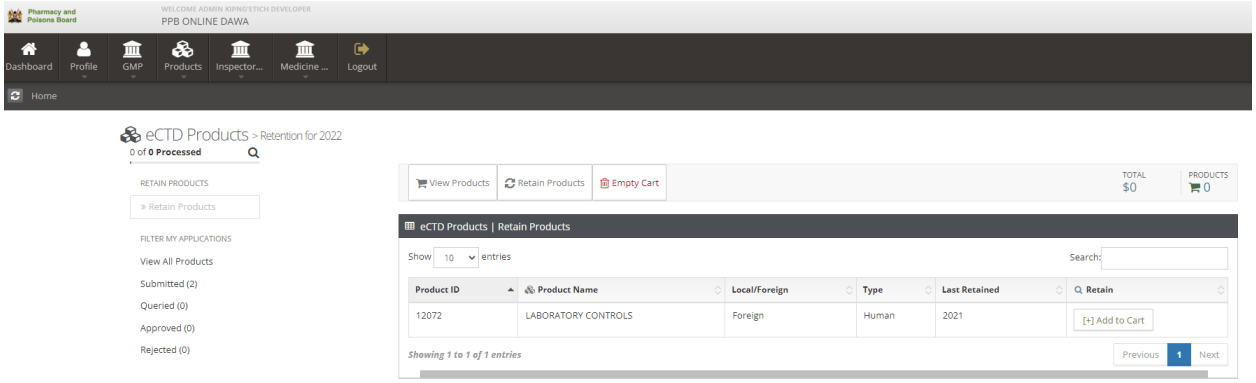
1) The process of retaining starts by logging into PRIMS (https://prims.pharmacyboardkenya.org/) :



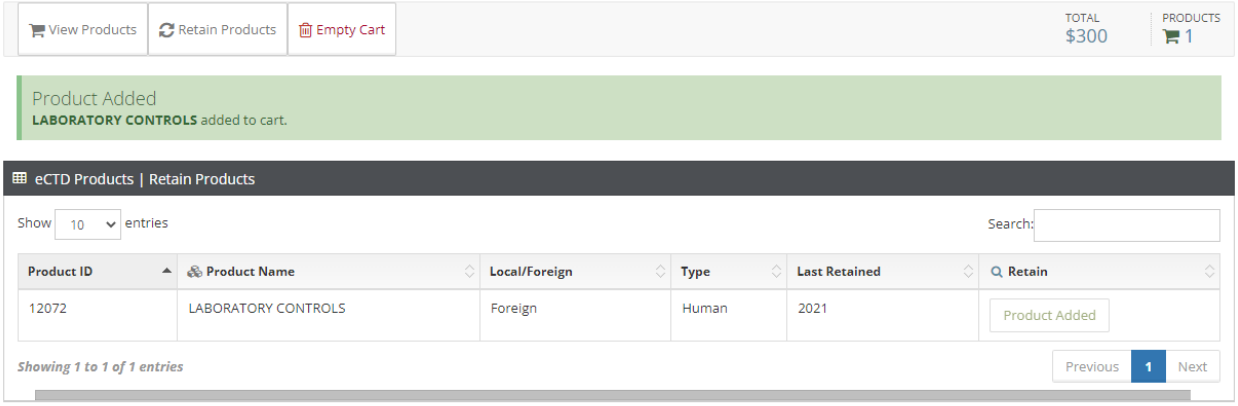
2) Once the Pharmacist has logged in, they will be taken to the dashboard



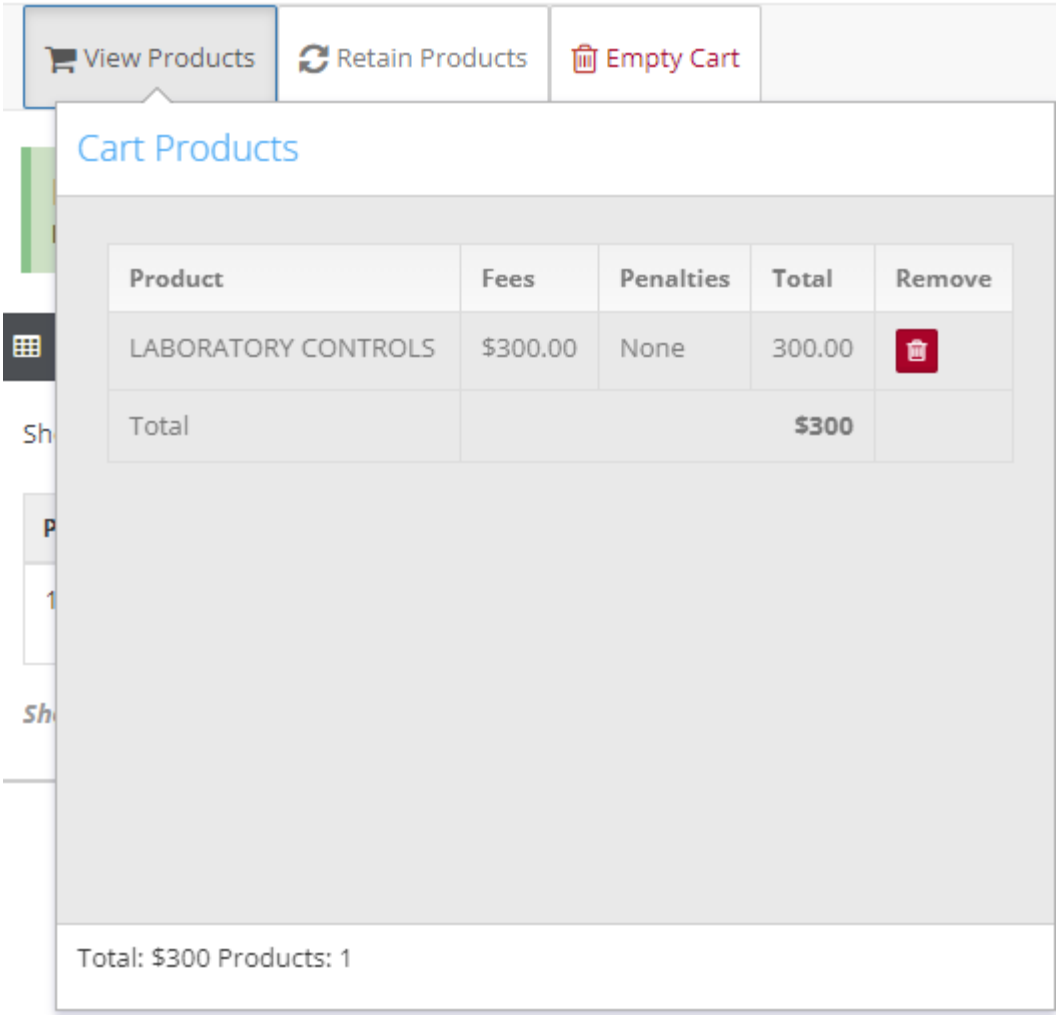
3) The dashboard has a quick view of retained products and some quick links to navigate through the system. The user need to go to Product Retention to start the retention. Under this section the Pharmacist will find a list of the products listed under their LTR.



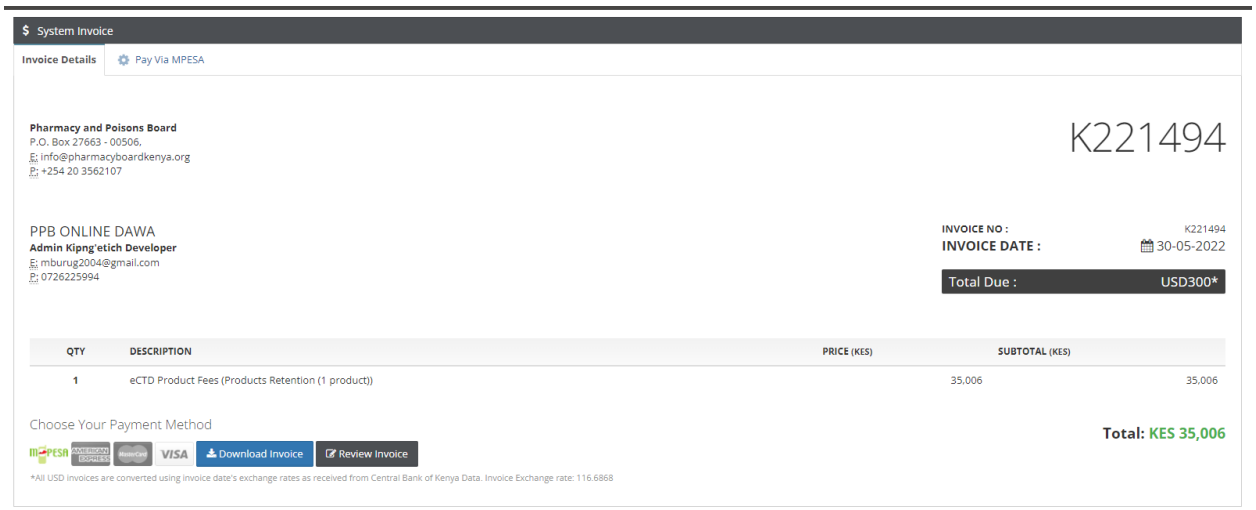
4) The Pharmacist will then find the product(s) they wish to retain and click 'Add product' against the product. The system will add the product/s to the shopping Cart ready for check out/retention.



5) The Shopping Cart tracks the products added, the total amount and any penalties that the product may have accrued. The user may view the cart by clicking 'View Products' to have the preview. This gives a dropdown with summarized information.



6) Once the Pharmacists is done, they can now proceed to click on the 'Retain Products' to move to the invoice stage.



7) The invoice can be paid directly to the bank or via MPESA Mobile Service. The user can also review, download and/or print their invoice at this stage or view payment instructions.
8) Under Review the user can remove any products that they may have added erroneously to the cart during retention.

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P: +254 20 3562107

Make Payments

K22978

PPB ONLINE DAWA
Admin Kipng'etich Developer
E: mburug2004@gmail.com
P: 0726225994

INVOICE NO : K22978
INVOICE DATE : 18-01-2022
Total Due : USD600*

Show 10 entries

Search:

Retention ID	Trade Name	Payment Status	Type	Remove
28503	123231	Not Paid	PRODUCT	Remove
28504	fhh	Not Paid	PRODUCT	Remove

Showing 1 to 2 of 2 entries

1

Total: KES 68,036

9) The user can also download the invoice from the system:

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Email: info@pharmacyboardkenya.org Website: www.pharmacyboardkenya.org

Invoice

Application Date : 30-05-2022 ..... Serial Number: 92b5e71e9794efb2a6e0e2df8936e012

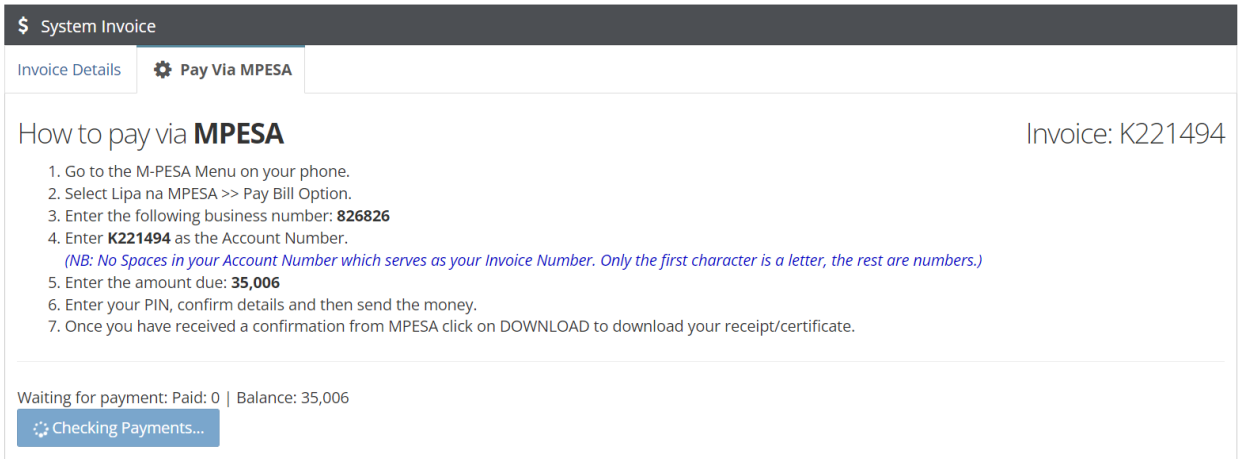
Application Information

Name	**PPB ONLINE DAWA**
Board Number	**999999**
Application Type	**eCTD Product Fees (Products Retention (1 product)) Array**

