

Licensing Authority

Minimum Requirements for Drug Import Certificate for Narcotic & Psychotropic Substances

It is a requirement specified in section 5(2) (b) of the Dangerous Drug Act of PNG Chapter No 28 that all importers of Dangerous Drugs must be licensed for a period of one year from the date of the license. This license may be renewed after a period of one year by the Secretary for Health. This license shall be in a prescribed form.

To obtain a Drug Import License for Narcotics and Psychotropic Substances (Dangerous Drugs), the following requirements must first be met:

A. General Requirements:

1. **New applicant(s):** Lodge a request letter for a Drug Import License to import into PNG Narcotics and Psychotropic Substances (Dangerous Drugs).
2. **Existing Applicant(s):** Lodge request letter for renewal of the Drug Import License.

B. The Focal Points of contact:

This person must be nominated by the applicant or business to be the contact point and consignee for the imported substances.

The nominated person must be:

1. A currently registered and practicing Medical Practitioner, registered with the Medical Board of Papua New Guinea. Attach a copy of the valid/current registration certificate.
2. A currently registered and practicing Veterinary Surgeon registered under the Veterinary Surgeons' Ordinance 1966. Attach a copy of the valid/current registration certificate.
3. A currently registered Dentist, registered with the Medical Board of PNG. Attach a copy of the valid/current registration certificate.
4. A currently registered Pharmacist, registered with the Pharmacy Board of PNG. Attach a copy of the valid/current registration License to practice.

5. In the case that the focal point of contact or consignee is changed, this office must be notified of the changes. Details including name and valid registration certificates and licenses to practice of the nominated consignee must be provided.

C. Requirements for the Establishments

1. The Establishments must be registered and licensed by the licensing authority.
 - a) Medical Centers, Clinics and Hospitals be registered with the Medical Board of PNG.
 - b) Veterinary Clinics be registered with the Veterinary Surgeons' Ordinance in PNG.
 - c) Dental Clinics be registered with the Medical Board of PNG
 - d) Pharmaceutical Establishments be registered with the Pharmacy Board of PNG.
 - e) Pharmaceutical Establishments established within medical centers, clinics or hospitals be also registered with the Pharmacy Board of PNG
2. Valid copy of documentations including registration certificates/licenses for all in 1 above be provided.

D) Before a license is granted the applicant shall:

a) Give security reasons to the satisfaction of the minister/secretary that:

i) All importations made by the establishments' nominee under the license or any renewal of license will be disposed of for medicinal purposes only; and

ii) He or She will record in a book kept by him/her for the purpose particulars of the quantities of the quantities imported and except where the minister/secretary by written notice declares otherwise, how and to whom they have been disposed of; and

iii) He or She will at all responsible times produce to the minister/secretary , or an officer authorized by the minister/secretary for the purpose, the book so kept and the balance of the importations on hand at the time when the book is produced.

iv) Once approved then the company submits its estimates or quarter to be imported for the following year. Quarters are provided to INCB annually towards end of the year.