



LEGAL AND CORPORATE AFFAIRS UNIT

TITLE: Standard Operating Procedure for Review and Gazetting of Fees			
SOP Number: LC 05		Revision Number: 6 Document Level: 3	Page 1 of 4
Approval Date: 26/06/2020		Effective Date: 24/07/2020	Review Date: 07/10/22
Reviewed by:	M. Makumire Name	M Makumire Signature	24/06/2020 Date
Checked by:	P. Muzandu Name	P. Muzandu Signature	24/06/2020 Date
Approved for use by: (Quality Manager)	A. Chivachwe Name	[Signature] Signature	24/07/2020 Date

1.0 PURPOSE

To outline the process of reviewing and gazetting fees.

2.0 SCOPE

Applies to all fees reviewed by MCAZ.

3.0 FREQUENCY

As and when necessary

4.0 LOCATION

- 4.1 The Master copy of this procedure shall be kept in the Quality Manager's office.
- 4.2 A controlled copy shall be kept in the Legal Unit.

5.0 DEFINITIONS

N/A

6.0 RESPONSIBILITY

The Regulatory Officers shall be responsible and accountable for the implementation and maintenance of this procedure.

7.0 PROCEDURE

- 7.1 When needs arise, the Director-General shall call for fees reviews from all Heads of Units and/or Divisions;
- 7.2 The proposals shall be reviewed by Management and once approved they shall be tabled before the Finance Committee for approval;
- 7.3 After The Finance Committee approves the fees, the Legal Unit prepares a draft Statutory Instrument (SI) and memorandum to the Minister of Health and Child Care which shall be tabled before the Legal Committee for review.
- 7.4 The Legal Unit shall finalise the SI and memorandum and send it to the Minister of Health and Child Care for approval.
- 7.5 Once the Minister approves the SI, he or she sends it to the Legal Drafting Department in the Attorney- General’s (AG) Office for approval
- 7.6 After approving the draft SI, the Legal Drafting Department shall return it to the Minister.
- 7.7 The Minister shall send the SI to the Authority for gazetting.
- 7.8 After receipt of the approved SI, the Legal Unit shall send the SI to Printflow (Pvt) Ltd for a quotation.
- 7.9 The Procurement Management Unit shall raise a requisition for gazetting of the SI, and shall ensure payment is done to Printflow (Pvt) Ltd.
- 7.10 Printflow (Pvt) Ltd publishes the SI and the Director-General may issue a circular on the new fees.
- 7.11 The Legal Unit shall ensure that the gazetted fees are published on the website within a reasonable time.

8.0 APPENDICES/ ATTACHMENTS

- 8.1 Appendix I – Process Flow chart.

9.0 RECORDS

Document Number	Title of Record	Retention Period
LCA 13	Legislation	5 years

10.0 REFERENCES

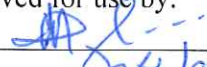
- 10.1 SOP MR 4.0 Writing Standard Operating Procedure
- 10.2 SOP MR 4.13 Control of Records

Reviewed by: <i>M. Makumbe</i>	Checked by: <i>P. Murandu</i>	Approved for use by: <i>[Signature]</i>
Date: <i>24/06/2020</i>	Date: <i>24/06/2020</i>	Date: <i>24/07/2020</i>

