

Checklist of Documents required for grant of Sale Licence due to change in Constitution (CC):

- i. **Change in Constitution(CC)** : If the firm / company changes(i) from proprietorship to partnership including Limited Liability Partnership or vice versa and (ii) from a private to a public company, or from a public to a private company, it will be treated as **‘change in constitution’**
- ii. System Generated Online fee deposit receipts.
- iii. System Generated Application Form No. 19/19B/19C as applicable.
- iv. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- v. Site plan and key plan of the premises.
- vi. **Documentary evidence w.r.t. Change in Constitution viz: Sale Agreement / Gift Deed/ Death Certificate of previous proprietor or partner and relinquishment deed / taken over agreement between previous and current parties or any other documents like dissolution deed / reconstitution as applicable.**
- vii. 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.
- viii. Photo ID proof of proprietor / partner / director of the firm.
- ix. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- x. Affidavit regarding compliance of MPD 2021 as applicable.
 1. Small Shop
 2. Mixed use / Commercial use
 3. Allotted Commercial Plot in Industrial Area
 4. For Bhagirath Palace
- xi. 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.
- xii. Registered Pharmacist/ Competent Person (Technical Person):
 1. Aadhar Card
 2. System Generated self-declaration of the Technical Person (Strike out whichever is not applicable)
 3. Proof of qualification i.e. starting from 10th to final degree certificate / provisional certificate with mark sheets final degree certificate / provisional certificate with mark sheets.
 4. Valid Registration of Delhi Pharmacy Council (For Registered Pharmacist)

5. Appointment Letter
6. Bio-data in prescribed Format.
7. Experience Certificate (Matriculation or its equivalent examination from a recognised Board with four years experience in dealing with sale of drugs, or a degree of a recognised University with one year experience in dealing with drugs (For Competent Person)

xiii. 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 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**.