



NATIONAL DRUG AUTHORITY

Safe Drugs Save Lives

Integrated Regulatory Information Management System

Self Service Portal Premises New Premise License Application

User Guide

Welcome to the Premises Module of iRIMS! The Premises business process provides for the registration and management of premises in Uganda. The following categories of Premises are handled under the module:

1. Wholesale Pharmacy
2. Retail Pharmacy
3. External Stores

★ General Notes

- The Required Premise Information is distinct from one Premise Type to the other.
- A **Pre-Inspection Application** must be submitted and approved before applying for a new license or a change of location variation.

🔑 Access the Portal


1. Log in to the Self-Service Portal at <https://irims.nda.or.ug/portal>
2. Navigate to **Premises Registration** on the dashboard.
3. Click **Proceed with Application**.

Explore our Online Services

PRODUCT REGISTRATION Proceed with Application ➔	DRUG SHOPS APPLICATION Proceed with Application ➔	PREMISES REGISTRATION Proceed with Application ➔	GMP INSPECTIONS Proceed with Application ➔	IMPORT & EXPORT Proceed with Application ➔
View Services Guidelines	View Services Guidelines	View Services Guidelines	View Services Guidelines	View Services Guidelines
CONTROLLED DRUGS LICENSE(S) Proceed with Application ➔	CLINICAL TRIALS APPLICATIONS Proceed with Application ➔	PROMOTION & ADVERTISEMENT Proceed with Application ➔	DISPOSAL APPLICATION Proceed with Application ➔	SURGICAL INSTRUMENTS APPLICATION Proceed with Application ➔
View Services Guidelines	View Services Guidelines	View Services Guidelines	View Services Guidelines	View Services Guidelines
ACCOUNT MANAGEMENT Proceed with Application ➔				
View Services Guidelines				

You will be directed to the **Premise Registration Dashboard**.

← → ↻ irims.nda.or.ug/portal/#/online-services/app-dashboard 🔍 ☆ 📁 M ⋮

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Dashboard

- Pre-Inspection
- New Premises
- License Renewal
- External/Annex Store Application
- Premises Variations
- Closure & Deregistration(License Withdrawal)
- Pharmacist Dashboard

Dashboard [Main Dashboard](#)

0 Application Due for Renewal

PENDING SUBMISSION 2	INVOICES PENDING PAYMENT 0	QUERIED APPLICATIONS 0	APPROVED APPLICATIONS 2	REJECTED APPLICATIONS 0
View Pending Submission	View Invoiced Applications	View Queried Applications	View Approved Applications	View Rejected Applications

Application processing
Application processing pending approval.

Select Application Type ▼ |
 Select Application Sub-Type ▼ |
 Select Application Category ▼ |
 [Clear Filter](#)

Module name ↑ |
 Application type ↑ |
 🔍 Search...

Tracking no	Reference no	Section	Current Process
Module name: Licensed Seller			

The dashboard provides for the following:

- Analytics based on the submitted Premises applications and based on a distinct status.
- Provision to initiate the following applications on the left-hand side menu
 1. Pre-inspection application for the listed premise types
 2. New Premises Registration Application for the listed premise types
 3. Submission of License Renewal
 4. Submission of Variation Requests
 5. Submission of Closure & Deregistration
 6. External/Annex Store Applications
- List of the already initiated Premises applications grouped under the distinct Premises processes.

