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PROCEDURE FOR ESTABLISHING A PHARMACEUTICAL ENTERPRISE

- 1 Register the business with the Registrar of Companies i.e. obtain Memorandum/Articles of Association, Certificate of incorporation and Name of company from the Registrar of companies.
- 2 Acquire suitable, secure premises in areas that are not restricted by NDA for new pharmacies (poorly served areas). Distance from pharmacy to pharmacy is 1 km. Consider rural areas as a priority. (see guidelines on distribution of pharmaceutical outlets).
- 3 Engage a pharmacist supervisor duly registered and resident in Uganda.
- 4 Incorporate a pharmacist as a Pharmacist Director.
- 5 Engage a professional auxiliary staff, full time, with minimum qualifications of a pharmacy technician, Registered/Enrolled nurse or midwife with pharmaceutical training, Vet surgeon or Animal husbandry officer for vet pharmacies. (note a retail pharmacy must have a full time dispenser).
- 6 Attach a sketch plan of your pharmacy with dimensions to your applications, putting into consideration the minimum requirements of space for a dispensary, store and shop area. (Minimum area – retail pharmacy 20m² – 16m² shop area, 4m² dispensary, wholesale pharmacy – store 25m². External store should not be less than 20km from the pharmacy.
- 7 Apply formally using the NDA application forms for suitability of premises, operating licence (Retail/Wholesale). Large scale/small scale, importation (optional). Pick the one, whichever is relevant by filling in forms obtained from NDA headquarters or from any NDA Regional office.
- 8 Qualification certificates, commitment letter of Pharmacist, full time in charge addressed to Executive Secretary/Registrar, NDA should be attached to applications. Certificates of Practice should also be attached from the professional councils.
- 9 A Drug Inspector will inspect your premises for suitability after payment of the inspection fee and an inspection report will be attached to the applications.
- 10 Operate only after acquiring operating licences. Payment of inspection fees does not mean approval of premises. The applicant should not start business before a licence is issued to him/her.

- 11 Payment of official fees follows: see fee structure attached follows. After an official communication is made, informing the applicant of the Senior Management Meeting decision on his/her business.
- 12 Approval and issue of licence by NDA.
- 13 Operation documents i.e. Drug Register, Inventory records, reference NDA record books must be put in place when the Enterprise begins operations.