

Checklist of Documents required For Retention of Sale Licences (For First Time on ONDLS):

- a. System Generated Online fee deposit receipts.
- b. System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- c. Site plan and key plan of the premises.
- d. 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.
- e. Photo ID proof of proprietor / partner / director of the firm.
- f. Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- g. Affidavit regarding compliance of MPD 2021 as applicable for
 1. Small Shop
 2. Mixed use / Commercial use
 3. Allotted Commercial Plot in Industrial Area
 4. For Bhagirath Palace
- h. 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.
- i. Registered Pharmacist (Technical Person):
 - (vii) Aadhar Card
 - (viii) System Generated self-declaration from the Regd. Pharmacist (Strike out whichever is not applicable)
 - (ix) Proof of qualification i.e. starting from 10th to final degree certificate / provisional certificate with mark sheets.
 - (x) Valid Registration of Delhi Pharmacy Council
 - (xi) Appointment Letter
 - (xii) Bio-data in prescribed Format.
 - (xiii) 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

DCD Delhi