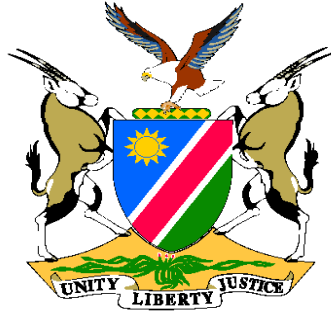


# NAMIBIA MEDICINES REGULATORY COUNCIL



MINISTRY OF HEALTH AND SOCIAL SERVICES

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## APPLICATION FOR REGISTRATION OF A MEDICINE

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- Namibia Module 1
- CTD-Modules 2 - 5

# Namibia Common Technical Document

NMRC Edition March 2014.....	1
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# **Nam Module 1 – Administrative Information**

## **1.0 Letter of application**

### **1.1 Comprehensive table of contents**

### **1.2 Application**

#### **1.2.1 Application form**

#### **1.2.2 Annexes**

- 1.2.2.1 Proof of payment
- 1.2.2.2 Letter of authorisation for communication on behalf of the applicant/PHCR
- 1.2.2.3 Dossier product batch information
- 1.2.2.4 Electronic copy declaration
- 1.2.2.5 Curriculum vitae of the person responsible for pharmacovigilance
- 1.2.2.6 API change control
- 1.2.2.7 Copy of EMA certificate for a Vaccine Antigen Master File (VAMF)
- 1.2.2.8 Copy of EMA certificate for a Plasma Master File (PMF)

### **1.3 Namibia labelling and packaging**

#### **1.3.1 Proposed Package Insert**

- 1.3.1.1 Package insert
- 1.3.1.2 Standard References
- 1.3.2 Proposed Patient Information Leaflet
- 1.3.3 Labels
- 1.3.4 Braille

### **1.4 Information about the experts**

- 1.4.1 Quality
- 1.4.2 Non-clinical
- 1.4.3 Clinical

### **1.5 Specific requirements for different types of applications**

- 1.5.1 Literature based submissions
- 1.5.2 Amendments/Variations <sup>1</sup>
  - 1.5.2.1 Tabulated schedule of amendments
  - 1.5.2.2 Medicines Register Details
  - 1.5.2.3 Affidavit by Responsible Pharmacist
- 1.5.3 Proprietary name applications and changes
- 1.5.4 Genetically modified organisms

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<sup>1</sup> Post-registration Amendments guideline

1.5.5 Package Insert and Patient Information Leaflet amendments/updates

## **1.6 Environmental risk assessment**

1.6.1 Non-GMO (genetically modified organisms)

1.6.2 GMO

## **1.7 Good manufacturing practice**

1.7.1 Date of last inspection of each site by NA regulatory authority or other authority of a country with which Namibia aligns itself

1.7.2 Inspection reports or equivalent document (not older than 3 years) from the local Health Authority and/or WHO, FDA, MHRA, TGA, EU, Canada, PIC/s country

1.7.3 Latest GMP certificate (not older than 3 years) for manufacturer/s and packer/s or a copy of the appropriate manufacturing licence

1.7.4 Local Release

1.7.4.1 API

1.7.4.2 IPIs

1.7.4.3 Finished Product Release Control (FPRC) tests

1.7.4.4 Finished Product Release Responsibility (FPRR) criteria

1.7.5 **Confirmation of contract between manufacturer/s, packer/s and HCR/PHCR**

1.7.6 Certificate of a Pharmaceutical Product (CPP) in terms of the WHO certification scheme *on the Quality of Pharmaceutical Products Moving in International Commerce* (Free Sales Certificate)

1.7.7 Proof of current registration of the Responsible Pharmacist by the Pharmacy Council of Namibia in terms of Act 2004 (Pharmacy Act) or technical person authorised by NMRC

1.7.8 Registration with Registrar of Companies in Namibia (if the applicant is a company)

1.7.9 Proof of qualification as an applicant (in terms of Regulation 3 (1) of the Medicines & Related Substances Control Act 13 of 2003.

