



Stepwise guide for Premise Renewal on NDAMIS (License Renewal)

Below are steps taken to renew a license /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. Input your Credentials i.e. Username and password and Click submit as shown below. **NB:** Always uncheck Remember me whenever logging in. In case you login and the systems notifies you that your password has expired as shown below, in put a new password and submit to change it to a new one. Once its updated, logout and login.

Stepwise guide for Premise Renewal on NDAMIS (License Renewal)

- On Logging in, click on Premise Module, License Renewal then click on Select. A page below is displayed for you to Input your details. Under Premise number just input NDA and then select the premise category and click search as shown in the snapshot below. The premise which you supervise will be listed as shown below.

Services

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

Premises License Renewal

License Search

Premises No:
Premises Name:
Premises Category:

Search

| ID | Premises No | Premises Name | Premises Category | Status | Action |
|----|------------------|-----------------------|-------------------|--------|--------|
| 1 | NDA/PRE/RTP/0475 | Victoria Hospital Ltd | Retail Pharmacy | Active | Select |

Cancel

Messages

- When the premise is shown, select the Premise, then Select License Duration and click **save**. This means you have created A renewal application

NB: In case you were the supervising pharmacist last year and as well the auxiliary staff have not changed click **submit** to automatically generate and invoice.

Services

User Management
Premises Module
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License Withdrawal
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Product Module
Import Export Module
Finance Transactions
Logout

Premises License Renewal

Premises:
License Duration:

Save Submit

Messages

Once you save, the message below will be displayed as shown below.

Apply Online /

Services

User Management
Premises Module
License Application
License Renewal
License Withdrawal
GMP Module
Product Module
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Logout

Premises License Renewal

Premises:
License Duration:

Save Submit

Messages

Premise Renewal Application Partially Saved

Stepwise guide for Premise Renewal on NDAMIS (License Renewal)

- Under Premise Module Click License Application, then View Applications. You will have a display of the page where to input the pharmacy details. Just select the date i.e. **(FROM DATE)** that is date before the date you made your application and then click on search to display a page as below.

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

Search

Premises Category Premises No

Premises Name TIN

Application No

From Date To Date

Search

Search Results

| ID | Application Date | Premises Category | Application No | Premises No | Premises Name | Location | TIN | Status | Type | Query | Action |
|----|------------------|-------------------|----------------|------------------|-----------------------|-------------------------|------------|---------------|---------|-------|--|
| 1 | 2018-10-26 | Retail Pharmacy | PMA1249890 | NDA/PRE/RTP/0475 | Victoria Hospital Ltd | Kampala-Other Divisions | 1000920897 | Not Submitted | Renewal | None | View Edit Delete |

Messages

- Then Click on Edit to make changes about your application. Select if it is small scale or large scale ensure you select the product classification i.e. **Human and or Veterinary**. Then click next

User Management

Premises Module

License Application

License Renewal

License Variation

License Withdrawal

GMP Module

Product Module

Import Export Module

Finance Transactions

Premises License Application

New Applications View Applications

Retailer Details

Name Tin

Registration No. Registration Date

Business Scale

Product Classification

* required fields

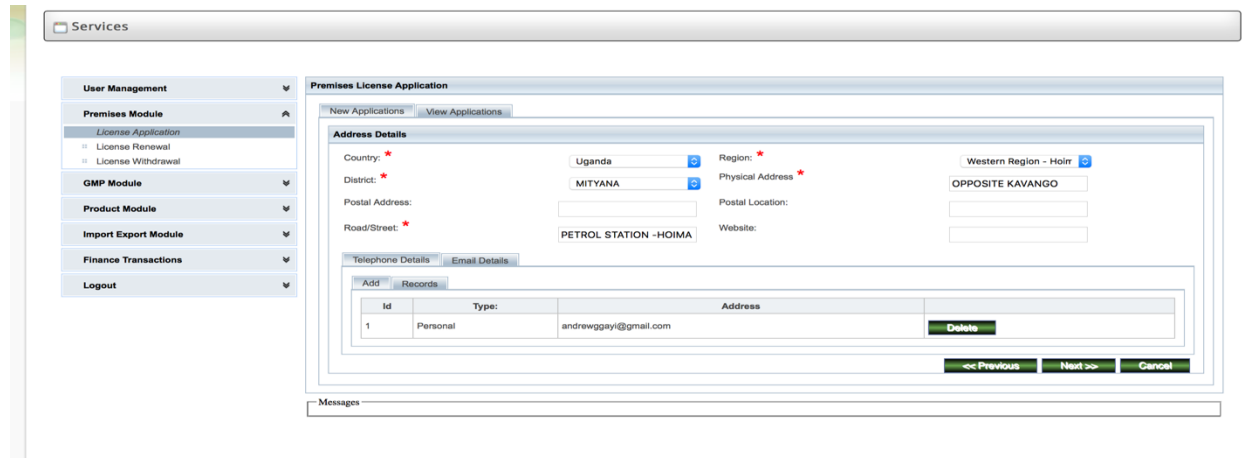
[Next >>](#) [Cancel](#)