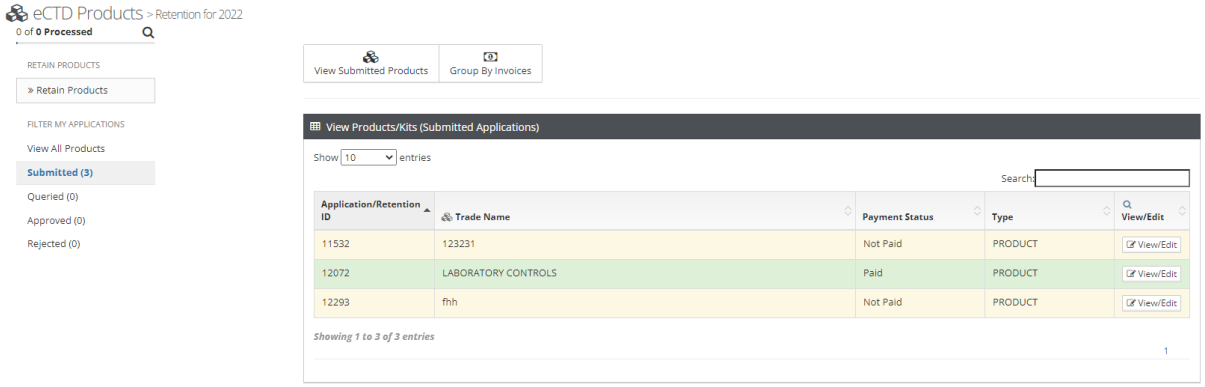
Invoice Details

Invoice Number	**K221494**
Invoice Date	**Monday, 30th May, 2022**
Amount	**Due: KES 35,006 ($ 300) Paid: KES 0 Balance: KES 35,006**
Payment Mode	**N/A**
Date of Payment	**N/A**

10) The system also gives instructions on how to make payments via MPESA



11) Once the payment has been made, the system redirects back to the products retention page and under the submitted products tab, the user can view retained products pending review.

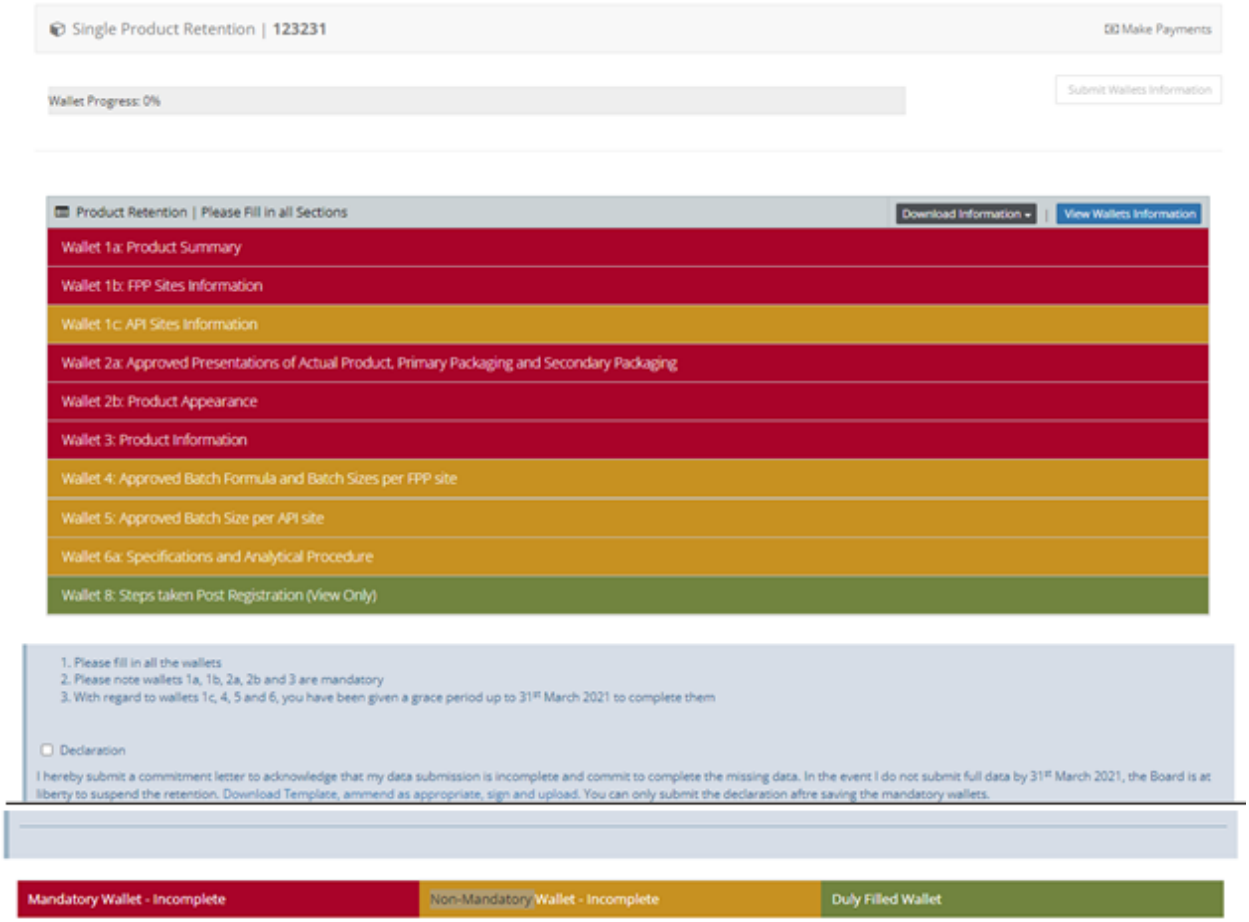


12) The user is now required at this point to submit missing information for their product under the eCTD wallets.

3.1.2 Updating Pharmaceutical Product Wallets Information

The system allows the users to update their information through wallets and submit the same for review. The system has eight wallets:

Wallet	Description	Requirement
Wallet 1a	Product Summary	Mandatory
Wallet 1b	FPP Sites Information	Mandatory
Wallet 1c	API Sites Information	Non-Mandatory
Wallet 2a	Approved Presentations of Actual Product, Primary Packaging and Secondary Packaging	Mandatory
Wallet 2b	Product Appearance	Mandatory
Wallet 3	Product Information	Mandatory
Wallet 4	Approved Batch Formula and Batch Sizes per FPP Site	Non-Mandatory
Wallet 5	Approved Batch Size per API Site	Non-Mandatory
Wallet 6a	Specifications and Analytical Procedures	Non-Mandatory
Wallet 8	Steps taken Post Registration	Pre-populated (View Only)



3.1.2.1 Wallet 1a: Product Summary

This wallet carries the basic information about a product.

Section	Description
Trade Name	
Registration Number	
Registration Date	
Local/Foreign	
Medical Products Health Technology (MPHT) Category	
MPHT Sub-Category	
Combi Pack/Not Combi Pack	
General Route of Administration	
Specific Route of Administration	
Product Dosage Form	
Product Legal Category	
Product Application Path	
Abbreviated Application Path	
Approved Shelflife	
In-use Shelflife	
Approved Shelflife After Reconstitution	
Approved Shelflife After Opening	

Approved Storage Condition	
Supplimentary Manufacturer Storage Condition	
Approved Storage Condition After Opening	
LTR Name	
LTR Physical Address	
MAH Name	
Select MAH	
MAH Physical Address	
Select Distributors	
Registration Certificate	

Product Retention | Please Fill in all Sections

Download Information | View Wallets Information

Wallet 1a: Product Summary

Product Summary | INN Information

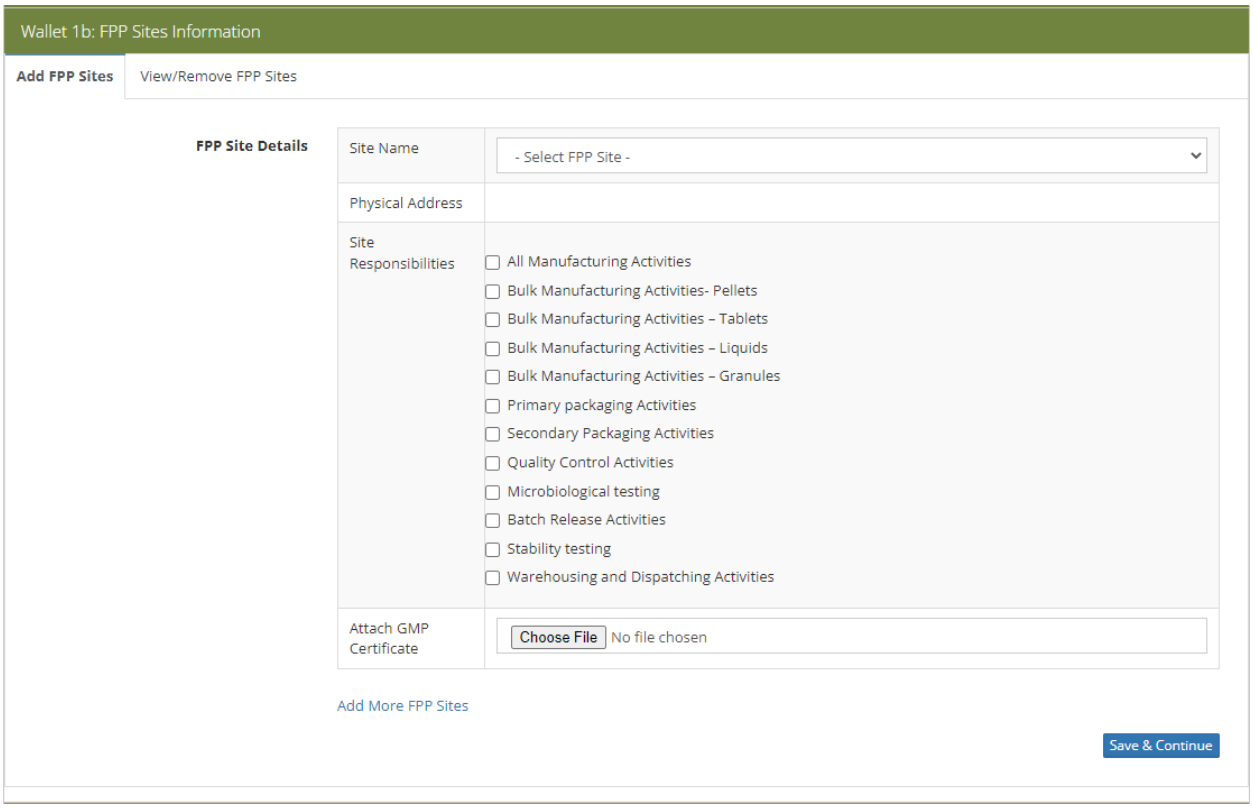
Trade Name	LABORATORY CONTROLS
Registration Number	N/A
Registration Date	2021-03-10 00:00:00
Local/Foreign	Foreign
MPHT Category (View Description)	Vet
MPHT Sub-Category	Human Biologicals
Combi Pack/Not Combi Pack	-- Select--
General Route of Administration	---- SELECT ----
Specific Route of Administration	CONJUNCTIVAL
Product Dosage Form	2:Bath Additive
Product Legal Category	Over-the-counter (OTC) Medicines
Product Application Path	National vvvvv
Abbreviated Application Path	EAC MRH vvvv
Approved Shelflife	9 Months
In-use Shelflife	- none -
Approved Shelflife After Reconstitution	24 hours
Approved Shelflife After Opening	7 days
Approved Storage Condition	Store below 25°C
Supplimentary Manufacturer Storage Condition	
Approved Storage Condition After Opening	Store below 25°C
LTR Name	PPB ONLINE DAWA
LTR Physical Address	Lenana Rd
MAH Name	Select MAH Select MAH (start typing to get dropdown) .
MAH Physical Address	Lenana Rd
Select Distributors	View/Change Selected
Attach Registration Certificate	View Previous Attachment Choose File No file chosen

