



March 2024

Checklist for approval to donate medicinal products to the Fiji Ministry of Health and Medical Services.

Explanatory notes

Thank you for your interest in donating medicinal products to the Fiji Ministry of Health and Medical Services (MHMS). Your generosity is appreciated.

The Fiji MHMS has policies to ensure that donations support Fiji’s essential medicines policy, treatment guidelines, training programs and medical system.

The [National Medicinal Products Policy](#) describes the requirements for donations. These are underpinned by the [Medicinal Products Act 2011](#).

Donations that meet these requirements are welcomed. However, donations that do not meet these requirements cannot be accepted. In most cases a financial contribution is more helpful than donations of products.

Potential donors must receive an import permit from the Fiji Medicines Regulatory Authority for donations to be granted entry into Fiji. Donations without an import permit will not be granted entry into Fiji.

The *Guidelines for Import Permits for Medicinal Products* describe the process to apply for an import permit. This checklist is part of the requirements to apply for an import permit.

Applicant:	
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Please attach a list of the proposed donation.

Include product name, description, manufacturer, and quantity.

1. Does the donation meet the requirements of the National Medicinal Products Policy ?	Yes / No
2. Has the Fiji MHMS requested the donation?	Yes / No
3. Can the donor make a financial contribution instead of donating products?	Yes / No
4. Are medicines on the Fiji Essential Medicines List ?	Yes / No
5. Are medicines listed on the Provisionally Authorised Medicinal Products Register or registered on the Registered Medicinal Products Register?	Yes / No
6. Are the products the same (or very similar) to those already used in Fiji?	Yes / No
7. Do the products meet quality requirements in the donor’s country?	Yes / No
8. Will the products meet quality requirements in Fiji upon arrival in Fiji?	Yes / No
9. Will the products have a shelf life of at least 18 months upon arrival in Fiji?	Yes / No

If the answer to any of these questions is No, please attach an explanation.

MHMS Use Only			
Donation approved?	Yes	No	More information required
Name	Position	Signature	Date