



# **Application for Minor Changes in the Schedule X Drugs Sales Licence from Food Safety and Drug Administration Department**

Procedure, List of Supporting Documents and Fees

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## 2 Checklist of supporting documents

S. No.	Document
1.	Encumbrance Certificate or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document
2.	Residence Proof (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID))
3.	Letter of Authorisation or Board Resolution
4.	Legal Tenancy Affidavit
5.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate (Kindly upload all the documents in a single zip file)
6.	Existing Licence Copy
7.	Blue-Print of the Plan of the Premises Duly Signed by Licenced Surveyor and the Applicant
8.	Rental Agreement
9.	Latest Renewal Certificate Copy or Retention Fees Paid Receipt / Challan Copy (If available)
10.	Document supporting change in Pincode (Certification from the local post office regarding the change in Pincode / Orders/ Circular from the concerned postal Authority)
11.	Other Documents (if required)

## 3 Fees

INR 500/- per each change.

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