QUICK START

FOR

DIGITAL PRODUCT REGISTRATION

For vaccines

Applicant Version

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF HEALTH & FAMILY WELFARE

DIRECTORATE GENERAL OF DRUG ADMINISTRATION

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www.dgda.gov.bd

http://www.dgda.gov.bd/

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Purpose of this guide

This guide shows DGDA Clients and Customers how to log in to and apply for MA Certificate for a Product Marketing Authorization.

Overview

The main steps for the Screener:

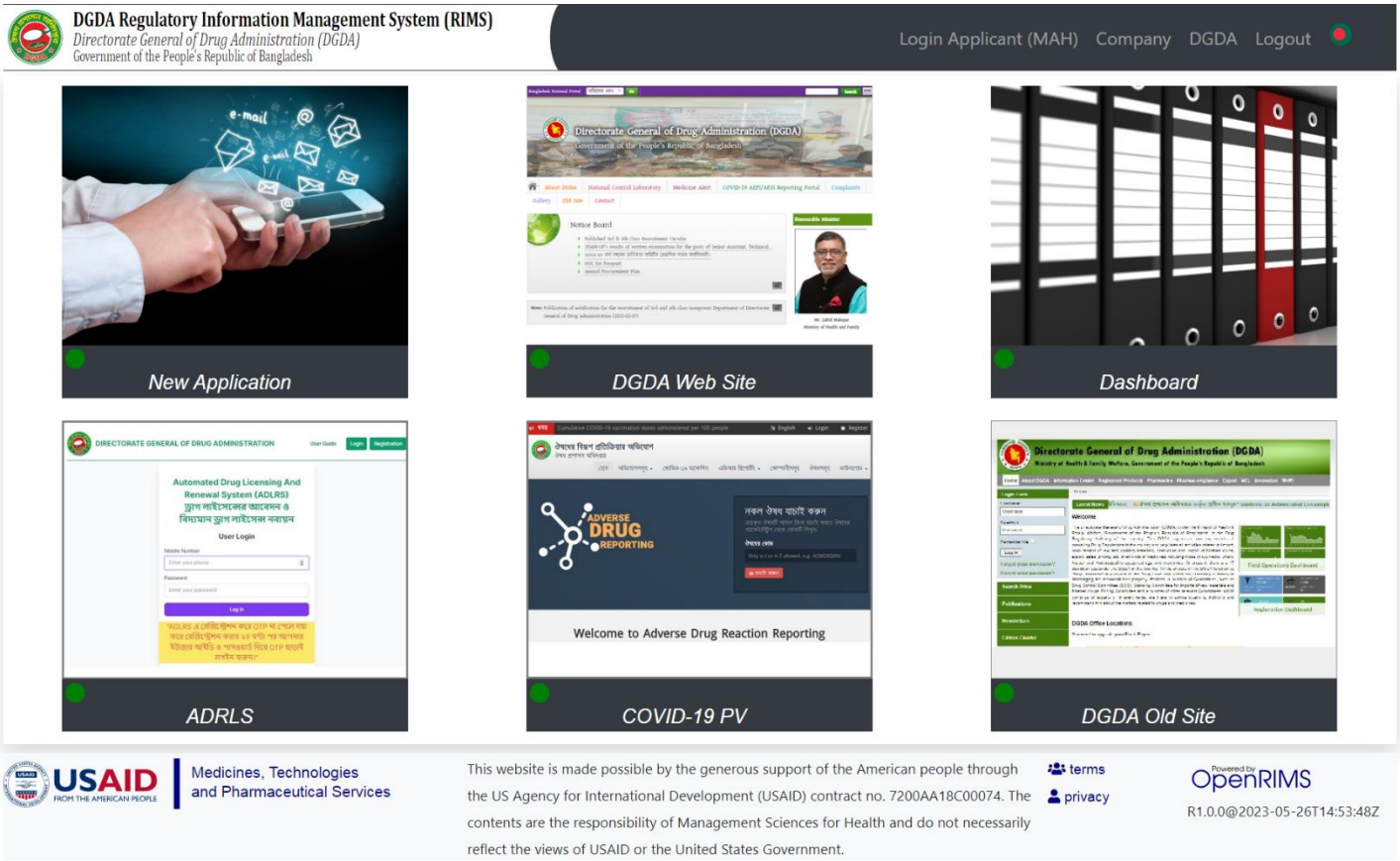
1. Go to the DGDA Application website
2. Login to the system
3. Go to the To New application
4. Monitor assigned tasks
5. Create reports

