

BECATS Biologics Export Certification Application Tracking System User Guide

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BECATS

BECATS Biologics Export Certification Application Tracking System

FDA ONLINE ACCOUNT ADMINISTRATION (OAA)

Account Management

Account Management

Welcome to the FDA Industry Systems. You are logged in as .

You may choose an option on the left to manage your account or select an FDA system below. To obtain access to available FDA systems, choose the **Update System Access** option to add the FDA system to your account.

Registration and Listing Programs

Food

☐ Acidified/Low-Acid Canned Foods Registration and Process Filing

☐ Export Listing Module

☐ Shell Egg Producer Registration

☐ Qualified Facility Attestation

Medical Devices

☒ Device Registration and Listing Module

Export Certification and Tracking

☐ Biologics Export Certification Application and Tracking System (BECATS)

☒ CDRH Export Certification Application and Tracking System (CECATS)

☐ CDER Export Certification Application and Tracking System (CDEReCATS)

☐ CFSAN Export Certification Application and Tracking System (CFSAN eCATS)

☐ CVM Export Certification Application and Tracking System (CVM eCATS)

FSMA Program(s)

☐ Accredited Third-Party Certification Program-- Accreditation Body

☐ Laboratory Accreditation Body Program

Product Information

Specifications

- Product Name: Biologics Export Certification Application & Tracking System (BECATS)
- Manufacturer: U.S. Food and Drug Administration
- Supported Systems: FDA Industry Systems
- Certificate Types: Certificate to Foreign Government (CFG) Standard, CFG-1270, CFG-1271, Certificate of a Pharmaceutical Product (CPP)

Product Usage Instructions

Accessing BECATS

1. Log into the FDA Industry Systems.
2. From the list of systems available on the FURLS Home Page, select “Biologics Export Certification Application & Tracking System” (BECATS).
3. You will be directed to the BECATS Main Menu page.

Selecting Certificate Type

1. On the BECATS Main Menu page, select the appropriate certificate type from the list provided.
2. Currently, the available certificate types for online request are Certificate to Foreign Government (CFG) Standard, CFG-1270, CFG-1271, and Certificate of a Pharmaceutical Product (CPP).
3. For other certificate types, please fill out and send the appropriate application form to the provided address.

Certificate Type Description

To view the definitions of the product types for which you can request an Export Certificate in BECATS:

1. Click on the red question icon located next to the certificate type list.
2. A new window will open displaying a description of each certificate type.

FAQ

Q: What certificate types can be requested online in BECATS?

A: Currently, the certificate types that can be requested online in BECATS are Certificate to Foreign Government (CFG) Standard, CFG-1270, CFG-1271, and Certificate of a Pharmaceutical Product (CPP).

Q: Can I request other certificate types online?

A: No, for other certificate types, please fill out and send the appropriate application form to the provided address.

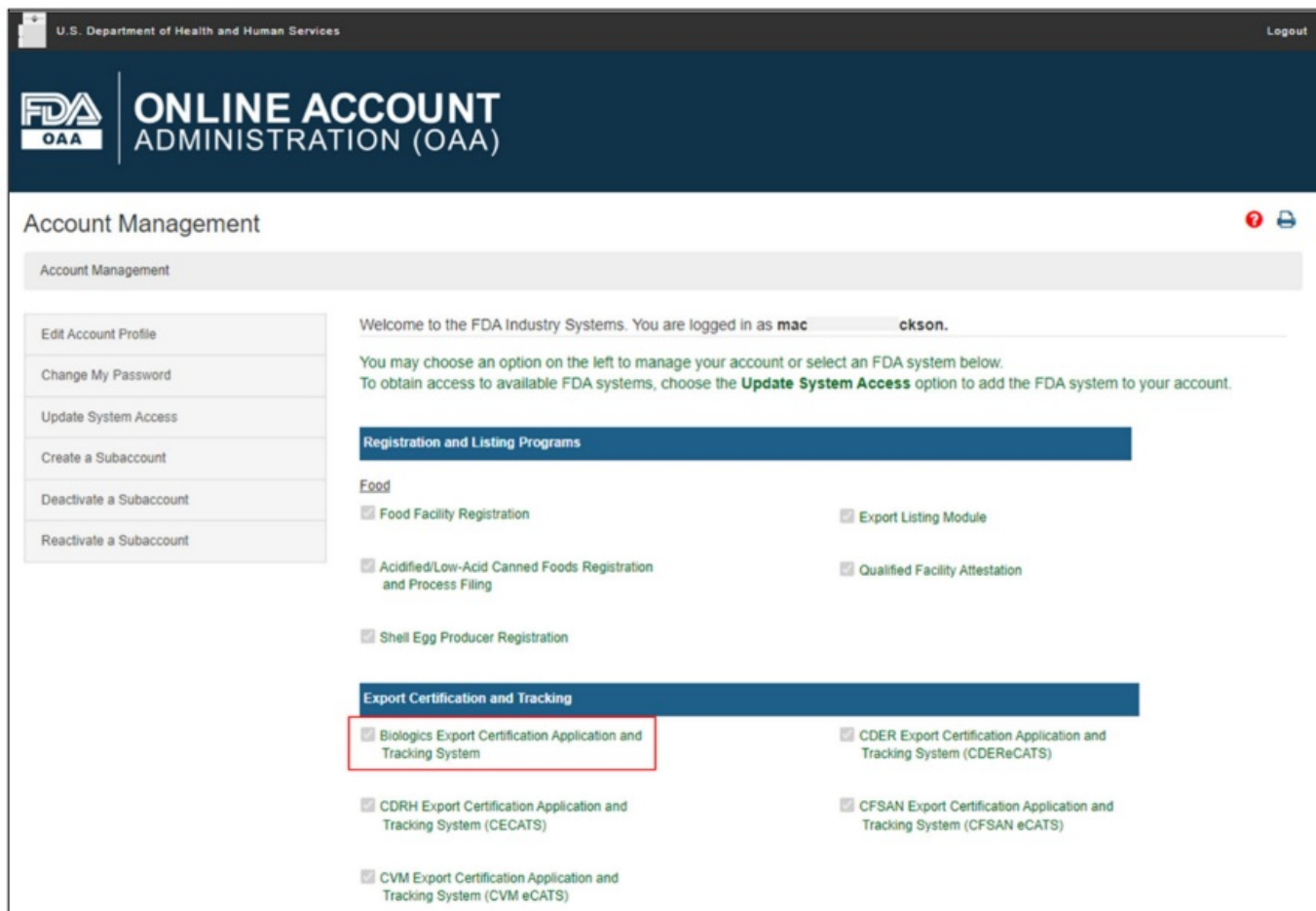
U.S. Food and Drug Administration

BECATS External User Guide – Enter a Certificate of a Pharmaceutical Product (CPP) Application Step-by-Step Instructions