Save & Continue

3.1.2.2 Wallet 1b: FPP Sites Information

This wallet holds the FPP Sites Information with the following sections:

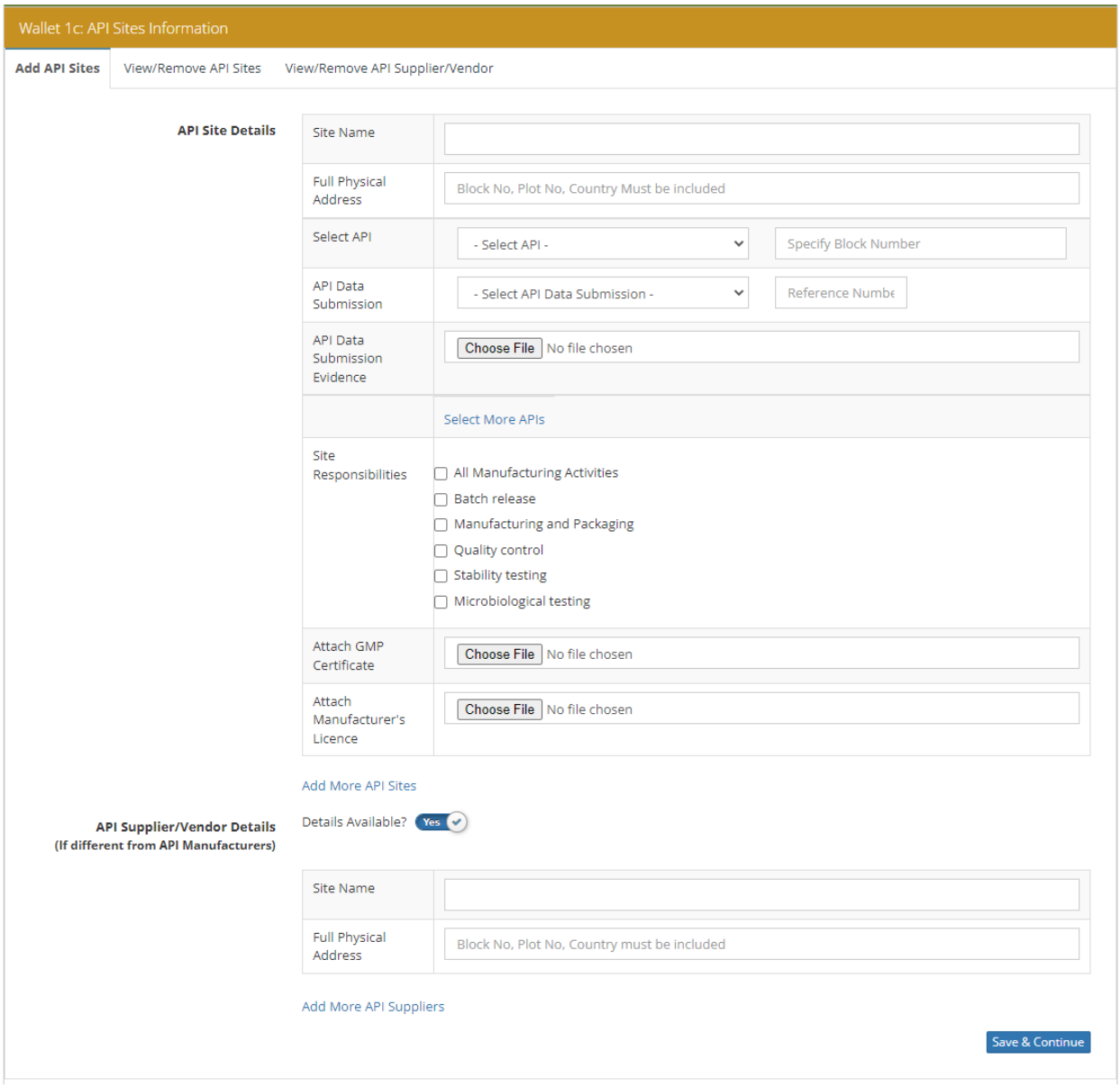
Section	Description
Site Name	The applicant needs to select a site from a prepopulated list of approved FPP sites.
Physical Address	Once the Site Name is selected, the system auto-populates the Physical Address of the selected site
Site Responsibilities	The applicant needs to indicate the site responsibilities, they can check several options from the list: • All Manufacturing Activities • Bulk Manufacturing Activities- Pellets • Bulk Manufacturing Activities – Tablets • Bulk Manufacturing Activities – Liquids • Bulk Manufacturing Activities – Granules • Primary packaging Activities • Secondary Packaging Activities • Quality Control Activities • Microbiological testing • Batch Release Activities • Stability testing • Warehousing and Dispatching Activities
GMP Certificate	As proof of validity, the applicant is required to attach a valid and current GMP certificate for the selected site.



3.1.2.3 Wallet 1c: API Sites Information

This wallet holds API Sites Information with the following sections:

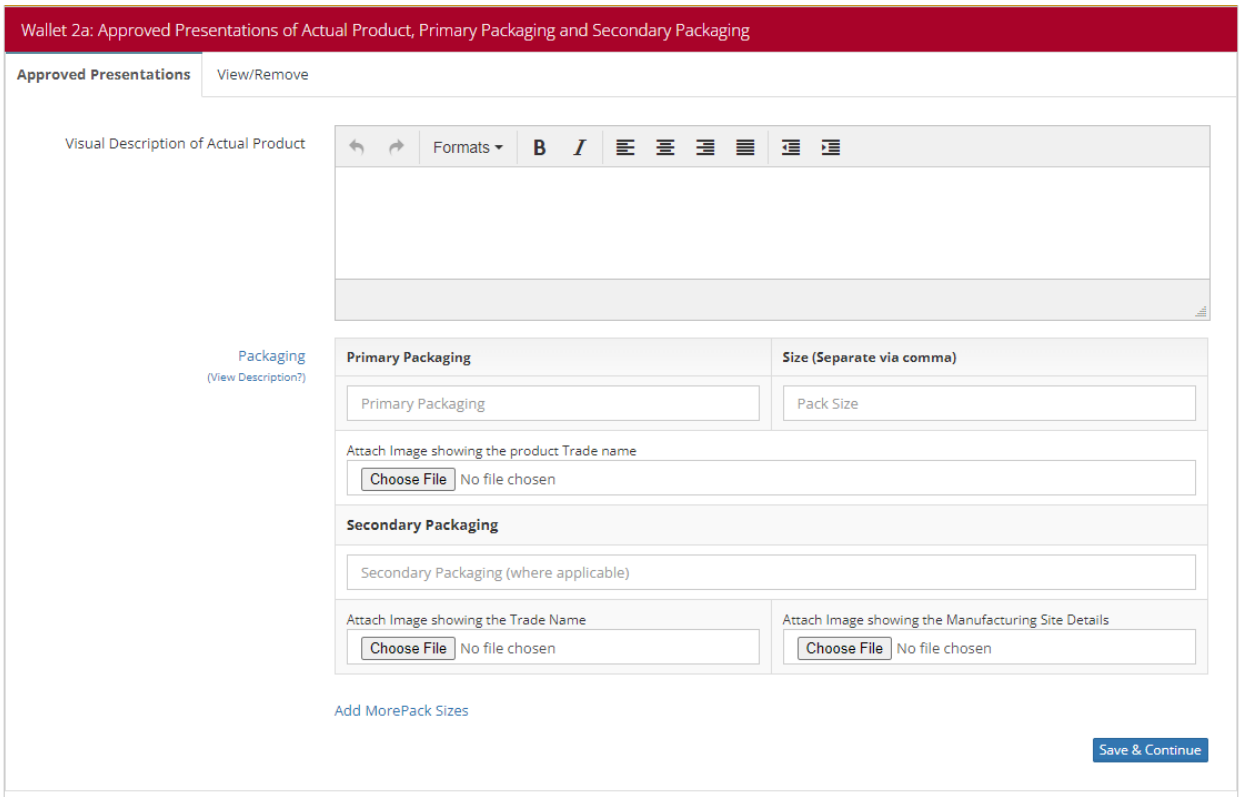
Section	Description
Site Name	The applicant needs to provide a full API Site Name
Full Physical Address	The applicant is required to provide the full physical address which must contain Block Number, Plot Number and country
Select API	The applicant must select the API(s) for the site and the Block Numbers
API Data Submission	The applicant is required to select API Data Submission and the Reference Number
API Data Submission Evidence	The applicant is required to attach the API Data Submission Evidence
Site Responsibilities	The applicant is required to select site responsibilities from the list provided: • All Manufacturing Activities • Batch release • Manufacturing and Packaging • Quality control • Stability testing • Microbiological testing
Attach GMP Certificate	As proof of validity, the applicant is required to attach a valid and current GMP certificate for the selected site.
Attach Manufacturer's Licence	As proof of validity, the applicant is required to attach a valid and current Manufacturer's Licence for the selected site.
API Supplier/Vendor Details (If available and different from API Manufacturers)	
Site Name	The applicant needs to provide the API Supplier Name/Vendor Details
Full Physical Address	API Supplier Name/Vendor Details Full Physical Address



3.1.2.4 Wallet 2a: Approved Presentations of Actual Product, Primary Packaging and Secondary Packaging

This wallet holds Approved Presentations of Actual Product, Primary Packaging and Secondary Packaging with the following sections:

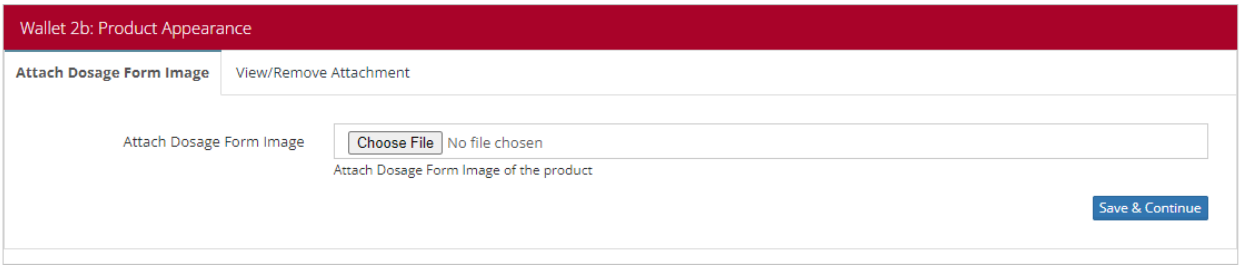
Section	Description
Visual Description of Actual Product	The applicant needs to provide a visual description of the actual product, for instance, a green pill
Primary Packaging	The applicant needs to describe the primary packaging and attach Image showing the product Trade name
Secondary Packaging	The applicant needs to escribe the secondary packaging and attach two images for Secondary Packaging, one displaying the Product Trade Name and another displaying the MAH Details



3.1.2.5 Wallet 2b: Product Appearance

This wallet holds the Dosage Form Image section:

Section	Description
Dosage Form Image	The applicant needs to attach the Dosage Form Image



3.1.2.6 Wallet 3: Product Information

This wallet holds the following Product Information attachments:

Section	Description
SMPC	The applicant needs to attach the SMPC
Patient Information Leaflet (PIL)	The applicant needs to attach Patient Information Leaflet (PIL)
Labelling Summary	The applicant needs to attach the Labelling Summary. The system provides a template of what is expected from the applicant. (See below and also annexed in the document)

PARTICULARS TO APPEAR ON THE SECONDARY PACKAGING OR, WHERE THERE IS NO SECONDARY PACKAGING, ON THE PRIMARY PACKAGING

Please include details per section below. The details under "others" is for guidance only and is not intended to be filled in.

