

Please make sure following information are included when you submit documents to the VDCA

1. Proforma invoices
 - a. Number
 - b. Date
 - c. Address of the manufacturer (Manufacturing site-according to the registration certificate)
 - d. Registered pack sizes
 - e. Address of the supplier (when applicable)
 - f. Distribution data submitted in the provided format (for antibiotics and anesthetics/sedatives)

2. Requests to import samples for registration

Recommend importation of samples from the smallest pack size and the number should be less than 10.

Sample license will be issued when you submit

 - a. copy of the sample import request certified by the VDCA staff,
 - b. request letter
 - c. pro forma invoice (preferably via email to the VDCA)
vdca.daph@gmail.com

3. Requests for “No objection” letters
 - a. Should contain detailed product information

4. Dossiers
 - a. Duly filled application with annexures of relevant information
 - b. All pages should contain page numbers
 - c. Certificates should be authenticated and valid for at least 3 months period after the submission)
 - d. All the documents must be in English (Provide translations when applicable)
 - e. The Veterinary Council registration number of the consultant veterinarian in his/her official stamp.
 - f. If any of the documents mentioned in the application is missing you have to submit authorized justifications/explanations.

5. Soft copies of the dossiers
 - a. Should be the same as the original copy
 - b. Should be able to open as a single document (all the pages should be merged as a single book)
 - c. PDF format preferred
 - d. Should not contain viruses
 - e. Should be labeled (Company name and the product names)

6. Renewal of VDCA registration
 - a. Please submit applications with the relevant documents at least 3 months prior to the expiry of the registration
 - b. If the VDCA committee decides not to approve the renewal registration of a product due to delayed submission, you may need to re-register it as a new product at VDCA.
 - c. Please submit the copies of commercial invoices of the imports of the most recent past 3 years together with the import free sale renewal application

Please kindly note that the above mentioned facts are for providing you an efficient service.

Registrar/VDCA