Step 1: Go to the website

The system is available on the following link:

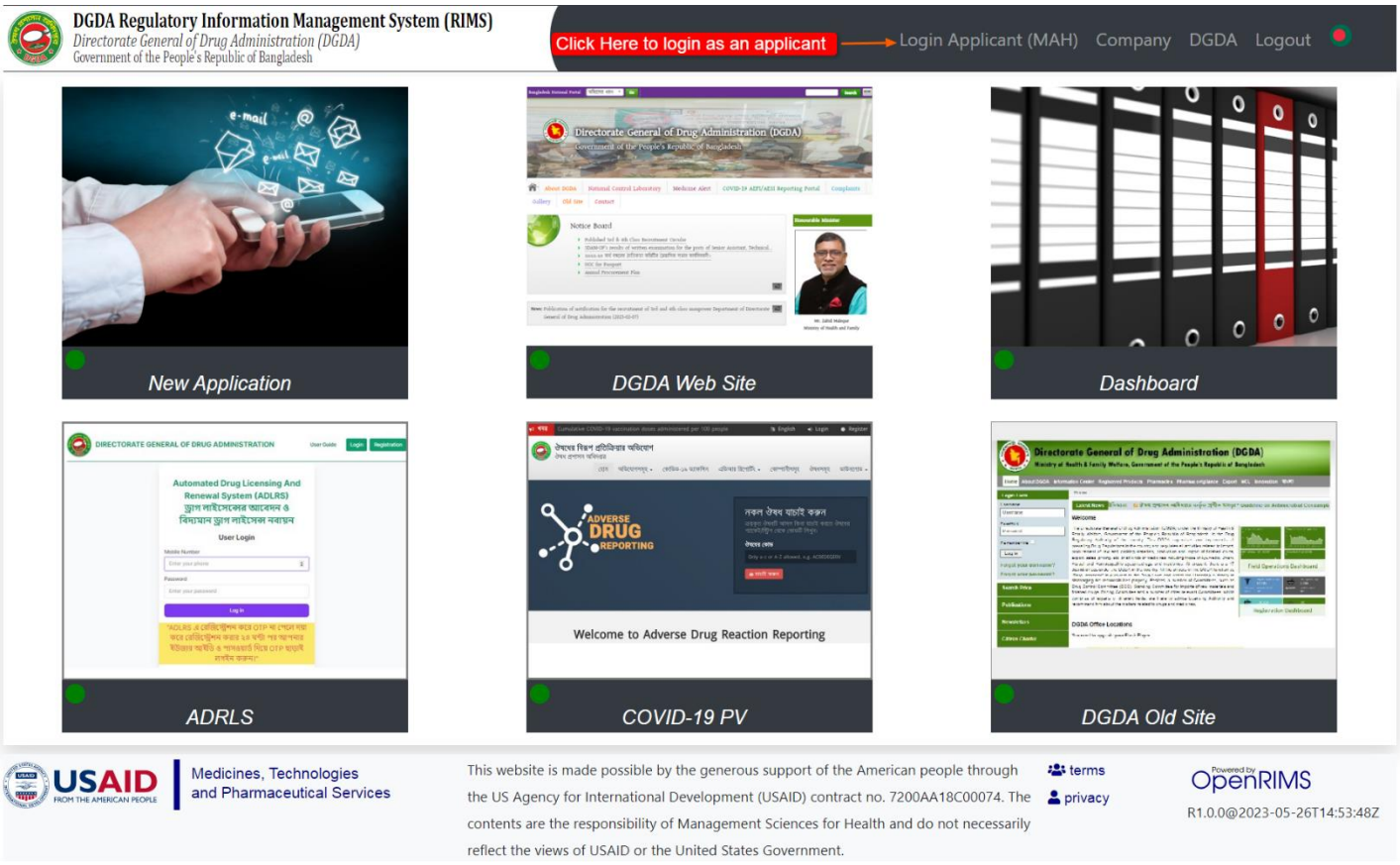
rims.dgda.gov.bd

Please type the link in a browser to get the website.



Step 2: Login as Applicant

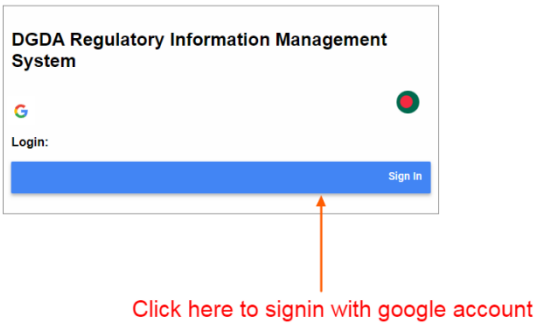