1.7.10 Sample and Documents

1.7.10.1 Confirmation of submission of sample

1.7.10.2 Batch manufacturing record of the sample

1.7.10.3 CoA of the sample

1.7.11 Certified copy of a permit to manufacture Schedules 4 and specified schedule 3 substances.

1.7.12 Inspection flow diagram

1.7.13 Organogram

## **1.8 Details of compliance with screening outcomes**

## **1.9 Individual patient data - statement of availability**

## **1.10 Foreign regulatory status**

- 1.10.1 List of countries in which an application for the same product as being applied for has been submitted
- 1.10.2 Registration certificate or marketing authorisation
- 1.10.3 Foreign prescribing and patient information
- 1.10.4 Data set similarities

## **1.11 Bioequivalence trial information**

- 1.11.1 Study Title(s) (or brief description giving design, duration, dose and subject population of each study)
- 1.11.2 Protocol and study numbers
- 1.11.3 Investigational products (test and reference) details
- 1.11.4 Confirmation that the test product formulation and manufacturing process is that being applied for
- 1.11.5 Proof of procurement of the biostudy reference product
- 1.11.6 Name and address of the Research Organisation(s) / Contract Research Organisation(s) where the bioequivalence studies were conducted
- 1.11.7 Sponsor and responsible sponsor representative: name and address, contact details
- 1.11.8 Duration of Clinical phase: dates of dosing and last clinical procedure
- 1.11.9 Date of final report
- 1.11.10 Bioequivalence trial information form (or BTIF)
- 1.11.11 Biowaiver requests in relation to conducting comparative bioavailability study

## **1.12 Paediatric development programme**

## **1.13 Risk management plan**

## **1.14 Electronic review documents (e.g. product information, BTIF, QOS – PD)**

## **Module 2 - CTD Summaries**

### **2.1 CTD Table of Contents (modules 2 to 5)**

### **2.2 Introduction**

### **2.3 Quality Overall Summary - Introduction**

#### **2.3.S Quality Overall Summary - Active Pharmaceutical Ingredient (*name, manufacturer*)**

- 2.3.S.1 General Information (*name, manufacturer*)
- 2.3.S.2 Manufacture (*name, manufacturer*)
- 2.3.S.3 Characterisation (*name, manufacturer*)
- 2.3.S.4 Control of Active Pharmaceutical Ingredient (*name, manufacturer*)
- 2.3.S.5 Reference Standards or Materials (*name, manufacturer*)

2.3.S.6 Container Closure System (*name, manufacturer*)

2.3.S.7 Stability (*name, manufacturer*)

**2.3.P Quality Overall Summary - Finished Pharmaceutical Product (*name, dosage form*)**

2.3.P.1 Description and Composition of the Pharmaceutical Product (*name, dosage form*)

2.3.P.2 Pharmaceutical Development (*name, dosage form*)

2.3.P.3 Manufacture (*name, dosage form*)

2.3.P.4 Control of Excipients (*name, dosage form*)

2.3.P.5 Control of Pharmaceutical Product (*name, dosage form*)

2.3.P.6 Reference Standards or Materials (*name, dosage form*)

2.3.P.7 Container Closure System (*name, dosage form*)

2.3.P.8 Stability (*name, dosage form*)

**2.3.A Quality Overall Summary - Appendices**

2.3.A.1 Facilities and equipment (*name, manufacturer*)

2.3.A.2 Adventitious agents safety evaluation (*name, dosage form, manufacturer*)

2.3.A.3 Excipients

**2.4 Non-clinical Overview**

**2.5 Clinical Overview**

2.5.1 Product Development Rationale

2.5.2 Overview of Bio pharmaceuticals

2.5.3 Overview of Clinical Pharmacology

2.5.4 Overview of Efficacy

2.5.5 Overview of Safety

2.5.6 Benefits and Risks Conclusions

2.5.7 Literature References

**2.6 Non-clinical Written and Tabulated Summaries**

2.6.1 Introduction

2.6.2 Pharmacology Written Summary <sup>2</sup>

2.6.2.1 Brief Summary

2.6.2.2 Primary Pharmacodynamics

2.6.2.3 Secondary Pharmacodynamics

2.6.2.4 Safety Pharmacology

2.6.2.5 Pharmacodynamic Medicine Interactions

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<sup>2</sup> The CTD defines these further heading levels and navigation should be provided within the document to these subheadings.