Accessing BECATS

After you have logged into the FDA Industry Systems, select 'Biologics Export Certification Application & Tracking System' (BECATS) from the list of systems available on the FURLS Home Page as shown in Figure 1 below.

Figure 1: FDA Industry Systems Page



Once you have selected 'Biologics Export Certification Application and Tracking System', the system will direct

you to the BECATS Main Menu page as shown in Figure 2 below.

Figure 2: BECATS Main Menu

BECATS Biologics Export Certification Application and Tracking System

>> FURLS Home

BECATS MAIN MENU

Enter New Application

Modify Application

Search Application

Form Approval: OMB No.0910-0498

Expiration date:4/30/2021
See OMB Statement at end of form.

An Agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Please Note:

The system will automatically time out if there is no activity for 30 minutes and you will need to re-do your work from the beginning.

The Center for Biologics Evaluation and Research (CBER) issues several Export Certificate Types. When creating a new application, you will need to first select which certificate type you are requesting as shown in Figure 3 below.

Figure 3: Certificate Types

Get Help ?

Please select the certificate type you are applying for. If you are unsure as to which one to select, please click on the ? for a description of each certificate type.

* - These fields are required.

*Certificate Type:

--Please Select-- ?

--Please Select--

Certificate of Exportability - Under Construction

Simple Notification - Under Construction

Certificate of a Pharmaceutical Product (CPP)

Non Clinical Research Use Only (NCR) - Under Construction

Certificate to Foreign Government (CFG) - Standard

Certificate to Foreign Government 1271 - Human Tissues HCT/P

NOTE: Currently the Certificate to Foreign Government (CFG) Standard, 1270, 1271, and the Certificate of a Pharmaceutical Product (CPP) are the only certificate type that can be requested online. The online applications for the other certificate types (which include the Non-Clinical Research and Certificate of Exportability) will be available in the near future. For all other certificate types, please fill out and send the appropriate application form to the following address:

- U.S. Food and Drug Administration
- Center for Biologics Evaluation and Research Office of Compliance and Biologics Quality Division of Case

Management

- 10903 New Hampshire Avenue
- Silver Spring, MD 20993 CBERBECATS@fda.hhs.gov

Description of Certificate Types

- CFG – Standard Certificate to Foreign Government (export of product legally marketed in the U.S.)
- CFG – 1270 Certificate to Foreign Government (For Tissue Procured Prior to May 25, 2005)
- CFG – 1271 Certificate to Foreign Government (For HCT/Ps Procured After May 25, 2005)
- CPP Certificate of a Pharmaceutical Product, World Health Organization (Labeling required)
- NCR Non-Clinical Research Use Only Certificate (Export of a non-clinical research use only product, material, or component that is not intended for human use which may be marketed in, and legally exported from the U.S.)
- COE (801(e)/802) Certificate of Exportability (For Export of products not approved for marketing in the U.S.)
- Simple Notification Simple Notification (Requires persons exporting a drug or device under section 802(b)(1) of the Act to provide a “simple notification identifying the drug or device when the exporter first begins to export such drug or device” to any country listed in section 802(b)(1) of the Act. If the product is to be exported to an unlisted country, section 802(g) of the Act requires the exporter to provide a simple notification “identifying the drug or device and the country to which such drug or device is being exported.”)

To view the definitions of the product types for which you can request an Export Certificate in BECATS, click on the red question icon located next to the certificate type list. The system will display in a new window with a description of each certificate type as shown in Figure 4 below.

Figure 4: Certificate Type Description

Certificate Type:

Certificate to Foreign Government (CFG):

Certificate to Foreign Government (export of product legally marketed in the U.S.)

Certificate to Foreign Government 1270 - Tissues for Transplant:

Certificate to Foreign Government (For Tissue Procured Prior to May 25, 2005)

Certificate to Foreign Government 1271 - Human Tissues HCT/P:

Certificate to Foreign Government (For HCT/Ps Procured After May 25, 2005)

Certificate of a Pharmaceutical Product (CPP):

Certificate of a Pharmaceutical Product, World Health Organization (Labeling required)

Navigation

At the top of every page during the Enter New Application process, a status bar will track your progress through each step of the online application process as shown in Figure 5 below.

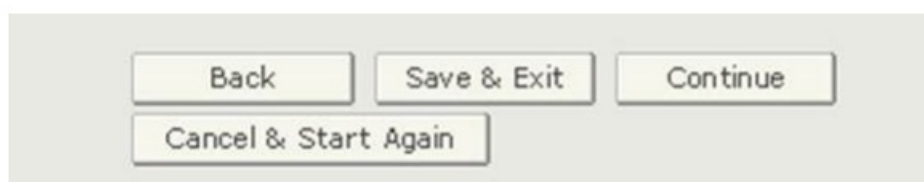
Figure 5: Navigation Bar



A 'Get Help' icon, located at the top right of each step, will provide page specific help. For an overview of online help files available, please refer to the FDA Industry Systems Index of Help Pages at <http://www.fda.gov/BiologicsBloodVaccines/GuidanceComplianceRegulatoryInformation/ComplianceActivities/BiologicsImportingExporting/default.htm>

The 'FURLS Home' link, located at the top right corner of each page, will take you to the FURLS Home Page. The 'BECATS' link, located below the 'FURLS Home' link, will take you to the BECATS Main Menu Page (Refer to Figure 1 and Figure 2). To log out of the system, select 'FURLS Home' and click on logout.

