

PROCEDURE FOR ONLINE APPLICATION

Checklist of Documents required

For Retail /Wholesale Drug License the applicant shall upload the following necessary document in the URL <https://druglicense.andaman.gov.in>

- a. Passport size photocopy of Applicant and Pharmacist
- b. Statutory Form – 19 for licenses
- c. Declaration by the Proprietor/Partner/Director/Competent Persons/Regd Pharmacist with proof of residential address(Present and Permanent) for proof of residential address – Aadhar Card, Pass Port, Driving License, Voter ID.
- d. .Partnership deed in case of partnership firm/ List of Directors downloaded from MCA website signed by Company Secretary/Managing Director (in case of company).
- e. In case of company an Affidavit under section 34 of Drug and Cosmetics Act, 1940 on Rs.20/- stamp paper signed one of the Directors of the company in prescribed proforma.
- f. Declaration of the Registered Pharmacist regarding acceptance of job on Rs..20/- Non- Judicial stamp paper in prescribed proforma.
- g. Declaration of the Proprietor regarding full time employment of Pharmacist on Rs..20/- Non- Judicial stamp paper in prescribed proforma.
- h. Declaration of the Proprietor cum Pharmacist on Rs..20/- Non- Judicial stamp paper in prescribed proforma duly signed by public notary (if the pharmacist himself is a proprietor).
- i. Declaration of the Proprietor regarding non-conviction under Drugs & Cosmetics Act & Rules on Rs..20/- Non- Judicial stamp paper in prescribed proforma
- j. Declaration of building owner regarding no objection for conducting the business of Retail drugs on Rs..20/- Non- Judicial stamp paper in prescribed proforma.
- k. Self attested copy of Registered Pharmacist certificate (renewal up to date) affixed with latest original photograph and signature of the candidate /original to be produced to the Drug Inspector at the time of inspection for endorsement
- l. Self attested copy of qualification certificate of the Registerd Pharmacist. Copy of rent / leas deed in case of rental premises.

- m. Invoice of newly purchased refrigerator in the name of shop/ proprietor.
- n. Sketch map showing the location in the premises .
- o. Photocopy of the premises run by the applicant

Application Fees.

- For Retails Rs. 3000
- Wholesale Rs. 3000
- Retail and Wholesale Rs. 6000

Site Visit:

On receipt of the complete application form, the DCA official will schedule an inspection of the premises/unit to check the following:

- a.** Area of the outlet to verify the compliance with the statutory limits (Minimum 100sq.feet for Retails/Wholesale and 150sq.feet for Retails and Wholesale
 - b.** Capabilities to provide good storage conditions of the drugs stocked in the premises such as racks, refrigerator (for cold storage drugs) etc.
 - c.** Premises should be RCC structure and located on ground floor for retail.
- The DCA officials will submit the Inspection report to the Drug Controller along with their remarks of fulfillment / Non-fulfillment of the norms for further process.

After verifying the documents and confirming the fees, the Director of Health Services will issue the drug license which can be downloaded by the applicant directly itself.

Timelines for Approvals:

- i. For All New Drug License- **15 days**(Subject to satisfactory verification premises and documents)
- ii. For Renewal - **07 days**(Subject to satisfactory verification premises and documents)