- 2.6.2.6 Discussion and Conclusions
- 2.6.2.7 Tables and Figures (See Appendix A)
- 2.6.3 Pharmacology Tabulated Summary (See Appendix B)
- 2.6.4 Pharmacokinetics Written Summary <sup>2</sup>
  - 2.6.4.1 Brief Summary
  - 2.6.4.2 Methods of Analysis
    - 2.6.4.3 Absorption
    - 2.6.4.4 Distribution
    - 2.6.4.5 Metabolism (interspecies comparison)
    - 2.6.4.6 Excretion
    - 2.6.4.7 Pharmacokinetic Medicine Interactions
    - 2.6.4.8 Other Pharmacokinetic Studies
    - 2.6.4.9 Discussion and Conclusions
    - 2.6.4.10 Tables and Figures (See Appendix A)
- 2.6.5 Pharmacokinetics Tabulated Summary (See Appendix B)
- 2.6.6 Toxicology Written Summary <sup>2</sup>
  - 2.6.6.1 Brief Summary
  - 2.6.6.2 Single-Dose Toxicity
  - 2.6.6.3 Repeat-Dose Toxicity (including supportive toxicokinetics evaluations)
  - 2.6.6.4 Genotoxicity
  - 2.6.6.5 Carcinogenicity (including supportive toxicokinetics evaluations)
  - 2.6.6.6 Reproductive and Developmental Toxicity (including range-finding studies and supportive toxicokinetics evaluations)
  - 2.6.6.7 Local Tolerance
  - 2.6.6.8 Other Toxicity Studies (if available)
  - 2.6.6.9 Discussion and Conclusions
  - 2.6.6.10 Tables and Figures (See Appendix A)
- 2.6.7 Toxicology Tabulated Summary (See Appendix B)

## **2.7 Clinical Summary**

- 2.7.1 Summary of Biopharmaceutical Studies and Associated Analytical Methods <sup>3</sup>
  - 2.7.1.1 Background and Overview
  - 2.7.1.2 Summary of Results of Individual Studies
  - 2.7.1.3 Comparison and Analyses of Results Across Studies

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<sup>3</sup> The CTD defines these further heading levels and navigation should be provided within the document to these subheadings.



- 2.7.1.4 Appendix
- 2.7.2 Summary of Clinical Pharmacology Studies <sup>3</sup>
  - 2.7.2.1 Background and Overview
  - 2.7.2.2 Summary of Results of Individual Studies
  - 2.7.2.3 Comparison and Analyses of Results Across Studies
  - 2.7.2.4 Special Studies
  - 2.7.2.5 Appendix
- 2.7.3 Summary of Clinical Efficacy – *Indication* <sup>3</sup>
  - 2.7.3.1 Background and Overview of Clinical Efficacy
  - 2.7.3.2 Summary of Results of Individual Studies
  - 2.7.3.3 Comparison and Analyses of Results Across Studies
    - 2.7.3.3.1 Study Populations
    - 2.7.3.3.2 Comparison of Efficacy Results of All Studies
    - 2.7.3.3.3 Comparison of Results in Sub-populations
  - 2.7.3.4 Analysis of Clinical Information Relevant to Dosing Recommendations
  - 2.7.3.5 Persistence of Efficacy and/or Tolerance Effects
  - 2.7.3.6 Appendix
- 2.7.4 Summary of Clinical Safety <sup>3</sup>
  - 2.7.4.1 Exposure to the Medicine
    - 2.7.4.1.1 Overall Safety Evaluation Plan and Narratives of Safety Studies
    - 2.7.4.1.2 Overall Extent of Exposure
    - 2.7.4.1.3 Demographic and Other Characteristics of Study Population
  - 2.7.4.2 Adverse Events
    - 2.7.4.2.1 Analysis of Adverse Events
      - 2.7.4.2.1.1 Common Adverse Events
      - 2.7.4.2.1.2 Deaths
      - 2.7.4.2.1.3 Other Serious Adverse Events
      - 2.7.4.2.1.4 Other Significant Adverse Events
      - 2.7.4.2.1.5 Analysis of Adverse Events by Organ System or Syndrome
    - 2.7.4.2.2 Narratives
  - 2.7.4.3 Clinical Laboratory Evaluations
  - 2.7.4.4 Vital Signs, Physical Findings and Other Observations related to Safety
  - 2.7.4.5 Safety in Special Groups and Situations
    - 2.7.4.5.1 Intrinsic Factors
    - 2.7.4.5.2 Extrinsic Factors
    - 2.7.4.5.3 Medicine Interactions

