



## **PROFESSIONAL GUIDELINES 2018**

### **LICENSING NEW PHARMACIES OUTSIDE KAMPALA**

#### **National Drug Authority**

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#### **NDA REGIONAL OFFICES**


Central Region –Premier Complex, Jinja Road, Nakawa.  
South Eastern Region –Plot 6 Rippon Gardens, Jinja  
Eastern Region –Plot No. 27, Kwapa Road, Tororo  
Northern Region – Plot 48 Ogwal Ajungu Road, Lira.  
Western Region - Muganwa Centre, Plot 30, Old Toro Road, Hoima  
South- Western Region - House No 29 Mbaguta Estates Kamukuzi, Mbarara.  
West Nile Region – Plot 1 Mt. Wati Road, Anyaflo –Arua



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Pharmacy business is a regulated professional business under the National Drug Policy and Authority Act, Cap 206 of the Laws of Uganda and Regulations on Certificate of Suitability of Premises (S.I. No. 36) and Licensing (S.I. No. 35), 2014. Applicants are strongly advised to familiarize themselves with the relevant laws and regulations to ensure compliance.

These professional guidelines have been prepared in line with Section 5(i) of the National Drug Policy and Authority Act (CAP 206) which states one of the functions of the Authority as *'to establish and revise professional guidelines and disseminate them to the public'*.

<b>Approved by</b>	
Title	Secretary to the Authority
Name	Donna Kusemerwa
Signature	
Date	20/12/17



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### Notice

It is the responsibility of the supervising pharmacist to ensure full compliance of pharmacy operations with the NDP/A Act and relevant regulations

## ADDITIONAL GUIDANCE ON LICENSING OF NEW PHARMACIES

### 1.0 General Principles

- 1.1 All applicants for new pharmacies retail and wholesale shall apply for certificate of suitability of premises and license to operate a retail pharmacy or wholesale pharmacy.
- 1.2 **New Dual applications** for both wholesale and retail pharmacies shall not be accepted.
- 1.3 All pharmacy license applications shall be submitted and processed through the NDA Management Information System (NDAMIS) online platform.
- 1.4 All applicants must apply for NDAMIS login credentials through their pharmacist in order to be able to access the NDAMIS platform.

### 2.0 Requirements for Applications

- 2.1 An applicants for a new pharmacy licence shall submit (upload) the following at the time of application, in the NDAMIS:
  - a) duly filled application forms for certificate of suitability of premises;
  - b) duly filled application forms for the license;
  - c) evidence of payment of the prescribed fees;
  - d) memorandum and articles of association in case of a body corporate and partnership deed in case of a partnership;
  - e) evidence that one of the directors in the company is a pharmacist;
  - f) a sketch plan of the premises taking into consideration the minimum floor area for wholesale, retail, and additional storage area;
  - g) certified copy of the certificate of registration of the supervising pharmacist;
  - h) commitment letters from the supervising pharmacist and professional auxiliary staff;
  - i) a certified copy of a valid certificate of registration/enrollment with the relevant professional body for the professional auxiliary staff;
  - j) for Retail/Wholesale Pharmacy (Veterinary), a copy of the certificate of the qualified veterinary professional (Veterinary Surgeon or Animal Husbandry Officer); and



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### 6.0 Distribution of Pharmacy Outlets

- 6.1 Distribution of pharmaceutical outlets shall be based on the following:
- a) particular location of a proposed outlet;
  - b) infrastructural development in the area;
  - c) population living in that area;
  - d) number of pharmacies in that area; and
  - e) distance of the proposed outlet from existing licensed outlets.
- 6.2 In the application of distance to determine the distribution of pharmacies, the distance shall be measured from **door to door** of the existing pharmacy to the proposed new pharmacy premises.
- 6.3 In a bid to streamline the distribution of pharmaceutical outlets and pharmaceutical services in the country, New pharmacies in the following municipalities shall only be allowed in outlying areas where the minimum distance shall be 500 meters from the nearest existing pharmacy. These municipalities include;

❖ Arua.	❖ Jinja
❖ Entebbe	❖ Kira
❖ Portal	❖ Makindye Sabagabo
❖ Gulu	❖ Lira
❖ Hoima	❖ Masaka
❖ Mbarara	❖ Mbale
❖ Mityana	❖ Nansana
❖ Mubende	❖ Soroti;
❖ Mukono	❖ Tororo

- 6.4 A pharmacy may be licensed to operate in other towns and municipalities. In that case, the minimum distance from any existing nearby pharmacy will be 100 meters.
- 6.5 A Licensed seller seeking to upgrade to pharmacy shall be handled in accordance with regulation number 9 of SI 35.



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### 7.0 Other Requirements for Licensing of Pharmacies

- 7.1 It is the joint responsibility of the applicant or owner of a pharmacy to ensure that the certificates of the in-charges and auxiliary staff submitted to NDA are valid and authentic. Submission of an invalid or non-authentic certificate and or employment of unqualified persons may lead to:
- a) Denial or revocation of a license.
  - b) Prosecution of the in-charge and /or the owners of the drug outlet.
  - c) Blacklisting of the in-charge and/or the owners of the drug outlet.
- 7.2 All pharmacies in private hospitals, medical centers and other institutions must apply for licensing by National Drug Authority.
- 7.3 Anew pharmacy that has been granted a licence shall have a clearly visible signpost indicating the name and type of outlet, i.e. Human or Veterinary Retail Pharmacy or Wholesale Pharmacy.

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