

Checklist of Documents required For Fresh Application for grant of Retail Allopathic license on Form 20, 21 and 20F:

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19/19C as applicable.
- (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- (iv) Site plan and key plan of the premises.
- (v) Proof of Constitution of the firm:
 - (a) Proprietorship : Declaration Form
 - (b) Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
 - (c) Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
 - (d) Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
 - (e) Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
 - (f) Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
 - (g) HUF : List of Members and Karta of HUF, HUF deed.
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (viii) Affidavit regarding compliance of MPD 2021 as applicable for
 - (a) Small Shop
 - (b) Mixed use / Commercial use
 - (c) Allotted Commercial Plot in Industrial Area
 - (d) For Bhagirath Palace
- (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (x) Registered Pharmacist (Technical Person):
 - a) Aadhar Card
 - b) System Generated self-declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
 - c) Proof of qualification i.e. starting from 10th to final degree certificate / provisional certificate with mark sheets.
 - d) Valid Registration of Delhi Pharmacy Council
 - e) Appointment Letter
 - f) Bio-data in prescribed Format.

(xi) Premises :

(a) If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.

(b) If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

* In case of village, Khasra Khatauni documents will be considered in support with copy of electricity bill/ water bill in favour of landlord.

Note :

(i) The applicant has to provide an independent shop with the adequate area for grant of retail/wholesale licences as per details given below:

- a) For grant of a licence in Form 20 or Form 21 or both, the premises are of an area of not less than 10 square metres.
- b) For grant of a licence in form 20-B or form 21-B or both, the premises are of an area of not less than 10 square metres and
- c) For grant of licences
 - (i) In Form 20 or Form 21 or both, and
 - (ii) In Form 20-B or Form 21-B or both, the premises should be of an area of not less than 15 square metres.

The clear height of the sales premises should be in accordance with the National Building Code of India, 2005 as amended from Time to Time.

(ii) No drug licence is granted / retained in a premises situated on residential plot/land or flat unless it meets with the requirements of MPD-2021.

For the sake of authenticity and to ensure confirmation of having submitted the same, all the documents are required to be **self-attested by the applicant/authorized person**.