- 2.7.4.5.4 Use in Pregnancy and Lactation
- 2.7.4.5.5 Overdose
- 2.7.4.5.6 Medicine Abuse
- 2.7.4.5.7 Withdrawal and Rebound
- 2.7.4.5.8 Effects on Ability to Drive or Operate Machinery or Impairment of Mental Ability
- 2.7.4.6 Post-marketing Data
- 2.7.4.7 Appendix
- 2.7.5 Literature References
- 2.7.6 Synopses of Individual Studies

## **Module 3 - Quality**

### **3.1 Table of contents of module 3**

### **3.2 Body of data**

#### **3.2.S Active Pharmaceutical Ingredient (*name, manufacturer*)**

##### **3.2.S.1 General information (*name, manufacturer*)**

- 3.2.S.1.1 Nomenclature (*name, manufacturer*)
- 3.2.S.1.2 Structure (*name, manufacturer*)
- 3.2.S.1.3 General Properties (*name, manufacturer*)

##### **3.2.S.2 Manufacture (*name, manufacturer*)**

- 3.2.S.2.1 Manufacturer(s) (*name, manufacturer*)
- 3.2.S.2.2 Description of Manufacturing Process and Process Controls (*name, manufacturer*)
- 3.2.S.2.3 Control of Materials (*name, manufacturer*)
- 3.2.S.2.4 Controls of Critical Steps and Intermediates (*name, manufacturer*)
- 3.2.S.2.5 Process Validation and/or Evaluation (*name, manufacturer*)
- 3.2.S.2.6 Manufacturing Process Development (*name, manufacturer*)
- 3.2.S.3 Characterisation (*name, manufacturer*)
  - 3.2.S.3.1 Elucidation of Structure and other Characteristics (*name, manufacturer*)
  - 3.2.S.3.2 Impurities (*name, manufacturer*)
- 3.2.S.4 Control of active pharmaceutical ingredient (*name, manufacturer*)
  - 3.2.S.4.1 Specifications (*name, manufacturer*)
  - 3.2.S.4.2 Analytical Procedures (*name, manufacturer*)
  - 3.2.S.4.3 Validation of Analytical Procedures (*name, manufacturer*)
  - 3.2.S.4.4 Batch Analyses (*name, manufacturer*)
  - 3.2.S.4.5 Justification of Specification (*name, manufacturer*)
- 3.2.S.5 Reference Standards or Materials (*name, manufacturer*)

- 3.2.S.6 Container Closure System (*name, manufacturer*)
- 3.2.S.7 Stability (*name, manufacturer*)
  - 3.2.S.7.1 Stability summary and conclusions (*name, manufacturer*)
  - 3.2.S.7.2 Post approval stability protocol and stability commitment (*name, manufacturer*)
  - 3.2.S.7.3 Stability Data (*name, manufacturer*)

### **3.2.P Pharmaceutical Product (*name, dosage form*)**

- 3.2.P.1 Description and Composition of the pharmaceutical product (*name, dosage form*)
- 3.2.P.2 Pharmaceutical Development (*name, dosage form*)
  - 3.2.P.2.1 Components of the Pharmaceutical Product (*name, dosage form*)
    - 3.2.P.2.1.1 Active Pharmaceutical Ingredient(s) (*name, dosage form*)
    - 3.2.P.2.1.2 Excipients (*name, dosage form*)
  - 3.2.P.2.2 Final pharmaceutical product (*name, dosage form*)
    - 3.2.P.2.2.1 Formulation development (*name, dosage form*)
    - 3.2.P.2.2.2 Overages (*name, dosage form*)
    - 3.2.P.2.2.3 Physicochemical and biological properties (*name, dosage form*)
  - 3.2.P.2.3 Manufacturing process development (*name, dosage form*)
  - 3.2.P.2.4 Container closure system (*name, dosage form*)
  - 3.2.P.2.5 Microbiological attributes (*name, dosage form*)
  - 3.2.P.2.6 Compatibility (*name, dosage form*)
- 3.2.P.3 Manufacture (*name, dosage form*)
  - 3.2.P.3.1 Manufacturer(s) (*name, dosage form*)
  - 3.2.P.3.2 Batch formula (*name, dosage form*)
  - 3.2.P.3.3 Description of manufacturing process and process controls (*name, dosage form*)
  - 3.2.P.3.4 Controls of critical steps and intermediates (*name, dosage form*)
  - 3.2.P.3.5 Process validation and/or evaluation (*name, dosage form*)
- 3.2.P.4 Control of Inactive Pharmaceutical Ingredients (*name, dosage form*)
  - 3.2.P.4.1 Specifications (*name, dosage form*)
  - 3.2.P.4.2 Analytical procedures (*name, dosage form*)
  - 3.2.P.4.3 Validation of analytical procedures (*name, dosage form*)
  - 3.2.P.4.4 Justification of specifications (*name, dosage form*)
  - 3.2.P.4.5 Excipients of human or animal origin (*name, dosage form*)
  - 3.2.P.4.6 Novel excipients (*name, dosage form*)
- 3.2.P.5 Control of pharmaceutical product (*name, dosage form*)
  - 3.2.P.5.1 Specification(s) (*name, dosage form*)

