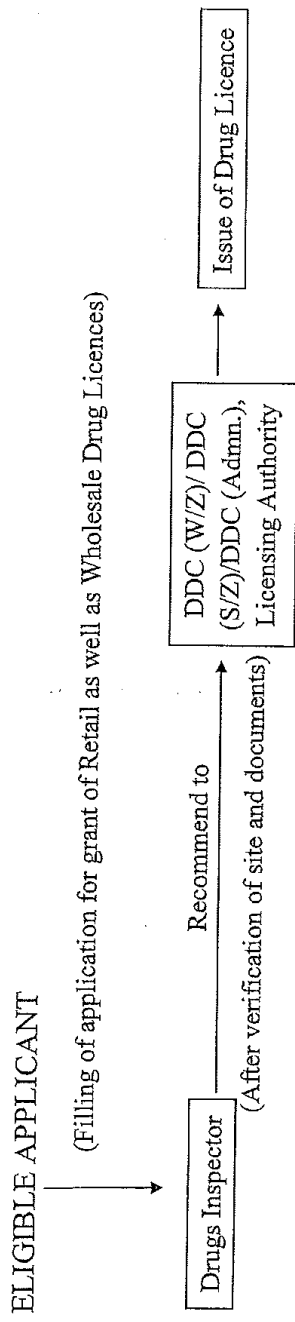
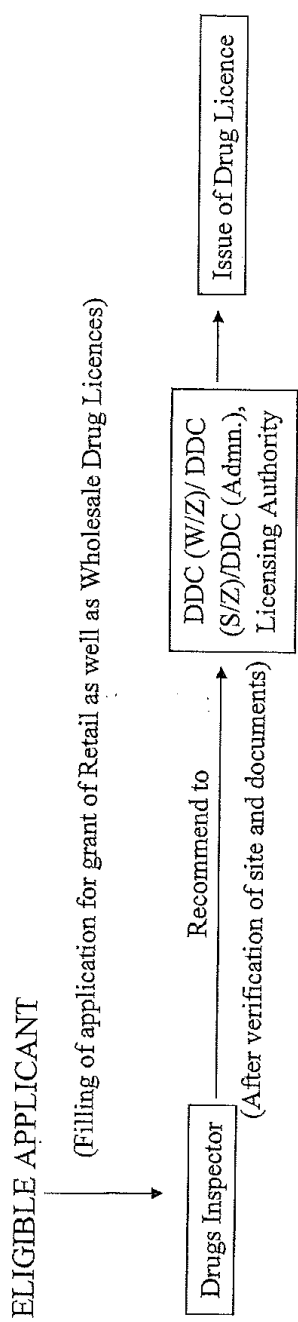


PROCESS FLOW FOR GRANT OF RETAIL DRUG LICENCE



PROCESS FLOW FOR GRANT OF WHOLESALE DRUG LICENCE



****Note-** The same process is applicable for renewal of the drug licence also.

**DOCUMENTS/CHECKLIST FOR WHOLESALE DRUG LICENCE
(PROPRIETORSHIP FIRM)**

1. Educational Qualification certificate of applicant(s)
2. Educational Qualification certificate of Competent Person or Regd. Pharmacist (self attested by applicant with full signature and date)
3. Experiences Certificate of Competent Person in dealing with sale of drugs or valid O.P.C registration certificate of Regd. Pharmacist
4. ID proof of applicant(s)
5. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant(s).
6. Specimen signature of Competent Person / Regd. Pharmacist which shall be appeared in the wholesale cash or credit memo
7. Tenancy/house rent agreement certified by Notary.
8. Patta/Khasra/documentary evidence in support of ownership of land and NOC from Co-house owner (where ever applicable) (self attested by applicant with full signature and date)
9. Location and layout sketch map of premises duly signed by applicant as well as house owner
10. Original copy of Treasury Challan
11. Character and Antecedent verification Certificate/Police verification certificate of applicant
12. Self-Declaration of Competent Person / Reg. pharmacist in the prescribed format with full signature and date (PDF format)

