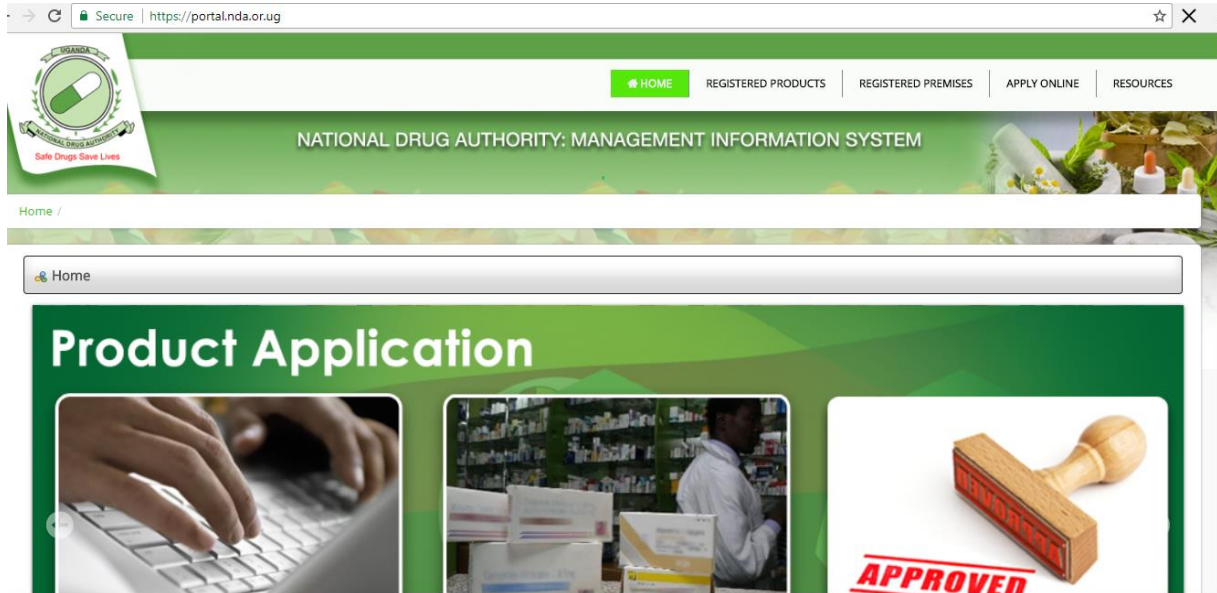
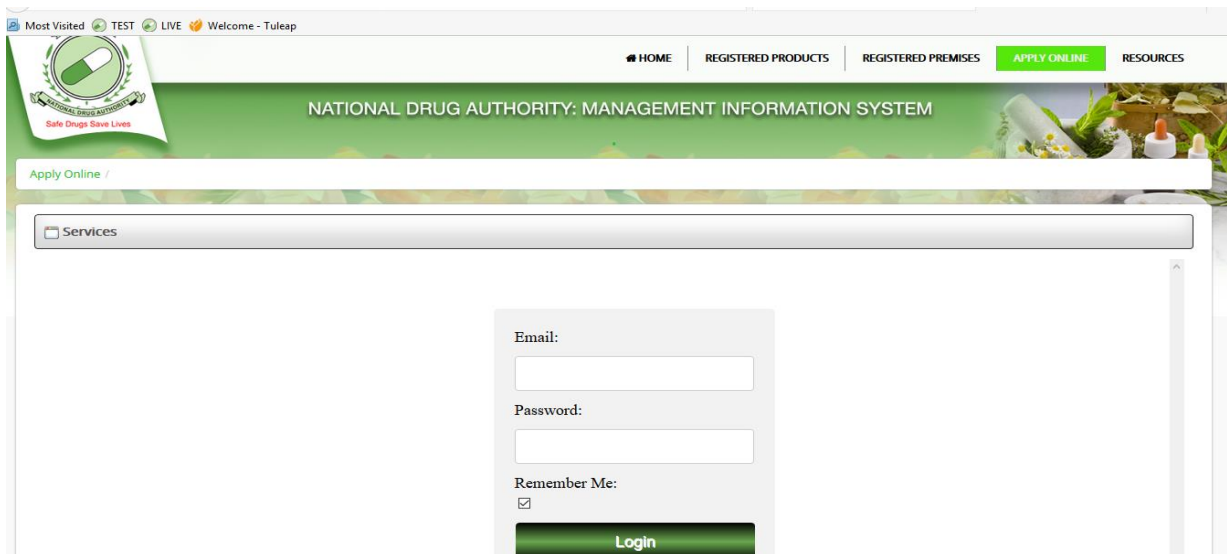