As an Applicant or Customer please click on the top right on the Applicant Login as illustrated with the orange arrow here:



NB! You do need a Google account to be able to submit any application.

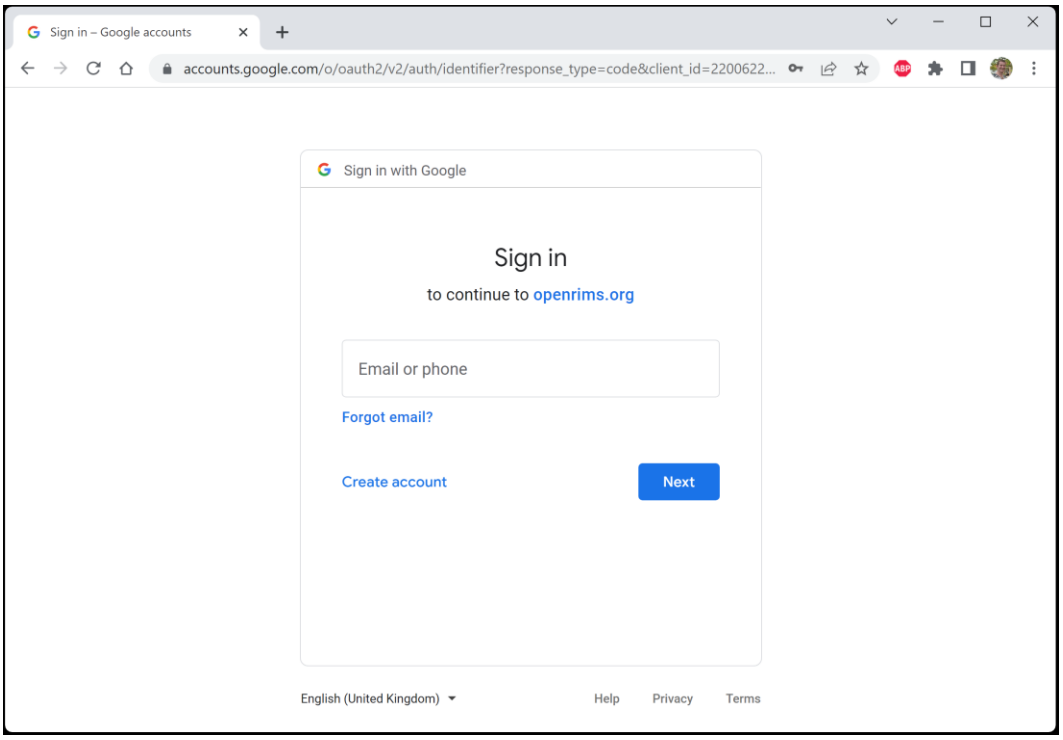
Step 3: Select Google login

Now click the Sign in with Google button:

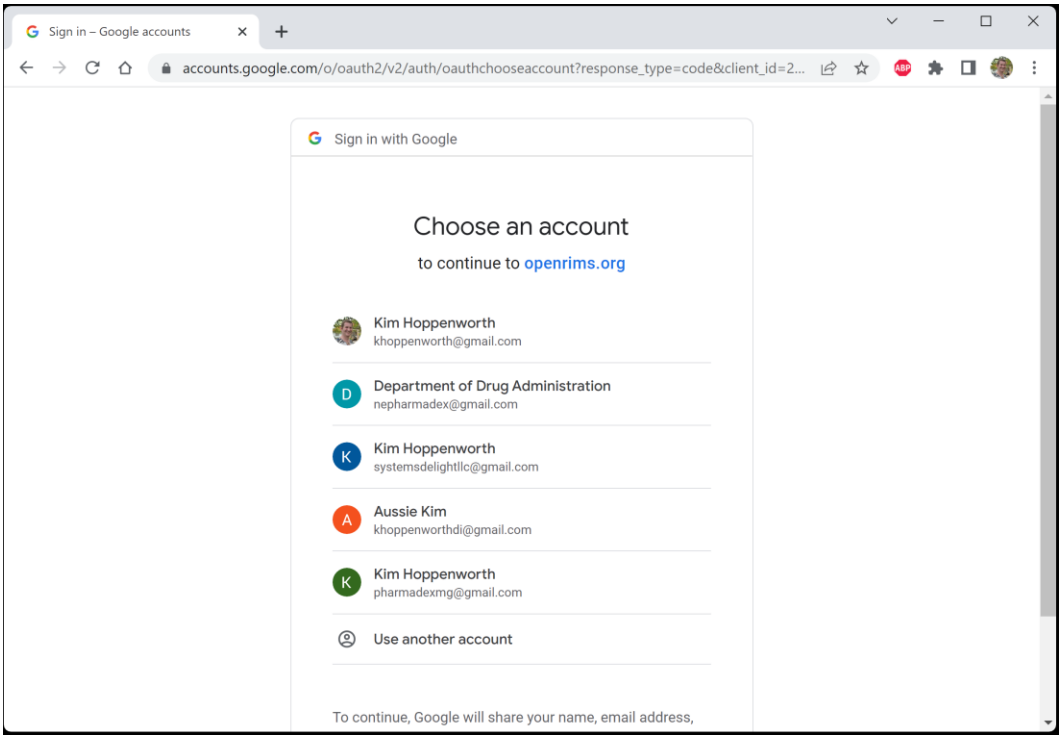


Step 3b: Choose Existing or new Google Login

Choose an Existing account. Or enter your information.

