

**Checklist of Documents required For Fresh Application for grant of Retail and Wholesale Homoeopathic license on Form 20C and 20D:**

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19B.
- (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:
  - 1. Proprietorship : Declaration Form
  - 2. Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
  - 3. Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
  - 4. 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.
  - 5. Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
  - 6. Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
  - 7. 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.
  - 1. Small Shop
  - 2. Commercial use
  - 3. Allotted Commercial Plot in Industrial Area
  - 4. 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) Competent Person :
  - 1. Aadhar Card
  - 2. System Generated self-declaration from the Competent Person (Strike out whichever is not applicable)
  - 3. Proof of qualification / Experience :
    - a) Degree in Homoeopathy from a recognized University
    - b) Degree in Pharmacy from a recognized University
    - c) Bachelor's degree from a recognised University with one year experience of dealing in homoeopathic medicines in the clinic of a Registered Homoeopathic Medical Practitioner or with the holder of licence on Form 20C or Form 20D.
    - d) Diploma in Homoeopathic Pharmacy or
    - e) Diploma in Homoeopathy Medicine and Surgery.

4. Appointment Letter
5. Bio-data in prescribed Format

(xi) Premises :

1. **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.

2. **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.

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.**