



Stepwise guide for Premise Registration NDAMIS (New Premises)

Below are steps taken to register a new Pharmacy / Premise

1. Access the NDA Clients portal for NDAMIS by typing portal.nda.or.ug in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.
2. To register as a new pharmacist (if you do not have any logins to the system) click **APPLY ONLINE**. A page below will be displayed, then click register. Or you Can apply through a letter and we shall give create logins for you once you provide details of the approval letter from the regional office, your annual membership and your certified certificate of registration.

Apply Online /
Services

Services

Email:

Password:

Remember Me:

Login

Register

[Forgot password?](#)

3. When you click register, the page below is displayed. Then input your details as seen below. (i.e. personal email address, First Name and last Name then click register)

Apply Online /
Services

Services

Email:

Password:

Register

Register

Cancel

Register

[Forgot password?](#)



Stepwise guide for Premise Registration NDAMIS (New Premises)

- When you click register, automatically you will receive an email notification from mis with your username and password. For example,

Dear GASTER SEMWANGA, Your account has been created by the system administrator. Use the following username and password to login to the system <https://portal.nda.or.ug>. Username: semgst28@gmail.com Password: TS745

NOTE: This is a system generated email. Please do not reply to this email.

Emails sent from National Drug Authority are subject to the organization email terms & conditions.
#####

- On receipt of the login credentials, login with the details given provided. You will then be requested to change the password after the first log in. Change the password to your preferred and secure login password. Click on log out and login with the new password you changed to.
- When your logged in, you can now start the application for the new premise / pharmacy
- Click Premise Module, License application, New application then the page below will be displayed.

Services

User Management

Premises Module

License Application

License Renewal

License Withdrawal

GMP Module

Product Module

Import Export Module

Finance Transactions

Logout

Premises License Application

New Applications View Applications

Premises Category *

Select

- Wholesale Pharmacy
- Pharmaceutical Manufacturer B
- Pharmaceutical Manufacturer A
- Pharmaceutical Manufacturer C
- Pharmaceutical Manufacturer D
- Pharmaceutical Manufacturer E
- Class C Drug Shop
- Retail Pharmacy
- External Store
- Medical Devices
- Special Importer - Individual
- Special Importer - Institution

Next >>

- Select the type of premise category you would like to open up. As shown below

NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM

Apply Online /

Services

User Management

Premises Module

License Application

License Renewal

License Withdrawal

GMP Module

Product Module

Import Export Module

Finance Transactions

Logout

Premises License Application

New Applications View Applications

Premises Category *

Retail Pharmacy

Next >>



Stepwise guide for Premise Registration NDAMIS (New Premises)

- After selecting the Premise category, click next. The page below will be displayed. Input the Company details i.e. Name of the company / pharmacy as displayed on the company certificate of incorporation, Tin Number from the tin certificate, Registration number and registration date as noted on the Company certificate of incorporation. Then select the right business scale (Small scale enterprise or Large-scale enterprise). Select the product classification Human and or Veterinary. Then click next.

The screenshot shows the 'Premises License Application' form in the NDAMIS system. The form is titled 'Retailer Details' and contains the following fields:

- Name: KWAGALIZA ANDREW INVI
- Tin: 1011666402
- Registration No.: 80020000517247
- Registration Date: Oct 8, 2018
- Business Scale: SME
- Product Classification: Veterinary

The form also includes a sidebar menu on the left with options like 'User Management', 'Premises Module', 'GMP Module', 'Product Module', 'Import Export Module', 'Finance Transactions', and 'Logout'. At the bottom, there is a message: 'You have selected RETAILER'.

