Presubmission Checklist for MF Registration Application Form (1) Overall	Tick in box
○ Please contact Help Desk (FAX: 03-3507-0114, E-mail: fd_iyaku@pmda.go.jp) for support for the application software.	
○ Please note that support by telephone is not available.	
○ For questions on how to describe and proceed with regard to each application and notification, please refer to (https://www.pmda.go.jp/review-services/drug-reviews/procedures/0024.html).	
○ Please be aware that submission with the signature of the "in-country caretaker" will not be accepted.	
○ Please submit both the original and a duplicate copy (for details, please refer to the designated form available on the website).	
○ Please use the designated form for a minor change notification because a different cover page format is used in many cases.	
○ Please describe accurately without typos and missing letters.	
○ Please confirm upper case, lower case, two-byte character, and single-byte space as well.	
○ For submission by FD, please use the FD formatted (initialized) prior to submission.	
○ Please carefully check to make sure that FD data are not damaged (FDs with no data may be submitted in some cases).	
○ To prepare PDF files for the FD application data, please avoid using free software (FD application may not be accepted).	
○ Please check the application prior to submission because the contents of paper files and FD data are found completely different in some cases.	
○ Please ensure the reliability of submitted documents, and make sure that no inconsistencies are generated across the registration application form, CTD M2, and CTD M3.	
○ Please confirm that the information-sharing system (including discussions as required) is in place among related personnel based on "Guideline on Utilization of Master File on Drug Substances, etc." (PFSB/ELD Notification No. 1117-3/PFSB/ELD/OMDE Notification No. 1117-1 dated on November, 17, 2014).	
○ Because the manufacturer can have direct access to the MF registrant if information does not belong to the restricted part, the in-country caretaker does not necessarily coordinate in the sharing of all pieces of information. Which type of information is to be included in the information-sharing system should be discussed and decided by the foreign manufacturer, in-country caretaker, and MAH.	
○ Please appropriately handle information-sharing aspects pursuant to the agreement entered into by the foreign manufacturer, in-country caretaker, and MAH regardless of commercialization of drug substances.	
Please make sure that the system is in place to handle, especially, "4 Information that MF Registrant Should Disclose" by confirming "Guideline on Utilization of Master File on Drug Substances, etc." (PFSB/ELD Notification No. 1117-3/PFSB/ELD/OMDE Notification No. 1117-1 dated on November, 17, 2014).	
(1) MF registrant must notify the applicant of clinical trial notification or approval application (hereinafter referred to as "Applicant") of changes in registered items in advance. If any products have already been approved using this MF, the approval holders of these products should also be notified regarding such changes.	
(2) MF registrant must notify the related Applicants or approval holders even for notification of minor changes in the registered items.	
(3) Full discussion on whether or not the changes could affect the quality of the product should be made by the MF registrant and the Applicant or approval holder of pharmaceutical products, etc. who uses the registered information based on "Guideline for Descriptions on Application Forms for Marketing Approval of Drugs, etc. under the Revised Pharmaceutical Affairs Law" PFSB/ELD Notification 0210001 dated February 10, 2005 (hereinafter referred to as "Notification No. 0210001").	

