



# **Surrender of License to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs - Food Safety and Drug Administration Department**

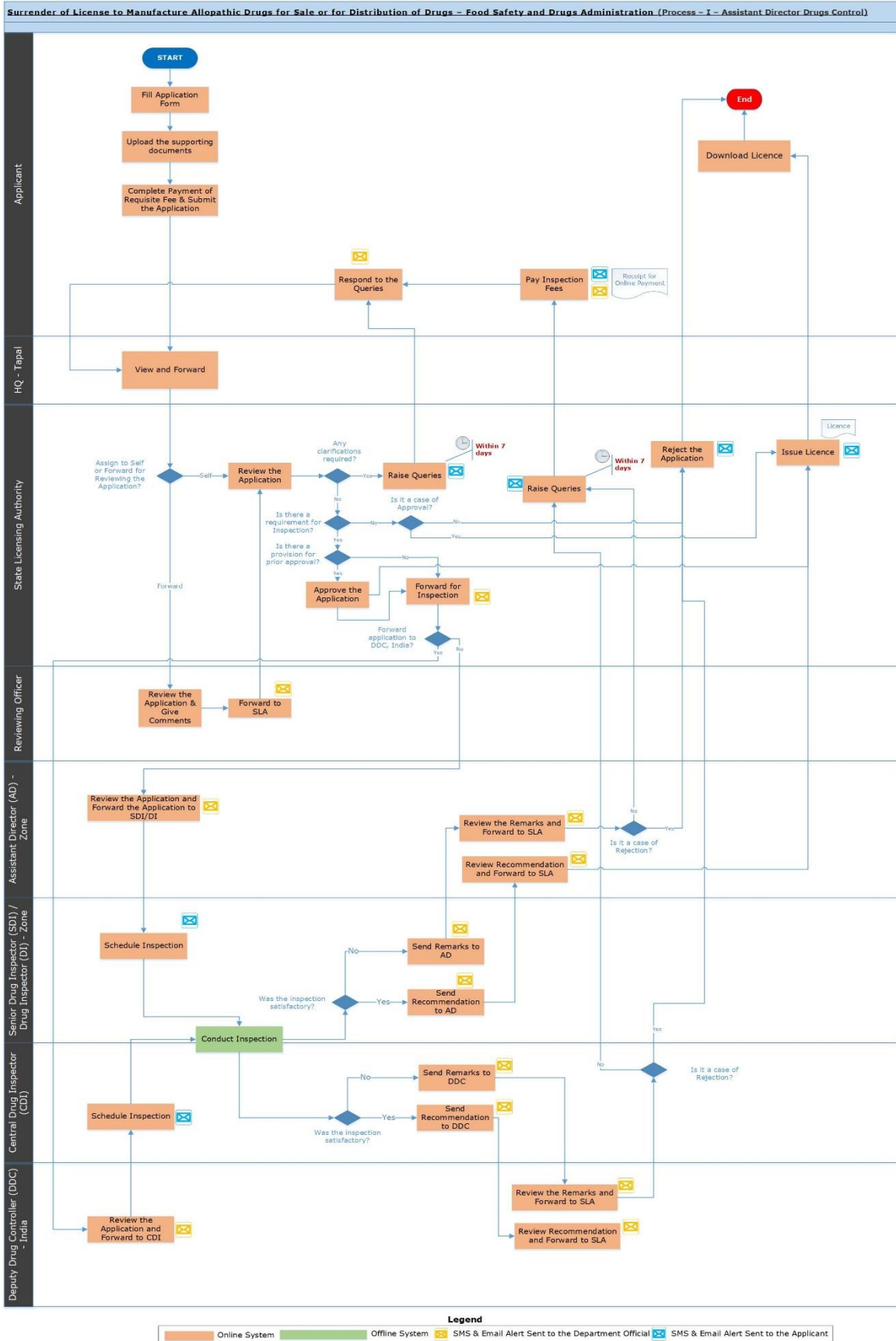
Procedure, List of Supporting Documents and Fees