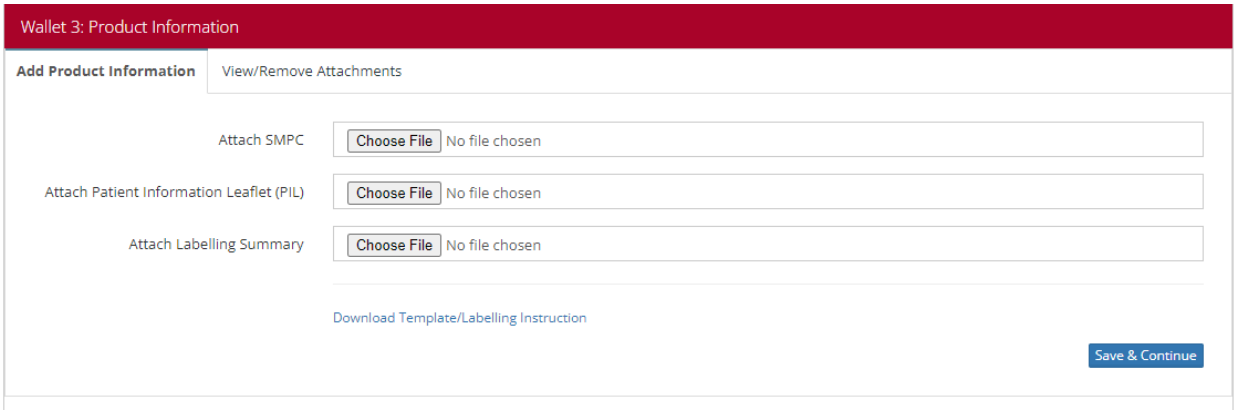
1. Name of the medicinal product
2. Statement of active substance
3. Legal category
4. List of excipients of concern
5. Method and route of administration
6. Special warning that the medicinal product must be stored out of the reach and sight of children
7. Other special warning(s), if necessary
8. Special storage conditions
9. Special precautions for disposal of unused medicinal products or waste materials derived from such medicinal products, if appropriate
10. Name and address of the MAH
11. Name and address of the batch release sites
12. Instructions for use.

Others

Manufacturing date MM/YYYY

Expiry date MM/YYYY

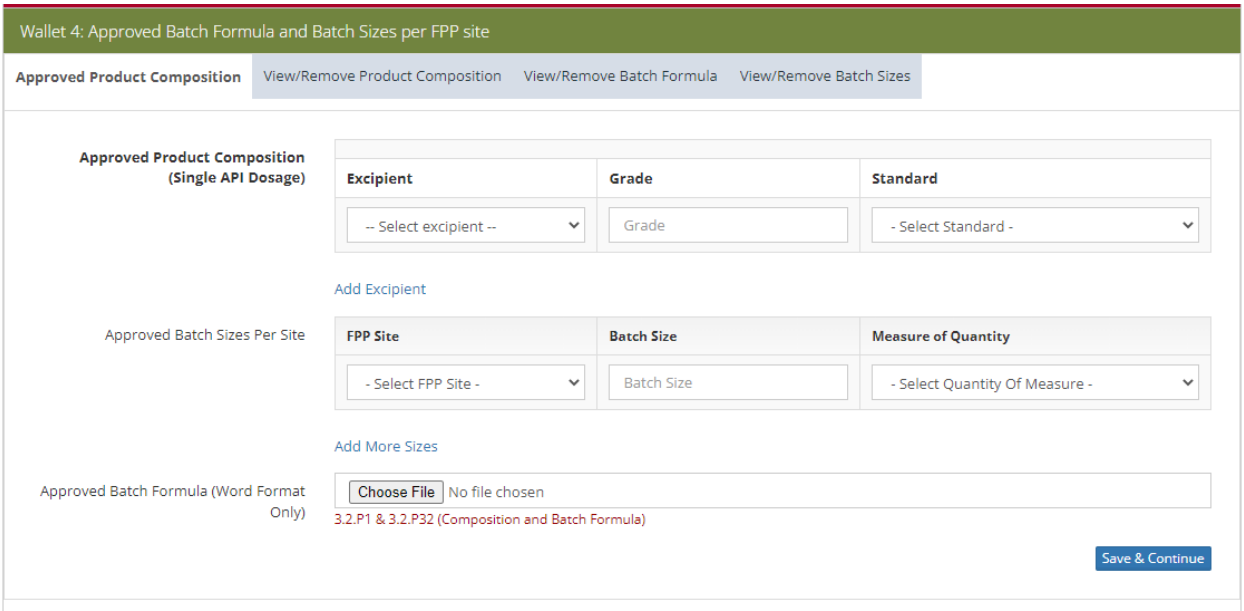
Batch Number <Batch> <Lot> <BN> {number}



3.1.2.7 Wallet 4: Approved Batch Formula and Batch Sizes per FPP site

This wallet holds the approved batch formula and batch sizes per FPP site information:

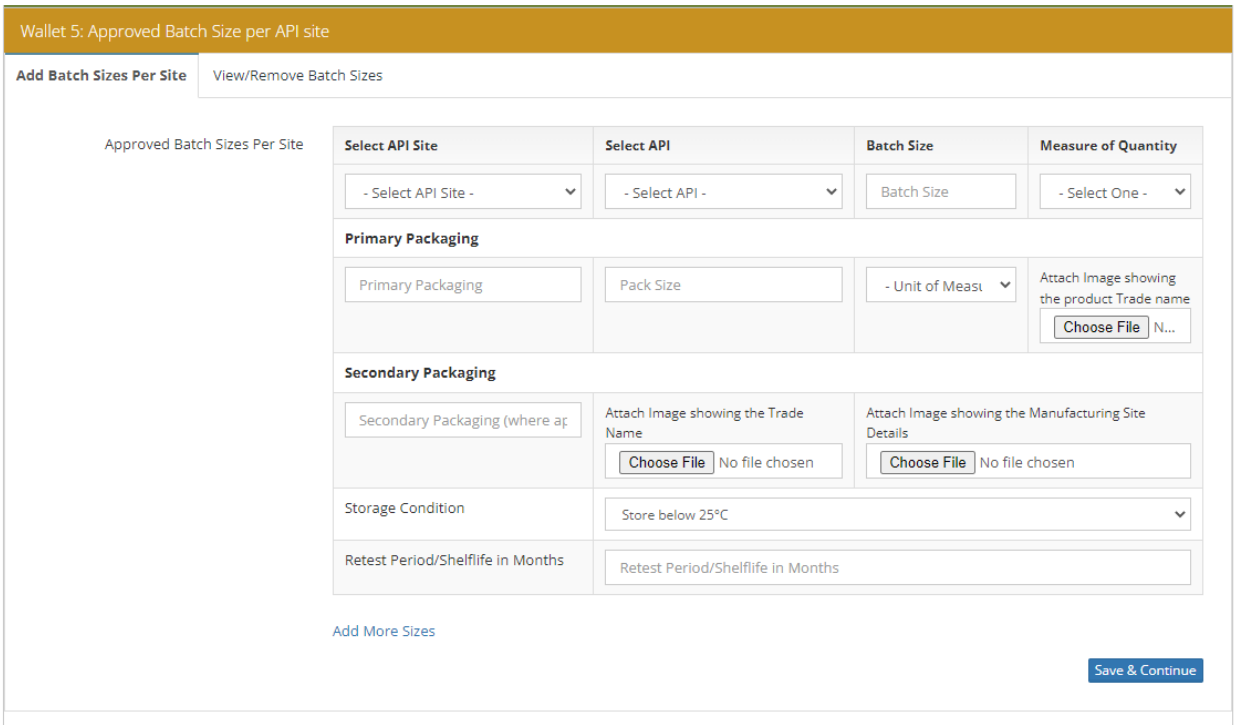
Section	Description
Approved Product Composition	The applicant needs to select excipients with their corresponding grades and standards
Approved Batch Sizes Per Site	The applicant needs to select FPP Sites with their corresponding Batch Sizes and Measure of Quantity
Approved Batch Formula (Word Format Only)	The applicant needs to attach Approved Batch Formula in word format only



3.1.2.8 Wallet 5: Approved Batch Size per API Site

This wallet holds the Approved Batch Sizes Per Site information:

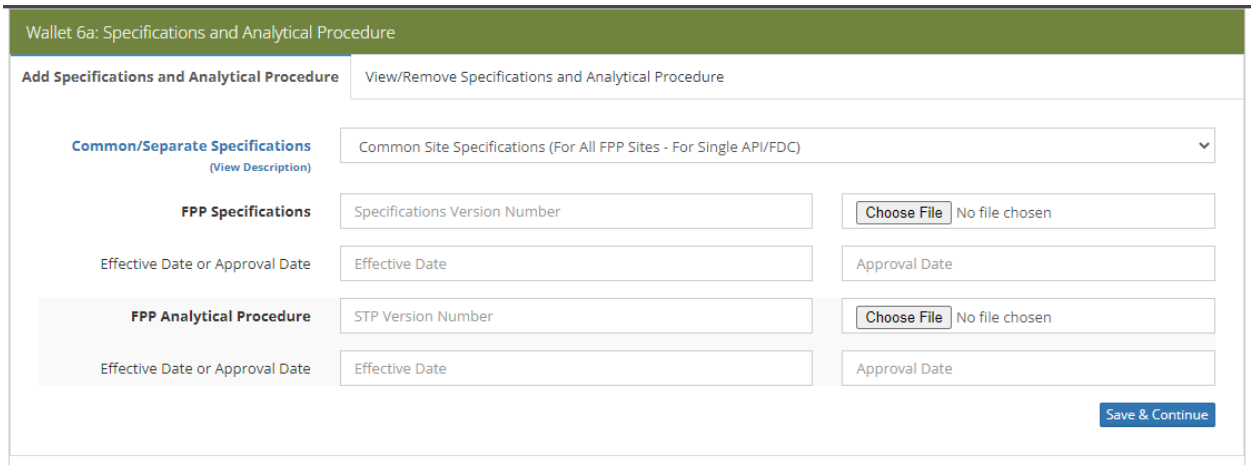
Section	Description
Approved Batch Sizes Per Site	The applicant needs to select the API Sites with their corresponding APIs. Batch Sizes and measure of quantity. They also need to input the primary and secondary packaging and attach the relevant images and finally indicate the storage condition and the retest period within this section.



3.1.2.9 Wallet 6a: Specifications and Analytical Procedure

This wallet holds the Specifications and Analytical Procedure information:

Section	Description
Common/Separate Specifications	The applicant needs to select the specification type: • Common Site Specifications (For All FPP Sites - For Single API/FDC) • Separate Specifications (Per FPP Site - For Single API/FDC) • Combi Products Specifications (Common for all FPP Sites) • Combi Products Specifications (Per FPP Site) The system will display different forms for filling in depending on option selected and based on whether the product is a combi-pack or not.
FPP Specifications	The applicant must provide the Specifications Version Number, the effective and approval dates and attach the proof document for review.
FPP Analytical Procedure	The applicant must provide the STP Version Number, the effective and approval dates and attach the proof document for review.



Wallet 6a: Specifications and Analytical Procedure

Add Specifications and Analytical Procedure | View/Remove Specifications and Analytical Procedure

Common/Separate Specifications (View Description): Combi Products Specifications (Per FPP Site)

Abbott Biologicals B.V.,

FPP Specifications	Specifications Version Number	Choose File No file chosen
Effective Date or Approval Date	Effective Date	Approval Date
FPP Analytical Procedure	STP Version Number	Choose File No file chosen
Effective Date or Approval Date	Effective Date	Approval Date

3M Health Care Ltd

FPP Specifications	Specifications Version Number	Choose File No file chosen
Effective Date or Approval Date	Effective Date	Approval Date
FPP Analytical Procedure	STP Version Number	Choose File No file chosen
Effective Date or Approval Date	Effective Date	Approval Date

Save & Continue

3.1.2.10 Wallet 8: Steps taken Post Registration (View Only)

This wallet is a read only section and holds the Approved Variations for the product:

Section	Description
Approved Variations	The section displays the Variation ID, Variation Code, Previous State, the Change and the approval date.

