



Health Products and Food Branch Regulatory Enrolment Process

[Français](#)

Select the product line you want to create or modify an enrolment

- ☒ Pharmaceutical or Biologic Product
- ☐ Medical Device
- ☐ Drug Master File

Enrolment Types[Company Information Enrolment](#)[Dossier Information Enrolment](#)[Regulatory Activity Information Enrolment](#)[Regulatory Transaction Enrolment](#)

Note: To complete a Regulatory Transaction, you need to have
HPFB approved Dossier, Company, and Regulatory Activity XML Files



[Home](#) > [Product Line](#) > Company

Health Products and Food Branch Regulatory Enrolment Process. Initiate Company

Load a Draft or Completed file

Browse

Enrolment Type

New

Amend

View Approved

Enrolment Version

0.1

Amend Enrolment

Separate Browse Button to load a draft vs final?
TBD

Amend Button to explicitly change enrolment type to 'Amend'
Increments Version and changes the enrolment type droplist value to Amend
Button disabled unless Approved file is loaded.

View approved- after a file is approved by HPFB Enrolment type set to 'View approved.'

View approved state:

- version number is not incremented
- Save buttons are disabled

Proceed to Step 2 of 2

A Web Page

http://www.hpfb.ca/en/company.html

q

Home

>

Product Line

>

Company Enrolment

Company Enrolment Step 2

Company	Street	City
Acme Chemicals	123 Main St Station A	Toronto

Add Address

Delete Address

Company Information

☐ Manufacturer or Sponsor Address

☒ Mailing Address

☒ Billing Address

☐ Canadian Importer Address

Company Name

Acme Chemicals

Street Address

123 Main St Station A

City or Town

Toronto

Country

Canada

Province

Ontario

Postal Code

M4S 3M1

Last Name	First Name	Telephone
Smith	Jane	416-555-4545
Guilizzoni	Giacomo	613-304-1434

Add Contact

Delete Contact

Company Representative Information

☐ Manufacturer or Sponsor Contact

☒ Mailing Contact

☐ Billing Contact

☐ Canadian Importer Contact

☒ Regulatory Enrolment Process Contact

☐ Regulatory Enrolment Process Alternate Contact

Salutation

Dr.

Given Name

Guilizzoni

Surname

Giacomo

Language of Correspondence

English

Telephone Number

613-304-1434

Telephone Extension

Fax Number

613-304-1434

Email

Is the information provided by a third party on behalf of the manufacturer or sponsor?

Yes

Please submit the authorization letter with this enrolment file.

Return to Step 1 of 2

Save Draft

Generate XML

In this example, Billing Contact role was already selected in Jane Smith the record so it is disabled in the currently selected contact record

Rules:

- Can only select a role once on a contact record and once on an address record
- All the roles must be selected across one or more records for both Address and Contact
- Roles: REP contact and alternate contact are mutually exclusive