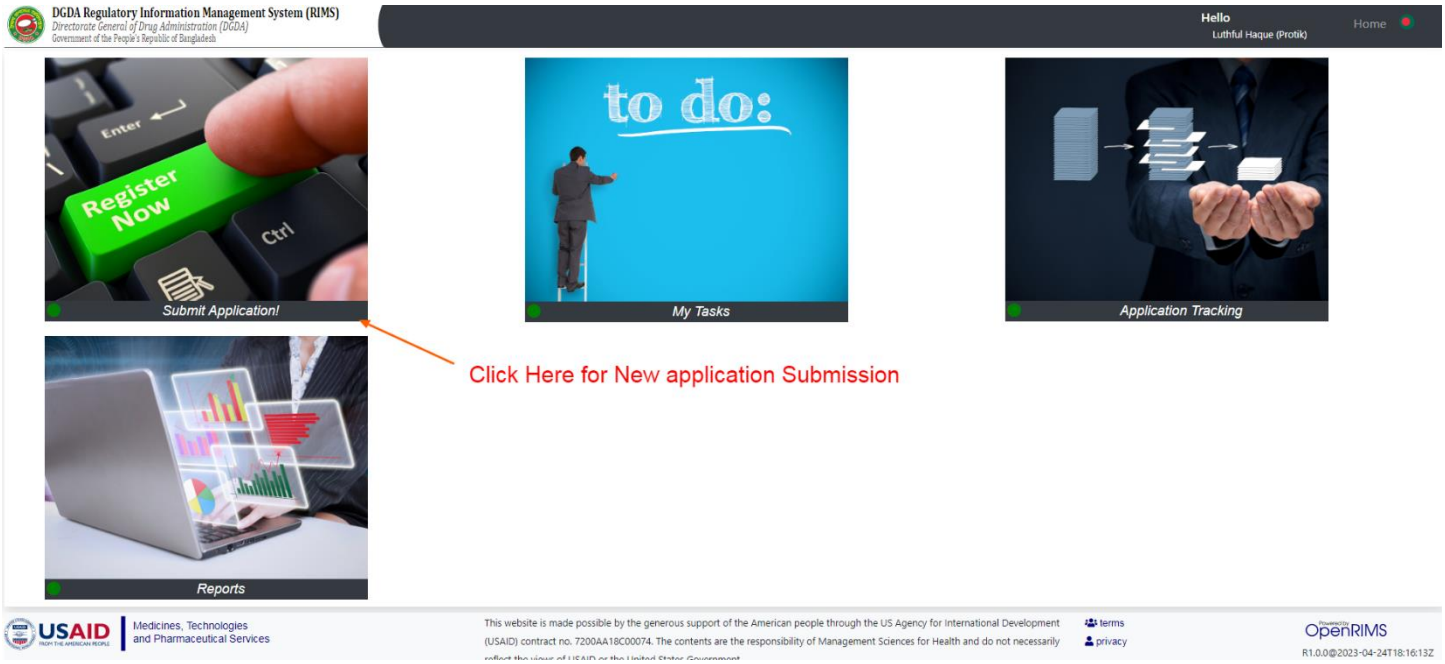


OR



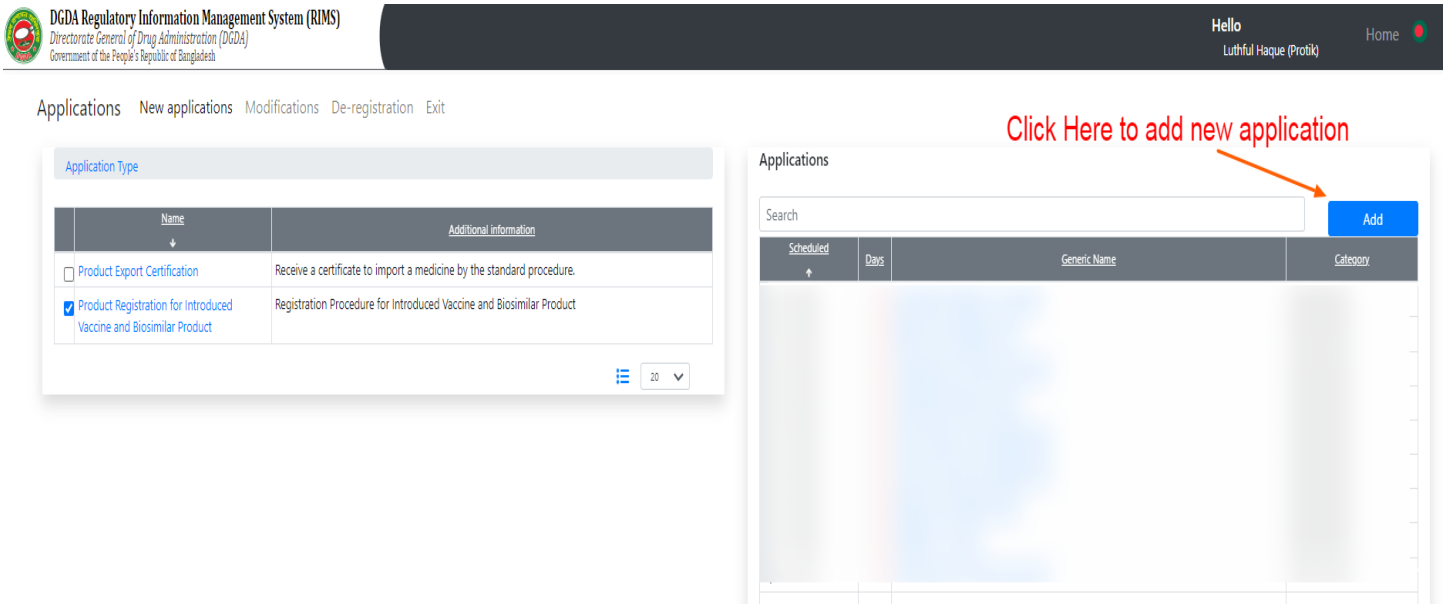
Step 4: Go to Submit a new application.

