

# PEST CONTROL PRODUCTS BOARD

( A Statutory Organization of Government)

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Your Ref: .....

Our Ref: PCPB/III/REG/VOL.III/20/166

3<sup>rd</sup> November, 2020

Date: .....

## ALL LOCAL AGENTS

### RE: ELECTRONIC DOSSIER SUBMISSION CHECKLIST

Reference is made to our circular ref: PCPB/III/REG/VOL.III/20/143 dated 15<sup>th</sup> October, 2020 on electronic submission of dossiers. Please ensure that any dossier submitted to PCPB is complete as guided by the check list here below.

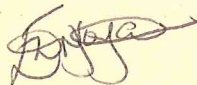
Incomplete dossiers will be rejected and will attract re-submission fee at every re-submission as approved by the Board of management.

#### Check list:

Tick appropriately	Yes	No
1. Filled and signed relevant application form		
2. Filled and signed Form A6		
3. Filled and signed Form C.		
4. Filled and signed data summary form in the prescribed format as provided in the guidelines for electronic submission of data summary forms.		
5. Filled and signed Confidential Business Information (CBI) form		
6. Valid certificate of registration in English. Certificates of registration in foreign language should have authenticated translation as per circular PCPB/111/REG/Vol.III/16/220 dated 19 <sup>th</sup> September, 2016.		
7. Original letter of appointment addressed to the CEO, PCPB where applicable		
8. Original letter of access addressed to CEO, PCPB where applicable		
9. Original letter of access addressed to CEO, PCPB where applicable		
10. A letter from Kenya Standing Technical Committee on Imports and Exports (KSTCIE) where applicable.		
11. Contract agreement signed by all parties in the dossier		
12. Experimental label in soft copy format as prescribed in the guidelines to local agents on electronic submission of labels		
13. GAP tables where applicable		
14. Relevant information on co-formulants		
15. Arrangement of dossier according to circular PCPB/III/REG/VOL.III/20/143 dated 15 <sup>th</sup> October, 2020.		

**Disclaimer:** This Checklist is a Guide and under no circumstances does this checklist replace the requirement for data submission. It is the responsibility of the Applicant to provide information as requested by the Board in support of an application.

Thank you.



**Dr. Esther Kimani**  
**CHIEF EXECUTIVE/SECRETARY**

✓ **Copy to:** Chief Executive Officer  
The Agrochemicals Association of Kenya  
P.O Box 13809-00100  
**NAIROBI**  
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