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IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

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Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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DEPARTMENT OF HEALTH

NO. 24

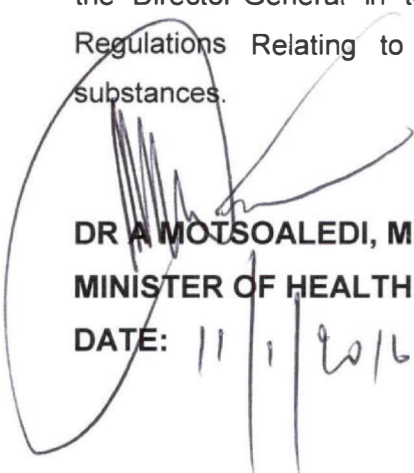
13 JANUARY 2016

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965, AS AMENDED)**(ANNUAL ADJUSTMENT OF THE SINGLE EXIT PRICE OF MEDICINES AND SCHEDULED SUBSTANCES [SEPA] FOR THE YEAR 2016)**

I, DR A MOTSOALEDI, the Minister of Health, have determined on recommendation of the Pricing Committee, in terms of Regulation 8(1) of the Regulations relating to a Transparent Pricing System for Medicines and Scheduled Substances published in terms of the Medicines and Related Substances Act, (Act 101 of 1965), that the Single Exit Price (SEP) of Medicines and Scheduled Substances may only be submitted for the first time in 2016 from 11 January 2016 and by no later than 11 March 2016 to a maximum of **4.80 %** of the Single Exit Price that was available as at 22 December 2015; regardless of how that SEP was arrived at for the 2016 cycle. The final date for resubmissions will be 28 April 2016.

All medicines and their related pack sizes approved with an effective date after 22 December 2015 are not eligible for SEPA 2016. An applicant may only submit once in the 2016 cycle unless a resubmission is made for not approved medicines.

An adjustment in the Single Exit Price in terms of this Notice may only be implemented by the manufacturer or importer of the relevant medicine or scheduled substance, 30 working days after the date that the manufacturer or importer has communicated the information requested by the Director-General in terms of the Notice published in terms of Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances.



DR A MOTSOALEDI, MP
MINISTER OF HEALTH

DATE: 11/1/2016

DEPARTMENT OF HEALTH

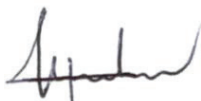
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13 JANUARY 2016

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965)**INFORMATION TO BE PROVIDED BY MANUFACTURERS AND OR IMPORTERS
OF MEDICINES AND SCHEDULED SUBSTANCES WHEN APPLYING FOR THE
SINGLE EXIT PRICE ADJUSTMENT FOR 2016**

I, MS MP MATSOSO, Director General, have determined in accordance with Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances published in Government Gazette number 28214 of 11 November 2005, that the information required in the submissions for the 2016 SEP adjustment as determined by the Minister be submitted to the Directorate: Pharmaceutical Economic Evaluation (PEE) within the National Department of Health by a manufacturer or importer of the medicine or scheduled substance, who is the applicant of the medicine, in accordance to the information and instruction document appended to this Notice.

Such information should be presented as an electronic version (Excel with an xls filename extension on labelled compact disc) and hard copy. The submission should include information regarding the applicant's entire portfolio; including the products for which the applicant is not requesting an adjustment of the SEP.

**MS MP MATSOSO****ACTING DIRECTOR-GENERAL: HEALTH**

DATE: 18/12/2015



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

INFORMATION AND INSTRUCTIONS FOR THE SINGLE EXIT PRICE ADJUSTMENT (SEPA) SUBMISSIONS FOR 2016

PREAMBLE

This document provides information and instructions on how to present the required information when communicating the SEP adjustment (SEPA) for medicines for 2016 in terms of Section 22G of Medicines and Related Substances Act (101 of 1965) as amended, and Regulation 8 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances. Failure to comply with any of the requirements and instructions in this document will result in the submission being considered incomplete.