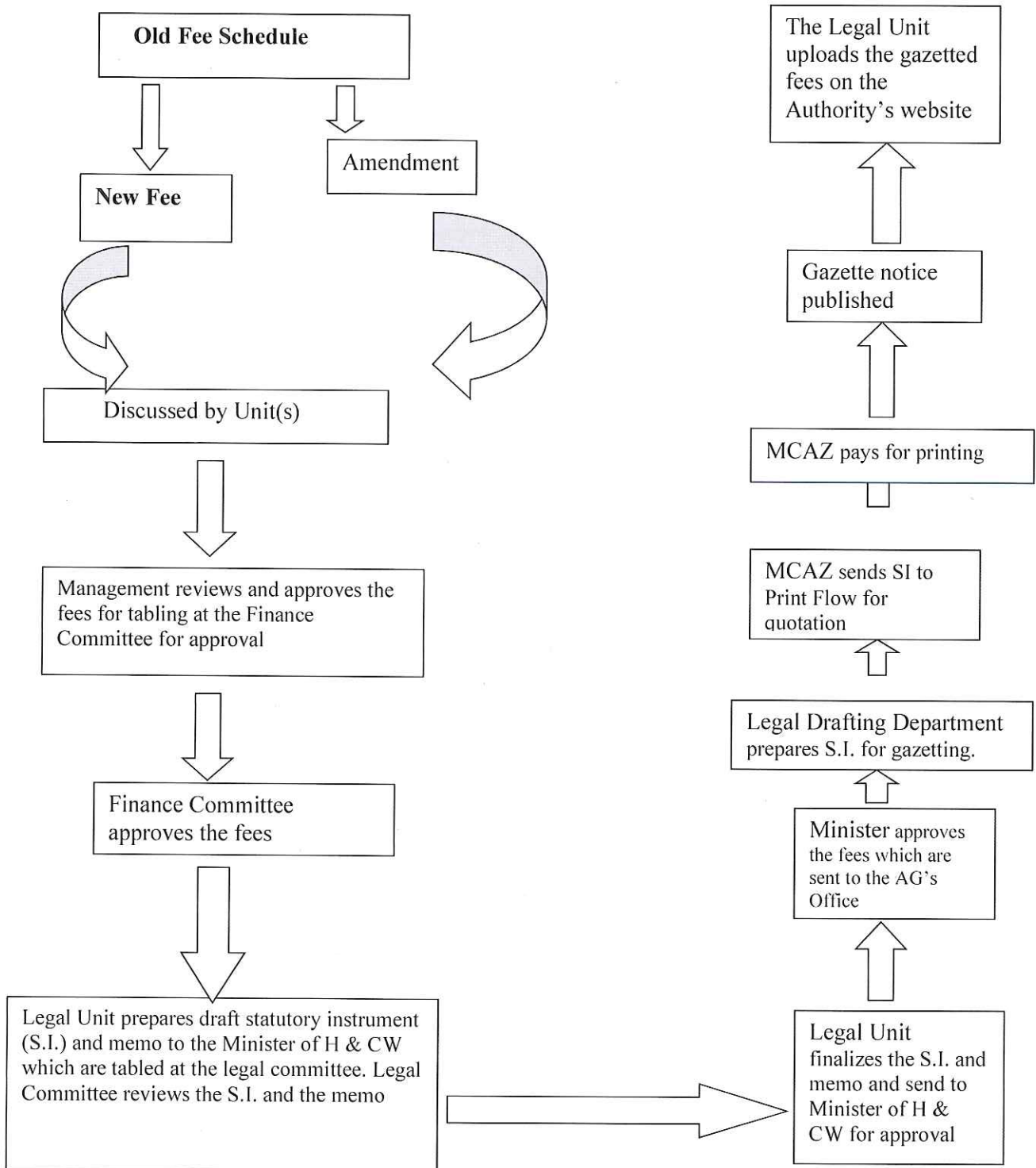
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11.0 HISTORY

DOCUMENT HISTORY		
Revision Number	Date Approved	Reason for Change
2	September 2012	Rolling Review and System Improvement
3	April 2014	Rolling Review and System Improvement
4	January 2017	System Improvement
5	June 2018	System Improvement

Reviewed by: M. Makum AP	Checked by: P. Miranchar	Approved for use by: 
Date: 24/06/2020	Date: 24/06/2020	Date: 24/07/2020

APPENDIX I Process Flow Chart



Reviewed by: <i>M. Makumbe</i>	Checked by: <i>P. Mwanusha</i>	Approved for use by: <i>[Signature]</i>
Date: <i>24/06/2020</i>	Date: <i>24/06/2020</i>	Date: <i>24/07/2020</i>