Presubmission Checklist for MF Registration Application Form (1) (example of Application for Registration of Master File for Drug Substances, etc. (MF registration) (Please check some items as necessary, and respond to it accordingly via the in-country caretaker,)		Tick in box
【Form】		
【Form code】	: H01 (MF registration)	
【Submitted to】		
【Submission class】	: 3 (PMDA)	
【Date of submission】	○ Dates on cover pages of application/notification forms and【Date of submission】of application/notification forms should be same. ○ Please provide the posting date if postal mail is used. ○ Name of the applicant (company) and address are to be consistent.	
【Submitted by】	Main manufacturing site cited in【Manufacturing site of drug substances, etc.】and the corporate entity should be identical.	
【Business Number】	○ Please confirm if Business Number (9 digits) in 【Submitted by】 is correct. ○ Please obtain a Business Number prior to preparation of application form if 【Business Number】 is not yet issued (do not enter as 000000000).	
【Control No.】 【Address】 【Name of corporate entity】 【Name of corporate entity in hiragana】 【Name of CEO】 【Name of CEO in hiragana】	○ Please confirm that Business Number is consistent with registered information. Voluntary control No. is acceptable. ○ Please confirm that descriptions on cover page and in this section are same.	
【Person in charge】 【Postal code】 【Address】 【Name 1】 【Name 1 in hiragana】 【Contact to】 【Name of department】 【TEL number】 【FAX number】 【E-mail address】	○ Please confirm that contact information is correct. ○ Please immediately notify the contact reviewer at the review office especially when the registered contact information is changed during the approval review. ○ Please provide the name of person in charge at in-country caretaker if the registrant is a foreign manufacturer. ○ Please provide the name of company and department at in-country caretaker if the registrant is a foreign manufacturer.	
【Information of re-submission】		
【Re-submission status code】	○ To submit a request for replacement using "2 (Re-submission)," please enter please enter【Type of replacement】,【System validated No.】, and【Date of re-submission】. ○ Please choose "1 (New submission)" for all cases except for request for replacement.	

【Information on attached file】		
【Appendix file name】	○ Please confirm if it should be attached as【Appendix file name】. ○ Please attach an extended character table to【Appendix file name】if prepared. ○ Please confirm if documents to be attached to【Appendix file name】and【File name of attached document】are not reversely attached.	
【File name of attached document】	○ Please confirm if it should be attached as【File name of attached document】. ○ If documented forms a detailed [full] report on the affair, a statement of the reasons for delay, or simple consultation, etc. are available, please attach to【File name of attached document】. ○ Please confirm if documents to be attached to【Appendix file name】and【File name of attached document】are not reversely attached.	
【Category of application】		
【Pharmaceutical product】		
【Manufacture in Japan, manufacture in foreign country】		
【Classification of registration】		
【Name of drug substances, etc.】		
【Generic name】	Please provide both【Generic name】and【Commercial name】.	
【Commercial name】	Please carefully check to ensure that there is no error in this name because it shall be made public as <name of registered product>. Commercial name cannot be changed in principle.	
Caution should be exercised regarding the following: (1)（MF registration） Do not duplicate items which are identical with items in H001 to H009 (x) (2)（MF notifications of minor changes to the registered contents/MF changes to registered contents） Do not describe incorrectly in【Content of change】 (3)（MF notifications of minor changes to the registered contents） Set【Content of change】only for items that need to be changed and describe in【Before change】and【After change】only for items with change(s). (4)（MF changes to registered contents） Set all registered items in【Content of change】and describe in【Before change】and【After change】for all registered items. (5)（MF notifications of minor changes to the registered contents/MF changes to registered contents） Leave vacant in【Before change】to omit descriptions, not deleting the column. Additionally, provide brief summary of latest information on each item in【Other】in【Before change】. Example: Item: H003 (manufacturing process)･･･YYYY/MM/DD as noted in minor change notification) (6)（MF notifications of minor changes to the registered contents/MF changes to registered contents） Incorrect date of MF registration (please confirm the date noted in the original registration certificate)		