Messages

- NB:**
DO NOT EDIT Location or Name of the Pharmacy at the renewal phase. We don't not carry out variations for (Relocations or even Change of Name of Pharmacy at the time of Renewing license). Only change if the Name or location details are mis-spelt. Ensure you have the right email address under Address details as this email address is used for Communication to you

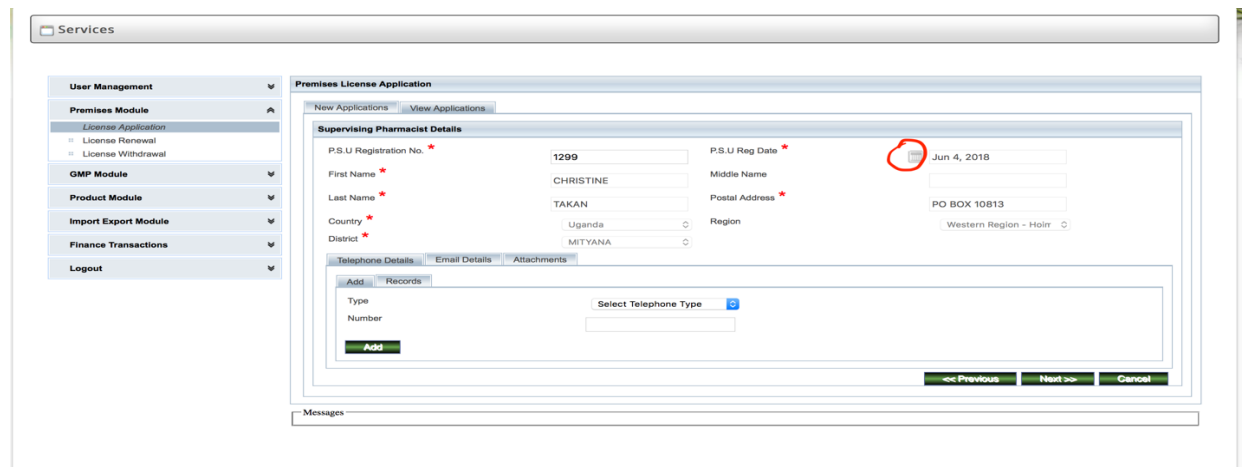
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about the stage of your application. Click on email details, under this click on records to see which email was input, in case you want to add other emails, click add input your email details and add those details. You can always check to see if those details have been captured. Then click next to go to the next Step.



8. The Next Page Displays Pharmacist details. If you are an incoming pharmacist, 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 (As shown below), 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





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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

Supervising Pharmacist Details

P.S.U Registration No. * 1298 P.S.U Reg Date * Jun 4, 2018
First Name * Francis Middle Name
Last Name * Tabu Postal Address * muyenga
Country * Uganda Region Central Region - Nakav
District * KAMPALA

Telephone Details | Email Details | Attachments

Add | Records

Type Select Telephone Type
Number

Add

<< Previous Next >> Cancel

Messages

9. 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

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

Supervising Pharmacist Details

P.S.U Registration No. * 470 P.S.U Reg Date * May 10, 2005
First Name * Nakanya Middle Name
Last Name * Anthonia Postal Address * P.O.BOX 1, Kisubi
Country * Uganda Region Central Region - Nakav
District * KAMPALA - CENTRAL

Telephone Details | Email Details | Attachments

Add | Records

+ Add...