Wallet 8: Steps taken Post Registration (View Only)

Approved Variations

Show 10 entries Search:

Variation ID	Variation Code	Previous State	Change	Approval Date
9999978	A0.i2	KANARE LIMITED Building Kanare Park Woody Drive Woods 123 Kenya, Africa T: +254(0)12000008 F:+27(0) 11 0000001 Email address: kanare@kanares.com	Alpha Kanare Health International Magadi Soda Avenue, off Woods Avenue, Health Business Park, Nairobi, Kenya	Wed Jul 8 11:31:50 EAT 2020

Showing 1 to 1 of 1 entries Previous 1 Next

3.1.3 Product Licence

The system allow the applicant to download the licence after they have filled the wallets.

MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD
(*Health Act 2017*)
(*Health Amendment Rules of 2018*)

DRUG RETENTION LICENSE

Product ID **12072** License expires on **31st December 2022**	DRUG REGISTRATION **2022 RETENTION**	Document Serial No. **CB2BED7F0D9F1D9AF7833C27A0FBAA1C**
Product Registration No.	N/A	
Trade Name	LABORATORY CONTROLS	
INN of API	N/A	
Strength	N/A	
Shelflife	24 Months	
Manufacturing Site	A. MENARINI MANUFACTURING LOGISTICS AND SERVICES S.R.L	
MAH Name	dfsd	
Registered Batch Size	N/A	
LTR	PPB ONLINE DAWA	
Approved Variations: Check Page 2		

Ensure that the above product is manufactured from ONLY the approved site. Ensure that your manufacturing site(s) is GMP compliant and that each product must met quality specifications as per Pharmacy and Poisons Board GMP requirements. No changes should be made to the product without prior approval of Pharmacy and Poisons Board. You are advised to apply for retention of your products three (3) months prior to expiry of retention period as indicated above. Ensure that ALL products that are in the Kenyan

4. PHARMACY TRADE FACILITATION

4.1 BUSINESS LICENSING

4.1.1 Application for a Pharmaceutical Business License

Application for a Pharmaceutical Business License is done through the practice portal (https://practice.pharmacyboardkenya.org/) by a qualified and registered Pharmacists or Pharmaceutical Technologist (Pharm Tech). There are various categories or business types that can be registered:

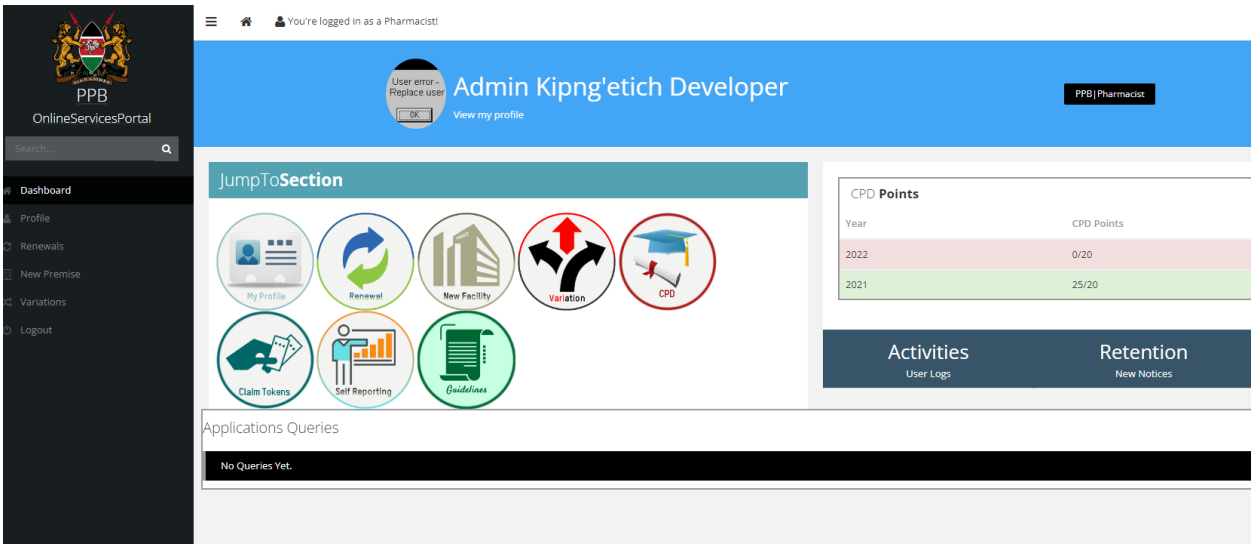
1. Retail
2. Wholesale
3. Manufacturer
4. Hospital
5. Zero-Rated
6. Veterinarian (Wholesale/Manufacturer)
7. Parastatal
8. Public
9. Online - Pharmacy

A Pharmtech can only superintend a retail while a Pharmacist can superintend all categories. The procedure for applying for a business license can be approached in two methods:

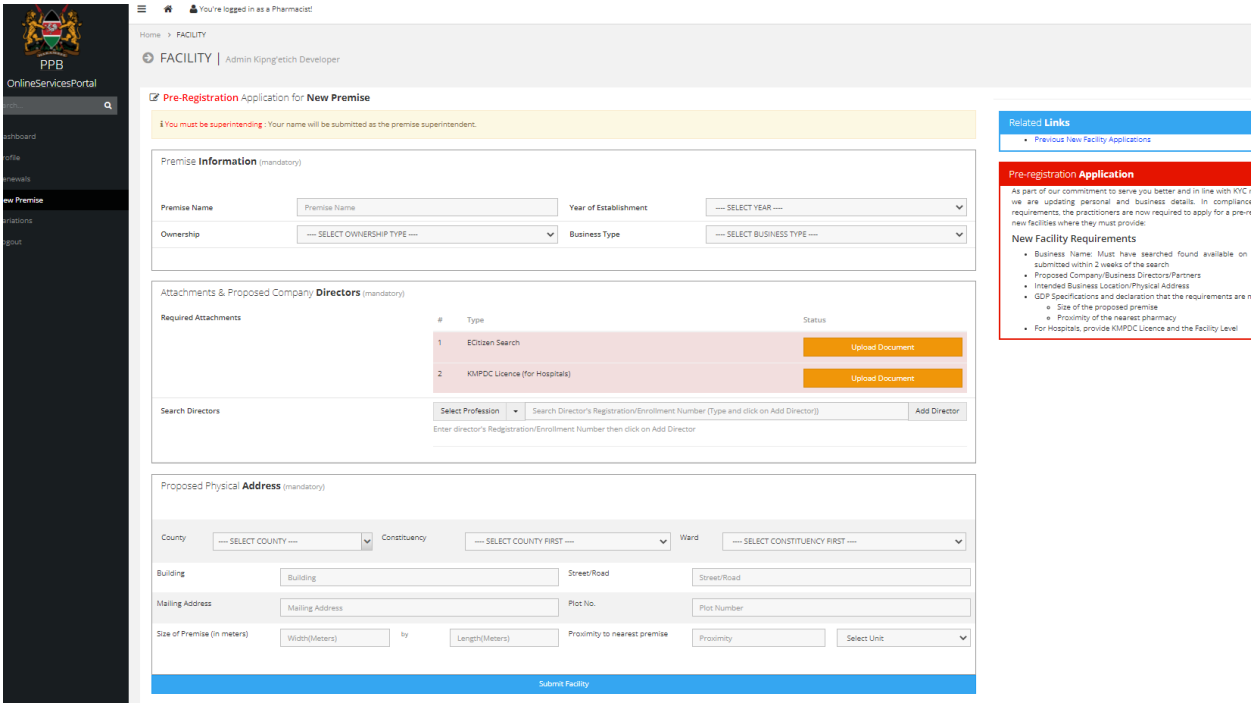
i. New Premise Application
ii. Business License Retention/Renewal

4.1.1.1 New Premise Application

1) The dashboard for practice portal offers quick links to different sections of the portal. To access the New Premise Application Form, the user needs to visit New Premise link:



2) There is a Preregistration process to determine whether the new premise qualifies to be registered as per the guidelines set out under the Good Manufacturing Practices Guidelines.



a. Some of the regulations on the checklist at this stage include:
   - Building
   - Street/Road
   - Mailing Address
   - Plot Number
   - Size of Premise (Width X Length in meters)
   - Proximity to nearest premise
b. The Preregistration process does not attract any charges but it requires inspectors to go and verify the information provided by the client
c. After the inspectors visit the site, a site inspection report is submitted to the board and after successful evaluation, the client is allowed to proceed to do the full registration

3) The full registration form comes with pre-populated information from the pre-registration step but requires the user to input additional information including:
   a. Additional Attachments
      - Certificate of Incorporation or Business Reg Cert (BN3)
      - Business KRA PIN
      - CR12 (for Companies)
      - KMPDC Licence (for Hospitals)
   b. Certificate/Business Registration Number
   c. Business KRA PIN
   d. Business Directors
   e. Contact Information

✔ Application for **New Premise** : : You must be superintending : Your name will be submitted as the premise superintendent.

Premise **Information** (mandatory)

Premise Name	Test Premise	**Year of Establishment**	1975
Ownership	PARTNERSHIP	**Business Type**	WHOLESALE

KYC Compliance | Business Details

You are required to furnish the board with the following details: Update Business KRA PIN, Attach Certificate of Registration/BN3 from the Registrar of Companies (Attorney General (AG) Chambers), Attach Business KRA PIN, Attach CR12 (for Companies), Attach KMPDC Licence (for Hospitals)

Certificate/Business Reg Number ?	Certificate/Business Registration Number
Enter Business KRA PIN ?	Business KRA PIN Number

Required Attachments

#	Type	Status
1	Certificate of Incorporation or Business Reg Cert (BN3)	Upload Document
2	Business KRA PIN	Upload Document
3	CR12 (for Companies)	Upload Document
4	KMPDC Licence (for Hospitals)	Upload Document

Search Directors

Select Profession | Search Director's Registration/Enrollment Number (Type an | Add Director

Enter director's Redgistration/Enrollment Number then click on Add Director

Permanent **Address** (mandatory)

Physical Address	Physical Address	Street/Road	Port Reitz
Mailing Address	Mombasa	Plot No.	12345
Telephone No.	Telephone No	Building	Changamwe
Mobile No	Mobile Number	County	Mombasa
Constituency	CHANGAMWE	Ward	PORT REITZ
Email	email	Branch	○ Yes ● No
Website	Website		

Submit Facility

4) Once the applicant fills the form duly, they submit and the system generates an invoice for the client and provides instructions for payment. The application fees varies according to type of premise chosen as per the guidelines. After payment, the client is able to download a receipt and the application is submitted for review.

Home > INVOICE

INVOICE | Admin Kipng'etich Developer

Invoice's Details | Make Payments

PPB **Online Payments** Invoice

Prepared by
Pharmacy and Poisons Board
P.O. Box 27663 - 00506, Nairobi.
E: info@pharmacyboardkenya.org

Prepared for
Admin Kipng'etich Developer
P.O. Box 27663, Lenana Road - 00506, Nairobi
E: mburug2004@gmail.com

INVOICE NO :N18933
INVOICE DATE : 2018-03-26

DESCRIPTION	(KES)	TOTAL
Application for New Premise		15000
	Total	15000
	Paid	0
	Balance	15000

Invoice notes

All amounts shown are in KES, unless otherwise stated. It may take a few moments for this transaction to reflect in your account after a payment is made. Kindly be patient and the system will automatically update your transaction. However, if it takes more than 24 Hours without any update, please contact PPB via info@pharmacyboardkenya.org.