<table>
<tr><td colspan="4">ingredient and composition or chemical Entity</td><td></td></tr>
<tr><td rowspan="8">Composi-tion</td><td>Basic unit</td><td colspan="3"></td></tr>
<tr><td>Quantity</td><td colspan="3"></td></tr>
<tr><td>Unit</td><td colspan="3"></td></tr>
<tr><td rowspan="7">Ingredient</td><td>the function of the components</td><td>Specification</td><td>Ingredient code</td></tr>
<tr><td>The cell of "the function of the components" should be kept vacant in principle</td><td>compendial name(if relevant)</td><td>Please provide the corresponding ingredient code. Please enter 999999 if no ingredient code exists.</td></tr>
<tr><td colspan="3">Name of ingredient</td></tr>
<tr><td colspan="3">Please check the name of ingredient prior to submission as it is often found incorrectly described.</td></tr>
<tr><td>Quantity (or upper limit)</td><td>Lower limit</td><td>Unit</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Numbers to represent pre-mix excipients and extracts</td><td>Codes to represent components of pre-mix excipients and extracts</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td colspan="2">ingredient and composition or chemical Entity</td><td colspan="2"></td></tr>
<tr><td colspan="3">**【manufacturing process】**</td><td>○ Please refer to attached "Presubmission Checklist for MF Registration Application Form 2a or Form 2b."</td></tr>
<tr><td colspan="3">**【Category of dosage form】**</td><td rowspan="5"></td></tr>
<tr><td colspan="3">**【manufacturing process】**</td></tr>
<tr><td colspan="3">**【Serial number】**</td></tr>
<tr><td colspan="3">**【Name of manufacturing site】**</td></tr>
<tr><td colspan="3">**【manufacturing process】**</td></tr>
<tr><td colspan="3">**【Specifications and test methods】**</td><td>○ Please refer to attached "Presubmission Checklist for MF Registration Application Form 2a or Form 2b."
○ Please refer to "Q&A on the Master File System (Part IV)" to describe a test method.
○ Based on the above, please include details if a test method that cannot be simplified is used other than the methods in Japanese Pharmacopoeia, etc. (please avoid a short description such as 225MF○○○○○ in【Specifications and test methods】).
○ To describe in-house test methods, please refer to the latest guidance for preparing a draft based on the Japanese Pharmacopoeia.</td></tr>
<tr><td colspan="3">**【Name of test】**</td><td rowspan="2"></td></tr>
<tr><td colspan="3">**【Specifications and test methods】**</td></tr>
<tr><td colspan="3">**【Information on stability】**</td><td>Please describe as needed.</td></tr>
<tr><td colspan="3">**【Storage method and shelf life 】**</td><td>Please describe as needed.</td></tr>
<tr><td colspan="3">**Storage condition**</td><td rowspan="2"></td></tr>
<tr><td colspan="3">**Container**</td></tr>
<tr><td colspan="3">**【Information on safety】**</td><td>Please describe as needed.</td></tr>
</table>

【Manufacturing site of drug substances】	○ First, please include information on the manufacturing site to be cited on registration certificate, regardless of serial number of 【manufacturing process】. ○ Please also include all manufacturing sites listed by serial number. ● If the details of major items are partially changed, unchanged information must also be included. Example) One of three manufacturing sites is changed → All of three manufacturing sites must be listed (including external testing institution, etc.) Only serial No. 2 among manufacturing processs (serial No. 1 to 3) is changed → All serial Nos. 1 to 3 must be listed. ○ Please include the latest information on license and accreditation (license/accreditation certificate) and collate with the license/accreditation certificate. ○ In particular, 【Date of license or accreditation】 must be confirmed if it is renewed immediately prior to submission. Additionally, please confirm that the manufacturing site is not closed. ◯ If it is renewed, please change the registered information not only modifying the common header but also adding the column 【Manufacturing site of drug substances】 in which to record the changes.	
【Name of manufacturing site】	If name of manufacturing site is changed, 【Name of manufacturing site】 in 【manufacturing process】 must also be changed.	
【Business Number】		
【Name】		
【Hiragana】		
【Address of manufacturing site】		
【Country code】		
【Address】		
【Classification of license for manufacturing operation or accreditation of foreign manufacturer】		
【Number of license for manufacturing operation or number and date of accreditation of foreign manufacturer】		
【License or accreditation No.】		
【Date of license or accreditation】	If【Date of license or accreditation】has expired at the time of submission, please provide the reason and justification when contacting the window office or mailing.	
【In-country caretaker】	In the case where a foreign manufacturer is the registrant of MF, a responsible party who is living in Japan and will undertake clerical work for the relevant registration, etc. is to be selected (in-country caretaker for drug substances, etc.). The foreign manufacturer apply for MF registration via the designated in-country caretaker. The MF registration application form, notification, and other relevant documents shall be written in Japanese.	
【Name of corporate entity】	Please confirm that name of the corporate entity has not been entered in hiragana.	
【Name of corporate entity in hiragana】	Please confirm that name of corporate entity has been entered in hiragana.	
【Name of representative person】	Please state the name of representative of the corporate entity when an in-country caretaker is the corporate entity.	
【Name of representative person in hiragana】	Please confirm that name of representative person has been entered in hiragana.	
【Address】	Please enter the correct address without omissions.	