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1. ACRONYMS

CFO – Chief Financial Officer

DoP – Database of Single Exit Prices

MCC – Medicines Control Council

MPR – Medicine Pricing Registry

NAPPI – National Pharmaceutical Product Interface

PEE – Pharmaceutical Economic Evaluations

PI – Package Insert

SEP – Single Exit Price

SEPA – Single Exit Price Adjustment

VAT – Value Added Tax

WHO ATC – World Health Organisation Anatomical Therapeutic Chemical

2. APPLICANT INFORMATION

2.1 APPLICANT REQUIREMENTS

- (a) All registered applicants for medicines sold in SA, are required to forward submissions on the Single Exit Price Adjustment (SEPA) for 2016 for all scheduled medicines appearing on the Database of Medicines Prices (DoP) published on 22 December 2015. These submissions should also include scheduled medicines for which no adjustment is required.
- (b) The information contained in the published gazette with respect to the SEPA for 2016 should be read carefully
- (c) Read carefully the information and instructions contained in this document before completing all tabs of the latest 2016 excel SEPA template which is available on the website www.mpr.gov.za.
- (d) Provide the required information on the cover page (**Annexure A**).
- (e) Sign the declaration annexed to this document (**Annexure B**).
- (f) Complete the checklist that is also annexed to this document (**Annexure C**).
- (g) Complete **all** sections of all tabs of the latest 2016 SEPA template in the fields provided (**Annexure D**).
- (h) Include a signed covering letter on a company letterhead, stating the purpose of your submission, with every submission or re-submission where applicable.
- (i) A complete submission which should include a fully completed latest SEPA template for 2016, annexure A, B, and C and a signed covering letter on the applicant's letterhead.
- (j) Ensure that all fields have been completed as per DoP of 22 December 2015.

- (k) Wherever the date is required, it should be stated in full (e.g. 14 March 2001).
- (l) Applicants are required to submit an electronic version of the submission for SEPA on the latest SEPA template for 2016.

2.2 SUBMISSION REQUIREMENTS

- (a) This submission is solely for the purposes of adjusting the SEP. For other medicine details amendments, applicants must use Template G of the SEP updates as published on the website: www.mpr.gov.za
- (b) **ALL** sections of the 2016 SEPA template must be fully completed. A fully completed template must have all tabs or worksheets completed. Within each tab, all required fields must be completed for every medicine in the applicant's schedule as published on DoP of 22 December 2015.
- (c) **ALL** scheduled medicines that make up the applicant's portfolio on the date of the submission, **MUST** be presented in the latest SEPA template.
- (d) **ALL** SEP update submissions received in 2016, before the date of the applicant's SEPA submission must be included in the submission (this includes both the letter and the excel schedule from the Directorate: PEE to the applicant). Failure to provide these documents may result in the reversal of the SEPA. This also applies to any resubmission made.
- (e) Only the rightful applicant for the medicine as per the MCC manufacturing license and MCC medicines registration certificate must lodge the submission for the medicine(s) concerned. Submissions will not be accepted from persons other than these MCC approved and registered applicants whose manufacturing licences have not expired.

2.3 NOTES FOR APPLICANTS

- (a) The 2016 SEPA concerns SEPs that are applicable as on 22 December 2015, regardless of how these SEPs were arrived at. The schedule of 22 December 2015 is found on www.mpr.gov.za under "Published Documents", click database of medicine prices. Click on the excel spreadsheet titled *database of medicine prices 22 December 2015*.
- (b) There can only be one SEP submission launched at any given point in time. The applicant cannot request for an update on the SEP or Regulation 9, updates whilst the submission for SEPA is still in process. Similarly, the applicant cannot submit a SEPA or Regulation 9 application whilst the submission for an SEP update is still in process. In an event where the applicant has already launched an SEP Update submission, the applicant will be required to indicate in writing, withdrawal of either the SEPA submission or Regulation 9 application which is already in process.
- (c) Should the applicant wish to re-submit an SEPA communication, following a withdrawal, a new submission will be required (see 2.1 (h)).
- (d) Each submission should include all the applicant's scheduled medicines, including discontinued medicines. Discontinued medicines should be indicated as such, as per the DoP under the status column. SEPA will not be allowed on discontinued medicines. The row order of all the applicant's medicines, as they appear on the DoP of 22 December 2015 must be maintained. Any medicines not appearing on the 22 December 2015 list should appear at the bottom of the template in an alphabetical order.
- (e) All medicines presented on the template for SEPA must be unit priced. When computing the unit prices, the resulting SEPs should not exceed the maximum allowable SEP after the adjustment on the SEP that existed on 22 December 2015 (i.e. SEP applicable as of 22 December 2015 + 4.05%).