Invoice ID: N18933

15000
Make Payments

Edit Application

Home > INVOICE

INVOICE | Admin Kipng'etich Developer

Invoice's Details | Make Payments

How to pay via **MPESA** Invoice: N18933

1. Go to the M-PESA Menu on your phone.
2. Select Lipa na MPESA >> Pay Bill Option.
3. Enter the following business number: **826826**
4. Enter **N18933** as the Account Number.
   (NB: No Spaces in your Account Number which serves as your Invoice Number. Only the first character is a letter, the rest are numbers.)
5. Enter the amount due: **15000**
6. Enter your PIN, confirm details and then send the money.
7. Once you have received a confirmation from MPESA click on DOWNLOAD to download your receipt/certificate.

Waiting for payment: Paid: 0 | Balance: 15000

Checking Payments...

You're logged in as a Pharmacist! | Admin Developer

Home > FACILITY

FACILITY | Admin Kipng'etich Developer

Application for **New Premise**

Admin Developer
Reg/Enrollment No: 999999
Admin Kipng'etich Developer
P.O. Box 27663, Lenana Road - 00506, Nairobi.
mburug2004@gmail.com
0726225994
01-01-1970

New Premise Information

Premise	PPB Online Dawa	Amount Paid	15000
Superintendent	YES	Renewal Date	26-03-2018

Download Receipt | Edit Application

MINISTRY OF HEALTH

PHARMACY AND POISONS BOARD

P.O. Box 27663 - 00506, Lenana Road.
Tel: +254 20 2716905/6, +254 733 884 411/ +254 720 608811
Email: info@pharmacyboardkenya.org Website: www.pharmacyboardkenya.org

Payment Confirmation

Renewal Date: 26-03-2018 Serial Number: 6c5532cd89a43796f19e4ac21f3b8c72

Licence Information

Name	DEVELOPER ADMIN KIPNG'ETICH
Registration/Enrollment	999999
Licence Type	2022 Annual Practice Licence For Pharmacist
Premise	PPB Online Dawa
Superintendent	Yes

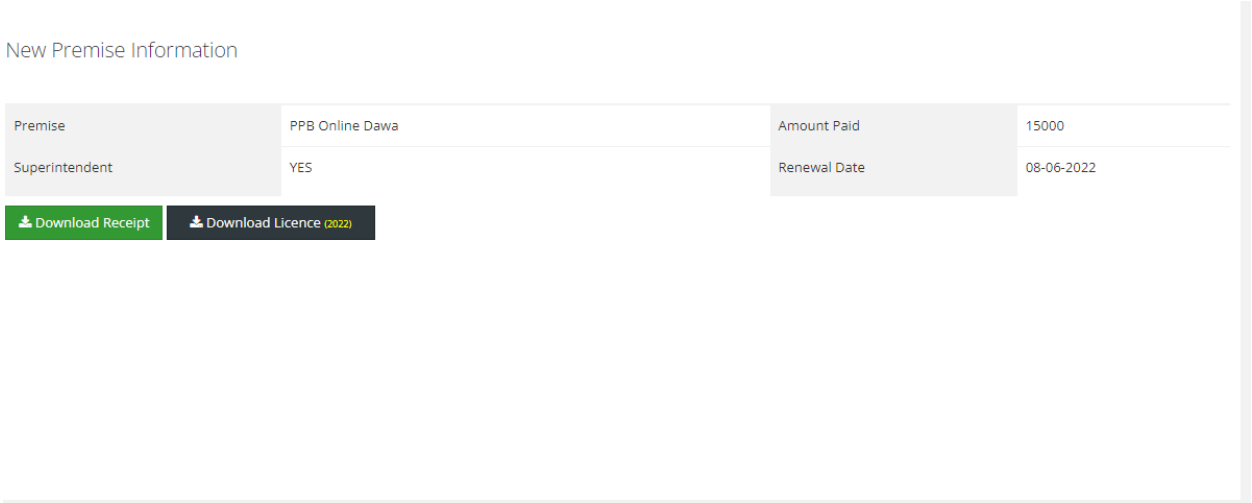
Payment Details

Invoice Number	N18933
Invoice Date	26-03-2018
Amount	Due: 15000 Paid: 15000 Balance: 0
Payment Mode	MPESA
Date of Payment	26-03-2018
Original Payment ref No	40224/N18933

This is a computer generated receipt downloaded from Pharmacy & Poisons Board (PPB) Portal, practice.pharmacyboardkenya.org.
It is a valid payment confirmation issued under the Authority of PPB and does not serve as a licence.

5) The registration information, once submitted, undergoes through three stages:

a. First Review: The first reviewer verifies all information submitted and validates all attached documentation. The client can be queried at this point and asked to correct any erroneous/ambiguous information. After successful first review, the application moves to inspection.
b. Inspection: The regional inspectors gets notified of all new premise/business registration that have been reviewed and pending inspection in their respective regions. They run a thorough inspection as per the guidelines and submit their report for the final review.
c. Second/Final Review: The final reviewer verifies the inspection report and if it is satisfactory, they approve the application. The user gets a notification and they are now able to access and download their license.



SR No. 020121/22
FORM 31

MINISTRY OF HEALTH

THE PHARMACY AND POISONS ACT
(*Cap.244, Sub. Leg.*)
(*The Pharmacy and Poisons Rules*)

PREMISES REGISTRATION CERTIFICATE FOR PHARMACEUTICAL TECHNOLOGIST'S PRACTICE

Name of Premises.....PPB ONLINE DAWA.....

Registration No of Premises.....PPB/TEST/99855.....

Location of Premises.....CHANGAMWE ROAD.....

Town.....CHANGAMWE.....Street.....MOKAA ROAD.....

Plot No.....Plot No. 15555/22.....

Name of pharmaceutical technologist.....ADMIN DEVELOPER.....

ID No.....123456.....Enrollment No.....999999.....

Has met the necessary conditions for the business of a pharmaceutical technologist to be carried therein

08-06-2022
.....
Date

Note. (i) This Registration expires on 31st December .....2022.....

(ii) No change of premises is permitted without authority of the Board.

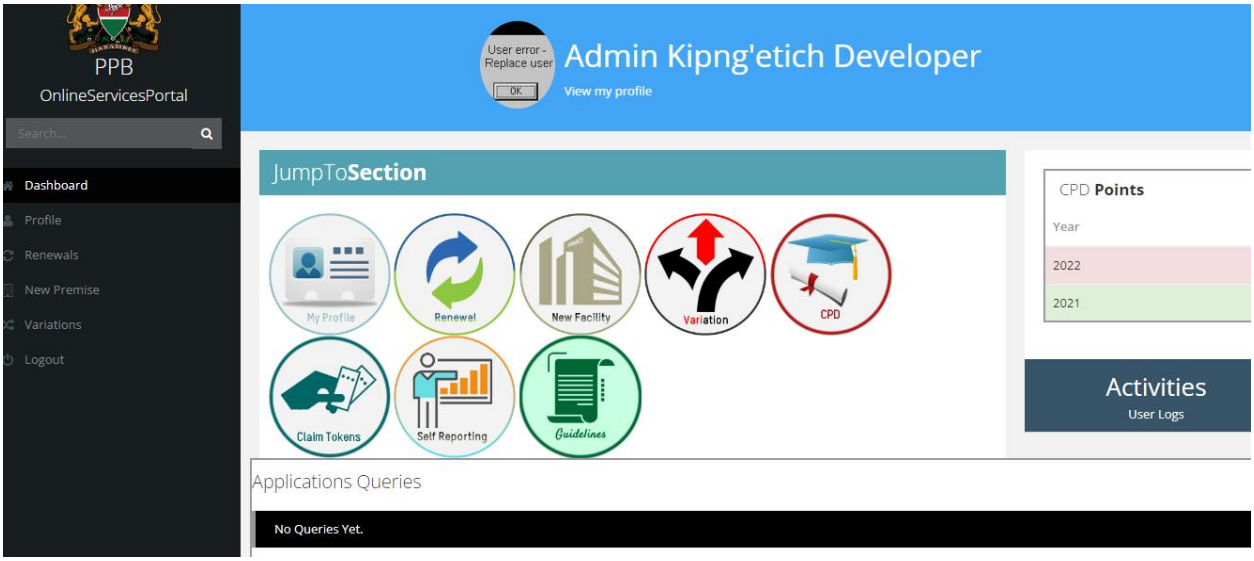
(iii)This registration shall become void upon expiration of 30 days from any change of ownership of the business.

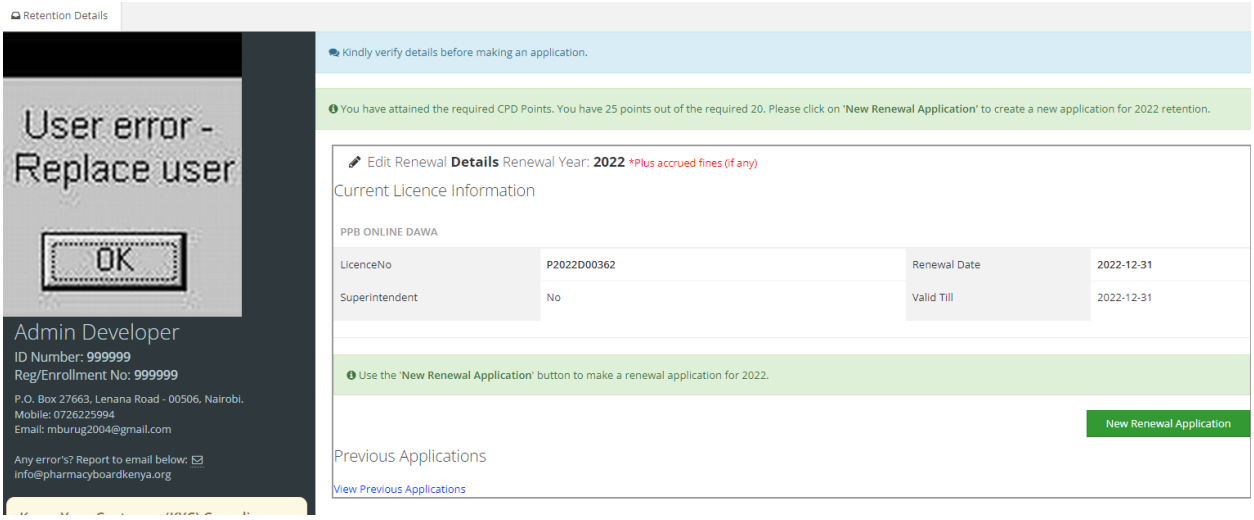
KShs. 15000 **Licence No. BU2022/123456**