At the top and bottom of each screen are navigation buttons as shown in Figure 6 below. Figure 6: General Navigation Buttons




- Back – Go back one screen and continue entering application information. Information entered on the current screen will NOT be saved.
- Save & Exit – Information entered up to this point will be saved. The system will provide you with an application number and your application will be in a 'Draft' status in the system for 60 days. After 60 days the application will be deleted from the system. When you log into the BECATS system, any applications that are in a 'Draft' status will be displayed after selecting the 'Enter New Application' option from the main menu.
- Continue – Go to the next screen and continue entering the application form.
- Cancel & Start Again – The system will return you to the screen where you enter your selected Certificate Type. Any information you have entered will NOT be saved.

Enter a Certificate of a Pharmaceutical Product (CPP) Application

To begin the application process, select 'Enter New Application' from the list of options from the Main Menu. You may also select 'Modify Application' or 'Search Application' from the main menu. After you select the 'Enter New Application' option, the system will display all applications that you have saved or submitted as shown in Figure below.

Figure 7: Account Applications



Select	Application No.	Certificate Type	Created By	Application Status
<input type="radio"/>	0317-13	Certificate to Foreign Government (CFG) - Standard	ric27801	Received
<input type="radio"/>	0320-13	Certificate to Foreign Government 1271 - Human Tissues HCT/P	ric27801	Received
<input type="radio"/>	0321-13	Certificate to Foreign Government (CFG) - Standard	ric27801	Draft
<input type="radio"/>	0318-13	Certificate to Foreign Government 1270 - Tissues for Transplant	ric27801	Received

Applications that are saved but not submitted will be in 'Draft' status until you submit the application.

- If you wish to continue working on an application that has been saved, select the desired application radio button and click on 'Complete Draft Application'.
- If you wish to copy an existing application, select the desired application radio button and click on 'Clone Application'. Please refer to 'Create an application based on the existing application' section under the Modify Application of this document for more details.
- If you wish to create a new application, click on 'Enter New Application'.

Step 1 – Requestor Information

- The requestor is the owner of the account from which the application is filed, and the person requesting the

export certificate. The requestor is responsible for completing and signing the application form.

- Most of the fields in Section 1 are automatically populated based on the information from your Online Administration Account (OAA) and cannot be edited in BECATS. If the information is incorrect, you can click on the 'OAA' hyperlink and login into your OAA.
- You can also click on the 'FURLS Home' link, located in the top right corner. Then select 'Edit Account Profile' on the left-hand side and update your account profile accordingly. Once you have updated your account, navigate back to BECATS and verify your changes.
- Fields marked with an asterisk (*) are mandatory.
- You may also enter an optional alternate email address to be included on all email notifications for this application.
- Once you have completed these fields, click on Continue. See Figure 7 below.

Figure 7: Requestor Information

SECTION 1: REQUESTOR INFORMATION

If the information below is incorrect, you will need to update your Online Account Administration before proceeding any further. Click on [OAA](#) to navigate to your Online Account Administration to make the necessary updates.

*** - These fields are required.**

*Title
--Please Select--

*First Name
Richard

Middle Initial
C

*Last Name
Choi

*Firm
Rick's Facility #1

*Country / Area
UNITED STATES

*Address Line 1
11820 Parklawn Dr

Address Line 2
Suite #300

*Zip Code (Postal Code)
20852

* City
Rockville

*State / Province / Territory
Maryland

Numbers only. No spaces, dashes or parentheses. Country Code is not required for U.S. phone numbers.

Country Code	Area / City Code	*Phone Number	Extension
(e.g.001)	(e.g.101)	(e.g.5551111)	(e.g.1111)

*Phone Number
1 301 1112222

Country Code	Area / City Code	Fax Number
(e.g.001)	(e.g.101)	(e.g.5551111)

Fax Number

*Firm Tax ID Code

*Email Address
richard.choi@fda.hhs.gov

Alternate Email Address

Back Save & Exit Continue
Cancel & Start Again

Address Validation

The system will perform an address validation. The system will display the 'Validated Address' if there are minor differences to the requestor address. If the address is incorrect, you will need to exit the application and make the necessary updates to your Online Account Administration. Otherwise, select the 'Accept validated address and continue' radio button and click on Continue to proceed to Step 2. See Figure 8 below.

Figure 8: Address Validation

This address has been verified; however minor modifications were made to the information you entered. Please indicate whether you wish to accept the modifications we made, or click on FURLS Home to navigate to the Online Account Administration to make the necessary updates.

YOUR ADDRESS	VALIDATED ADDRESS
REQUESTOR FIRM NAME: Rick's Faciliy #1	REQUESTOR FIRM NAME: Rick's Faciliy #1
REQUESTOR FIRST NAME: Richard	REQUESTOR FIRST NAME: Richard
REQUESTOR LAST NAME: Choi	REQUESTOR LAST NAME: Choi
STREET ADDRESS, Line 1: 11820 Parklawn Dr Ste 300	STREET ADDRESS, Line 1: 11820 Parklawn Dr Ste 300
STREET ADDRESS, Line 2:	STREET ADDRESS, Line 2:
CITY: Rockville	CITY: Rockville
STATE: Maryland	STATE: Maryland
ZIP/POSTAL CODE: 20852	ZIP/POSTAL CODE: 20852-2529
COUNTRY: UNITED STATES	COUNTRY: UNITED STATES

User Decision

☒ Accept validated address and continue

Continue

Billing Address / Method of Delivery

Before proceeding to step 2, you will need to verify if the billing address is the same as the requestor address. If it is NOT the same as the requestor address, select 'No' and enter the billing address. You will also be able to select the method of delivery. You have the option to select from USPS (Regular Mail), FedEx, or UPS. If you select FedEx or UPS, you will need to provide an account number and attach a filled-out return label as shown in Figure 9 below.