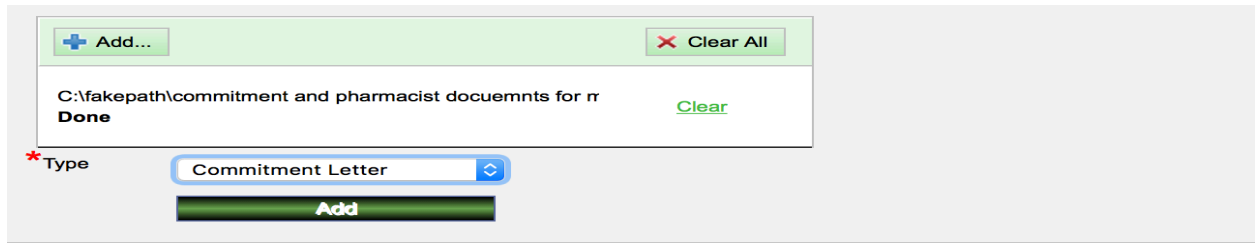
*Type

- ✓ Select
- Company Form 20 and Resolution
- Pharmacist Certificate of Registration
- Commitment Letters
- Annual Membership Certificate
- Certified Certificate for PAS
- Certified Practising License for PAS

<< Previous Next >> Cancel

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 to see if the attachments have been successfully added.

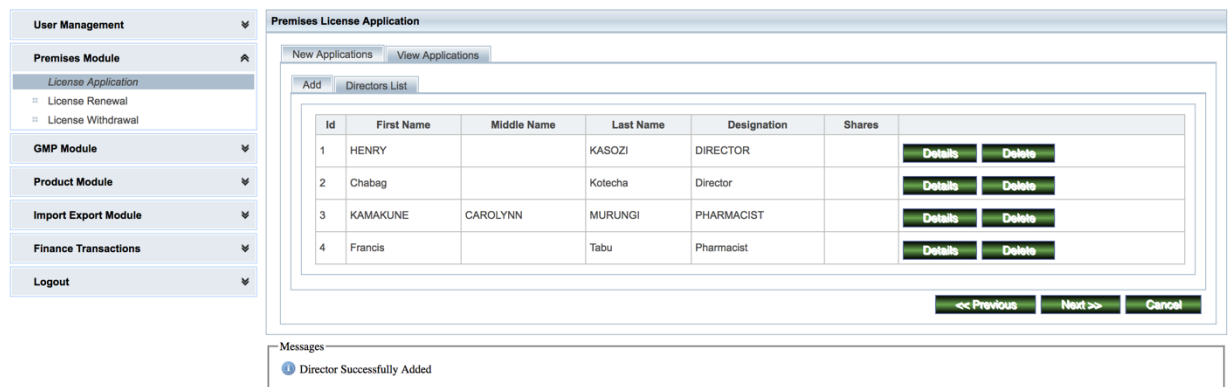
Stepwise guide for Premise Renewal on NDAMIS (License Renewal)



C:\fakepath\commitment and pharmacist documents for r
Done

*Type:

10. After adding all the relevant documents, click next. The next page displayed is one for adding directors. If the pharmacist has changed, the new pharmacist should be added as a director according to the attached form 20. After that click next.