4.1.1.2 Business License Retention/Renewal

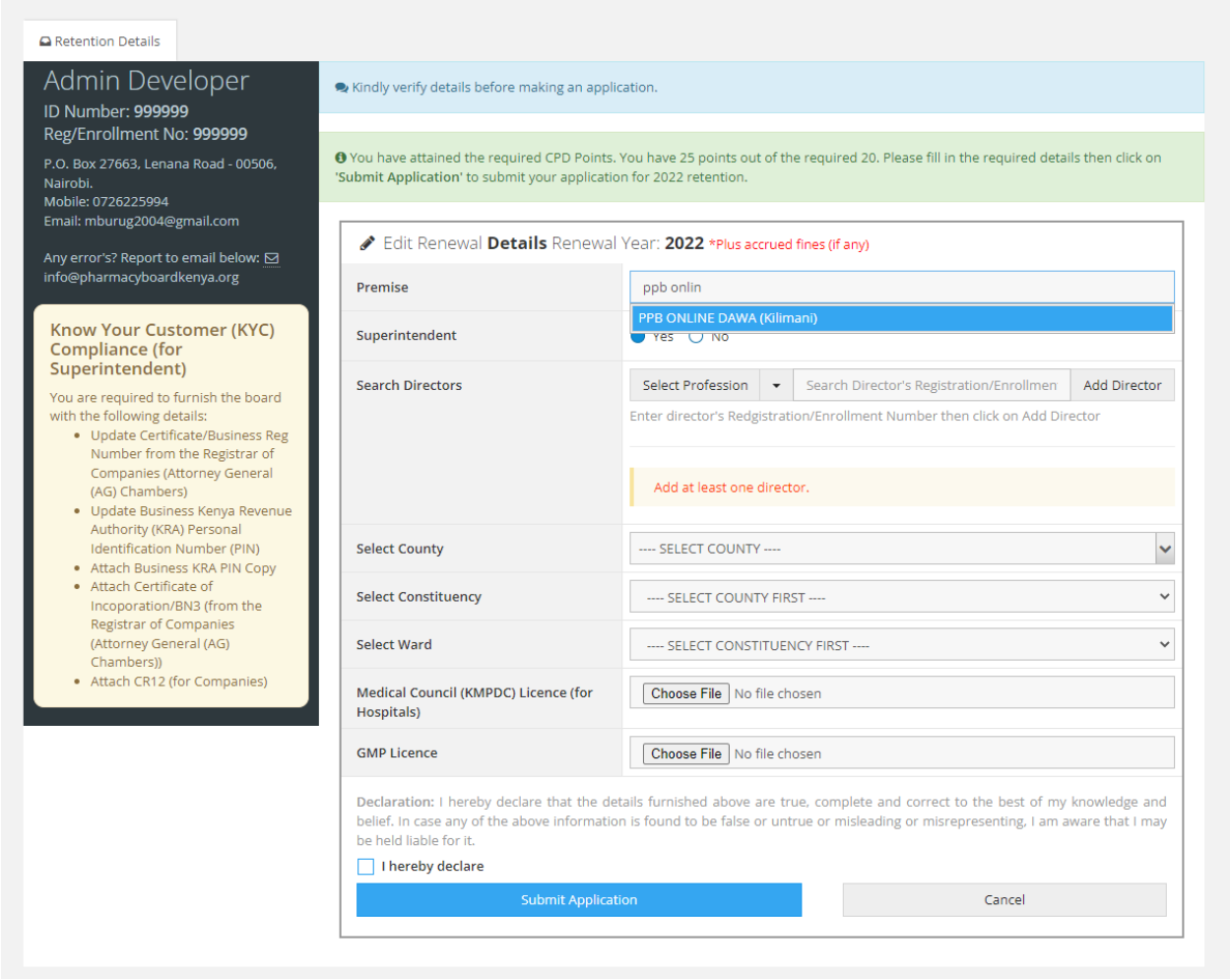
When applying for business license retention, one needs to be a superintendent:

1. Log into the PPB's practice portal (https://practice.pharmacyboardkenya.org/)
2. Sign in using your registration or enrollment number and password
3. Once logged in, click on "Renewal" on the dashboard then "New renewal application"

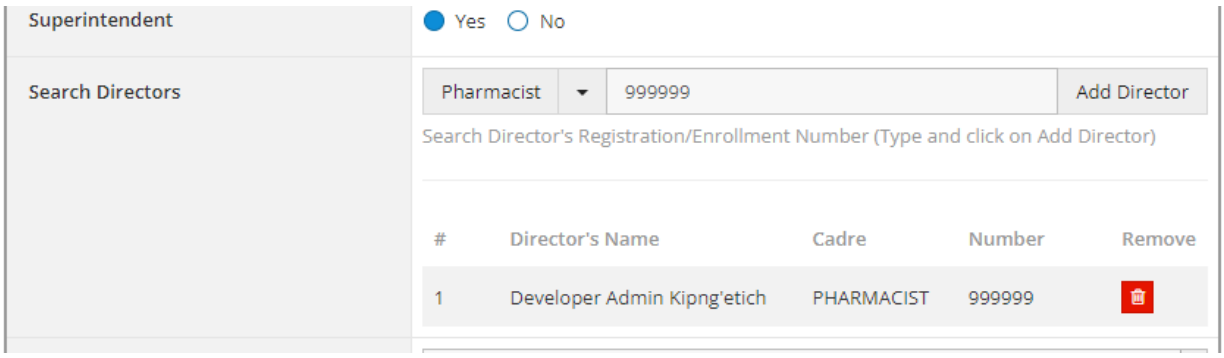




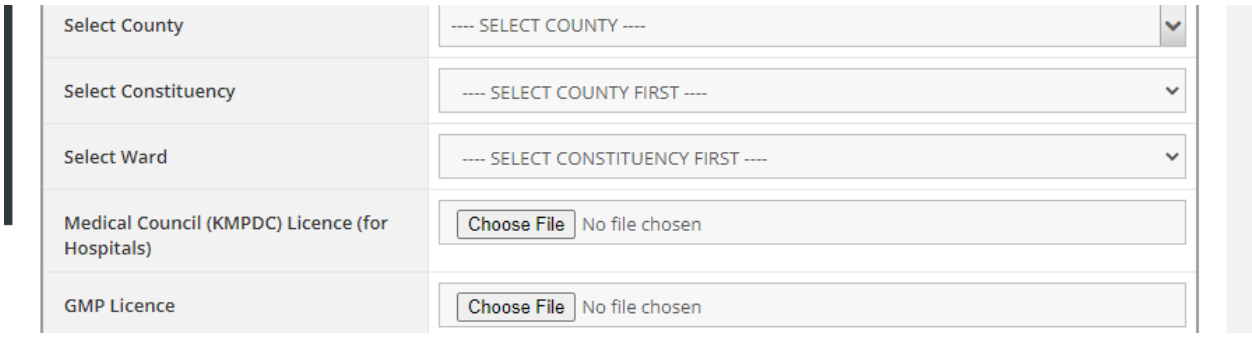
4. Write the name of the premise and wait for a drop-down list to appear from the database and choose the premise from the list



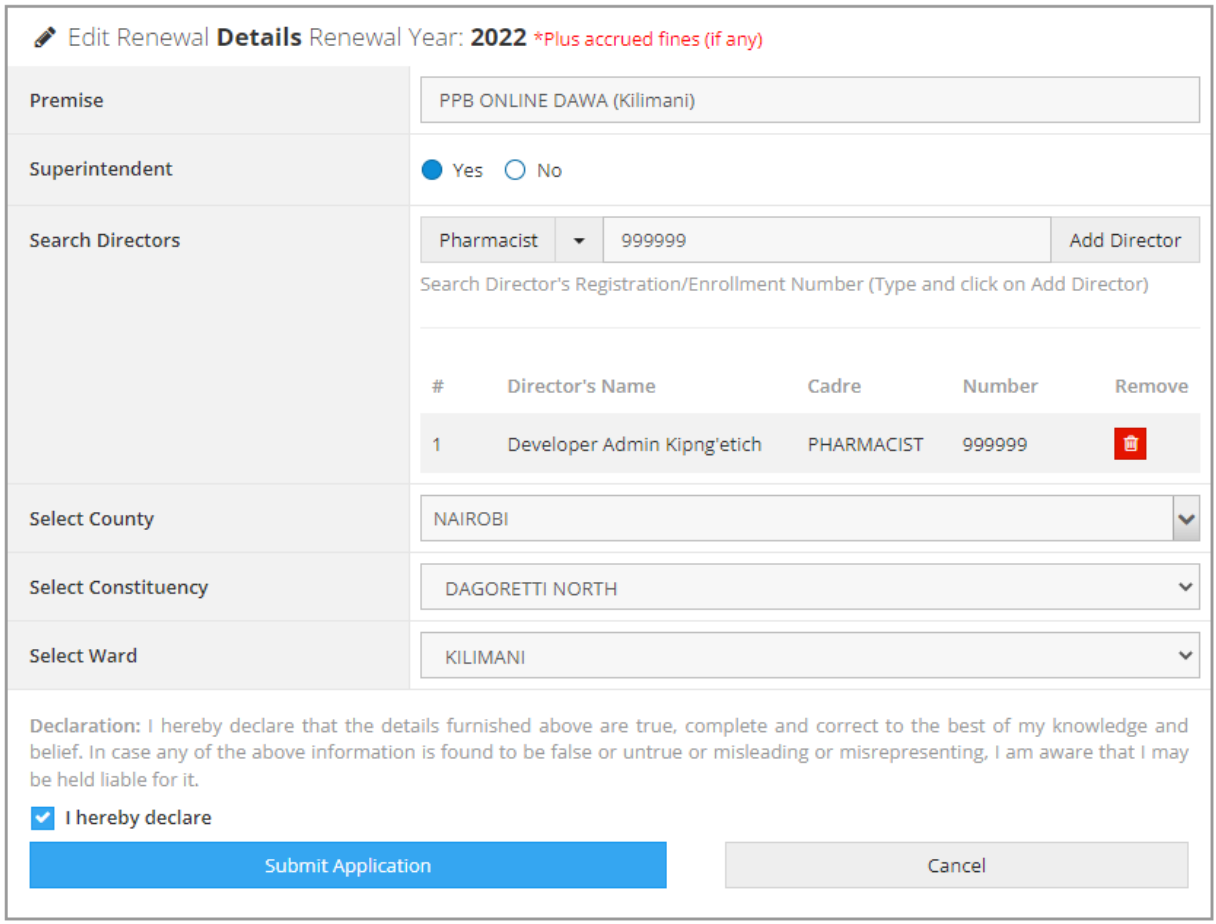
5. Choose "YES" for superintendent
   - NB: If the user is not a superintendent and only requires a practice license without the premise license attached, then they can choose the option 'No'
6. If the premise type is Retail or Wholesale, add the name of the director at the bottom and submit



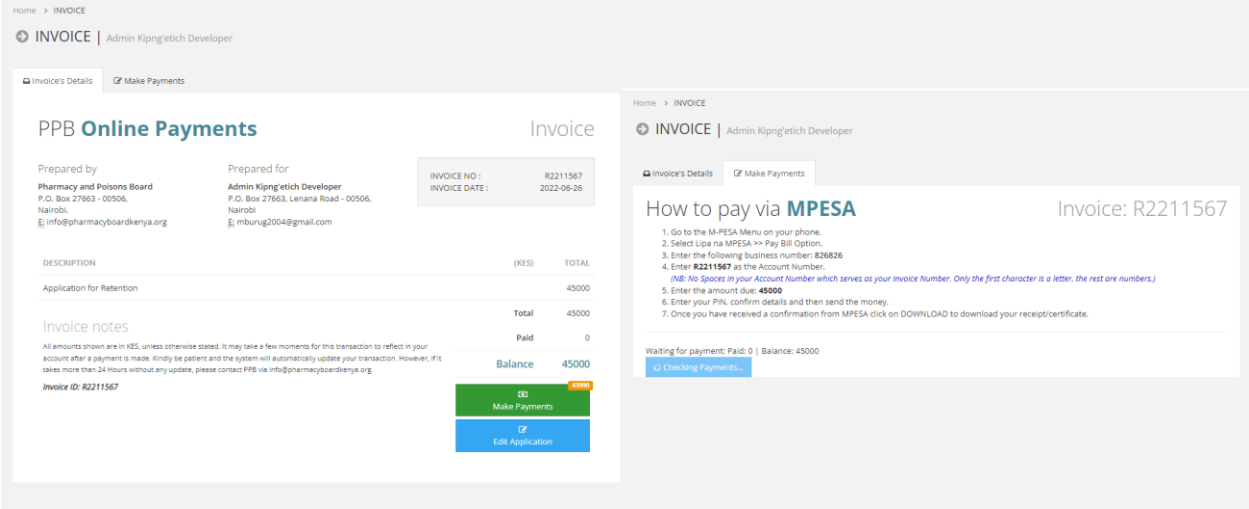
7. If the premise is a Hospital, attach the current year's medical council license, add the name of the director at the bottom and submit for payment



8. If the premise is a Manufacturer, attach the current GMP certificate from PPB, add the name of the director at the bottom and submit for payment



9. Once on the payment page, follow the instructions on payment and download your receipt and wait for communication from the Board on the review process.



10. After successful review of the renewal/retention application, the applicant gets a notification to download their license, otherwise they are allowed to edit/update application details and resubmit.

