

PEST CONTROL PRODUCTS BOARD

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Our Ref: PCPB/111/REG/VOL.I/20/145

Date: 30th March, 2020

TO ALL LOCAL AGENTS

RE: GUIDANCE ON THE ELECTRONIC SUBMISSION OF DRAFT COMMERCIAL LABELS

INTRODUCTION:

This guidance has been prepared taking cognizance of the development in technology to facilitate trade and improve the efficiency of the commercial label approval process. Clients will no longer need to make numerous visits to the office for the physical presentation of the draft labels for either corrections and/or approvals.

The legal requirement to have pest control products labels approved by the Pest Control Products Board (PCPB) is set out in Pest Control Products Act Cap 346 (Labelling, Advertising and Packaging) Regulations, 1984 [L.N. 89/1984, L.N. 127/2006.]. Over the years, a number of draft commercial labels submitted to PCPB have been illegible with little or no space for comments from PCPB Officers. The use of electronic labels will help increase PCPB review efficiency and improve the quality of labeling. The circular addresses submission of labels in 2 parts:

PART A: Electronic submission of Draft Commercial Labels

PART B: Submission of Original Commercial Labels

PART A: Electronic submission of Draft Commercial Labels

The draft commercial labels are submitted by the Applicant to the Regulator (PCPB). These are primarily for concurrence of the message to be contained in the proposed commercial labels with compliance to the PCP Act Cap 346.

It is in this regard; within **14 days from the date of this circular** you will be required to submit the draft commercial labels electronically through reg@pcpb.go.ke in MS word document (.doc or .docx format) *(The .pdf, jpeg, .pub, scanned labels or other versions are not be acceptable)*. The implementation of these changes is designed to improve the efficiency of the process and to improve the tracking of label changes for both Applicants and the PCPB. The label must be done using text in paragraphs and tables; do not use columns.

The word document should be saved as "Trade name of pest control product!PCPB REG NO.+Local Agent" e.g. *REF_480_SC+0000+VICTORIA Co. Ltd.* The body of the email should include the following particulars in tabular form:

Product Trade Name	Active Ingredient & Concentration	Reg. No.	Local agent	New PCP/Renewal/Label Extension <i>(indicate appropriately reason for application)</i>

You are requested to comply with following guidelines:

1. The draft label(s) must be in .doc or .docx format, A4 paper size (8.27 × 11.69 inches, Minimum margins: 0.5" on all sides), minimum font size and style 11, Times News Roman and complying with all regulatory requirements. Applicants are strongly advised to include label version identification (the unique identifier is left to the applicant's preference).
2. The draft label Logos, drawings, diagrams, photographs, background designs etc. are allowed but should comply with the PCP Act Cap 346.
For:
 - a. New pest control products submit together with scanned copy of Board notification
 - b. Renewal of registration application: submit with duly signed and stamped Application Form in .pdf format
3. The PCPB Officer shall be allocated to review the draft label and either:
 - a. If complies with set specification advise application as per part 4 below
 - b. in case of minor deficiencies; track change or comment and send the draft label to the Applicant via email for action;
 - c. In case of major deficiencies advise the applicant to adhere to labelling requirements
4. Once the Officer is satisfied with compliance to legal requirements and the set standards, he/she will inform the applicant via email to submit electronically a draft commercial label containing proposed artwork for approval in .pdf format (NB: The PDF must be created directly from electronic .doc or .docx). DO NOT SCAN PAPER LABELS

PART B: Submission of Original Commercial Labels

The original copy of the commercial label **MUST** comply with the provisions of PCP Act Cap 346 (Labelling, Advertising and Packaging) Regulations, 1984 [L.N. 89/1984, L.N. 127/2006.] printed on the paper or surface as will be presented in the local market.

- a. New products: Provide 3 hard copies for approval as draft (must contain proposed artwork which must comply with provisions of PCP Act Cap 346)
- b. Renewal: Provide 3 hard copies of approval as draft (must contain proposed artwork) and Registration Officer to prepare a payment advise to authorize accounts to accept payment.

You are requested to declare your official email and alternative official emails; these shall be used to submit the draft labels to PCPB and for follow up communication.

We thank you for your continued cooperation.



Peter Opiyo

CHIEF EXECUTIVE OFFICER /SECRETARY

Copy to: Agrochemicals Association of Kenya
 PCPB Registration Officers
 PCPB ICT Officer
 PCPB Compliance & Enforcement Officers
 PCPB Laboratory Analysts