- Click next, the next page displayed entails location details of the

- When capturing address details of the premise, ensure you do not have repetitions in the captured details. For example, when you have the physical Address as **Opposite Kavango Petro Station – Hoima Road. Ensure you don't repeat the same address at the Road/street field**, what you have input as the physical address should be different from the details input as Road/Street. For example. If the address to easily identify the pharmacy is Opposite Kavango Petro Station – Hoima Road, then identify the premise with that when capturing the address. For **Physical address** put **Opposite Kavango** And for **Road/Street** put **Petro Station – Hoima Road**. When the license is printed the address will be **Opposite Kavango Petro Station – Hoima Road Mityana**, Mityana standing for the district where it's found.
- Do not include the district when capturing the address details since the district is selected as a dropdown as shown in the screen short displayed above.
- Always select the country, region and district in that order. Not what you think should come first.
- Always include the **email** of the client as this is an important field for any communication between NDA and the client, click add after inputting the email id and check under records to see if the right email has been captured. Also capture the phone contact of the client. Capture the postal address in case you have one, for example if the postal address is



Stepwise guide for Premise Registration NDAMIS (New Premises)

P.O.BOX 1234 Kampala, at the field of postal address input only 1234 and Postal location input Kampala. When done, click next to proceed.

- **NB:** The red * shows a mandatory field to be filled with details, you will not proceed to the next step if this is not filled.

The screenshot shows the 'Premises License Application' form in the 'Address Details' section. The form includes the following fields:

- Country: Uganda
- District: MITYANA
- Region: Western Region - Hoir
- Physical Address: OPPOSITE KAVANGO
- Postal Address: (empty)
- Postal Location: (empty)
- Road/Street: PETROL STATION -HOIMA
- Website: (empty)

Below the form is a table for 'Telephone Details' with one record:

Id	Type	Address	Delete
1	Personal	andrewggay@gmail.com	Delete

Navigation buttons: << Previous, Next >>, Cancel.

11. The Next Page Displays Pharmacist details. Input the Pharmacist Registration Number in the field **P.S.U Registration Number** and Click the calendar icon at the field of PSU Reg Date, 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. In case of fresh pharmacist details, input your registration number on the certificate of registration, the date when you were registered as per your certificate should be the P.S.U Reg Date, in put your names as they appear on your Certificate, input your post address, select the country, region and district. Ensure you input phone contact details, email address and the attachments as seen in the screenshots below

The screenshot shows the 'Supervising Pharmacist Details' section of the form. The fields are filled with the following information:

- P.S.U Registration No.: 1299
- P.S.U Reg Date: Jun 4, 2018
- First Name: CHRISTINE
- Middle Name: (empty)
- Last Name: TAKAN
- Postal Address: PO BOX 10813
- Country: Uganda
- Region: Western Region - Hoir
- District: MITYANA

Below the form is a table for 'Telephone Details' with one record:

Type	Number	Select Telephone Type	Add
			Add

Navigation buttons: << Previous, Next >>, Cancel.



Stepwise guide for Premise Registration NDAMIS (New Premises)

Attach the relevant documents e.g. Certificate of registration, Annual Membership Certificate from PSU, form 20 that lists the pharmacist as a director and resolution that incorporates the pharmacist as a director, Commitment letter of pharmacist and Auxiliary staff, with Pharmacy Auxiliary Staff (PAS) certified certificate and practicing license and click add.

NB: These documents are added one by one

When you want to add and you have located where your documents are and you have selected them, to add then you must have a message for example “C:\fakepath\commitment and pharmacist documents’ for medipal.pdf Done” with that message coming up, click add,

You can click the records tab as shown below to see if the attachments have been successfully added.



Stepwise guide for Premise Registration NDAMIS (New Premises)

- User Management
- Premises Module
 - License Application
 - License Renewal
 - License Withdrawal
- GMP Module
- Product Module
- Import Export Module
- Finance Transactions
- Logout

New Applications
View Applications

Supervising Pharmacist Details

P.S.U Registration No. * P.S.U Reg Date *

First Name * Middle Name

Last Name * Postal Address *

Country * Region

District *

Telephone Details
Email Details
Attachments

Add
Records

Id	Name	Type	
1	Pharmacist documents.pdf	Commitment Letter	Delete
2	commitment_nurse.pdf	Commitment Letter	Delete

12. After adding all the relevant documents, click next. The next page displayed is one for adding directors. Click **Add**, the page below will be displayed and you will in put the directors

Add
Directors List

Premises Directors Details

Initials First Name

Middle Name Last Name

Designation Shares

Postal Address

Country * Region

District

Director Telephones
Director Emails

Add Telephone
Records

Telephone Type

Number

[Add](#)

Add Director

<< Previous
Next >>
Cancel

Messages

After adding Directors as per the articles and memorandum of association like shown below, Click Next To go to the next page.