SR No. 000932/22

MINISTRY OF HEALTH

THE PHARMACY AND POISONS ACT
(*Cap.244, Sub. Leg.*)
(*The Pharmacy and Poisons Rules*)

2022 ANNUAL PRACTICE LICENCE FOR PHARMACIST

Name: Dr. DEVELOPER ADMIN KIPNG'ETICH
ID No: 999999
Registration No: 999999

Premise: PPB ONLINE DAWA
Plot No. 123 LENANA
123 NAIROBI
Town: Kilimani

The above named person is hereby licensed to practise as a Pharmacist in accordance with the Pharmacy and Poisons Act.

This Licence is valid upto 2022-12-31, subject to compliance of the provisions of the Act.

Fee: KShs. 5000 **Licence No. P2022D00362**

SR No. 000934/22

FORM 33

MINISTRY OF HEALTH

THE PHARMACY AND POISONS ACT
(*Cap.244, Sub. Leg.*)
(*The Pharmacy and Poisons Rules*)

CERTIFICATE FOR REGISTRATION OF PREMISES

Messrs.....**PPB ONLINE DAWA**.....

of.....**123 NAIROBI**.....

Plot No.....**Plot No. 123 LENANA**.....is registered to carry on business of a pharmacist as provided for by section 23.

Registered No. of premises..**PPB/P/1970**.....

24-11-2021
.....
Date

Note. (i) This Registration expires on 31st December **2022**

(ii) No change of premises is permitted without authority of the board.

(iii)This registration shall become void upon expiration of 30 days from any change of ownership of the business.

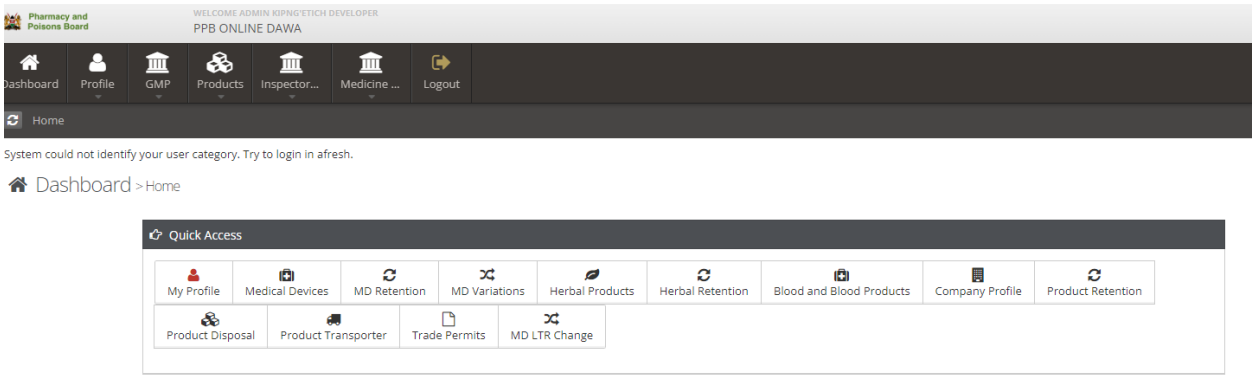
Fee: KShs. 10000 **Licence No. BU202201086**

4.2 IMPORT/EXPORT FACILITATION

4.2.1 Application for Permit to Import/Export Pharmacy Products

1. To apply for Permit to Import/Export Pharmaceutical Products, the user requires to have a valid and current PPB Business License. The user can then proceed to the PRIMS portal (https://prims.pharmacyboardkenya.org/) to create and submit their permit application.

2. The business with a current license are able to access the permits application form via the link 'Trade Permits' on the dashboard



3. On clicking on the link, the user gets a list of all previous applications made and a link to create a new application

Trade Permits > View All Permit Applications

» New Permit Application

FILTER MY APPLICATIONS

View All

Processed ()

Trade Permits

Show 10 entries Search:

ID	Application Ref Number	Invoice Number	Processed	Amount Due	Invoice Date	Status	Tools
1	UCR123456789BQ23DEC	D2110	Processed	0	2021-04-23 09:46:22	Paid	
2	UCR2034DEC09873NICD466	D2111	Processed	0	2021-04-23 09:51:27	Paid	
3	UCR2034DEC09873NICD466	D2112	Processed	813	2021-04-23 09:51:36	Not Paid	
4	UCR2034DEC09873NICD466	D2113	Pending	813	2021-04-23 09:51:57	Not Paid	
5	UCR2034DEC09873NICD466	D2114	Pending	813	2021-04-23 09:55:37	Not Paid	
6	CD2021000PPB321F0002556119	D2115	Pending	2	2021-05-03 12:57:18	Not Paid	
7	c1232r34342342342342	D2116	Pending	8	2021-05-03 12:59:42	Not Paid	
8	CD2021000PPB321F0002556119	D2117	Pending	2	2021-05-03 13:04:19	Not Paid	
9	CD2021000PPB321F0002556119	D2118	Pending	2	2021-05-03 13:11:05	Not Paid	
10	UCR123TEST2021	D2119	Pending	2	2021-05-03 14:19:53	Not Paid	

Showing 1 to 10 of 17 entries

Previous 1 2 Next

4. The application for is simplified with minimal information requested as the system is integrated with pertinent systems within the region notably Kentrade to access all information required for the permit application. Once the applicant enters the Kentrade Application Reference Number, the system will be able to link the new application to the existing Kentrade application and fetch pertinent permit details.

Permit Information

Select Regime*

Import Export

Select Importer

View/Change Selected

Application Reference Number (Kentrade Permit)*

Application Reference Number

Enter Exporter Name and Physical Address*

Exporter

FOB Currency*

FOB Currency

Total FOB value in foreign currency

FOB Value

Total FOB value in national currency

Transport Mode*

Select Transport Mode

Port Of Entry*

Select Port Of Entry

Country of Supply

Country of Supply

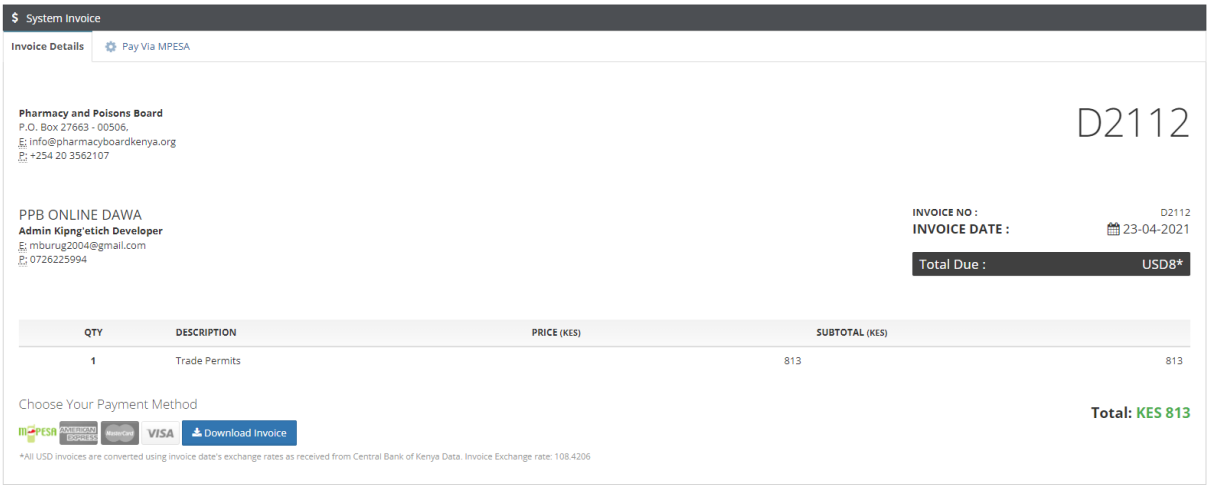
Attach Kentrade Submitted Permit*

Choose File No file chosen

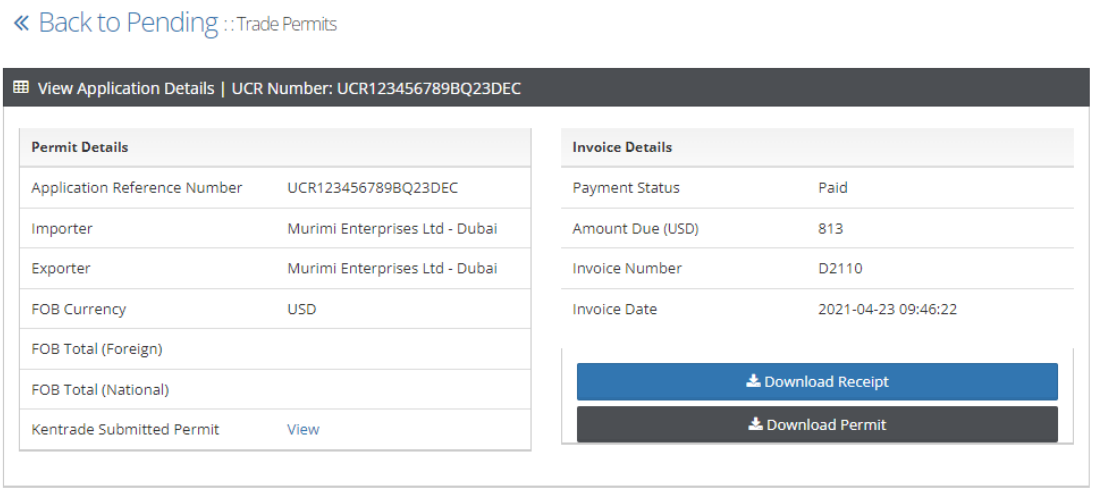
I confirm that the information given in this form is true, complete and accurate.

Submit Permit Info for Evaluation

5. After a duly filled in form, the applicant gets an invoice from the system to make payments to allow the application to be submitted for processing.



6. After the application has been submitted, the Trade department reviews and after a successful review, the applicant gets a notification to visit the portal and download their Trade Permit.



5. APPENDICES

5.1 CSV UPLOAD FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Admission no	First Name	Middle Name	Last Name	ID Number	Passport No	Birth Certificate No	Email	Mobile	Gender			
2	12256	John	Doe	Junior	123654	G450S12	123456789	john@doe.com	071158693	Male			
3													
4													
5													
6													

Upload Rules

1. Must be a **CSV** format
2. Should follow the sample provided on the portal (It is recommended to download and use the one provided)
3. List must not be more than the allowed index limit
4. List must have all the fields complete especially email and phone, otherwise institutional administrator might not be able to submit the list to PPB
5. Date format must follow ***YYYY-MM-DD***
6. Emails should be verified as they will create the initial contact with the student and will allow the student to login

5.2 LABELLING INSTRUCTION TEMPLATE

PARTICULARS TO APPEAR ON THE SECONDARY PACKAGING OR, WHERE THERE IS NO SECONDARY PACKAGING, ON THE PRIMARY PACKAGING

Please include details per section below. The details under "others" is for guidance only and is not intended to be filled in.

1. Name of the medicinal product
2. Statement of active substance
3. Legal category
4. List of excipients of concern
5. Method and route of administration
6. Special warning that the medicinal product must be stored out of the reach and sight of children
7. Other special warning(s), if necessary
8. Special storage conditions
9. Special precautions for disposal of unused medicinal products or waste materials derived from such medicinal products, if appropriate
10. Name and address of the MAH
11. Name and address of the batch release sites
12. Instructions for use.

Others

Manufacturing date MM/YYYY
Expiry date MM/YYYY
Batch Number <Batch> <Lot> <BN> {number}

MINIMUM PARTICULARS TO APPEAR ON BLISTERS OR STRIPS

Please include details per section below.

1. Name of the medicinal product
2. Name of the FPP manufacturer
3. Name of the MAH

Others

Manufacturing date MM/YYYY
Expiry date MM/YYYY
Batch Number <Batch> <Lot> <BN> {number}
NOTE: The details under "others" is for guidance only and is not intended to be filled in.

Pharmacy and Poisons Board
P.O. Box 27663 – 00506,
Nairobi, Kenya.
Lenana Road Opp. DOD
www.pharmacyboardkenya.org