Figure 9: Billing Address / Method of Delivery

*** - These fields are required.**

Billing Address
Is the billing address the same as the requester address? ☐ Yes ☒ No

***Firm**
Rick's Faciliy #1

***Country / Area**
UNITED STATES ▼

***Address Line 1**

Address Line 2

***Zip Code (Postal Code)**

*** City**
--Please Select-- ▼

***State / Province / Territory**
--Please Select-- ▼

***Method of Delivery** FedEx ▼

Please complete and attach a return label to expedite the application process. The label cannot exceed 50MB.

***Account Number**

***Return Label**
Browse... No file selected. Upload

Back Save & Exit Continue to Step 2

Cancel & Start Again

Once you have completed this section, click on 'Continue to Step 2'.

NOTE: The system will perform an address validation check if you entered a new billing address. The system will display the 'Validated Address' if there are minor differences to the billing address. If the address is incorrect, you will need to update the billing address from the previous screen. Otherwise, select the 'Accept validated address and continue' radio button and click on 'Continue' to proceed to Step 2.

Step 2: Product Information

• Section 1.1 – Proprietary Name, Dosage Form, and Foreign Brand Name

Please enter the Proprietary name and Dosage form exactly as you want it to be printed on the certificate. If a Foreign Brand name is available, enter the information. This is optional.

If you need to add ™, © and ® as part of the product name, please enter it as '(TM)', '(C)' and '(R)' respectively. When previewing the certificate, the ™, ©, ® will be displayed.

• Section 1.2 – Active Ingredient and Amount per Unit Dose

Please enter the Active ingredient and Amount per unit dose exactly as you want it to be printed on the certificate.

If you need to add ™, © and ® as part of the product name, please enter it as '(TM)', '(C)' and '(R)'

respectively. When previewing the certificate, the ™, ©, ® will be displayed.

NOTE: There is a limit on the number of characters that you can enter for each freeform text field for Sections 1.1 and 1.2. If you exceed that limit (calculated by the width of each character), you will receive an error message and will need to adjust your entry. If this situation occurs, please abbreviate as much as possible to reduce the number of certificates.

Section 1.3 and 1.4 Sales and Product Marketed

Provide a response to the following questions:

- Is this product authorized by the certifying authority to be marketed in the certifying country or within the jurisdiction of the certifying regional authority?
- Are there restrictions of sale, distribution or administration of the product specified in the marketing authorization?
- Is this product actually on the market in the certifying country or within the jurisdiction of the certifying regional authority?

Fill out all fields that have be marked with an asterisk (*) as shown in Figure 10 below.

Figure 10: Section 1.1, 1.2 1.3 and 1.4 Information

SECTION 1.1

NOTE: If you need to add ™, © and ® as part of the product name, please enter it as "(TM)", "(C)" and "(R)" respectively. When previewing the certificate, the ™, ©, ® will be displayed.

*Proprietary name

*Dosage form

Foreign Brand Name (Maximum 100 characters)

SECTION 1.2, 1.3 & 1.4

*Active ingredient

*Amount per unit dose

*Restrictions on Sale?

Are there restrictions of sale, distribution or administration of the product specified in the marketing authorization? ☐ Yes ☐ No

*Product Marketed in Exporting Country

Is this product actually on the market in the certifying country or within the jurisdiction of the certifying regional authority? ☐ Yes ☐ No

Back to Step 1

Save & Exit

Continue

Cancel & Start Again

Supporting Document for your Product

The FDA requires at least three supporting documents that must be accompanied with this application for the product to be exported. Supporting documents include the Formulation Page, Product Label, or any Product Information. To add a supporting document, click on the 'Add' button as shown in Figure 11 below.

Figure 11: Supporting Document

You must provide at least one supporting document for your product. Supporting documents include Formulation Page, Product Label, or Product Information.

Select	Attachment Description	Attachment
<div>Add</div> <div>Edit</div> <div>Remove</div>		

Back

Save & Exit

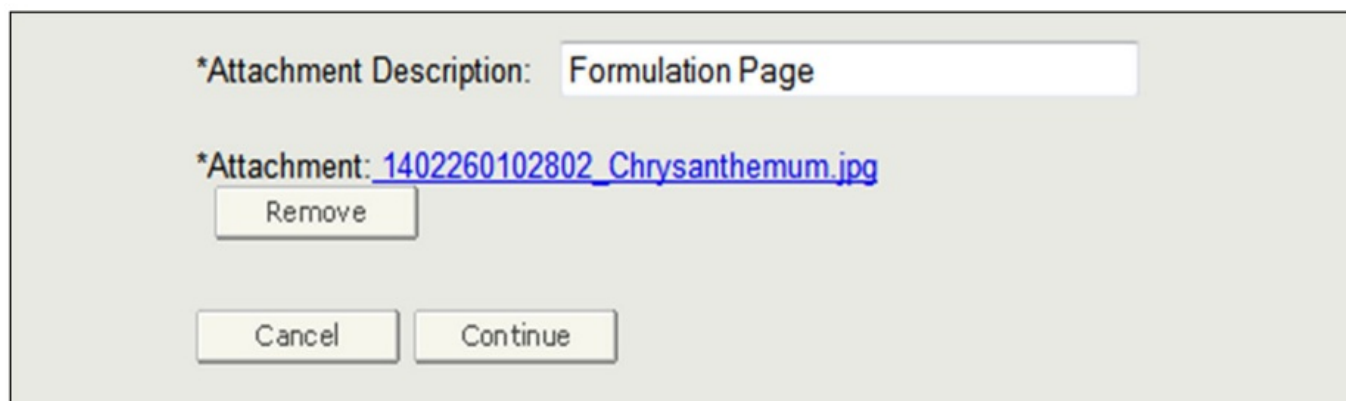
Continue to Step 3

Cancel & Start Again

You must enter a description of the attached file in the Attachment Description field. After entering a description, click on the 'Browse' button and select the file you wish to upload. Once you have selected the file, click on

'Upload'. If the system displays the uploaded file in a hyperlink format, then you have successfully attached the file to the application as shown in Figure 12 below.