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

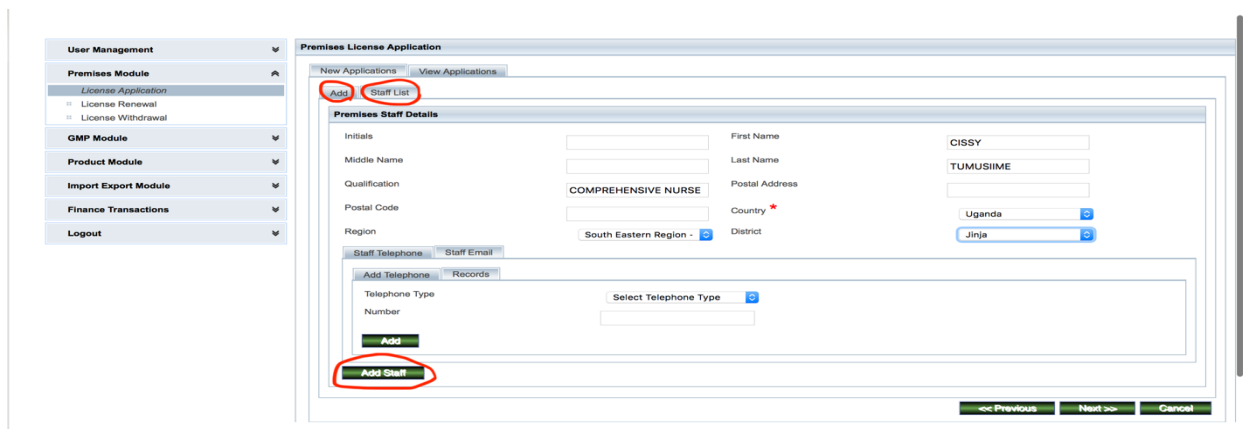
Add Directors List

| ID | First Name | Middle Name | Last Name | Designation | Shares | | |
|----|------------|-------------|-----------|-------------|--------|--|---------------------------------------|
| 1 | HENRY | | KASOZI | DIRECTOR | | <input type="button" value="Details"/> | <input type="button" value="Delete"/> |
| 2 | Chabag | | Kotecha | Director | | <input type="button" value="Details"/> | <input type="button" value="Delete"/> |
| 3 | KAMAKUNE | CAROLYNN | MURUNGI | PHARMACIST | | <input type="button" value="Details"/> | <input type="button" value="Delete"/> |
| 4 | Francis | | Tabu | Pharmacist | | <input type="button" value="Details"/> | <input type="button" value="Delete"/> |

Messages

Director Successfully Added

11. Click on staff list to see if the records of your PAS are in put correctly. In case they are not, click add then add all the details of your PAS as per the documentation shown below



User Management
Premises Module
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 License Renewal
 License Withdrawal
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Premises License Application

New Applications View Applications

Add **Staff List**

Premises Staff Details

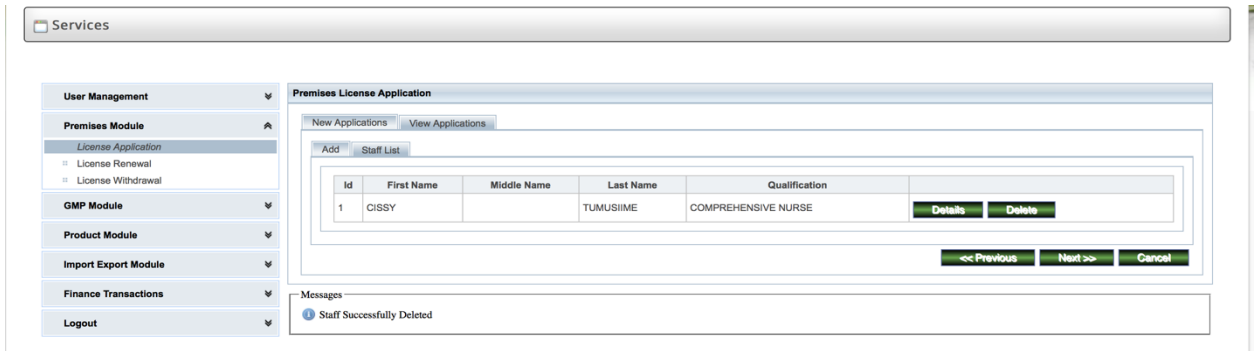
Initials: First Name:
 Middle Name: Last Name:
 Qualification: Postal Address:
 Postal Code: Country:
 Region: District:

Staff Telephone: Staff Email:

Add Telephone: Select Telephone Type:
 Number:

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

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- Finance Transactions
- Logout

Premises License Application

New Applications | View Applications

Add | Staff List

| ID | First Name | Middle Name | Last Name | Qualification | |
|----|------------|-------------|-----------|---------------------|--|
| 1 | CISSY | | TUMUSIIME | COMPREHENSIVE NURSE | Details Delete |

