



## LEGAL AND CORPORATE AFFAIRS UNIT

<b>TITLE:</b> Standard Operating Procedure for Review and Gazetting of Fees			
<b>SOP Number:</b> LC05		<b>Revision Number:</b> 7	
		<b>Document Level:</b> 3	
<b>Date Issued for training:</b> 28/01/22		<b>Effective Date:</b> 25/02/2022	
		<b>Review Date:</b> 02/2024	
<b>Reviewed by:</b>	<i>M. Makwira</i> Name	<i>M. Makwira</i> Signature	<i>15/02/22</i> Date
<b>Approved by HoU/HoD:</b>	<i>R. P. Chimkanga</i> Name	<i>R. P. Chimkanga</i> Signature	<i>15/02/22</i> Date
<b>Authorised for use by: (Quality Manager)</b>	<i>A. Chikwore</i> Name	<i>A. Chikwore</i> Signature	<i>25/02/2022</i> Date

**PURPOSE**

To outline the process of reviewing and gazetting fees.

**2.0 SCOPE**

Applies to all fees reviewed by the Medicines Control Authority of Zimbabwe (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 office.

**5.0 DEFINITIONS**

N/A

**6.0 RESPONSIBILITY**

The Regulatory Officers and the Legal Manager within the Legal Unit shall be responsible and accountable for the implementation and maintenance of this procedure

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## 7.0 PROCEDURE

- 7.1 When the need arises, the Director-General shall call for proposals for fees review from all Heads of Units / Divisions;
- 7.2 The proposals from the Units or Divisions shall be submitted to the Legal Unit.
- 7.3 The Legal Unit shall submit the proposals to the Finance Unit for preparation of the fee schedules.
- 7.4 Within seven (7) working days of receiving the fee schedules from the Finance Unit, the Legal Unit shall refer the fee schedules to Management for review.
- 7.5 Once the fee schedules are reviewed by Management, the Legal Unit shall incorporate the input from Management and refer the reviewed fee schedules to the Finance Unit within three (3) working days.
- 7.6 The Finance Unit shall table the fee schedules before the Finance Committee for approval.
- 7.7 After the Finance Committee approves the proposed fees, the Legal Unit shall prepare a draft Statutory Instrument (SI) and memorandum to the Minister of Health and Child Care which shall be tabled by the Legal Unit before the Legal Committee for review.
- 7.8 After incorporating the input from the Legal Committee, the Legal Unit shall send the draft S.I and memorandum to the Minister of Health and Child Care for approval within a period of three (3) working days.
- 7.9 Once the Minister approves the SI, he/ she sends it to the Legal Drafting Department in the Attorney- General's (AG) Office for approval.
- 7.10 After approving the draft SI, the Legal Drafting Department shall return it to the Minister.
- 7.11 The Minister shall send the SI to MCAZ for gazetting.
- 7.12 After receipt of the approved SI, the Legal Unit shall, within two (2) working days, send the SI to the Procurement Management Unit for referral to Print flow (Pvt) Ltd for a quotation.
- 7.13 The Procurement Management Unit shall raise a requisition for gazetting of the SI, and shall ensure payment is done to Printflow (Pvt) Ltd.
- 7.14 Printflow (Pvt) Ltd shall publish the SI and the Director-General may issue a circular on the new fees.
- 7.15 The Legal Unit shall ensure that the gazetted fees are published on the website within three (3) working days from the date of gazetting.

## 8.0 APPENDICES/ ATTACHMENTS

- 8.1 Appendix I – Process Flow chart.

## 9.0 RECORDS

Document	Title of Record	Retention
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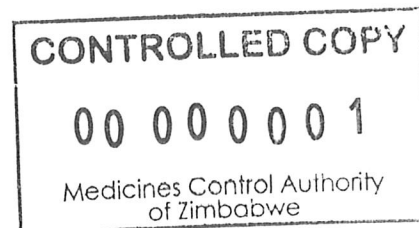
Reviewed by: <i>[Signature]</i>	Approved by HoU/HoD <i>R.P. Chumbema</i>	Authorised for use by QM: <i>[Signature]</i>
Date: 15/02/22	Date: 15/02/22	Date: 25/02/2022