- 3.2.P.5.2 Analytical procedures (*name, dosage form*)
- 3.2.P.5.3 Validation of analytical procedures (*name, dosage form*)
- 3.2.P.5.4 Batch analyses (*name, dosage form*)
- 3.2.P.5.5 Characterisation of impurities (*name, dosage form*)
- 3.2.P.5.6 Justification of specifications (*name, dosage form*)
- 3.2.P.6 Reference standards or materials (*name, dosage form*)
- 3.2.P.7 Container closure system (*name, dosage form*)
- 3.2.P.8 Stability (*name, dosage form*)
  - 3.2.P.8.1 Stability summary and conclusion (*name, dosage form*)
  - 3.2.P.8.2 Post-approval stability protocol and stability commitment (*name, dosage form*)
  - 3.2.P.8.3 Stability data (*name, dosage form*)

### **3.2.A Appendices**

- 3.2.A.1 Facilities and equipment (*name, manufacturer*)
- 3.2.A.2 Adventitious agents safety evaluation (*name, dosage form, manufacturer*)
- 3.2.A.3 Excipients

### **3.2.R Regional Information**

#### **3.2.R.1 Pharmaceutical and Biological availability**

- 3.2.R.1.1 Overview
  - 3.2.R.1.1.1 Country where developed, company developed by, test product synonyms
  - 3.2.R.1.1.2 The type of study(ies) submitted in support of efficacy
  - 3.2.R.1.1.3 The purpose of the study or studies
  - 3.2.R.1.1.4 The status of the reference product
  - 3.2.R.1.1.5 A description of the type of study(ies)
  - 3.2.R.1.1.6 Confirmation that the data submitted have been obtained with the formulation and manufacturing process being applied for
  - 3.2.R.1.1.7 Confirmation that the test product (all strengths) was manufactured by the same manufacturer and site applied for
  - 3.2.R.1.1.8 Confirmation that the test product was manufactured with API(s) manufactured by the same manufacturer(s) as being applied for
  - 3.2.R.1.1.9 A statement whether *in vivo-in vitro* correlation from the data was obtained by the method/s used, if applicable
  - 3.2.R.1.1.10 References
- 3.2.R.1.2 Reference product/s (local and foreign)
- 3.2.R.1.3 Certificates of Analysis
- 3.2.R.1.4 Pharmaceutical availability studies
  - 3.2.R.1.4.1 dissolution studies, data and reports

- 3.2.R.1.4.2 Other
- 3.2.R.2 Parent API manufacturer with various sites
- 3.2.R.3 Copy of certificate(s) of suitability with respect to the European Pharmacopoeia (CEP) (including any annexes)
- 3.2.R.4 Multiple API manufacturers
  - 3.2.R.4.1 Comparative API manufacturers study report
  - 3.2.R.4.2. Comparative results
  - 3.2.R.4.3 Confirmation of compliance with guidelines
  - 3.2.R.4.4 Certificates of analysis
- 3.2.R.5 Medical device
- 3.2.R.6 Materials of animal and/or human origin
- 3.2.R.7 Production documentation**
  - 3.2.R.7.1 Executed production documents
  - 3.2.R.7.2 Master production documents
- 3.2.R.8 Analytical procedures and validation information

### **3.3 Literature references**

## **Module 4 - Non-clinical study reports**

### **4.1 Table of contents of Module 4**

### **4.2 Study reports**

#### **4.2.1 Pharmacology**

- 4.2.1.1 Primary pharmacodynamics
- 4.2.1.2 Secondary pharmacodynamics
- 4.2.1.3 Safety pharmacology
- 4.2.1.4 Pharmacodynamic medicine interactions