- (f) All medicines including those with multiple pack sizes are required by law to be unit priced i.e. all same ingredient and dosage form medicines with related pack sizes must have the same unit price.
- (g) Where a new pack size is introduced after 22 December 2015, it is expected that this will result in a unit price that is no greater than the unit price that existed on pack sizes on 22 December 2015. (Note that the newly launched medicines should be included in the portfolio of medicines in the submission for SEPA and should also be unit priced with their related pack sizes).
- (h) All submissions for SEPA will be processed within 30 working days (excluding weekends and holidays) upon receipt of the submission by the PEE Directorate of the Department.
- (i) The outcome of each submission will be communicated to the applicant as soon as the submission has been assessed.
- (j) All approved SEPs will be communicated to price file managers and published on the website (www.mpr.gov.za) by the PEE Directorate.
- (k) All correspondence concerning a submission will only be communicated to the applicant of the medicines applied for.
- (l) The electronic version of the submitted 2016 SEPA template should be saved as an excel file. Submissions containing password-protected documents and files in a version that the PEE Directorate is unable to access such as PDF will be considered incomplete and unacceptable.
- (m) SEPA can only be submitted on the published latest SEPA template for 2016 including both Tab 1 and 2. **ANY** modification to the template will result in the submission not being accepted. This also applies to resubmissions. This also refers to both tabs of the template.
- (n) An applicant may only submit once in the 2016 SEPA cycle. This does not apply to resubmissions (see point (o) below)

- (i) Where no adjustment is requested, the existing SEP will be applicable for the 2016 SEPA cycle. The SEPA cycle is the period between two consecutive SEPA announcements by the Minister of Health. The applicant may not at a later stage resubmit a different SEPA request for the same medicine. The submission of a SEPA and the approval thereof for the 2016 cycle implies any non permanent reduction is concluded.
 - (ii) An applicant's portfolio may not be divided into multiple submissions.
 - (iii) The maximum allowable adjustment may not be divided into multiple submissions. Should an applicant request less than the maximum published adjustment, the balance will be forfeited for the 2016 cycle.
- (o) Resubmissions;
- i. Will only be reviewed for medicines who's SEPs were previously not approved.
 - ii. All the requirements for the SEP submissions as stated in this document shall be applicable, except resubmissions which must contain only medicines listed in the Not-Approved sheet of Annexure E communicated to the applicant in response to the initial submission.
 - iii. Must only be on the 2016 SEPA template, by the close off date as specified by the Minister of Health and reflected in the SEPA gazette.

2.4 LODGING OF SUBMISSIONS

- (a) Submissions must be lodged electronically on a compact disc and hard copy.
- (b) Each submission **MUST** be lodged on the latest 2016 SEPA template and must be accompanied by annexure A, B and C included in this document as well as the applicant's covering letter on the official letterhead of the applicant.
- (c) No e-mail submissions will be accepted.
- (d) Electronic copies and hardcopies of the submissions **MUST** be addressed to:

2016 SEP Adjustment

The Director: Pharmaceutical Economic Evaluations (PEE)

ATT: Ms Ntobeko Mpanza

The National Department of Health

Room S0419 Civitas Building

Corner of Thabo Sehume Street and Struben Street

0001

For any enquiries regarding SEPA for 2016, you may contact Ms Oumakie has been assigned query calls at (012) 395 8181 after 13h00 or by e-mail at sepupdates@health.gov.za.

Queries are only attended to during working days excluding public holidays and weekends between 13h00 and 15h00. Note that the Department of Health will not be held responsible for submissions that were not received and signed for by the designated official of the PEE Directorate. A

reference number reflected on the acknowledgement notice should be quoted in every communication.

(e) No e-mail submissions will be accepted.

2.5 DOCUMENTS TO BE SUBMITTED

Applicants are required to submit **all** the following documents to ensure completeness of the submissions:

- (a) Signed cover letter on the official letter head of the applicant;
- (b) Completed latest 2016 SEPA template (both Tab1 and Tab2);
- (c) Completed annexure A;
- (d) Completed annexure B and
- (e) Completed annexure C

2.6 ACKNOWLEDGMENT OF RECEIPT

2.1.1 Upon receipt of a submission, an acknowledgement notice will be provided to the representative of the applicant by the PEE Directorate official. All applicants should retain their acknowledgement notice, for reference purposes.

3. HOW TO COMPLETE TEMPLATE COLUMNS

3.1 SEPA 2016 TEMPLATE TAB 1

3.1.1 For the information required under the following listed columns labels (headings) in the Template, applicants are required to copy such information from the DoP published on 22 December 2015 for all medicines that sought SEPA for 2016. All the information and the formats must remain as it appears on the DoP of 22 December 2015.