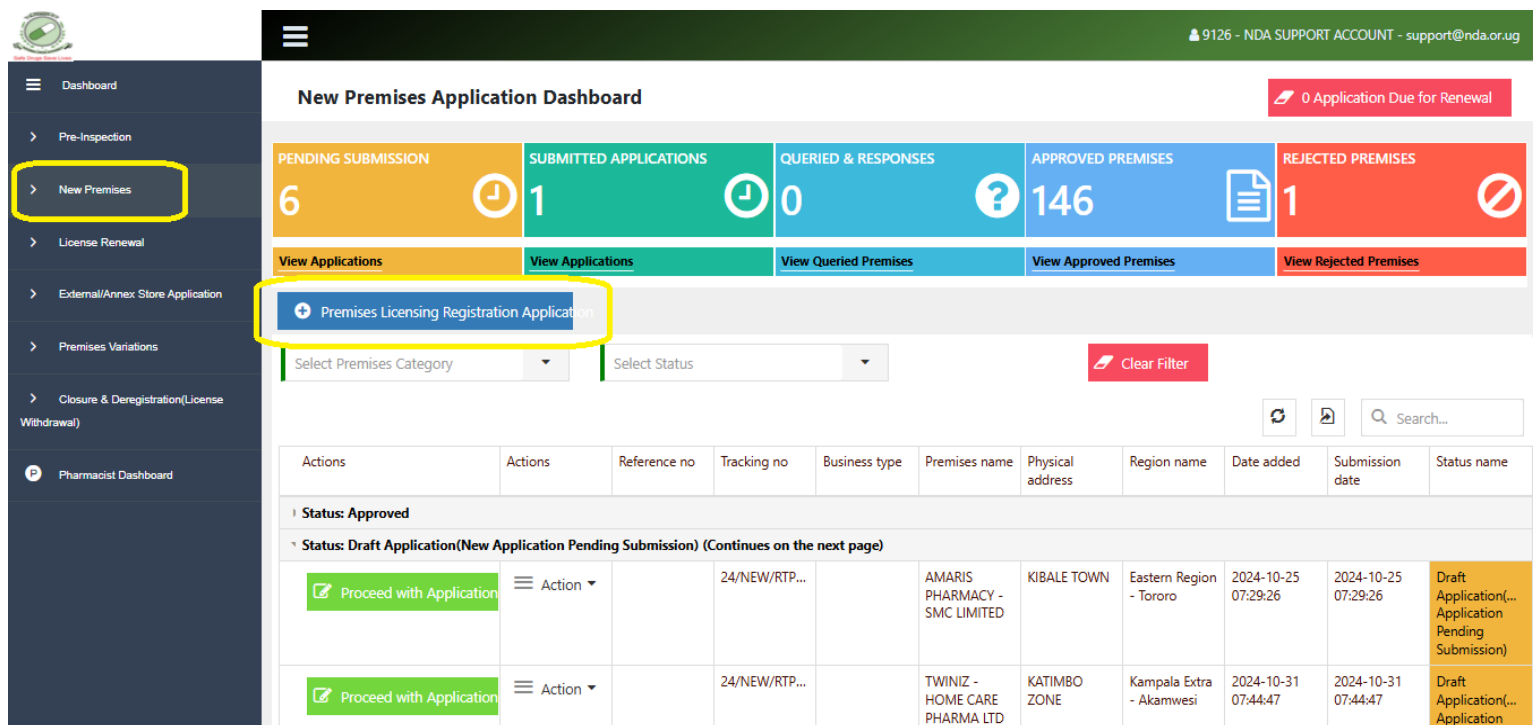
This also provides various actions on the initiated premise application, including:

1. **Edit:** Provision to continue with already initiated premise applications for submission under all the categories and processes
2. **Preview:** Preview already submitted premise registration applications
3. **Query Responses:** Provision to respond to Request for Additional Information
4. **Preview Invoice and Payment Details:** Provision to preview and print Proforma invoices and payment confirmations (receipt)
5. **Print Options:** Print Premise Licenses, letters of rejection, requests for additional information, ETC.



New Premise License Application

Navigate to New Premises

1. From the left-hand side menu, select **New Premises**.
2. Click the **blue + Premises Licensing Registration Application** button.



The screenshot shows the 'New Premises Application Dashboard' with a sidebar menu on the left. The sidebar has a yellow box around the 'New Premises' option. The dashboard header shows '9126 - NDA SUPPORT ACCOUNT - support@nda.or.ug'. The main content area has a top bar with 'New Premises Application Dashboard' and a red notification '0 Application Due for Renewal'. Below this is a summary section with five colored boxes: 'PENDING SUBMISSION' (6), 'SUBMITTED APPLICATIONS' (1), 'QUERIED & RESPONSES' (0), 'APPROVED PREMISES' (146), and 'REJECTED PREMISES' (1). Each box has a 'View Applications' link. Below the summary is a 'Premises Licensing Registration Application' button with a blue plus icon, highlighted with a yellow box. Below this are filters for 'Select Premises Category' and 'Select Status', a 'Clear Filter' button, and a search bar. The main table lists applications with columns: Actions, Reference no, Tracking no, Business type, Premises name, Physical address, Region name, Date added, Submission date, and Status name. The table shows two draft applications for 'AMARIS PHARMACY - SMC LIMITED' and 'TWINIZ - HOME CARE PHARMA LTD'. Each row has a green 'Proceed with Application' button and an 'Action' dropdown menu.

Actions	Reference no	Tracking no	Business type	Premises name	Physical address	Region name	Date added	Submission date	Status name
Status: Approved									
Status: Draft Application(New Application Pending Submission) (Continues on the next page)									
 Proceed with Application		24/NEW/RTP...		AMARIS PHARMACY - SMC LIMITED	KIBALE TOWN	Eastern Region - Tororo	2024-10-25 07:29:26	2024-10-25 07:29:26	Draft Application(... Application Pending Submission)
 Proceed with Application		24/NEW/RTP...		TWINIZ - HOME CARE PHARMA LTD	KATIMBO ZONE	Kampala Extra - Akamwesi	2024-10-31 07:44:47	2024-10-31 07:44:47	Draft Application(... Application Pending Submission)

3. If you are continuing a saved draft, select the appropriate application by clicking the **green Proceed with Application** button.