#### **4.2.2 Pharmacokinetics**

- 4.2.2.1 Analytical methods and validation reports
- 4.2.2.2 Absorption
- 4.2.2.3 Distribution
- 4.2.2.4 Metabolism
- 4.2.2.5 Excretion
- 4.2.2.6 Pharmacokinetic medicine interactions (non clinical)
- 4.2.2.7 Other pharmacokinetic studies

#### **4.2.3 Toxicology**

- 4.2.3.1 Single-dose toxicity (in order by species, by route)

- 4.2.3.2 Repeat dose toxicity (in order by species, by route, by duration; including supportive toxicokinetics evaluations)
- 4.2.3.3 Genotoxicity
  - 4.2.3.3.1 *In vitro*
  - 4.2.3.3.2 *In vivo* (including supportive toxicokinetics evaluations)
- 4.2.3.4 Carcinogenicity (including supportive toxicokinetics evaluations)
  - 4.2.3.4.1 Long-term studies (in order by species, including range-finding studies that cannot be appropriately included under repeat-dose toxicity or pharmacokinetics)
  - 4.2.3.4.2 Short or medium term studies (including range finding studies that cannot be appropriately included under repeat-dose)
  - 4.2.3.4.3 Other studies
- 4.2.3.5 Reproductive and developmental toxicity (including range-finding studies and supportive toxicokinetics evaluations) (If modified study designs are used, the following subheadings should be modified accordingly)
  - 4.2.3.5.1 Fertility and early embryonic development
  - 4.2.3.5.2 Embryo-foetal development
  - 4.2.3.5.3 Prenatal and postnatal development, including maternal function
  - 4.2.3.5.4 Studies in which the offspring (juvenile animals) are dosed and/or further evaluated
- 4.2.3.6 Local tolerance
- 4.2.3.7 Other toxicity studies (if available)
  - 4.2.3.7.1 Antigenicity
  - 4.2.3.7.2 Immunotoxicity
  - 4.2.3.7.3 Mechanistic studies (if not included elsewhere)
  - 4.2.3.7.4 Dependence
  - 4.2.3.7.5 Metabolites
  - 4.2.3.7.6 Impurities
  - 4.2.3.7.7 Other

### **4.3 Literature references**

## **Module 5 - Clinical Study Reports**

### **5.1 Table of contents of Module 5**

### **5.2 Tabular listing of all clinical studies**

### **5.3 Clinical study reports**

#### **5.3.1 Reports of biopharmaceutic studies**

- 5.3.1.1 Bioavailability (BA) Study Reports
- 5.3.1.2 Comparative BA and Bioequivalence (BE) Study Reports
- 5.3.1.3 *In vitro-in vivo* correlation study reports
- 5.3.1.4 Reports of bioanalytical and analytical methods for human studies

**5.3.2 Reports of studies pertinent to pharmacokinetics using human biomaterials**

5.3.2.1 Plasma Protein Binding Study Reports

5.3.2.2 Reports of Hepatic Metabolism and Medicine Interaction Studies

5.3.2.3 Reports of Studies Using Other Human Biomaterials

**5.3.3 Reports of human pharmacokinetic (PK) Studies**

5.3.3.1 Healthy Subject PK and Initial Tolerability Study Reports

5.3.3.2 Patient PK and Initial Tolerability Study Reports

5.3.3.3 Intrinsic Factor PK Study Reports

5.3.3.4 Extrinsic Factor PK Study Reports

5.3.3.5 Population PK Study Reports

**5.3.4 Reports of human pharmacodynamic (PD) studies**

5.3.4.1 Healthy Subject PD and PK/PD Study Reports

5.3.4.2 Patient PD and PK/PD Study Reports

**5.3.5 Reports of efficacy and safety studies**

5.3.5.1 Study Reports of Controlled Clinical Studies Pertinent to the Claimed Indication

5.3.5.2 Study Reports of Uncontrolled Clinical Studies

5.3.5.3 Reports of Analyses of Data from More than One Study

5.3.5.4 Other Study Reports

**5.3.6 Reports of Post-marketing experience**

**5.3.7 Case report forms and individual patient listings**

**5.4 Literature references**