After log in please mouse over the Submit Application tile and click the button to go to Application screen.



Step 5: Add a new Application

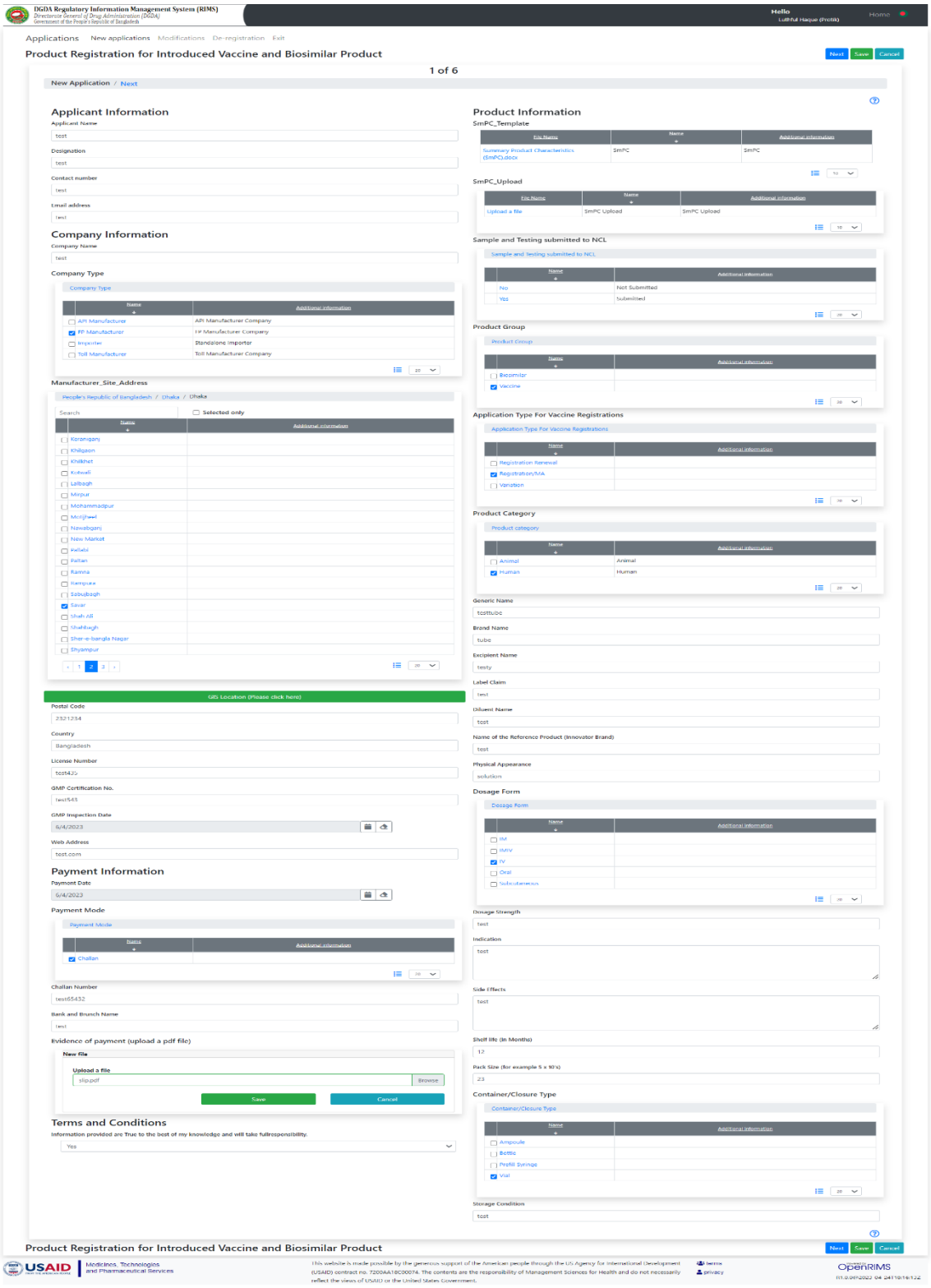
Apply for new application:



By clicking on ADD button a new form will come up.

Step 6: Fill up the forms.

New application form will appaired like below:

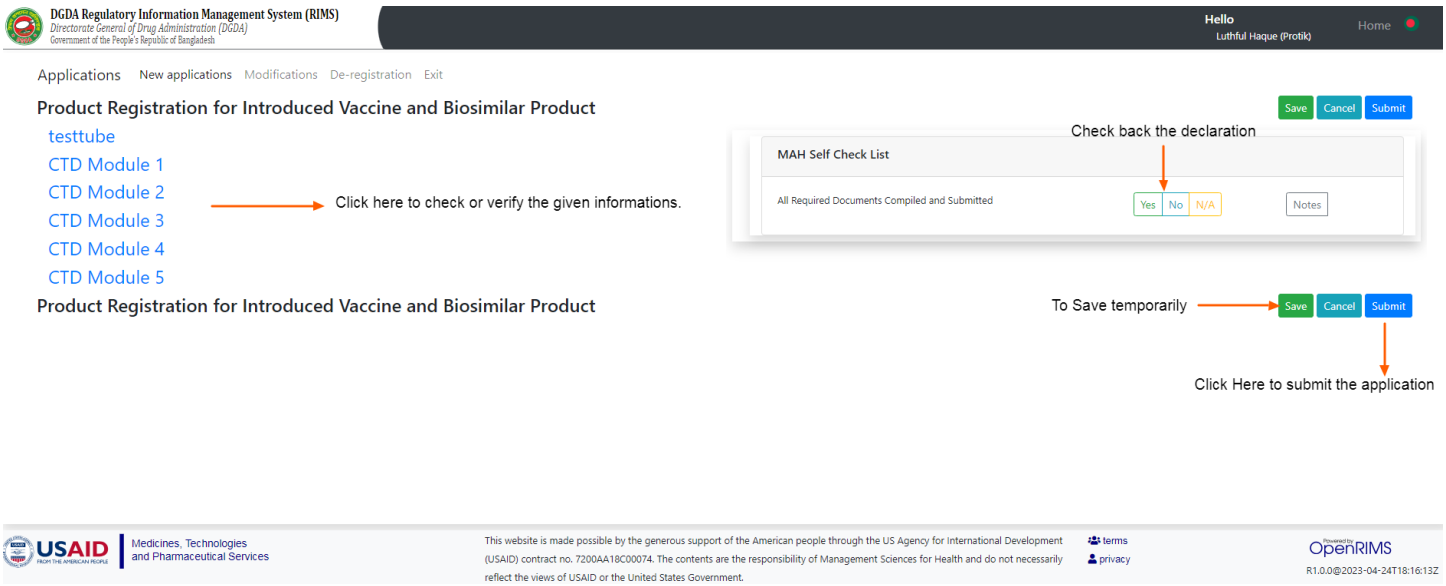


1. This is the 1st Application form.
2. Fill up all sections with all the necessary information.
3. Click on the "Next" button.
4. Fill up the second section with all the necessary information.
5. Click on the "Next" button.
6. Repeat steps 4 and 5 for the remaining 3 sections.