- User Management
- Premises Module
 - License Application
 - License Renewal
 - License Withdrawal
- GMP Module
- Product Module
- Import Export Module
- Finance Transactions
- Logout

New Applications
View Applications

Add
Directors List

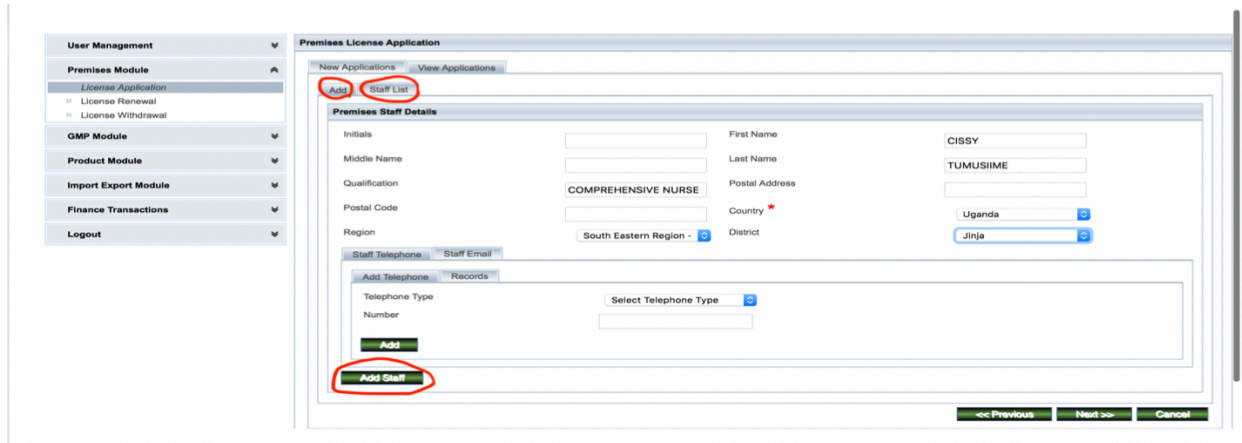
Id	First Name	Middle Name	Last Name	Designation	Shares	
1	ANDREW		GAYI	DIRECTOR	80%	Details Delete
2	CHRISTINE		TAKAN	PHARMACIST DIRECTOR		Details Delete
3	KIWANUKA	CLEOFA	NAMUYOMABA	DIRECTOR	20%	Details Delete

<< Previous
Next >>
Cancel

Messages
Director Successfully Added

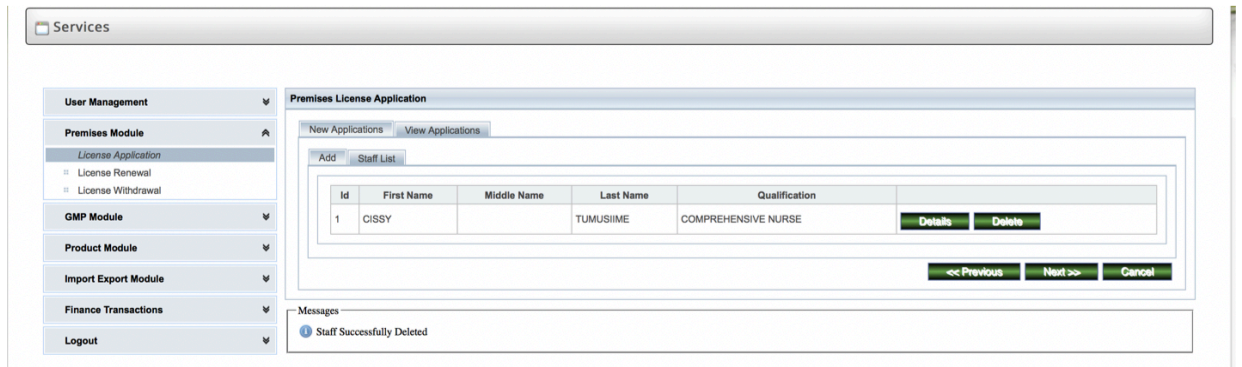
Stepwise guide for Premise Registration NDAMIS (New Premises)

