



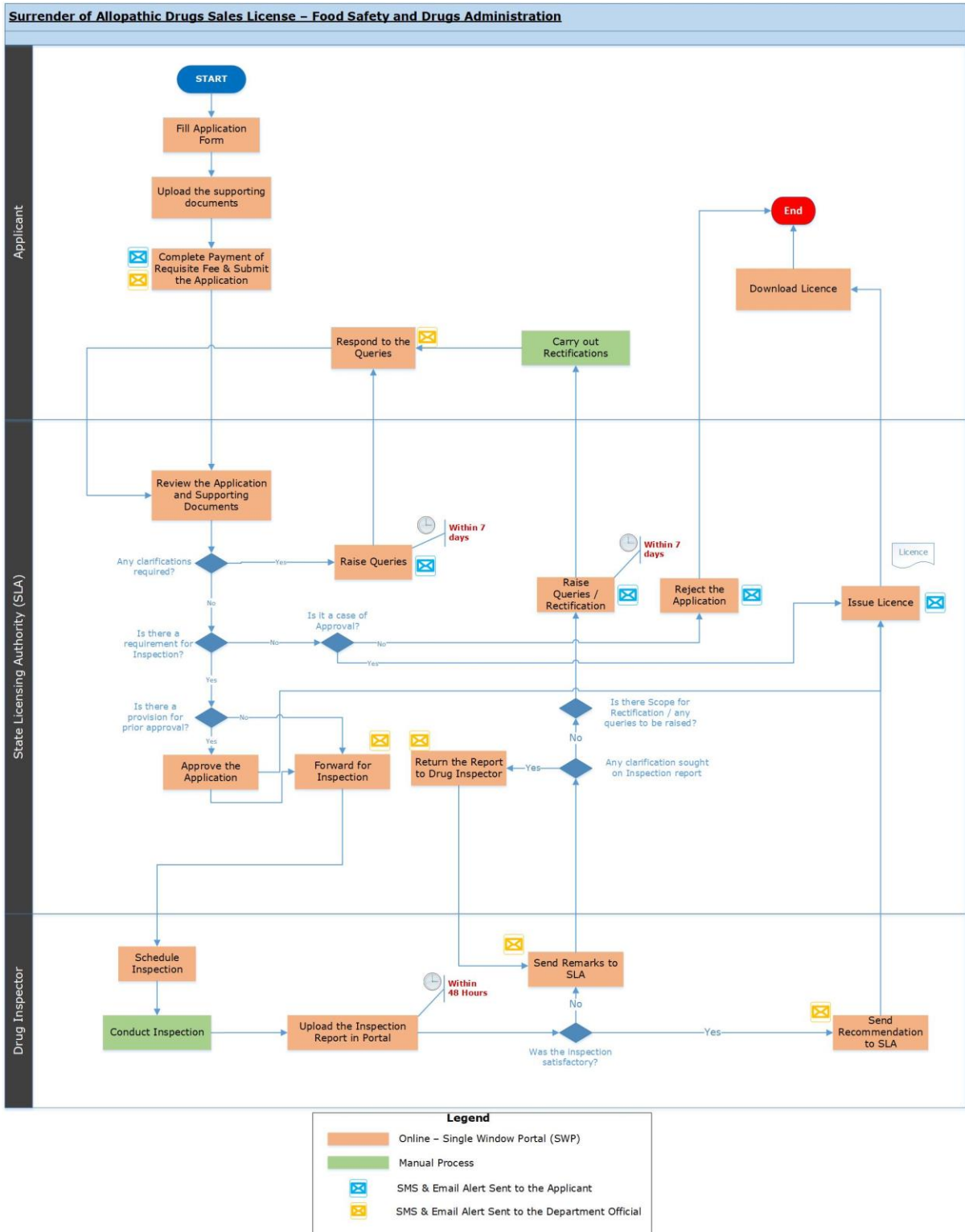
# **Surrender of Allopathic Drugs Sale License - Food Safety and Drugs Administration Department**

Procedure, List of Supporting Documents and Fees

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# 1 Procedure



## 2 Checklist of Supporting Documents

S. No.	Document
1.	Cover Letter addressed to the Director of Drugs Control, Chennai-600006 duly signed by the applicant i.e. Proprietor / Partners/Managing Director / Authorized Signatory, 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 / Challan copy of payment of Licence Retention Fee
4.	Documents Related to Surrender eg: Board Resolution/ Minutes of Meeting/ Any other relevant document relating to the Surrender License
5.	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
6.	Any other supporting documents / particulars to verify the correctness of the particulars submitted by applicant

## 3 Fees

No Fees Applicable

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