New Premises Application Dashboard 0 Application Due for Renewal

PENDING SUBMISSION	SUBMITTED APPLICATIONS	QUERIED & RESPONSES	APPROVED PREMISES	REJECTED PREMISES
6	1	0	146	1
View Applications	View Applications	View Queried Premises	View Approved Premises	View Rejected Premises

[Premises Licensing Registration Application](#)

Select Premises Category ▼ Select Status ▼ Clear Filter

🔄 📄 🔍 Search...

Actions	Actions	Reference no	Tracking no	Business type	Premises name	Physical address	Region name	Date added	Submission date	Status name
Status: Approved										
Status: Draft Application(New Application Pending Submission) (Continues on the next page)										
Proceed with Application	Action ▼		24/NEW/RTP...		AMARIS PHARMACY - SMC LIMITED	KIBALE TOWN	Eastern Region - Tororo	2024-10-25 07:29:26	2024-10-25 07:29:26	Draft Application(... Application Pending Submission)
Proceed with Application	Action ▼		24/NEW/RTP...		TWINIZ - HOME CARE PHARMA LTD	KATIMBO ZONE	Kampala Extra - Akamwesi	2024-10-31 07:44:47	2024-10-31 07:44:47	Draft Application(... Application Pending Submission)

4. Select your **approved** pre-inspection by clicking the **blue “Premises Licensing”** button next to it.

Premises Licensing Registration Premises Application Selection Process Home / Dashboard / Premises Application

Premises Category/Type ↑ 🔄 📄 🔍 rona m ✕

Actions	Name	Reference no	Premise no	Physical address	Postal address	Region name	Registration Status	Validity Status
Premises Licensing	RONA MEDICINES ...	A/REF/PRE/RTP/0304		PLOT 1, WILSON O...			Registered	Registered and Acti...

❑ Step 1: Fill Premise Information

1. Enter all required fields (highlighted in red).
2. Once fields are completed and turn green, click the **blue Save Application and Next** button.

RONA MEDICINES AND SUNDRIES (U) 9/13/2021 1000194816

Product Category
Human

Supervising Pharmacist Details

P.S.U Registration No Full Names P.S.U Registration Date
P.S.U Registration No Full Name
Telephone No Email Address Qualification of Applicant
Telephone Select Qualification
Country Email Region
Select Country Select District Select...

Declarations Details

Has the applicant, any partner or director been convicted the past three years within or outside Uganda, of any offence involving drug
Is convicted
Has any previous application by the applicants any partner or director, for a license to operate any type of pharmaceutical business been refused or cancelled
Had Cancelled

Physical Location of Premises of the business

Country District Region
UGANDA Kampala Kampala Extra - Akameed
County/Division Sub-County Parishes
Central Division Kampala Central N/A
Village Street/Road
Select Village PLOT 1, WILSON ONE BUILDING, SHOP WC 29 & 30, WB 17 & 18, WILSON ROAD
Physical Address
PLOT 1, WILSON ONE BUILDING, SHOP WC 29 & 30, WB 17 & 18, WILSON ROAD
Geo-Location
24.87 32.98
+ Add Location

Dashboard Save Application and Next

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3. A unique tracking number will be generated for your application.

Process: New Premise New Registration Home / Dashboard / Premise Application

Tracking No: 24/NEW/RTP/T/H/0002 Application Status: Draft Application(New Application Pending Submission)

Step 1 **Step 2** **Step 3** **Submit**
Premises Application Details Premises Other Details Documents Completion & Submission

Premises Directors Details

+ Add Director or Partner Drag a column header here to group by that column

	Action	Director full name	Director email address	Director telephone no	Shares	Qualification
No data						

Step 2: Add Premises Other Details Add Directors

1. Click the blue “+Add Director or Partner” button.

Tracking No: 24/NEW/RTP/T/H/0002 Application Status: Draft Application(New Application Pending Submission)

Step 1 Premises Application Details **Step 2** Premises Other Details **Step 3** Documents **Submit** Completion & Submission

Premises Directors Details

+ Add Director or Partner Drag a column header here to group by that column

Action	Director full name	Director email address	Director telephone no	Shares	Qualification
No data					

2. Enter the details and click the **green Save Directors Details** button.

Directors or Partners Details

Full Names: John Doe Telephone No: 1234 Email Address: johndoe@gmail.com

Qualification: DIRECTOR Shares: 100 Country: UGANDA

Save Directors Details

- Tip:** Edit or delete a director:
- Under **Action(s)** > **Edit** or **Delete**.