- APPLICANT MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH MCC
- MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM
- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 22 DECEMBER 2015
- LOGISTICS FEES AS AT 22 DECEMBER 2015
- VAT
- SEP AS AT 22 DECEMBER 2015

- UNIT PRICE AS AT 22 DECEMBER 2015
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC

3.1.2 VOLUME OF SALES

This must be the total quantity of sales of each medicine for the period 01 January 2015 to 31 December 2015. Where the medicine is not being sold this should be indicated.

3.1.3 REQUESTED MANUFACTURER PRICE

This is the requested VAT exclusive manufacturer price of the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.4 REQUESTED LOGISTICS FEE

This is the requested VAT exclusive logistics fee for the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.5 VAT ON REQUESTED COMPONENTS

This column is the VAT component of the SEP, calculated at 14% to the sum of the requested manufacturer price and the requested logistics fee. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.6 REQUESTED SEP

This is the requested Single Exit Price for the product in South African Rands. It is the sum of the requested ex-manufacturer price, the requested logistics fee and VAT. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.7 REQUESTED UNIT PRICE

This is the resulting unit SEP of the medicine, considering its pack size and quantity of presentation as per the MCC approved package insert (PI). The unit price should be obtained by dividing the requested SEP by the pack size divided and by the quantity of presentation

- (a) This is the price of a unit of the medicine, e.g. one tablet, capsule, millilitre, gram, etc. The unit price as described in the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances (section 22G of the Medicines and Related Substances Act) is the SEP divided by the number of units of the product. Note that unit pricing applies to all medicines with the same proprietary name, strength and dosage form.
- (b) For injections the unit price shall be calculated per ml of reconstituted volume, even where the total volume of the medicine administered to a single patient is less than 1 ml.
- (c) For inhalers, where the pack size is described in the MCC approved PI as doses or puffs the unit price will be for 1 dose or puff.
- (d) The unit price is the SEP divided by the pack size and then further divided by the quantity [the "quantity" represents the multiples in which the

medicine is packed/the number of pack sizes e.g. for injections, the "quantity" for 50 vials containing 500mg powder for injection packed in 20ml vial to be reconstituted with 10ml of diluents is 50].

This is a numerical field displayed as decimal places with no currency symbols. This column should be indented to the right.

3.2 SEPA 2016 TAB 2

3.2.1 For the following columns:

- APPLICANT MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH MCC
- MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM
- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 22 DECEMBER 2015
- LOGISTICS FEES AS AT 22 DECEMBER 2015
- VAT
- SEP AS AT 22 DECEMBER 2015

- UNIT PRICE AS AT 22 DECEMBER 2015
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC

The details must be copied from the 22 December 2015 DoP for all the medicines for the applicant. All details and formatting must remain as it appears on DoP of 22 December 2015.

- 3.2.2 For all medicines that are labelled originator, the following columns must be completed; Closest Australian Pack Size, Related Australia Quantity, Australian Manufacturer Price in AU\$ Dollars, AU\$ Dollar Exchange Rates, Australian Price in Rands, AUS matching pack price in Rands, Comment on Australian Price Provided, Closest Canada Pack Size, Related Canada Quantity, Canada Manufacturer Price in CAN\$ Dollars, CAN\$ Dollar Exchange Rates, CAN Price in Rands, CAN matching pack price in Rands, Comment on Canadian Price Provided, Closest New-Zealand Pack Size, Related NZ Quantity, New-Zealand Manufacturer Price in NZ\$ Dollars, NZ\$ Dollar Exchange Rates, New-Zealand Price in Rands, NZ matching pack price in Rands, Comment on NZ Price Provided, Closest Spain Pack Size, Related Spain Quantity, Spain Manufacturer Price in EURO, EURO Exchange Rates, Spain Price in Rands, Spain matching pack price in Rands, Comment on Spanish Price Provided, Closest Alternate Country Pack Size, Related Alternate Country Quantity, Manufacturer Price alternate currency, Alternate Currency Exchange Rates, Alternate Country Price in Rands, Alternate Country matching pack price in Rands, Comment on Alternate Country Price Provided. Where a medicine does not have a comparator product from Australia, Canada, New Zealand & Spain all other countries where the medicine is being sold must be listed and provided as alternate countries. Extra columns must be inserted for each alternate country.

