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|  **P.O. Box 1948 Kigali**[**info@rwandafda.gov.rw**](file:///C%3A%5CUsers%5Cdell%5CDesktop%5CUnfinished%20dossiers%5CAKALIZA%20Pharmacy-Resignation%5Cinfo%40rwandafda.gov.rw)[**www.rwandafda.gov.rw**](http://www.rwandafda.gov.rw) |

**RWANDA FDA REQUIREMENTS FOR MEDICAL PRODUCTS PROMOTION, ADVERTISEMENT AND MARKETING AUTHORIZATION**

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| #  | **Documents required** | **YES**  | **NO**  |
| 1  | Application letter addressed to Director General of Rwanda FDA  |  |  |
| 2 | A Duly filled in application form for promotion, marketing and advertisement authorization |  |  |
| 3 | Copy of Premise/ Operational license of the company |  |  |
| 4 | Copy of Product registration certificates of the products to be promoted, advertised or marketed. |  |  |
| 5 | Samples of all Promotional materials in their final versions. |  |  |
| 6 | A sample/or label of the product in the approved final package (if applicable) |  |  |
| 7 | Copy of recognized degree (and equivalence if applicable) of the responsible personnel who approved the message at company level and who will promote, advertise or market the product |  |  |
| 8 | Tangible or scientific proof or facts to back up claims made by the applicant (where applicable) |  |  |
| 9 | Proof of payment of a non-refundable application fee made as prescribed under the Rwanda FDA Regulations No CBD/TRG/004 related to Regulatory Service Tariff/fees and fines. |  |  |
|  All the above requirements are sent to the following email: info@rwandafda.gov.rw  |