Figure 12: Browse for a File and Upload



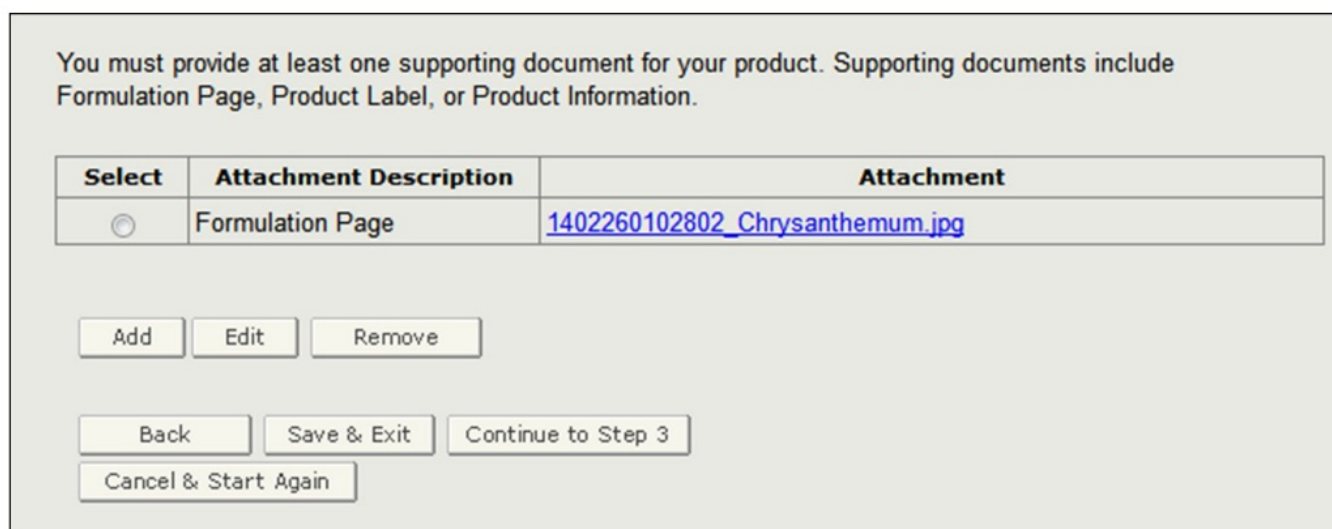
*Attachment Description:

*Attachment: [1402260102802_Chrysanthemum.jpg](#)

Click on 'Continue'

The system displays the Attachment Description along with the uploaded file. If you wish to add additional documents, please click on 'Add' and repeat the steps as shown above. You may also remove any existing attached documents by clicking on the radio button next to the Attachment Description and click on 'Remove' as shown in Figure 13 below.

Figure 13: Supporting Document Summary Page



You must provide at least one supporting document for your product. Supporting documents include Formulation Page, Product Label, or Product Information.

Select	Attachment Description	Attachment
<input type="radio"/>	Formulation Page	1402260102802_Chrysanthemum.jpg

Once you have completed this step, proceed to the next step by clicking on 'Continue to Step 3'.

Step 3: Applicant Information

Section 2A.1 & 2A.2 – Applicant Address and Marketing Authorization Number

In section 2A.1 you will need to verify if the applicant's name and address is the same as the requestor name and address. If it is NOT the same as the requestor name and address, select 'No' and enter the applicant's name and address as shown in Figure 14 below.

Figure 14: Applicant Address

SECTION 2A.1 & 2A.2

*** - These fields are required.**

Applicant Address

Is the Applicant Name and Address the same as the Requestor Name and Address?

☐ Yes ☒ No

*Firm

*Country / Area

UNITED STATES

*Address Line 1

Address Line 2

*Zip Code (Postal Code)

* City

--Please Select--

*State / Province / Territory

--Please Select--

Back to Step 2 Save & Exit Continue

Cancel & Start Again

In Section 2A.2, you must enter the type of product in the dropdown menu and the corresponding Marketing Authorization Number, Date of Issue, and the Biologics License Number (BLN) as shown in Figure 15 below.

Figure 15: Marketing Authorization Number

SECTION 2A.1 & 2A.2

*** - These fields are required.**

*Marketing Authorization Number

--Please Select--

-

*Date of Issue (MM/DD/YYYY)

*Biologics License Number (BLN)

Back Save & Exit Continue to Step 4

Cancel & Start Again

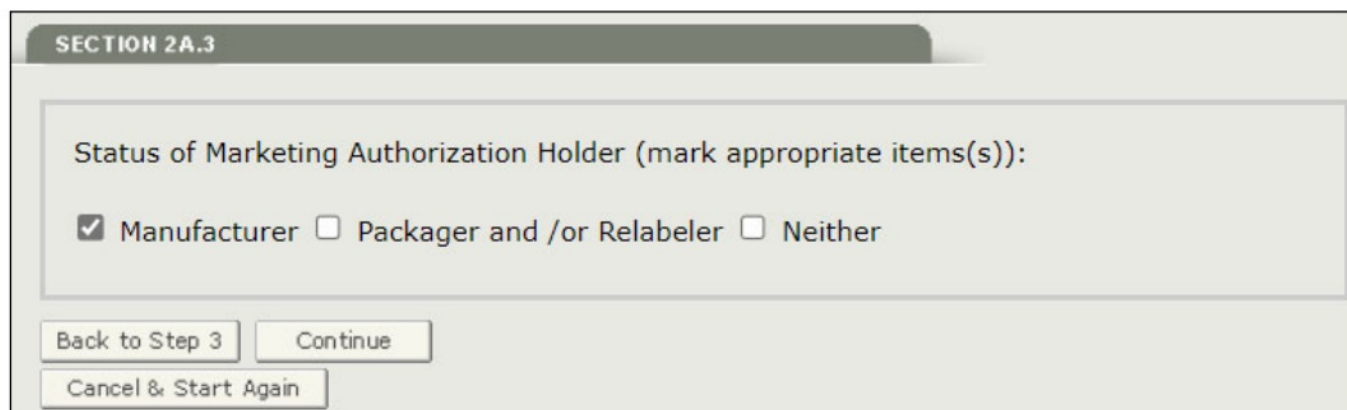
Once you have entered all of the fields, click on 'Continue to Step 4'.

