



Australian Government

Department of Health, Disability and Ageing
Therapeutic Goods Administration

TGA USE ONLY

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

GMP Certificates & Licences for Medicinal Products		Fee	Number of Copies	Total
Certificate of GMP Compliance Note: For Licensed Australian manufacturers only. A certificate will be produced with a unique number and will be electronically signed and issued by email. No hard copy will be issued.	☐	\$221	1	\$
Certified copy of original Certificate of GMP Compliance Note: This can only be requested if a Certificate of GMP Compliance has been issued. Certificates are not automatically issued after each inspection. You must request and pay for a certificate before it can be certified.	☐	\$81		\$
Certified copy of original GMP Licence	☐	\$81		\$
Certificate of GMP Compliance for Mutual Recognition Agreement (MRA) for:				
Canada	☐	\$407	1	\$
European Union	☐	\$407	1	\$
Iceland, Liechtenstein and Norway	☐	\$407	1	\$
Singapore	☐	\$407	1	\$
United Kingdom	☐	\$407	1	\$

***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.

Manufacturer's Details			
Manufacturer's Name			
Manufacturing Site			
Licence/Certificate Reference/ID			
Client ID Note: Client IDs usually start with TGA00 and are ten digits long e.g. TGA00XXXX.			
Contact Person Note: If you are not the manufacturer , a 'Letter of Authorisation' must accompany this request .		Title: Name: Position:	
Phone No.		Mobile Phone No.	
Email Address			
Return Street Address Note: This must be a street address as certified copies are posted and sent via registered mail .			

Payment Details
The TGA's preferred method of payment is via the TGA website's Online Payment Portal (https://www.bpoint.com.au/payments/TGA). 1 – Select Biller Code “17 – Request for Certificate/Copy of Certificate/Licence”. 2 – Enter your Client ID prefixed by 'TGA00' (e.g. TGA00xxxxx). 3 – At the 'Licence Reference' field, enter 'BC17 Certificate'. For more information about remitting a payment to the TGA, please refer to Payment Options



- **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 certified licence or certificate.
- The completed form and evidence of payment must be emailed to 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.
- For all other enquiries including assistance with this form, please phone 1800 020 653 or email GMP@health.gov.au.