



This form, when completed, will be classified as 'For official use only'.  
 For guidance on how your information will be treated by the TGA see: Treatment of information provided to the TGA at  
<https://www.tga.gov.au/treatment-information-provided-tga>.

## Request for certificate, or certified copy of TGA licences and certificates (Part A) or copy of Conformity Assessment Certificates (Part B)

| Part A - GMP Certificates & Licences for Medicinal Products   |                          | Fee    | Number of Copies | Total |
|---|--------------------------|--------|------------------|-------|
| <b>Certificate of GMP Compliance</b><br><input type="checkbox"/><br><b>Note: For Licensed Australian manufacturers only.</b><br>A certificate will be produced with a unique number and will be electronically signed and issued by email. No hard copy will be issued.   |                          | \$204  |                  |       |
| <b>Certified copy of original Certificate of GMP Compliance</b><br><input type="checkbox"/><br><b>Note: This can only be requested if a Certificate of GMP Compliance has been issued.</b> Certificates are not automatically issued after each inspection. You must request and pay for a certificate <b>before</b> it can be certified. |                          | \$ 75  |                  |       |
| <b>Certified copy of original GMP Licence</b><br><input type="checkbox"/>   |                          | \$ 75  |                  |       |
| <b>Certificate of GMP Compliance for Mutual Recognition Agreement (MRA) for:</b>  |                          |        |                  |       |
| <ul style="list-style-type: none"> <li>• Canada</li> </ul>  | <input type="checkbox"/> | \$ 376 | 1                |       |
| <ul style="list-style-type: none"> <li>• European Union</li> </ul>  | <input type="checkbox"/> | \$ 376 | 1                |       |
| <ul style="list-style-type: none"> <li>• Iceland, Liechtenstein and Norway</li> </ul>   | <input type="checkbox"/> | \$ 376 | 1                |       |
| <ul style="list-style-type: none"> <li>• Singapore</li> </ul>   | <input type="checkbox"/> | \$ 376 | 1                |       |
| <ul style="list-style-type: none"> <li>• United Kingdom</li> </ul>  | <input type="checkbox"/> | \$ 376 | 1                |       |
| Part B - Certificates for Medical Devices   |                          | Fee    | Number of Copies | Total |
| <b>Quality Systems Certificate</b><br><input type="checkbox"/><br><b>Note: For manufacturers holding a TGA Conformity Assessment Certificate for medical devices only.</b>  |                          | \$204  |                  |       |
| <b>Certified copy of original Quality Systems Certificate</b><br><input type="checkbox"/><br><b>Note: This can only be requested if a Quality Systems Certificate has been issued.</b> Certificates are not automatically issued after each inspection. You must request and pay for a certificate <b>before</b> it can be certified.     |                          | \$ 75  |                  |       |

\*Note: These fees may increase on 1 July each year. For more information, please refer to the TGA [fees and charges](#) webpage for the fees for [medicinal products](#) and [medical devices](#).

| Manufacturer's Details           |  |                 |  |
|----------------------------------|--|-----------------|--|
| Manufacturer's Name              |  |                 |  |
| Manufacturing Site               |  |                 |  |
| Licence/Certificate Reference/ID |  |                 |  |
| Client ID                        | <b>Note:</b> Client IDs usually start with TGA00 and are ten digits long e.g. TGA00XXXXX.                              |                 |  |
| Contact Person                   | <b>Note:</b> If you are <b>not the manufacturer</b> , a 'Letter of Authorisation' <b>must accompany this request</b> . |                 |  |
| Phone No                         |  | Mobile Phone No |  |
| Email Address                    |  |                 |  |
| Return Street Address            | <b>Note:</b> This must be a <b>street address</b> as notarised copies are posted and sent <b>via registered mail</b> . |                 |  |

| Payment Details   |  |
|---|--|
| <p>The TGA's preferred method of payment is via the TGA website's Online Payment Portal (<a href="https://www.bpoint.com.au/payments/TGA">https://www.bpoint.com.au/payments/TGA</a>).</p> <p>1 – Select Biller Code “17 – Request for Certificate/Copy of Certificate/Licence”.</p> <p>2 – Enter your Client ID prefixed by 'TGA00' (e.g. TGA00xxxx).</p> <p>3 – At the 'Licence Reference' field, enter 'BC17 Certificate'.</p> <p>For more information about remitting a payment to the TGA, please refer to <a href="#">Payment Options</a></p> |  |



- **This form cannot be processed until a payment is made.** No invoice will be issued until your payment has been received by the TGA.
- **Please note** fees are for **one copy** of a notarised or certified certificate.
- The completed form and evidence of payment must be emailed to [accountsrec@health.gov.au](mailto:accountsrec@health.gov.au). Your organisation's ID and 'Request for Certificate' must be quoted in the email Subject field.
- For finance related enquiries, please contact 1800 020 653 (option 5) or email [accountsrec@health.gov.au](mailto:accountsrec@health.gov.au).
- For all other enquiries including assistance with this form, please phone 1800 020 653 or email [GMP@health.gov.au](mailto:GMP@health.gov.au).