7. Once you have filled up all 6 sections, click on the "Submit" button.

Important: Make sure to upload the chalan slip and SmPC form and other relevant uploads in the designated sections.

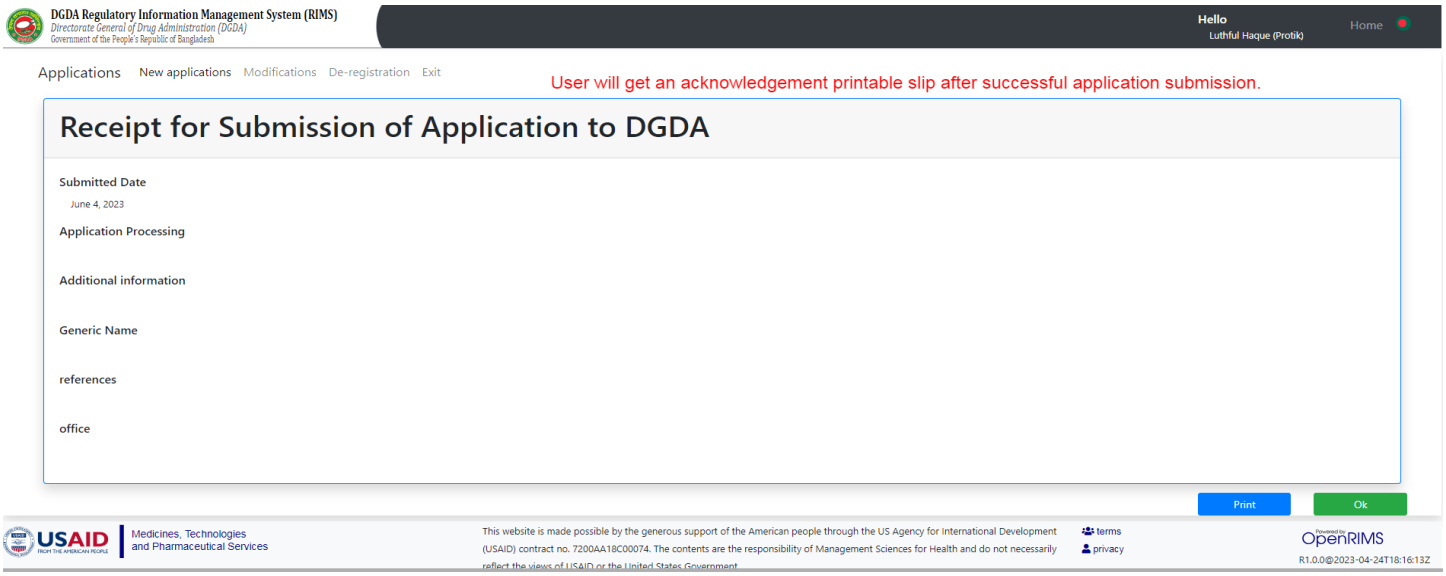
Step 7: Submission

Last step before submission:



Step 8: Acknowledgement Receipt

User will get an acknowledgement receipt after successful application submission.



Click on the "Print" button to print the acknowledgement receipt as a PDF file.

END OF DOCUMENT