

## Grant & Renewal of Retail sale Drug License in Form 20 & 21

### Step 1:

Submit following document at Office of Drug Controller-Chandigarh, Sector 34, Chandigarh.

- Application Form 19 each for Non Biological and Biological drugs.
- Rs. 1500/- for each license (total 3000/-) to be in the form of Bank Draft issued in favour of PMO, UT, Chandigarh
- Site Plan of proposed premises in triplicate with location plan.
- Proof regarding possession of premises e.g. documents regarding premises ownership or rental or other basis.
- Certificate of education qualification of applications/partners.
- Certificate of Registered Pharmacist with Chandigarh Pharmacy Council or Qualified person
- Self declaration or Affidavit of Proprietor, Partners, Authorised Signatory, Directors as the case may be.
- Self declaration or Affidavit of Qualified Person.
- Appointment and joining letter of qualified person.
- Identity card of qualified person in triplicate.
- Copy of purchase bill or other proof of Refrigerator/Air conditioner for the premises.
- Residential and identity proof of Proprietor/Partners/Authorised Signatory/Directors and Qualified Person.
- In case of Pvt. Ltd. & Ltd. company:-
  - a) List of Directors with address.
  - b) Copy of Resolution of board of Directors.
  - c) Memorandum of Article.
  - d) Form 32 regarding status of Directors.
  - e) In case of Partnership concern, copy of partnership deed.

- Power of Attorney, if the application through Attorney Holder
- Dissolution Deed/the sale deed in case of transfer of business.
- Previous Drugs Licenses in cases of application for grant of license due to change of Constitution or transfer of business or change of Premises.

Note: All documents shall be in duplicate. All photocopies shall be attested by Gazetted Officer/ Notary.

**Step 2:**

- Scrutiny by Office clerk

**Step 4:**

- Site visit by Concerned Inspector.

**Step 5:**

- Forwards recommendations to Director Health Services-cum-Drug Controller for allotment of registration/Renewal

**Step 6:**

- Allotment of Registration Certificate/Renewal.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Time period for approval/renewal- 30 days</li></ul> |
|---|

FORM -19

{See Rule 59 (2)}

Application for grant or renewal of a (license to sell, stock, exhibit or offer for sale, or distribute) drugs other than those specified in schedule-X

1. I/We ----- S/o Sh. ----- of M/s -----  
----- hereby apply for licen1se to sell by wholesale/ retail drugs specified in schedule C and C, (I) excluding those specified in schedule X and/or drugs other then those specified in schedule C, C (1) and X to the Drugs and Cosmetics rules, 1945\* & also to operate a pharmacy on the premises situated at -----`-----  
-----
2. The sale and dispensing of drugs will be made under the personal supervision of a qualified person, namely :-  
Name. -----Qualification: - Regd. Pharmacist, Regd. No. CH----- of  
  
Categories of drugs to be sold: - **Non biological / Biological**
3. Particulars for special storage accommodation :- Refrigerator
4. A fee of Rs. One thousand five hundred has been credited to the Govt. account under the head of account P.M.O U.T, Chandigarh vide bank draft no. -----Dated----- . Fees for the issue /renewal drug licenses.

Date-----

Signature of Prop / Partner / Director

## Grant & Renewal of Homeopathic Retail sale License in Form 20 & 21

### Step 1:

Submit following document at Office of Drug Controller-Chandigarh, Sector 34, Chandigarh.

- Application Form 19B.
- Receipt Challan Rs. 250/- to be deposited in Bank in favour of PMO, UT, Chandigarh
- Site Plan of proposed premises in triplicate with location plan.
- Proof regarding possession of premises e.g. documents regarding premises ownership or rental or other basis.
- Certificate of education qualification of applications/partners.
- Certificate of education qualification and adequate experience certificate of competent person or Registered Homeopathic Certificate.
- Self declaration or Affidavit of Proprietor, Partners, Authorised Signatory, Directors as the case may be.
- Self declaration or Affidavit of Technical person (competent Person).
- Appointment and joining letter of qualified person.
- Residential and identity proof of Proprietor/Partners/Authorised Signatory/Directors and Qualified Person.
- In case of Pvt. Ltd. & Ltd. company:-
  - a) List of Directors with address.
  - b) Copy of Resolution of board of Directors.
  - c) Memorandum of Article.
  - d) Form 32 regarding status of Directors.
  - e) In case of Partnership concern, copy of partnership deed.

- Power of Attorney, if the application through Attorney Holder
- Dissolution Deed/the sale deed in case of transfer of business.
- Previous Drugs Licenses in cases of application for grant of license due to change of Constitution or transfer of business or change of Premises.
- Other requirements as per conditions Under rule 67-F for grant of licences under Drugs & Cosmetics Rules, 1945.

Note: All documents shall be in duplicate. All photocopies shall be attested by Gazetted Officer/Notary.

**Step 2:**

- Scrutiny by Office clerk

**Step 4:**

- Site visit by Concerned Inspector.

**Step 5:**

- Forwards recommendations to Director Health Services-cum-Drug Controller for allotment of registration/Renewal

**Step 6:**

- Allotment of Registration Certificate/Renewal.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Time period for approval/renewed- 30 days</li></ul> |
|---|

FORM NO. 19-B  
[See Rule 67-A]

Application for licence to sell, stock or exhibit [or offer] for sale, or distribute  
Homeopathic medicines.

1. I/We.....of  
..... hereby  
apply for a licence to sell by Whole Sale -----  
Retail  
Homeopathic medicine on the premises situated at.....  
.....  
.....

2. The sale and dispensing of Homeopathic medicines shall be made under  
the personal supervision of the following competent person in-charge:

Name: \_\_\_\_\_

3. A fee of rupees ..... has been credited to Government  
under the head of account .....  
.....

Date:.....

Signature.....