【Remarks】		
【Presence of attached document】 （※Not related to 【Appendix file name】, 【File name of attached document】 and 【Responses to agency's inquiries】）	○ Please note if there are attached documents that correspond to CTD module 3 (it is not CTD module 2 [Data to be submitted to reviewers at the approval review]). ○ If reference documents are available for the above, please note as "Yes." ○ If reference documents are not available, please note as "No" (in principle, it should be "Yes" for new registrations). ○ For 【Presence of attached documents】, please do not omit the required information as mentioned above.	
【Other】	If an application for change in registered items/minor change notification is submitted, please provide the reason and history of changes.	
○ Applications using this MF to be submitted by MAH (list of referenced drug formulations)	○ Please be sure to collect information on referenced drug formulations (including name of MAH). ○ For MF procedures, please clarify which procedure among "application for partial change," "minor change notification," or "no procedure" is applicable to the procedure for referenced drug formulations. ○ Please take immediate action regarding the procedure of drug formulations undertaken by MAH, in principle. Reviews of application for partial change to referenced drug formulations are to be initiated after all of the referenced drug formulations are subject to partial change. Please make efforts to accelerate the application of partial change to registered items, to avoid creating delays at each MAH. ○ If it is preferred to continue using the registered items before the change even after application for mf change in registered items, please refine the description to clarify this point by submitting minor change mf notification in accordance with No.5 (3) オ PFSB / ELD Notification No.11173 December 11, 2014.	
○ Attached document file ・Reference data (manufacturing process, rationale for partial/minor change, flow diagram of manufacturing process) (PDF)	Please submit the registration application form,a detailed report on the affair that are also written in Japanese.	
○ Appendix file ・Structural formula and molecular formula, and molecular weight (PDF)	In principle, please enter structural formula as【Appendix file name】in【Information on attached file】. Please submit the statement (to indicate adequate validation and change control have been performed) that are also written in Japanese.	
○ All documents to be submitted	Please re-confirm prior to submission that the details in paper files and electronic media are consistent.	
(1) The cover page of application with a seal of the representative of API manufactureras the MF Holder	Submission only by the cover page will not be accepted. Please submit Application (Original 1, Duplicate 1; Duplicate must not be a copy of Original), Data of Application for MF Registration(including CTD Module3)	
(2) Printed document	Document without cover page will not be accepted.	
(3) Saved FD		
(4) Structural formula and molecular formula, molecular weight, and flow diagram of manufacturing process (A)	(A): Notification by Director of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, "Abbreviated Descriptions of manufacturing processs Relating to Specified Drug Substances in Application Forms for Marketing Approval of Ethical Drugs (PFSB/ELD Notification No. 0304018 dated March 4, 2009) (B): Notification by Director of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, "Guideline for Descriptions on Application Forms for Marketing Approval of Drugs, etc. under the Revised Pharmaceutical Affairs Law (PFSB/ELD Notification No. 0210001 dated February 10, 2005)	
(5) Reference data (including manufacturing process, rationale for partial/minor change [B], flow diagram of manufacturing process [B])		