STEPS TO TAKEN TO RENEW THE A PREMISE

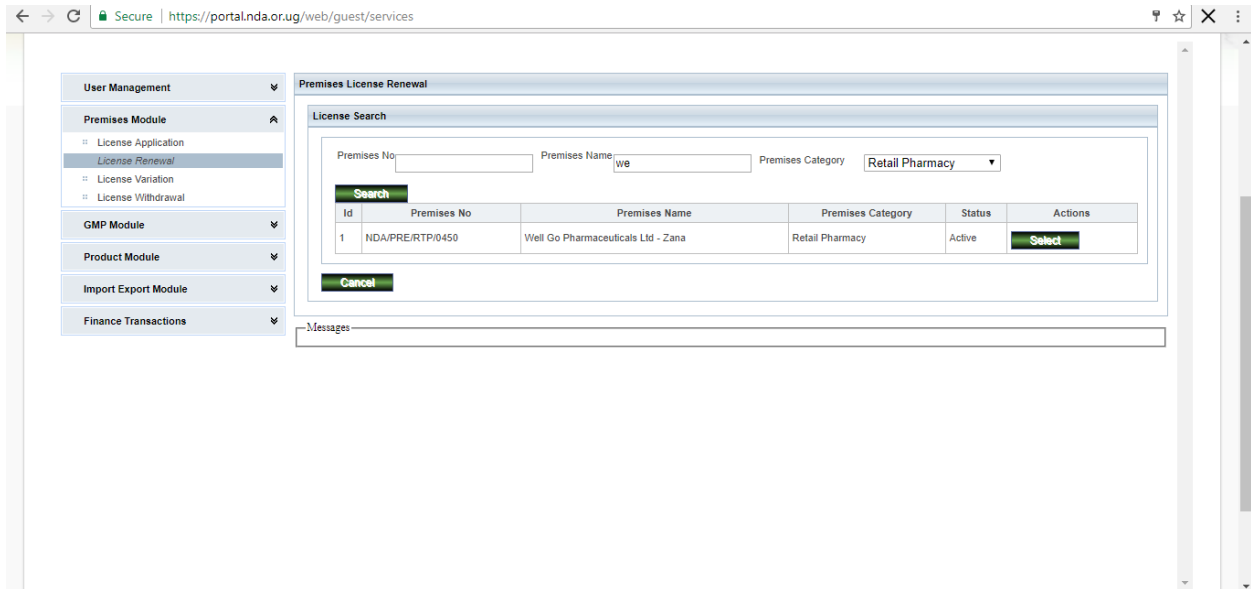
1. Type portal.nda.or.ug in your browser and a page will below be displayed as below. Then click **APPLY ONLINE**



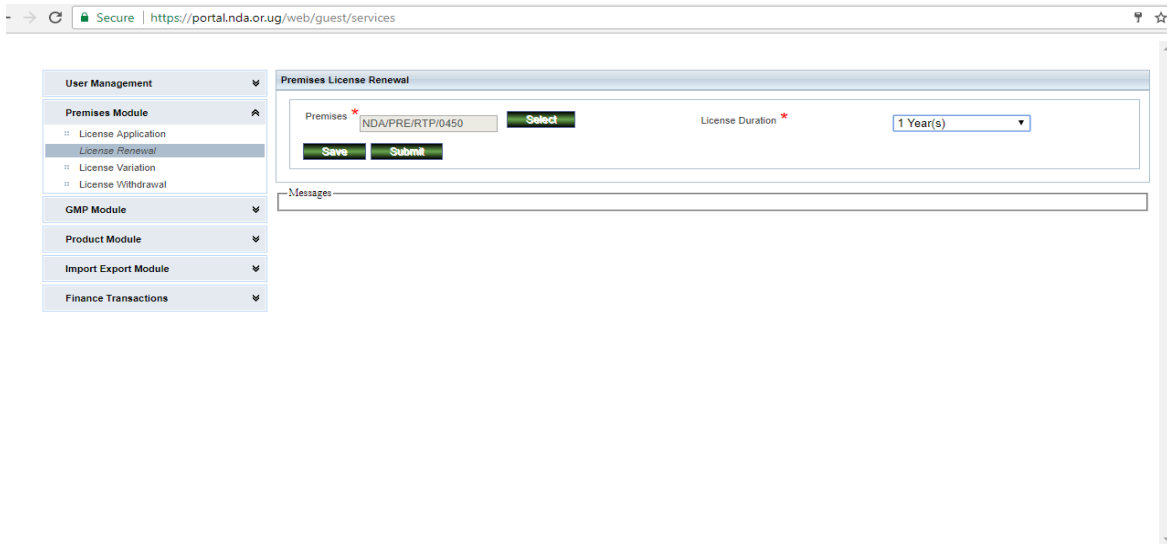
2. Input your User Credentials and Click submit. **NB:** Always uncheck Remember me whenever logging in