Step 4: Marketing Authorization Holder Information

Section 2A.3 – Status of the Marketing Authorization Holder

Please select the status of the product license holder. You have the option to select Manufacturer, Packager and/or Relabeler, Manufacturer and Packager and/or Relabeler, or Neither as shown in Figure 16 below.

Figure 16: Status of Marketing Authorization Holder



The screenshot shows a web form titled "SECTION 2A.3" with a sub-header "Status of Marketing Authorization Holder (mark appropriate item(s)):". Below the header, there are three radio button options: "Manufacturer" (which is selected with a checkmark), "Packager and /or Relabeler", and "Neither". At the bottom of the form, there are three buttons: "Back to Step 3", "Continue", and "Cancel & Start Again".

In section 2A.3 you will also need to verify if the product license holder name and address is the same as the applicant's name and address. If it is NOT the same as the applicant's name and address, select 'No' and enter the product license holder name and address as shown in Figure 17 below.

Figure 17: Marketing Authorization Holder Name and Address

SECTION 2A.3

Marketing Authorization Holder Address

Is the Marketing Authorization Holder Name and Address the same as the Applicant Name and Address?

☐ Yes ☒ No

*Firm

*Country / Area

UNITED STATES

*Address Line 1

Address Line 2

*Zip Code (Postal Code)

* City

--Please Select--

*State / Province / Territory

--Please Select--

Back

Continue to Step 5

Cancel & Start Again

Step 5: Facility Information

Section 3.1 – Facility Information

In this section, you are required to enter at least one facility on the application. Please enter the facility name, address, and registration number as shown in Figure 18 below.

NOTE: If you select the 'SAME AS REQUESTOR INFORMATION' button, the system will populate all required fields except the registration number and role of manufacturer.

Figure 18: Facility Information

SECTION 3.1

>> SAME AS REQUESTER INFORMATION

>> Clear

* - These fields are required.

*Facility Name

*Country / Area

UNITED STATES

*Address Line 1

Address Line 2

*Zip Code (Postal Code)

* City

[Please Select]

*State / Province / Territory

[Please Select]

License Number

*Registration Number (Fei #)

Date of most recent inspection (MM/DD/YYYY)

Display on Certificate

Do you want the manufacturing location to be listed on the certificate? ☒ Yes ☐ No

Role of Manufacturer (Please specify the Role of the Manufacturer if you select "Other")

--Please Select--

Once you have entered the Firm Name, address, and registration number fields, you must select whether you want the address to be printed on the certificate. You must then select the role of the manufacturer.

Click on 'Add' to add the facility to the application. The system displays the first facility added to your application as shown in Figure 19 below.

Figure 19: Facility List

SECTION 3.1

The following manufacturer(s) has been added to the certificate request.

You can add an additional manufacturer by clicking on "Add".

You can edit an existing manufacturer by selecting the manufacturer and clicking on "Edit".

You can remove an existing manufacturer by selecting the manufacturer and clicking on "Remove".

Select	Firm Name	Registration Number	Role of Manufacturer	Address (P.O. Box not acceptable)
<input checked="" type="radio"/>	Mackson Consulting	1050373	Finished Pharmaceutical Product (FPP)	9200 Corporate Blvd Rockville, MD 20850 UNITED STATES

Add

Edit

Remove

Back to Step 4

Continue

Cancel & Start Again

NOTE: You can add up to five facilities per application.

Add Facility

To add an additional facility, click on the Add button. Enter the required fields and when finished, click on 'Add'. The system will display the facility added to the facility list.

If more than one facility is added and more than one facility will be listed on the certificate, the "Primary Manufacturer" field is displayed, as shown in Figure 20. This is the manufacturer that will be listed on the first page of the certificate. Additional manufacturers will be displayed on a second certificate page.

Figure 20: Select Primary Manufacturer

SECTION 3.1

The following manufacturer(s) has been added to the certificate request.

You can add an additional manufacturer by clicking on "Add".

You can edit an existing manufacturer by selecting the manufacturer and clicking on "Edit".

You can remove an existing manufacturer by selecting the manufacturer and clicking on "Remove".

Select	Firm Name	Registration Number	Role of Manufacturer	Address (P.O. Box not acceptable)
<input type="radio"/>	Mackson Consulting	1050373	Finished Pharmaceutical Product (FPP)	9200 Corporate Blvd Rockville, MD 20850 UNITED STATES
<input type="radio"/>	Facility 2	1234344	Bulk Finished Product	123 Test St Herndon, VA 20190 UNITED STATES

Primary Manufacturer

Mackson Consulting ▼

--Please Select--

Facility 2

Mackson Consulting

Add

Edit

Remove

Back to Step 4

Continue

Cancel & Start Again

Edit Facility

To edit a facility, select the radio button next to the facility you wish to edit and click on 'Edit' as shown in Figure 20 above. The system will re-display the facility information and allow you to edit any of the fields displayed.

