Submit an Active Substance Master File

The following submission guidance is aimed towards the holders of Active Substance Master Files (ASMFs). Since an ASMF is submitted as part of a marketing authorisation or variation application, marketing authorisation holders also share responsibility with the ASMF holder to ensure that the ASMF complies with submission requirements.

The ASMF should be submitted via the Common European Submission Portal (CESP).

Submissions through the Common European Submission Portal (CESP)

This system is available from the Heads of Medicines Agencies (HMA) and provides a simple and secure mechanism for exchange of information between applicants and regulatory agencies.

The purpose of the system is to:

- provide a secure method of communicating with regulatory agencies via one platform
- allow submission of an application once to reach all required agencies
- reduce the burden for both industry and regulators of submitting/handling applications on CD-ROM and DVD.

If you are a first time CESP user and wish to setup up an organisation/university or trust to manage multiple users on the system, register with CESP here.
If you are a standalone user and wish to upload for Non Commercial Use on your own behalf, register with CESP here.

Once registered you will receive credentials to access the portal to your registered email address.

General CESP training is available to all registered users via CESP's training menu once logged into the system. Training on demand videos are available and you can also sign up to our free online weekly live demonstrations. CESP encourage all users to attend training before using the system. View FAQs here.

Clinical trial applicants can also view the MHRA Clinical Trials Guidelines document

New ASMF submission

The following documents should be provided by the ASMF holder:

• Submission letter and administrative details form [1]
• Letter of access [1]
• Applicant's part [2]
• Restricted part [2]
• Separate or combined quality overall summary (QOS) for the applicant's and restricted parts [2]
• Copy of the expert's curriculum vitae
• A copy of the proposed ASMF holder's drug substance specification (3.2.S.4.1)

The applicant's part, restricted part and quality overall summary(ries) should be submitted as individual PDF documents for the relevant sub-sections of the CTD. All documents should be submitted and named according to eCTD or NeeS conventions.

Update to an existing ASMF

• Submission letter and administrative details form [1]
• Updated CTD sections of the applicant's part (where applicable) [2, 3]
• Updated CTD sections of the restricted part (where applicable) [2, 3]
• Updated quality overall summary(ies) (QOS) [2]
• Copy of the expert's curriculum vitae
• A copy of the proposed ASMF holder's drug substance specification (3.2.S.4.1)
• A table of changes between the present and proposed (updated) versions of the applicant's part and/or restricted part [2]

Response to deficiency letter for new or updated ASMF submission

The following documents should be provided by the ASMF holder:

• Submission letter and administrative details form [1]
• Combined or separate response documents addressing the deficiency questions for both the applicant's **and** restricted parts (a copy of the response to the deficiency questions on the applicant's part should be sent to the MAH(s) for inclusion in their response documents)
• Updated CTD sections of the applicant's part (where applicable) [2, 3, 4]
• Updated CTD sections of the restricted part (where applicable) [2, 3, 4]

Change of ownership of an ASMF

The following documents should be provided by the ASMF holder:

• Submission Letter and Administrative Details form [1]
• Letter of Access [1]

The ASMF data will be copied from the previous holder's records. However, if the new holder wishes to provide an ASMF in their own company livery, written confirmation stating that no changes have been made to the ASMF data should be provided by the new ASMF holder. If changes to the ASMF data are made, then the ASMF will be regarded as an update to the existing ASMF (see above for submission requirements).

Change of name/address of an ASMF holder or manufacturing site

The following documents should be provided by the ASMF holder:

• Submission Letter and Administrative Details form [1]
• Updated CTD section of the Applicant's Part.
• Updated Letter of Access [1] (only for a change in the name of the ASMF holder)

[1] The templates for the submission letter and administrative details form (Annex 3) and the letter of access (Annex 2) are published on the EMA website in guidance CPMP/QWP/227/02 Rev. 3 Active Substance Master File Procedure. Guidance on completing the annexes is published on the CMD website. The submission letter and administrative details form should be provided by the ASMF holder for each marketing authorisation or variation application.
[2] The ASMF holder should provide the most recent version only once.
[3] A complete applicant's or restricted part(s) will also be accepted.
[4] Updated CTD sections should be version controlled to differentiate them from the previously submitted versions