**DOCUMENT /CHECKLIST FOR WHOLESALE DRUG LICENCE
(PARTNERSHIP FIRM)**

1. Educational Qualification certificate of applicant(s) (Managing Partner/Power of Attorney Holder)
2. Educational Qualification certificate of Competent Person or Regd. Pharmacist (self attested by applicant with full signature and date).
3. Experiences Certificate of Competent Person in dealing with sale of drugs or valid O.P.C registration certificate of Regd. Pharmacist.
4. ID proof of applicant (Managing Partner/Power of Attorney Holder)
5. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant(s) .
6. Specimen signature of Competent Person / Regd. Pharmacist which shall be appeared in the wholesale cash or credit memo
7. Tenancy/house rent agreement certified by Notary.
8. Patta/Khatian/documentary evidence in support of ownership of land and NOC from Co-house owner (where ever applicable) (self attested by applicant with full signature and date)
9. Location and layout sketch map of premises duly signed by applicant as well as house owner
10. Original copy of Treasury Chellan
11. Character and Antecedent verification Certificate/Police verification certificate of applicant(s)
12. Self-Declaration of Competent Person / Reg. pharmacist in the prescribed format with full signature and date (PDF format)
13. Registered Partnership deed (duly registered at Inspector General Regulation, Cuttack or at District Registrar/Sub-registrar Office)
14. Letter of authorization from Partner for filling application as Power of Attorney Holder/ Managing Partner(s)

**DOCUMENT /CHECKLIST FOR WHOLESALE DRUG LICENCE
(PVT. LTD. / LTD. FIRM)**

1. Educational Qualification certificate of applicant(s) (Managing Director/Authorized Signatory)
2. Educational Qualification certificate of Competent Person or Regd. Pharmacist (self attested by applicant with full signature and date)
3. Experiences Certificate of Competent Person in dealing with sale of drugs or valid O.P.C Regd. Certificate of registered pharmacist.
4. ID proof of applicant (Managing Director/Authorized Signatory)
5. Purchase bill/invoice of Refrigerator issued in favour of firm/applicant(s)
6. Specimen signature of Competent Person / Regd. Pharmacist which shall be appended in the wholesale cash or credit memo
7. Tenancy/house rent agreement certified by Notary
8. Patta/Khatias/documentary evidence in support of ownership of land and NOC from Co-house owner (where ever applicable) (self attested by applicant with full signature and date).
9. Location and layout sketch map of premises duly signed by applicant as well as house owner
10. Original copy of Treasury Challen
11. Character and Antecedent verification Certificate/Police verification certificate of applicant(s)
12. Self-Declaration of Competent Person / Reg. Pharmacist in the prescribed format with full signature and date (PDF format)
13. Memorandum and Article of Association with company Registration Certificate
14. Resolution of Board of Directors
15. Letter of authorization from Directors for filling application as authorized signatory / Managing Director(s)

**DOCUMENTS/CHECKLIST FOR RENEWAL OF WHOLESALE
DRUG LICENCE (PROPRIETORSHIP FIRM)**

1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notaryor NOC for further period of minimum five years
3. Self Declaration of Competent Person in the prescribed format with full signature and date (PDF format) towards continuing their job
4. Declaration of Firm regarding No change of Constitution, Name & Style of the Firm, Premises and Competent Person

**DOCUMENTS/CHECKLIST FOR RENEWAL OF WHOLESALE
DRUG LICENCE (PARTNERSHIP FIRM)**

1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notaryor NOC for further period of minimum five years
3. Self-declaration of Competent Person in the prescribed format with full signature and date (PDF format) towards continuing their Job.
4. Declaration of Firm regarding No change of Constitution, Name & Style of the Firm, Premises and Competent Person.

**DOCUMENTS/CHECKLIST FOR RENEWAL OF WHOLESALE
DRUG LICENCE (PVT.LTD. / LTD FIRM)**

1. Original copy of Treasury Challan
2. Tenancy/house rent agreement certified by notaryor NOC for further period of minimum five years
3. Self Declaration of Competent Person in the prescribed format with full signature and date (PDF format) towards continuing their Job.
4. Declaration of Firm regarding No change of Constitution, Name & Style of the Firm, Premises and Competent Person
5. Resolution of Board of Directors.