Remove Facility

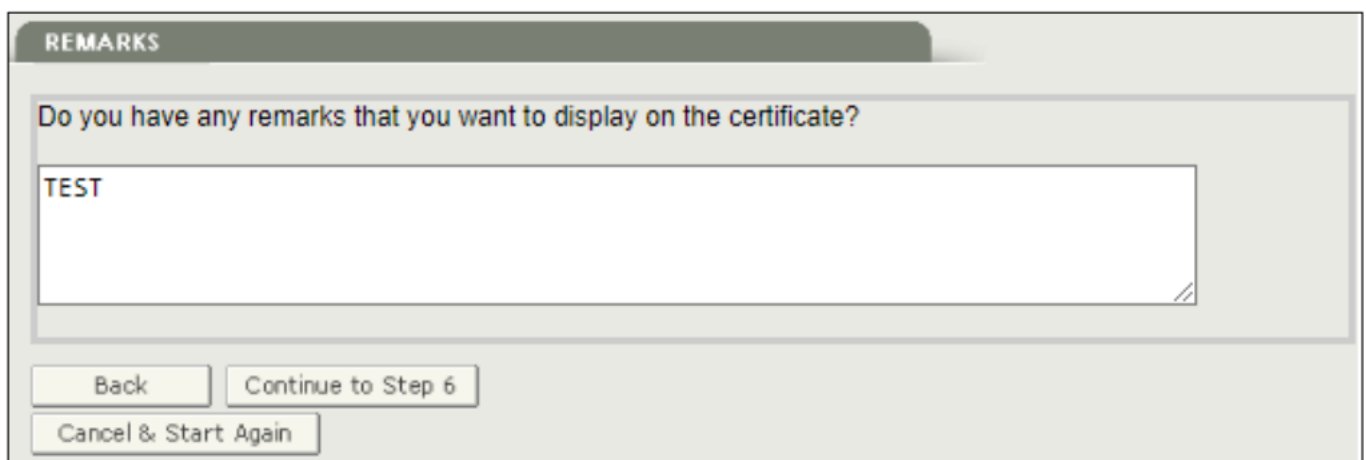
To remove a facility, select the radio button next to the facility you wish to remove and click on 'Remove' as shown in Figure 20 above. The system will display the facility information and a warning message. Click on the 'Continue' button to remove the facility from the facility list. You may also select the 'Cancel' button if you do not wish to remove the facility.

Once all facilities have been added to the facility list, click on 'Continue'.

Add Remarks

As part of the "REMARKS" section, you have the option to add any remarks you would like to display on the certificate. Please enter any remarks in the freeform text field as shown in Figure 21 below.

Figure 21: Remarks



The screenshot shows a window titled "REMARKS". Inside the window, there is a text prompt: "Do you have any remarks that you want to display on the certificate?". Below this prompt is a large, empty text input field. At the bottom of the window, there are three buttons: "Back", "Continue to Step 6", and "Cancel & Start Again".

Note: If the entered remarks are greater than 200 characters, a second certificate page will display the complete Remarks entered.

Click on 'Continue to Step 6' to proceed.

Step 6 – Importing Countries

This section is required.

*NAME OF COUNTRY or COUNTRIES – Select one or more countries to indicate the product destination as shown in Figure 22 below.

NOTE: Another method to select a country (other than scrolling down the list) is to first click on a country from the country list and then type in the first few letters of the desired country name. The system will jump to the country that begins with the letters typed. You also have the option to hold down the 'CTRL' button and select multiple countries.

Figure 22: List of Countries

IMPORTING COUNTRIES

*NAME OF COUNTRY or COUNTRIES

- AFGHANISTAN
- ALAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA

>> Add

<< Remove

Back to Step 5 Save & Exit Continue to Step 7

Cancel & Start Again

Once you have selected, click on the 'Continue to Step 7' button to proceed.

Step 7 – Number of Certificates Requested

This section is required.

The system will display the selected country or countries (from step 6) where you will be able to enter additional copies of certificates by country as shown in Figure 23 below.

Figure 23: Number of Certificates Requested by Country

NUMBER OF CERTIFICATES REQUESTED

Enter the number of certificates requested.

Country Name	Original Certificate	Additional Copies
ALBANIA	1	

Back to Step 6 Save & Exit Preview Certificate Continue

Cancel & Start Again

Next, the system displays the total fee that will be billed to you as shown in Figure 24 below.

Figure 24: Total Amount

NUMBER OF CERTIFICATES REQUESTED

Total Fee: \$175

[How is the fee calculated?](#)

Back Continue to Step 8

For more information on how the fee is calculated, click on the 'How is the fee calculated' hyperlink.

Figure 26: Preview Certificate – Second Page

Certificate of a Pharmaceutical Product

The actual certificate issued by the FDA may be different from this previewed certificate.

Product Name: Test Proprietary name: Test Dosage form: Test foreign brand name

Certificate Expiration Date: Month DD, YYYY

Exporting Country:

This attachment provides the name, address and the manufacturing activity for the product identified in the CPP number listed above on the date the certificate was issued. The facilities listed below are subject to the jurisdiction of FDA and are subject to periodic inspections. The last inspection at each facility showed substantial compliance with Current Good Manufacturing Practice (CGMP) requirements as required by the Federal Food, Drug, and Cosmetic Act.

Name of Manufacturing Site	Address	Activity
ATEK 2	ATEK 2, 123 Main St, Reston, VA 20190, US	Bulk Finished Product
ATEK 3	ATEK 3, 1818 Library St, Reston, VA 20190, US	Solvent and Diluents

[illegible]

The Exporter's Certification Statement (ECS) acknowledges that you, the responsible official or designee, certify that the facility(s) and the products identified on the Supplemental Information are to the best of your knowledge in substantial compliance with the Federal Food, Drug, and Cosmetic Act (the Act) and all applicable or pertinent regulations.