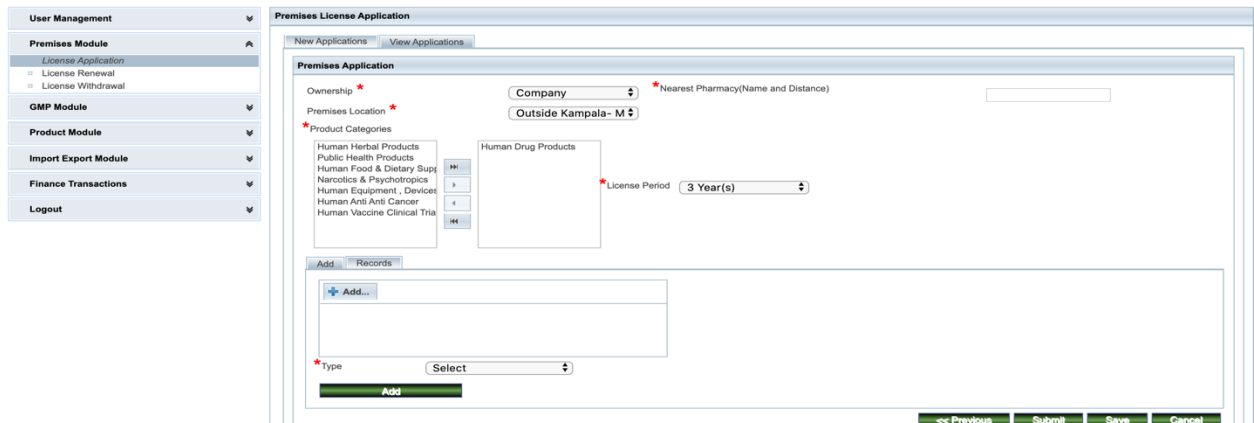
<< Previous | Next >> | Cancel

Messages

Staff Successfully Deleted

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



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 * Nearest Pharmacy(Name and Distance)

Premises Location * Outside Kampala- M

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

License Period 3 Year(s)

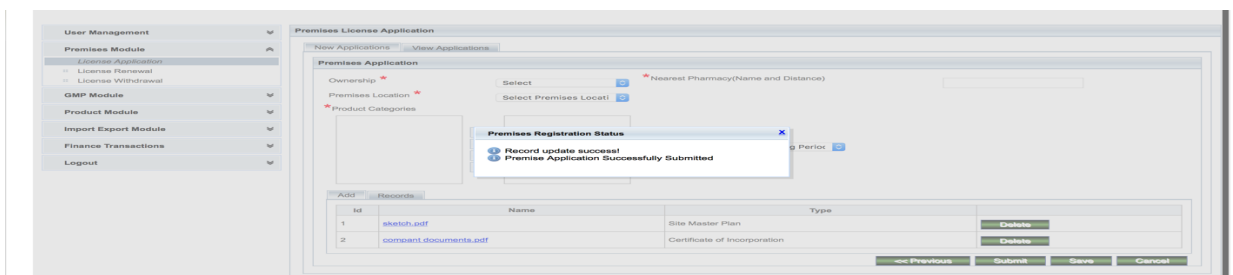
Add | Records

Add...

Type Select

Add

<< Previous | Submit | Save | Cancel



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 * Select * Nearest Pharmacy(Name and Distance)

Premises Location * Select Premises Locat

Product Categories

Premises Registration Status

Record update successful
Premise Application Successfully Submitted

Add | Records

| ID | Name | Type | |
|----|-----------------------|------------------------------|------------------------|
| 1 | sketch.pdf | Site Master Plan | Delete |
| 2 | company documents.pdf | Certificate of Incorporation | Delete |

<< Previous | Submit | Save | Cancel



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13. 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.

Premises License Application

New Applications View Applications

Search

Premises Category: Select Premises No:

Premises Name: TIN:

Application No:

From Date: Oct 22, 2018 To Date:

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 | NDA/PRE/RTP/3781 | KWAGALIZA ANDREW INVESTMENT LIMITED | Outside Kampala - Rural | 1011666402 | Pending Verification | Registration | None | View |

14. 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.
- If you have generated an invoice (by an automatic submission) or 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 may be just a 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**.

Services

View Invoices

Invoice Type: Select Invoice Status: Select

Invoice Number: Invoice Amount: 0.0

Application Number: Applicant:

Description:

Invoice Date From: Oct 24, 2018 Invoice Date To:

Search

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 | MEDIPAL INTERNATIONAL HEALTHCARE LIMITED | Oct 26, 2018 | Download | Upload | | Convert |

Messages

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