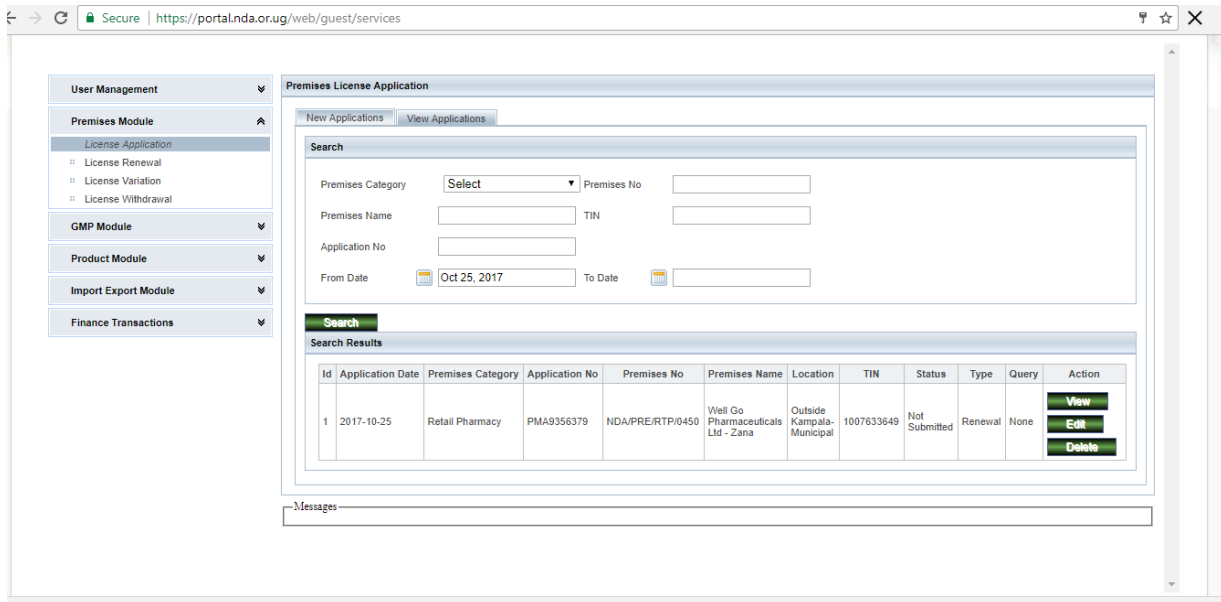
- On Logging in, click on Premise Module, then Premise Renewal then click on Select. A page below is displayed for you to Input your details. You do Not Need to Input all details , Just Input The first Letter of your Premise Name Say if its Cipla , Under Premise Name Put C ,Select your Premise Category and click Search



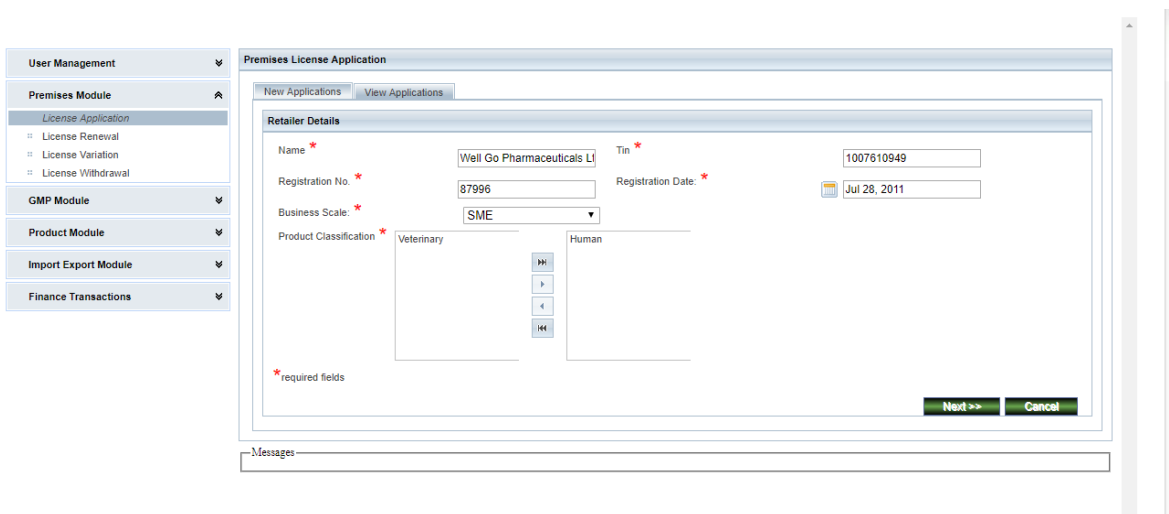
- When your details are displayed, select the Premise. Then Select License Duration and click save. This means you have created A renewal application



