



MINISTRY OF HEALTH  
**PHARMACY AND POISONS BOARD**

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When replying please quote our ref No:  
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To all Stakeholders,

**RE: UPGRADE OF RETENTION SYSTEM**

Pharmacy and Poisons Board endeavors to ensure that all Health Products and Technology issued Market Authorization still maintain the Highest level of Quality, Safety and Efficacy. The Ministry of Health in conjunction with the Pharmacy and Poisons Board has launched a Track and Trace system of all health products & Technologies and incorporated it in the Strategic Plan for Execution. The same platform will be utilized for Post Market Surveillance of Medicines. In this regard, the retention module was revised to align with this new requirement to include more information required by each Market Authorization Holder and their respective Local Technical Representatives. The information is divided into the following wallets.

Wallet Section	Required information
Wallet 1A	Product Summary
Wallet 1B	FPP site(s) information
Wallet 1C	API sites information
Wallet 2A	Approved Presentation of Actual Product, Primary and Secondary Packaging
Wallet 2B	Product Appearance
Wallet 3	Product Information (SmPC, PIL, Labelling summary)
Wallet 4	Approved batch formula and Batch sizes per FPP site
Wallet 5	Approved batch size per API site
Wallet 6A	Approved Specifications and Analytical Procedure
Wallet 8	Steps taken Post Registration. (View Only)

You are hence required to ensure that this information is provided for you to obtain your retention certificates for the year 2021 onwards.

Your cooperation in this will be highly appreciated.



**Dr. Ronald Inyangala,**  
**Deputy Director**