Figure 27: Exporter's Certification Statement

EXPORTER'S CERTIFICATION STATEMENT	
Department of Health and Human Services Food and Drug Administration	EXPORTER'S CERTIFICATION STATEMENT "CERTIFICATE OF A PHARMACEUTICAL PRODUCT" for CBER
Firm Name: ATEK As a responsible official or designee authorized to represent and act on behalf of the facility named immediately above, I hereby certify to the Food and Drug Administration (FDA) that the facility(s) and the products identified on the Supplementary Information are to the best of my knowledge in substantial compliance with the Federal Food, Drug, and Cosmetic Act (the Act) and all applicable or pertinent regulations including the following: <ol style="list-style-type: none"> 1. All facilities that appear on the certificate are currently registered and each facility has listed each of its products identified for export as required by Section 510 of the Act and 21 CFR Part 207 or 607; 2. Each product(s) identified for export is legally marketed within the United States and is the subject of a Marketing Authorization (Biologics License, NDA, or ANDA); 3. Each product(s) identified is not subject of an open recall or the subject of any current enforcement action initiated by FDA; 4. All manufacturers, contract manufacturers, and contract sterilizers involved in the manufacturing process have been identified on the 3613b form; 5. The requesting facility and all facilities involved in the manufacturing process are operating in substantial compliance with Good Manufacturing Practices Regulation for the identified product(s); and 6. Each product(s) identified for export is being exported from the United States 	
I hereby make this certification of compliance statement for FDA with full knowledge that the making or submission of false statements represent violations of the United States Code Title 18, Chapter 47, Section 1001. Penalties include up to \$250,000 in fines and up to five years imprisonment.	
<input checked="" type="radio"/> *I Agree	Date: 02/27/2023
*Name: <input type="text" value="SL"/>	*Title: <input type="text" value="Test"/>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Making or submitting false statements on any documents submitted to FDA may constitute violations of the United States Code Title 18, Chapter 47, Section 1001 with penalties including up to \$250,000 in fines and up to 5 years imprisonment. </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Back to Step 7 Save & Exit Continue </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Cancel & Start Again </div>	

Once you have completed this step, click on the 'Continue' button to proceed to the Final Review Page.

Final Review Screen

The system will display the entire application broken out by section as shown in Figure 28 below. You may choose to modify a section by selecting the 'Edit' button next to the step to be updated. The system will re-display the data entry screen corresponding to your chosen section. You may make changes as needed.

Figure 28: Final Review Page

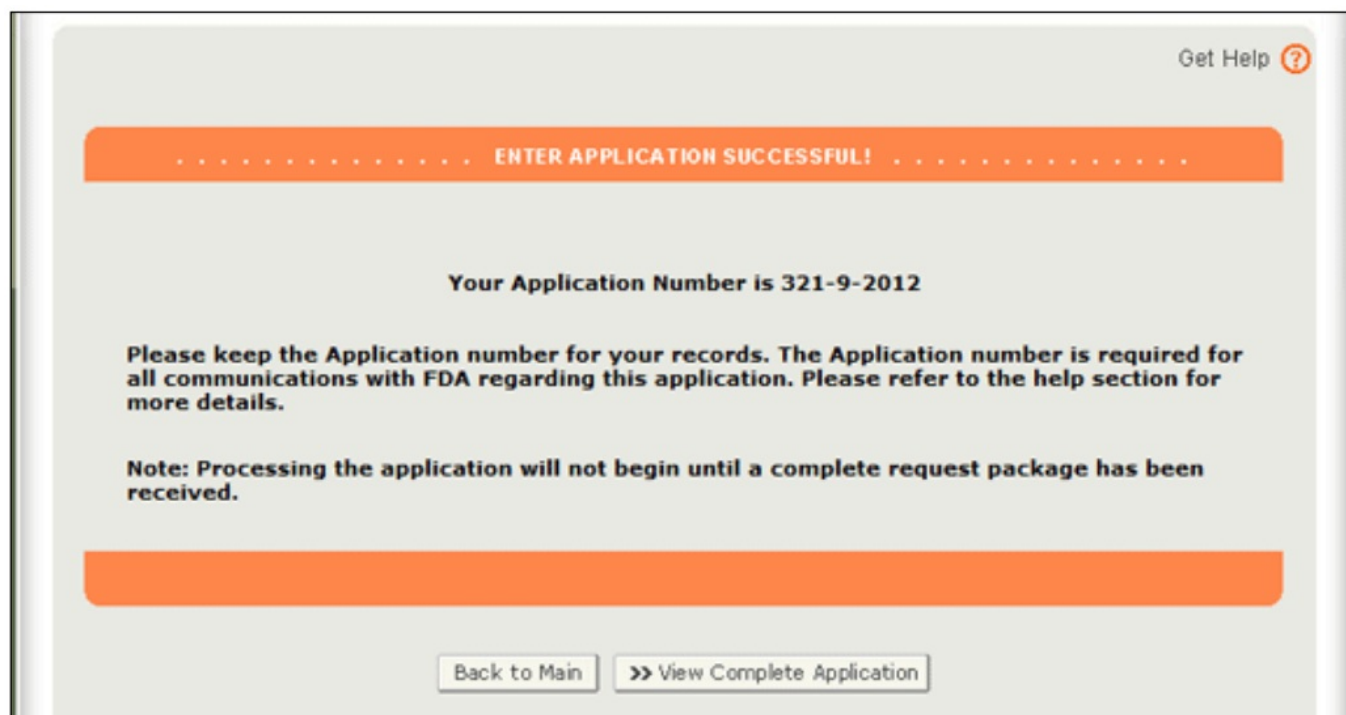
[illegible]

- You may choose to print your application prior to submission. Select the 'Print Application' button located at the bottom of the review page. A new browser window will open which will allow you to print the application. NOTE: Printing the application will print the contents of the application itself and not a final certification letter. When


you are finished, close the browser window in order to return to the BECATS application.

- When your application is ready for submission, click on the 'Submit' button also located at the bottom of the review page. The system will display a message that your application was successfully submitted as shown in Figure 29 below. The system will provide you with an application number. Please save this number for future reference. The application number will be required to check the status of your application. You will also receive an email confirmation that your application has been successfully received along with the application number.

Figure 29: Submission Page



Documents / Resources

 <small>U.S. Food and Drug Administration BECATS External User Guide – Enter a Certificate of Pharmaceutical Product (CPP) Application Step-by-Step Instructions</small>	BECATS Biologics Export Certification Application Tracking System [pdf] User Guide Biologics Export Certification Application Tracking System, Export Certification Application Trac king System, Certification Application Tracking System, Application Tracking System, Tracking System, System
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References

- [HHS Accessibility & Section 508 | HHS.gov](#)
- [User Manual](#)