



Application for Change of Constitution - Schedule X Drugs Sales Licence from Food Safety and Drug Administration Department

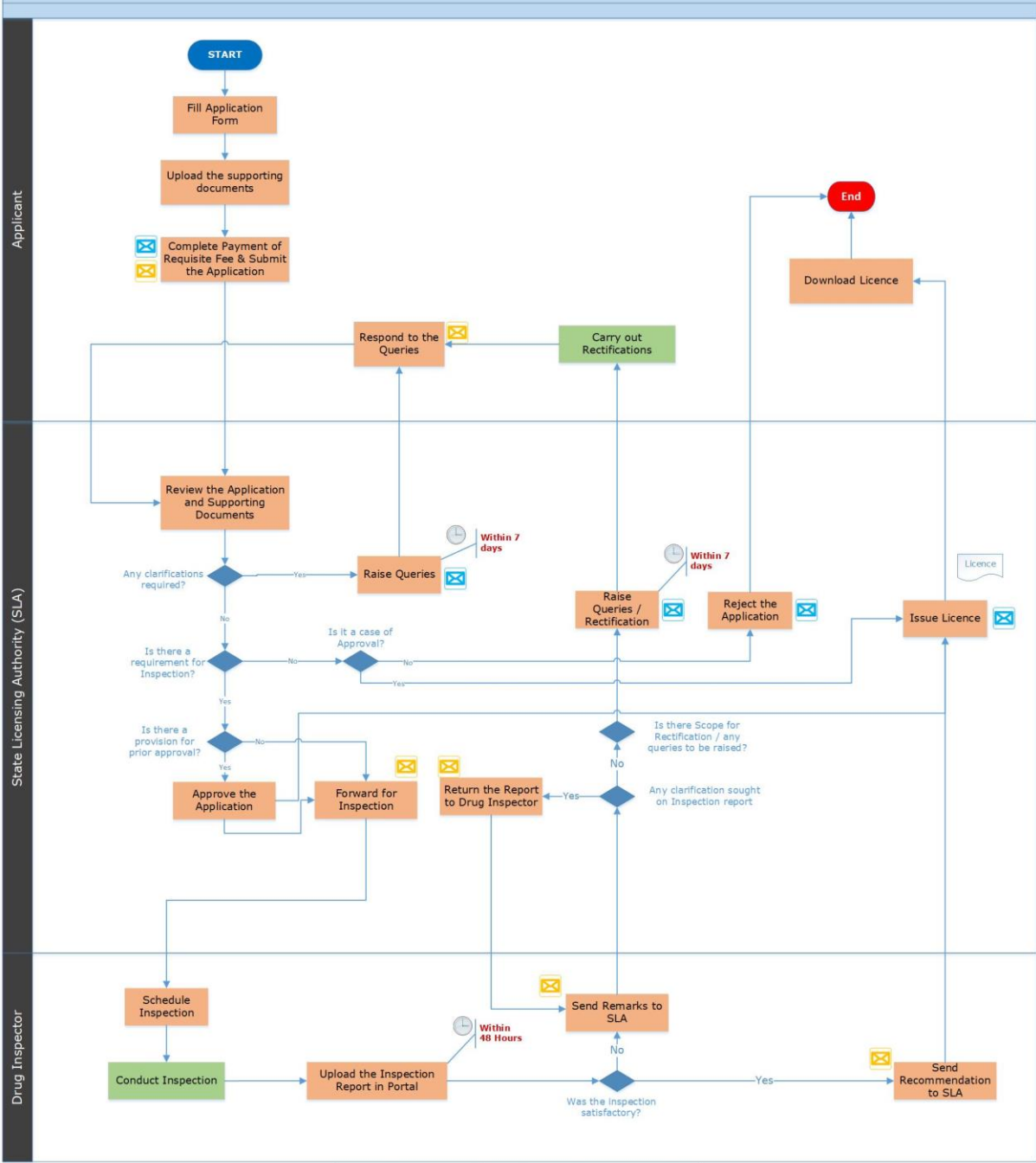
Procedure, List of Supporting Documents and Fees

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1 Procedure

Application for Change in Constitution – Schedule X Drugs Sale License from Food Safety and Drug Administration Department



Legend

- Orange rectangle: Online – Single Window Portal (SWP)
- Green rectangle: Manual Process
- Blue envelope icon: SMS & Email Alert Sent to the Applicant
- Yellow envelope icon: SMS & Email Alert Sent to the Department Official

2 Checklist of Supporting Documents

S. No.	Document
1.	Photograph of the Applicant (s)
2.	Form 19 - C - Retail (if applicable) as specified in the Drugs and Cosmetics Rules, 1945
3.	Form 19 - C - Wholesale (if applicable) as specified in the Drugs and Cosmetics Rules, 1945
4.	Encumbrance Certificate or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document
5.	Proof of address of the business owner (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID))
6.	Letter of Authorisation or Board Resolution (if applicable)
7.	Copy of Pharmacy Council Registration Certificate of the Pharmacist (if applicable)
8.	Education Qualification (Highest Qualification) and Experience Certificate of the Pharmacist / Competent Person
9.	Legal Tenancy Affidavit
10.	Declaration Form
11.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate
12.	Blueprint of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant
13.	Rental Agreement (in case of rental property)
14.	Existing Licence Copy
15.	Latest renewal Certificate Copy or Retention Fees Paid Receipt / Challan Copy
16.	Any other relevant details or documents to establish the correctness of the details or documents or claims made with regard to the above items

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3 Fees

S. No.	Fee Type	Amount (INR)
1	Wholesale - From 19-C	500
2	Retail Sale - Form 19-C	500

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