## **Table of Contents**

1 Procedure .....	3
2 Checklist of Supporting Documents .....	5
3 Fees.....	5

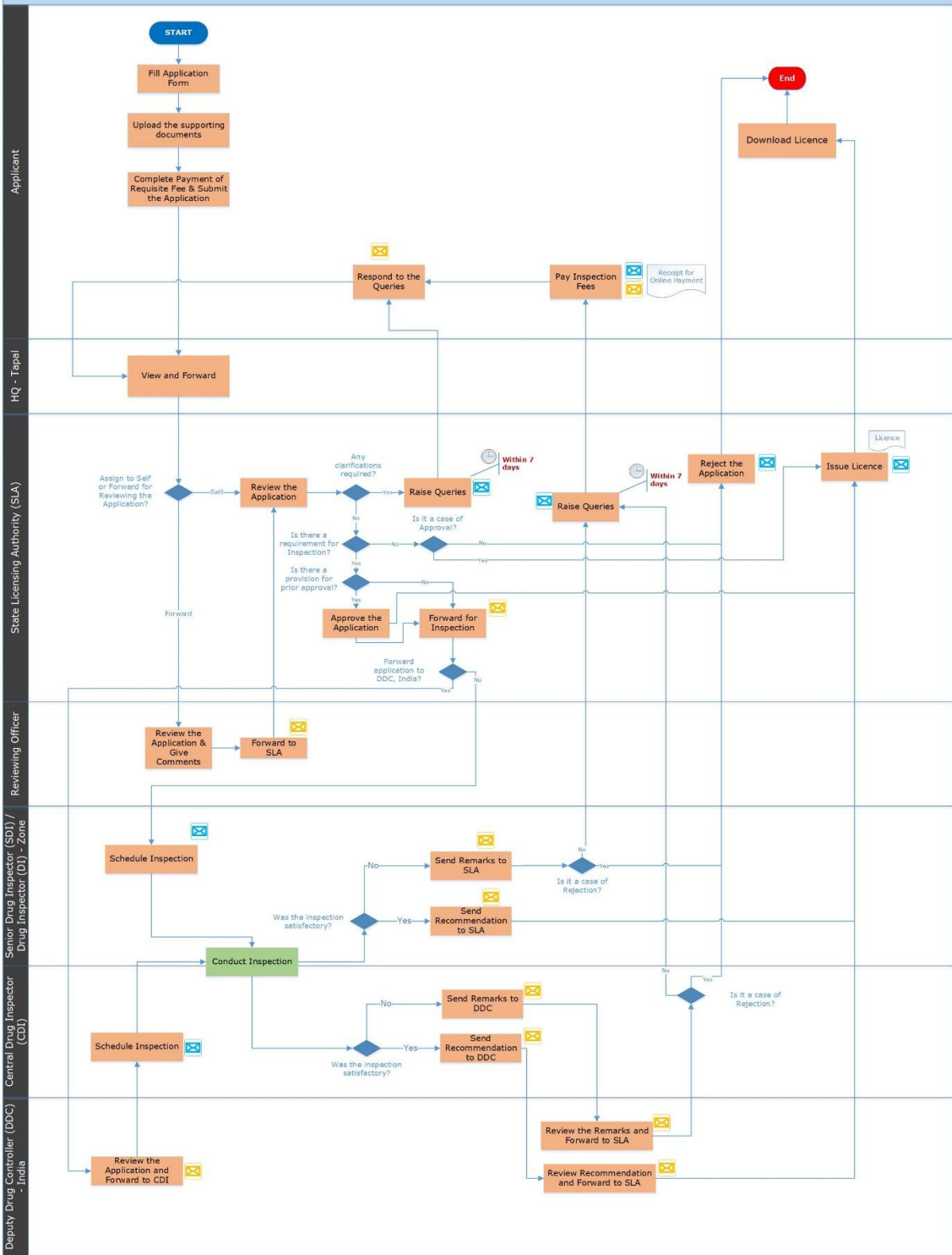
# 1 Procedure

## Process I: Application is received by Assistant Director (Zone)



## Process II: Application is received by Drug Inspector / Senior Drug Inspector (Head Office)

Surrender of License to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs – Food Safety and Drugs Administration (Process – II – Drug Inspector / Senior Drug Inspector)



### Legend

  Online System  
   Offline System  
 ✉ SMS & Email Alert Sent to the Department Official  
 ✉ SMS & Email Alert Sent to the Applicant

## 2 Checklist of Supporting Documents

S. No.	Document
1.	Cover Letter addressed to the Director of Drugs Control, Chennai-600006, stating the intent of the application.
2.	Authorization of the signatory of the application form (Board Resolution / Authorisation Letter)
3.	Copy of Licence / Renewal Certificate
4.	WHO GMP Certificate / Renewal Certificate / WHO GMP under process
5.	Documents Related to Surrender eg: Board Resolution/ Minutes of Meeting/ Any other relevant document relating to the Surrender License
6.	Aadhaar Card of the person who is assigned to the applications (i.e, Proprietor/ Partner/ Managing Director/ Authorized Signatory stating the intent of the applications
7.	Any other supporting documents / particulars to verify the correctness of the particulars submitted by applicant

## 3 Fees

No Fees Applicable

<This space has been left intentionally blank>