13. The next page displayed is for adding Premise auxiliary staff. Click **Add** to Input the names of the auxiliary staff as per the details on the certificate of registration of the auxiliary staff then click **Add Staff** to add the auxiliary staff on the **Staff list**



The screenshot shows the 'Premises License Application' interface. On the left is a navigation menu with categories like 'User Management', 'Premises Module', 'GMP Module', 'Product Module', 'Import Export Module', 'Finance Transactions', and 'Logout'. The main content area is titled 'Premises License Application' and has tabs for 'New Applications' and 'View Applications'. Below these are 'Add' and 'Staff List' buttons. The 'Premises Staff Details' form contains the following fields: Initials, Middle Name, Qualification (set to 'COMPREHENSIVE NURSE'), Postal Code, Region (set to 'South Eastern Region'), District (set to 'Jinja'), First Name (set to 'CISSY'), Last Name (set to 'TUMUSIME'), and Country (set to 'Uganda'). There are also sections for 'Add Telephone' and 'Add Staff' buttons. At the bottom right are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'.

Click staff list to see if the right details have been added as shown below.



The screenshot shows the 'Services' page with the 'Premises License Application' form. The 'Staff List' tab is selected, displaying a table with the following data:

Id	First Name	Middle Name	Last Name	Qualification	Details	Delete
1	CISSY		TUMUSIME	COMPREHENSIVE NURSE	Details	Delete

At the bottom of the form, there is a 'Messages' section showing a notification: 'Staff Successfully Deleted'. Navigation buttons '<< Previous', 'Next >>', and 'Cancel' are also present.

14. 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. Ensure you select or input the correct application details i.e. Ownership (company, individual or partnership), the name and the distance of the nearest pharmacy (as per your approval letter), the Premises location (Kampala-Central Division, Kampala-other divisions , Outside Kampala rural, outside Kampala municipal) , The product categories you deal in as shown in the snapshot below, the License period (3 years), and then add company documents i.e. (The articles and memorandum, Certificate of incorporation, Tin Certificate, the approval letter from NDA and the sketch plan of the premises.



Stepwise guide for Premise Registration NDAMIS (New Premises)

NB: Please Note that the License period has changed from One (1) year to Three (3) years as shown below.

- Verify if all the documents as stated above have been attached by clicking the records as seen in the example in the snapshot before submitting the application. If you are not certain of what has been filled, you can as well first save the application so that you are able to edit the application under view applications.

Premises Attachments

Id	Name	Description	Type
1	SKETCH.pdf	Premise Attachment type Site Master Plan for premise application PMA1878722	Site Master Plan
2	company documents.pdf	Premise Attachment type Certificate of Incorporation for premise application PMA1878722	Certificate of Incorporation
3	Certificate of INCORPORATION.pdf	Premise Attachment type Certificate of Incorporation for premise application PMA1878722	Certificate of Incorporation
4	NDA LETTER TO APPLY.pdf	Premise Attachment type Application form - License for premise application PMA1878722	Application form - License



Stepwise guide for Premise Registration NDAMIS (New Premises)