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Number		Period
LCA13	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



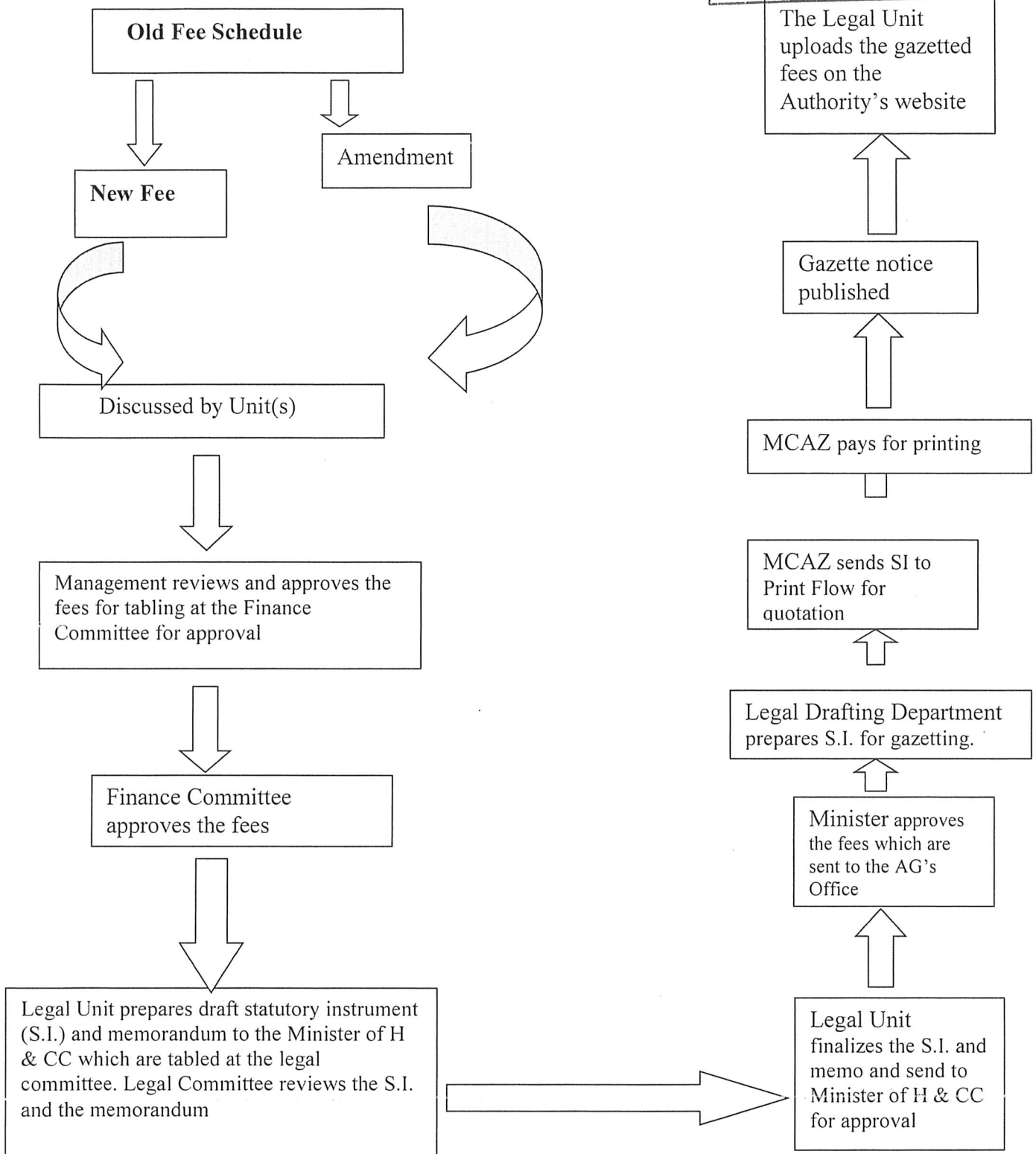
## 11.0 HISTORY

<b>DOCUMENT HISTORY</b>		
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
6	July 2020	Rolling review and System improvement

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**APPENDIX I**      **Process Flow Chart**

Medicines Control Authority  
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