

January 2018  
CMDh/076/2007/Rev.4

## Member states recommendation on the cover letter for new applications submitted through the MRP/DCP

With every MA application, the applicant is required to provide a cover letter with appropriate regulatory information. The cover letter however does not reduce the applicant's responsibility to submit an application in accordance with the requirements in the current legislation.

The purpose of the recommendation is to highlight which information the CMDh advises to be included in the cover letter, to support the validation of the application. We would also recommend the applicants to seek advice on published guidance papers on MSs websites prior to submission.

The following information is highly recommended to be included in the Cover Letter:

- Name of the medicinal product;
  - Name of the active substance(s) and the ATC code;
  - The allocated MRP/DCP procedure number;
  - If applicable, the allocated national file number;
  - Legal basis of the application;
  - Use of European reference medicinal product (when appropriate);
  - Indicate if the strength(s) and/or the pharmaceutical form(s) and/or the indication(s) of the reference medicinal product differs between RMS/CMS (when appropriate);
  - Confirmation of identical dossiers in the RMS and CMS concerned;
  - Information whether multiple/duplicate applications are submitted, also in cases where the duplicates are not submitted simultaneously. When submitted later, a reference to the first application should be given.
  - A clear description of the enclosures;
  - When different formats (eCTD, ~~NeeS~~, ~~other electronic~~ or paper) are submitted to different NCAs (RMS/CMS), the differences should be explained.
-

- Indication whether a transfer of ownership (MAH) for the medicinal product is to take place in the national step after finalization of the procedure (applicant should seek advice on MSs websites as transfer during this step is not possible in all MSs).
- Fees paid (when appropriate as some MSs send invoice after receipt of the application).
- In case both a paper copy and an electronic copy of application is provided, it should be clearly stated that the copy is identical (most MS do not allow differences but if a MS due to their national practice allows differences these will have to be explained).
- When appropriate and if important for the validation of the application(s) additional information can be provided.

Further information to electronic component(s) of the submission, if relevant (~~Member States would like to emphasize that~~ eCTD ~~is the preferred~~ format is mandatory to use in all EU procedures):

- Number of media units per application (full set) and number of copies;
- Index (content) of each media unit;
- For eCTD ~~and NeeS~~ submissions the sequence number should be given (~~for NeeS submissions the term "sequence number" is used in the cover letter template and equals the term "submission number" used in the TIGes Harmonised NeeS guidance~~);
- Statement that all future submissions for the specific product will be submitted in the same format;
- Statement that the eCTD ~~or NeeS~~ has passed the applicant's internal technical validation (name and version number of the validation software should be mentioned);
- Statement that the submission is checked with an up-to-date and state-of-the-art virus-checker;
- An annex document with the history of the submitted sequences (Sequence Tracking Table).