3.2.3 Where the exact pack size does not exist in the international market, the closest pack size will be used e.g. if there is 30 pack size in South Africa and only 28's and 100's in Spain the 28 pack size will be used as the closest pack to 30's.

The related quantity refers to the quantity in which the pack size of the medicine is being sold in that country and allows for a like comparison of the South African medicine.

For the columns "Country matching pack price in Rands" this should be the price in Rands of the relevant Country price for the related South African pack size and quantity. An example will be provided in the template for demonstration purposes. The principle is that where a 30's pack size is available in South Africa, the international price calculated in Rands should be for the equivalent 30's pack size.

For the columns "Comment on Country Price Provided" – these columns should be used to put in all comment related to the price, pack size, quantity or any other field that may affect the comparisons of the price of the South African medicine with the price of the medicine in the comparator country.

3.2.4 The exchange rate will be the average over the 12 month period (i.e. 01 October 2015 to 30 September 2015). This value will be published in the template for consistency as specified below:

Australian Dollar (AUS\$) – 9.4036

Canada (CAN\$) – 9.7712

New Zealand (NZ\$) – 8.7155

Spain (EURO€) – 13.7689

NOTE: The document should always be maintained in Arial font size 10. There should be no unnecessary use of space, dashes or other characters.

4. ANNEXURES

4.1 ANNEXURE A: COVER PAGE

TO BE COMPLETED BY THE APPLICANT	
APPLICANT NAME <i>As it appears on the MCC license</i>	
CONTACT PERSON <i>(Responsible for this submission)</i>	
NUMBER OF MEDICINES IN THE SUBMISSION <i>(Also include medicines for which SEP adjustment is not requested, rows which contain multiple active ingredients should not be counted.)</i>	
NUMBER OF LINE ITEMS BEING RESUBMITTED FOR REVIEW <i>(Indicate the resubmitted items as such on the status column in the latest template)</i>	

FOR OFFICE USE ONLY (as per acknowledgement notice)	
Date received: (dd/month/yyyy)	
Received by (Name and Surname):	
Signature:	

4.2 ANNEXURE B: DECLARATION SEPA DECLARATION

I, (full name and surname) in my capacity as.....and having the authority to sign and enter into legally binding agreements on behalf of..... (Name of applicant) hereby certify that:

1. I have read and understood the information and instructions contained in the 2016 SEPA information and instruction document.
2. I have followed the instructions contained in the 2016 information and instruction document in completing the SEPA template.
3. I have correctly calculated unit pricing for all medicines in the applicant's portfolio.
4. I have requested only the SEPA and not any other medicine details amendments for the scheduled medicines in the applicant's portfolio.
5. I have enclosed a signed covering letter on the company letterhead, stating the purpose of this submission.
6. The information supplied in this submission is true and correct. (NB: please provide proof of authorization to sign on behalf of the company)

SIGNATURE (DEPONENT)

1.(CFO)
2.(Responsible Pharmacist)

The Deponent has acknowledged that he/she knows and understands the contents of this affidavit, which was signed and sworn to before me aton this the.....day of..... 2016 and that the regulations contained in Government Gazette Notice No. R 1258 of 21 July 1972 (as amended) has been complied with.

COMMISSIONER OF OATHS

4.3 ANNEXURE C: CHECKLIST

SEPA CHECKLIST

Tick the appropriate box (✓)

HAVE YOU:	YES	NO
a) Read and understood the entire instruction document for 2016 SEPA?		
b) Read, understood, and followed all the instructions in Section 2 and Section 3?		
c) Provided a signed covering letter on a company letterhead stating the purpose of the submission?		
d) Correctly completed the SEPA 2016 template?		

HAVE YOU:	YES	NO
e) Completed the required fields of the covering page (Annexure A)?		
f) Signed the declaration as required, indicating that the information supplied with this application is true and correct (Annexure B)?		
g) Answered yes to all questions in this checklist (Annexure C)?		

NOTE: *If any of the answer(s) to the question(s) above is **NO**, the application will be considered **INCOMPLETE**.*

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4.4 ANNEXURE D: SEPA 2016 TEMPLATE

See Excel Template attached, with Tab 1 and Tab 2

WARNING!!!

To all suppliers and potential suppliers of goods to the Government Printing Works

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 (Renny.Chetty@gpw.gov.za),

Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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