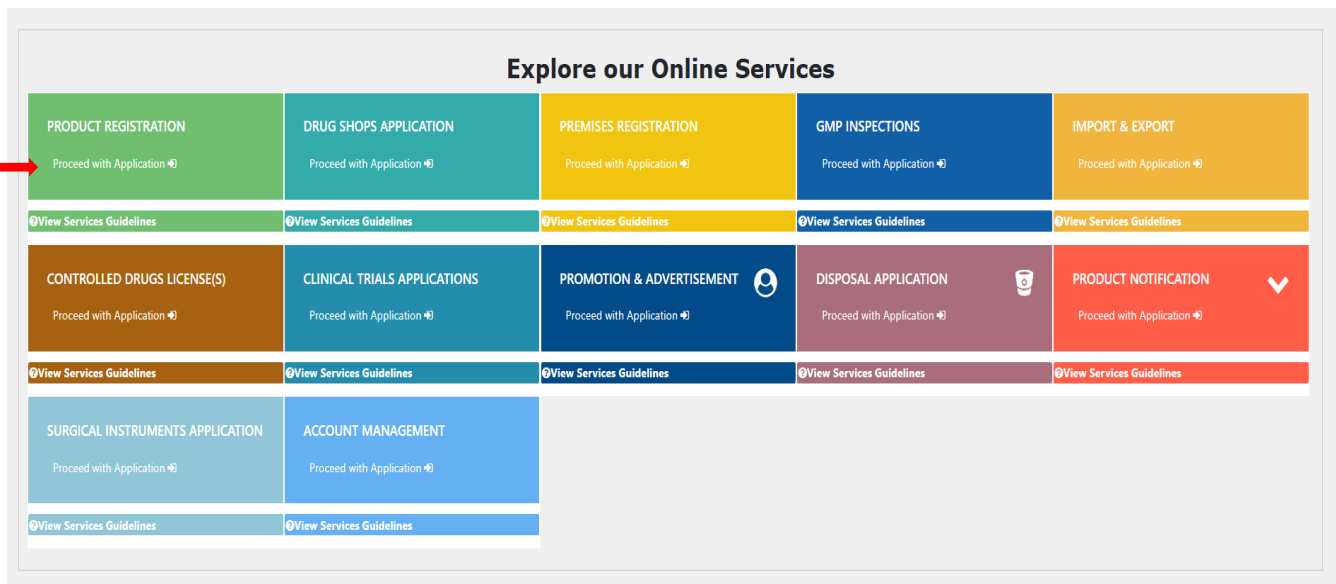
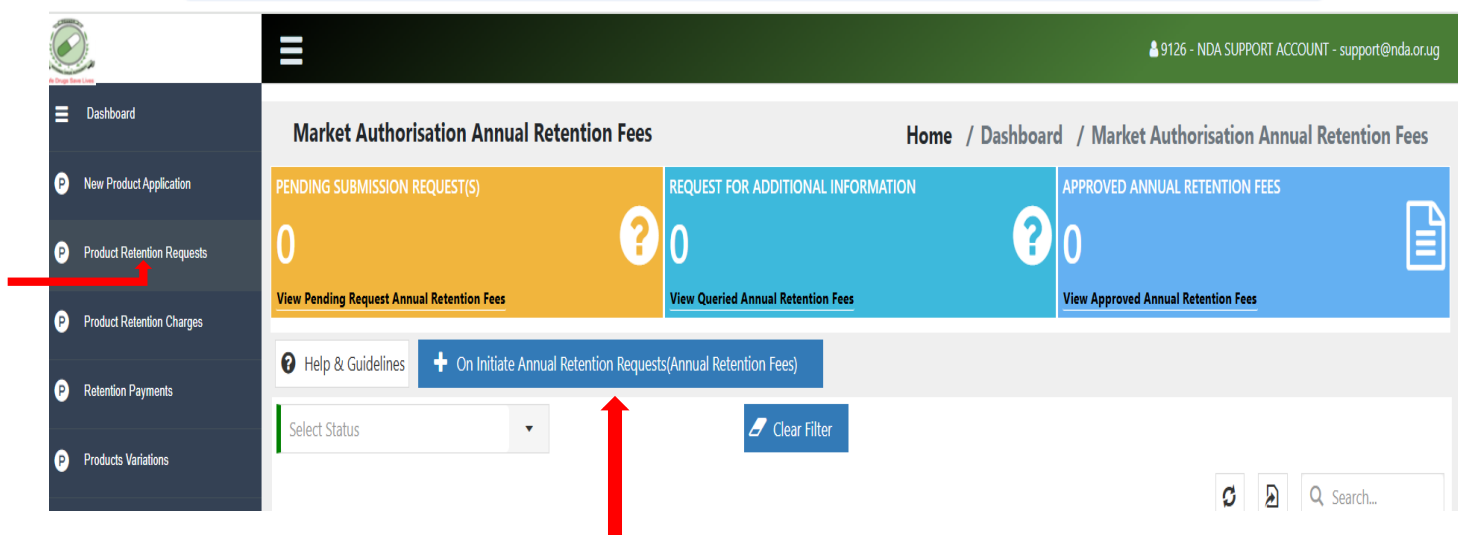