- Under Premise Module Click Premise Application, then View Applications. You will have a display of page where to input your pharmacy details. Just input the First Letter of your premise name, Select a date (**FROM DATE**) that is before the date you made your application and then click on search. On following the steps mentioned in this sentence the page below is displayed



- Then Click On Edit to make changes about your application. Input the correct TIN number, Registration number (No. on the company certificate of incorporation) and registration date of your Company. Select if it is small scale or large scale. **NB: On Product Classification select either Human or Veterinary BUT NOT BOTH**, One application applies for one Product classification. Then click next



- DO NOT EDIT** location Details of your Premise As your Location is not changing. We don't not carry out Relocations or even Change of Name of Pharmacy at the time of Renewing license. Ensure you have the right email address under Address details as this email address is used for Communication to you about the stage of your application. Click on email details , under this click on records to see which email was input, in case you want to add other emails, click add input your email details and add those details. You can always check to see if those details have been captured. Then click next to go to the next Step.

- The Next Page Displays Pharmacist details. In case you are changing the Pharmacist, Input the Pharmacist Registration Number in the field **P.S.U Registration** Number and Click Outside The field where you have in put the registration, if the pharmacist has ever supervised any pharmacy in Uganda, his or her details Will pop up and if he or she has never supervised, they will be required to input the empty fields.

Attach the relevant documents e.g Commitment letter of pharmacist and auxiliary staff and other certificates. Under Attachment tab, click on record and if you notice that after downloading the certificates, yours are not among attach your certificates. Ensure you input your active email under email details. Then Click Next to go to the next page

Id	Name	Type	Delete
1	commit anthony.pdf	Commitment Letter	Delete
2	commit beatrice.pdf	Commitment Letter	Delete
3	commit patricia.pdf	Commitment Letter	Delete
4	enroll pticia.pdf	Certificate for Pharmacy Auxiliary Staff	Delete
5	reg anthony.pdf	Certificate of Registration	Delete
6	reg beatrice.pdf	Certificate for Pharmacy Auxiliary Staff	Delete
7	Commit letter.pdf	Commitment Letter	Delete
8	carolWZ commit letter.pdf	Commitment Letter	Delete
9	NARWAMiwellozanaCert2.pdf	Certificate for Pharmacy Auxiliary Staff	Delete
10	TWINOMUGISHAwellozanaCert2.pdf	Certificate for Pharmacy Auxiliary Staff	Delete
11	wellozanaCL.pdf	Commitment Letter	Delete

- Click on Directors List to see if the director's records are in put correctly according to their Shares. If not, Click on Add, a page will be displayed and you will in put the director details and after, you click Add director. The director will be added if you check on the directors list once again. After adding Directors, Click Next To go to the next page

Premises License Application

New Applications View Applications

Add Directors List

Id	First Name	Middle Name	Last Name	Designation	Shares	
1	SALIM		KAZIBWE	DIRECTOR	80%	Details Delete
2	HAULA		KAZIBWE	DIRECTOR	20%	Details Delete
3	JOHN		KAMLI	PHARMACIST		Details Delete

<< Previous Next >> Cancel

Premises License Application

New Applications View Applications

Add Directors List

Premises Directors Details

Initials First Name

Middle Name Last Name

Designation Shares

Postal Address Postal Code

Country * Region

District

Director Telephones Director Emails

Add Email Records

id	Type	Address	
1	Personal	skazibwe@nda.or.ug	Delete

Add Director

<< Previous Next >> Cancel

- Click on staff list to see if the records of your Auxiliary staff are in put correctly. In case they are not , click add and add all the details of your auxiliary staff

Premises License Application

New Applications View Applications

Add Staff List

Id	First Name	Middle Name	Last Name	Qualification	
1	EDGAR		WOKULIRA	ENROLLED NURSE	Details Delete

<< Previous Next >> Cancel

- After, Click Next to submit your application for NDA staff to verify. At this step you are required to see if all these details match .You are advised not to change Location details since they are the same that were used for the previous licensing. At this stage you can attach documents that you think are needed to be verified by NDA when applying.

NB:

- Premise Location is important as it configured according to the money you pay for License. (if that location refers to the location of your pharmacy, DO NOT CHANGE THIS)
- Save enables you to re-edit
- Submit means all is correct for verification by NDA

- Cancel means you can cancel your application.