Services

User Management ▾

Premises Module ▾

- License Application
- License Renewal
- License Withdrawal

GMP Module ▾

Product Module ▾

Import Export Module ▾

Finance Transactions ▾

Logout ▾

Premises License Application

New Applications | View Applications

Premises Application

Ownership * Company: [Dropdown] * Nearest Pharmacy(Name and Distance): DIVINE PHARMACY

Premises Location * Outside Kampala - Rur [Dropdown]

* Product Categories

- Human Herbal Products
- Public Health Products
- Human Food & Dietary Supp
- Narcotics & Psychotropics
- Human Equipment , Device
- Human Anti Anti Cancer
- Human Vaccine Clinical Trial

Human Drug Products [Image]

License Period: 1 Year(s) [Dropdown]

Add | Records

Id	Name	Type	
1	sketch.pdf	Site Master Plan	Delete
2	compart documents.pdf	Certificate of Incorporation	Delete

<< Previous | Submit | Save | Cancel

Messages

User Management ▾

Premises Module ▾

- License Application
- License Renewal
- License Withdrawal

GMP Module ▾

Product Module ▾

Import Export Module ▾

Finance Transactions ▾

Logout ▾

Premises License Application

New Applications | View Applications

Premises Application

Ownership * [Dropdown] * Nearest Pharmacy(Name and Distance): [Text]

Premises Location * Select Premises Locat [Dropdown]

* Product Categories

License Period [Dropdown]

Premises Registration Status

- Record update success!
- Premise Application Successfully Submitted

Add | Records

Id	Name	Type	
1	sketch.pdf	Site Master Plan	Delete
2	compart documents.pdf	Certificate of Incorporation	Delete

<< Previous | Submit | Save | Cancel

16. Once you have submitted, you can locate the application when you click License application, view application, then select the date when you submitted the application as shown below and click search. This helps one to track the status of the application.

User Management ▾

Premises Module ▾

- License Application
- License Renewal
- License Withdrawal

GMP Module ▾

Product Module ▾

Import Export Module ▾

Finance Transactions ▾

Logout ▾

Premises License Application

New Applications | View Applications

Search

Premises Category: [Dropdown] Premises No: [Text]

Premises Name: [Text] TIN: [Text]

Application No: [Text]

From Date: Oct 22, 2018 To Date: [Text]

Search

Search Results

Id	Application Date	Premises Category	Application No	Premises No	Premises Name	Location	TIN	Status	Type	Query	Action
1	2018-10-24	Retail Pharmacy	PMA1062522	NDAPRE/RTP/3781	KWAGALIZA ANDREW INVESTMENT LIMITED	Outside Kampala - Rural	1011666402	Pending Verification	Registration	None	View



Stepwise guide for Premise Registration NDAMIS (New Premises)

17. NB:

- Premise Location is important as it configured according to the money you pay for the License to operate and certificate of suitability.
- Save button enables you to re-edit (This enables one to edit their application before formally submitting)
- Submit button means that all is correct hence can be verified by NDA
- Cancel means you can cancel your application and may be try again later.
- Once your application has been verified, you can locate the invoice under Finance transactions, then click on view invoices. The page shown below will be displayed and then search the invoice by just selecting an earlier date for example a date of the day before you made the application at **Invoice Date From** and then click on **search**, as shown below, then download the invoice and visit the nearest Stanbic bank.
- Once you have paid to the bank, the status of your application should **automatically change to pending inspection**.

Search Results											
ID	Invoice Number	Invoice Type	Invoice Status	Invoice Amount	Application Number	Applicant	Invoice Date	Action	Receipt	Download Receipt	Convert
1	INV181024844	Premises Invoice	Unpaid	1,660,000.00UGX	PMA1878722	MEDICAL INTERNATIONAL HEALTHCARE LIMITED	Oct 26, 2018	Download	Upload		Convert

Once you are done with your work on the NDAMIS, you should logout by clicking on the **“Logout”** button

Do not hesitate to Contact our NDA TEAM for any inquiries or help needed for this online application process

End