Stepwise guide for retention in IRIMS

1. Log into the IRIMS portal
2. Select '**Proceed with Application**' under '**Product registration**'



3. Select Product retention requests, then “**On Initiate Annual Retention Requests (Annual Retention Fees)**”



4. Select the retention period (From July 1st to June 30th) and **save** the application; A tracking number is automatically generated.
5. To add the products to be retained, select “**Add Permit Products,**” search and select the desired product. Please note that the products should be from a single Marketing Authorization Holder. Select Next once done.

Annual Marketing Authorisation Retention Requests

Registered Product Details

Safety Product Information Documents(Optional)

Completion & Submission

+ Add Permit Products

↺

📄

🔍 Search...

Action	Marketing Authorisation Holder	Brand Name/Product Name	Generic Names	Product Strength	Marketing Authorisation Number	Expiry Date
No data						

6. Click **generate proforma invoice**

Retention Payments

Annual Marketing Authorisation Retention Requests

Registered Product Details

Safety Product Information Documents(Optional)

Completion & Submission

Invoice Generation

Quotation

Retention of- Foreign human medicinal products- Retention of Products- Retention of- NDA/MAL/VDP/10I

500 USD

Generate Proforma Invoice

7. Once the invoice is generated, click print invoice in order to download and view invoice. This ensures that the products included in the Invoice are the right ones. Select “Cancel Invoice” in case you need the Invoice cancelled.

Invoice Generation

Cancel Invoice

Print Invoice

description	24/section_code...	Retention of- Foreign human medicinal products- Retention of Products	amount	500 USD	Not Paid
Proforma Invoice					

Generate Proforma Invoice

← Previous

Proforma Invoice (Generation) & Payment Details

8. In order to submit the invoice, **close the dialog box**,

invoice_id	invoice_number	description	invoice_date	invoice_type	amount	currency	invoice_status	invoice_message
1	24/section_code...	Proforma Invoice	2024-01-01	Retention of Foreign human medicinal products- Retention of Products	500	USD	Not Paid	

Generate Proforma Invoice

< Previous Proforma Invoice (Generation) & Payment Details

9. Click **“Agree to the Declaration”**, then **“Submit Application”**

Annual Marketing Authorisation Retention Requests Registered Product Details Safety Product Information Documents(Optional) Completion & Submission

Declaration

Submission Comments(Optional)

Enter Comments(optional)

☐ Agree to the Declaration

< Previous Proforma Invoice (Generation) & Payment Details Submit Application

10. Payment for retention can be made in any Stanbic bank using the downloaded invoice. Ensure that the full amount on the invoice is deposited because partial payments will be automatically rejected. Bring the paid retention invoice to NDA Accounts department for clearance and issuance of a receipt