(6) Electronic media (CD) of CTD-3	○ Please discuss with or notify the relevant manufacturer prior to registration application to clarify which information is to be disclosed (open) or restricted (closed). ○ At the same time, please establish a system that will enable a quick response when the manufacturer requests to disclose the disclosed (open) part. ○ Please note commercial name and MF No., name of registrant, date of submission, and "attached document" on electronic media. ○ Please provide a brief description in 【Other】 for attached documents to be submitted (example: "Submit CTD module 3", "Submit responses to agency's inquiries", etc.). ○ If multiple items are simultaneously submitted for application, please save electronic files into separate electronic media individually, not into the same electronic media. ○ Please handle electronic media containing "contents of FD application" separately. ○ Please check to ensure CTD data are intact prior to submission. ○ Please carefully check prior to application because changing of only the attached documents is not allowed after submission to PMDA (Registration application with incomplete information should be avoided). In principle, please prepare CTD module 3 by compiling into one PDF (by combining multiple PDF files of each part) in so far as possible. To prepare CTD module 3, please avoid multi-layered structures by frequently placing *subfolders within folders* in electronic media including CDs. Example of problem) Placing *subfolders within folders* may make it difficult to have a clear picture of all the documents submitted. As a result, it may create a structure which impedes smooth internal checks and leads to PDFs being missed in the intended folders (i.e., dropouts from review documents). In addition, please submit PDF files wherever possible to ensure text processing, not by scanning. 【Examples showing what is to be avoided when preparing PDF files for CTD module 3】 ・File name is longer than 100 letters (irrespective of one-byte or two-byte characters) ・Contains sequential dots. Example: aaa..pdf ・File name starting with dot. Example: .aaa.pdf ・File name starting with _$. Example: _$aaa.pdf ・Two-byte space immediately before extension. Example: aaa　.pdf ・Contains computer-dependent character (abbreviation) such as (Inc.)	
(7) The Japanese Pharmacopoeia, etc.	○ Please note the applicable specification if the product meets the compendial standards (example: The Japanese Pharmacopoeia XXX).	
(8) If different MF is referenced in the MF	○ Please attach copies of the contract with the registrant of the referenced MF for its utilization and the registration certificate of the referenced MF (Archive in【attached file】).	

This English version of the Japanese Notification is intended to be a reference material to provide convenience for users. In the event of inconsistency between the Japanese original and English version, the former shall prevail.

日本語(Japanese version)	英訳（English version)
安全性	information on safety
安定性	information on stability
一変軽微設定根拠	rationale for partial/minor change
一般的名称	generic name
MF通知	PFSB / ELD Notification No.11173 December 11, 2014
原薬等登録原簿の利用に関する指針について(MF通知)	Guideline on Utilization of Master File for Drug Substances, etc.
外部試験検査機関	external testing institution
簡易相談	simple consultation
規格及び試験方法	specifications and test methods
基本単位	basic unit
業者コード	Business Number
許可	license
許可証・認定証	license/accreditation certificate
許可年月日・認定年月日	date of license or accreditation
MF軽微変更届	MF notifications of minor changes to the registered contents
契約書	contract
原薬等の製造所	manufacturing site of drug substances
原薬等の名称	name of drug substances, etc
構造式	structural formula
公定書	compendial name if relevant
国内管理人	in-country caretaker
国名コード	country code
剤型分類	category of dosage form
差し替え種別	type of replacement
システム受付番号	system validated no.
照会回答集	responses to agency's inquiries
MF新規登録	MF registration
製剤一部変更承認申請	application for partial change
製剤軽微変更	minor change notification
製造工程流れ図	flow diagram of manufacturing process
製造所の許可番号又は認定番号	license or accreditation no.for manufacturer
製造所の所在地	address
製造所の名称	name of manufacturing site
製造所名称	name of manufacturing site
製造販売業者	marketing authorization holder
製造方法	manufacturing process
成分	ingredient
成分及び分量又は本質	ingredient and composition or chemical Entity
成分コード	ingredient code
成分名	name of ingredient
代表者	CEO
単位	unit
遅延理由書	a statement of the reasons for delay
貯蔵方法	storage method
添付資料の有無	Presence of attached document
添付資料ファイル名	file name of attached document
添付ファイル情報	information on attached file
顛末書	a detailed [full] report on the affair
登録区分	classification of registration
MF登録者	MF registrant
知的財産	intellectual property
登録証	registration certificate **(≠Approved)**
日本薬局方	Japanese Pharmacopoeia
日本薬局方原案作成要領	Guideline for drafting the Japanese Pharmacopoeia

認定	accreditation
配合目的	the function of the components
販売名	commercial name
備考	remarks
分子式及び分子量	molecular formula, molecular weight
分量	quantity
別紙ファイル名	appendix file name
MF変更登録	MF changes to registered contents
保存条件	storage condition
有効期間	shelf life
容器	container
連番	serial number