Tracking No: 24/NEW/RTP/T/H/0002 Application Status: Draft Application(New Application Pending Submission)

Step 1 Premises Application Details **Step 2** Premises Other Details **Step 3** Documents **Submit** Completion & Submission

Premises Directors Details

+ Add Director or Partner Drag a column header here to group by that column

Action	Director full name	Director email address	Director telephone no	Shares	Qualification
Edit Delete	JOHN DOE	john@ymail.cm	1234	50%	DIPLOMA ANIMAL HEALTH ...

Add Staff

- Click the **blue “+Add Staff”** button

Tracking No: 24/NEW/RTP/K/H/0041

Application Status: Draft Application(New Application Pending Submission)

Step 1

Premises Application Details

Step 2

Premises Other Details

Step 3

Documents

Submit

Completion & Submission

Premises Directors Details

Premises Staff Details

+ Add Staff

Drag a column header here to group by that column



Action

Personnel name

Email address

Telephone no

Qualification

Position

- On the pop-up window for staff details, click the **blue Search staff details** button that is adjacent to the “Full Name” box.

Staff Details

Full Name **Search Staff Details** Telephone No Email Address

Qualification Personnel Position

Save Staff Details

- In the search bar that is on the top right-hand corner of the window, enter the NIN or full name of the staff.
 - You will be able to locate them only if they have been updated in the system.
- Click the **blue Select Personnel Details** button next to the name.

Staff Details

Drag a column header here to group by that column

Action	Personnel name	Email address	Telephone no	
Select Personnel Details	AGABA ALEX		0774718857	...
Select Personnel Details	NUWAGABA ALEX		0786259441	...

5. The system will then auto-fill the details. Click the **green Save Staff Details** button.

Drag a column header here to group by that column

Staff Details

Full Name

NAMATAKA AGNES

Telephone No

0704671233

Email Address

agnesnamataka2@gmail.com

Qualification

REGISTERED NURSE

Personnel Position

Personnel Position

Save Staff Details

- Tip:** Edit or delete an auxiliary staff:
- Under **Action(s)** > **Edit** or **Delete**.

Tracking No: 24/NEW/RTP/K/H/0041

Application Status: Draft Application(New Application Pending Submission)

Step 1

Step 2

Step 3

Submit

Premises Application Details

Premises Other Details

Documents

Completion & Submission

Premises Directors Details

Premises Staff Details

+ Add Staff

Drag a column header here to group by that column

Action

Personnel name

Email address

Telephone no

Qualification

Position

Edit

Delete

AGABA ALEX

agabaalex1@gmail.com

+256759040113

REGISTERED NURSE

Pharmacy Staff

Add Nearest Pharmacy

- Click the **blue + Premises Nearest Location** button.

Tracking No: 24/NEW/RTP/K/H/0041 Application Status: Draft Application(New Application Pending Submission)

Step 1 Premises Application Details **Step 2** Premises Other Details **Step 3** Documents **Submit** Completion & Submission

Premises Directors Details

Premises Staff Details

Nearest Pharmacy Location Details

+ Premises Nearest Location Drag a column header here to group by that column

Action	Name	Street	Distance (meters)	country	region
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	APOLANCE INVESTMENTS L...	LUKULI ROAD		UGANDA	

2. Click the **blue Search Pharmacy** button next to the "Name" text box.

Nearest Pharmacy Location

Name **Distance (meters)** **Country**

District **Region** **Street/Road**

3. Select the nearby pharmacy by clicking the **blue Select Premise** button next to the desired result.

Nearest Location Premises

Drag a column header her...

Action	Name	Distance (Meters)	Region name
<input type="button" value="Select Premise"/>	Pepacare Maracha Hospital Ltd		West Nile Region - Arua
<input type="button" value="Select Premise"/>	ASMITHA PHARMACY		West Nile Region - Arua
<input type="button" value="Select Premise"/>	Royal Pharma(U)ltd		West Nile Region - Arua
<input type="button" value="Select Premise"/>	JASMITHA PHARMACY LIMITED		West Nile Region - Arua
<input type="button" value="Select Premise"/>	Advatech Biopharm Limited		West Nile Region - Arua
<input type="button" value="Select Premise"/>	AEK AFRICA INVESTMENTS LIMITED		West Nile Region - Arua
<input type="button" value="Select Premise"/>	LAMBU PHARMA LTD		West Nile Region - Arua

Page #1. Total: 7 (134 items) 1 2 3 4 5 6 7

4. The system will then auto-fill the details. Click the **green Save Premises Location Details** button.

Nearest Pharmacy Location

Name	Distance (meters)	Country
ABACUS PHARMA (AFRICA) I	Enter Distance	UGANDA
District	Region	Street/Road
Kampala	Kampala Extra - Akamwesi	KAWEMPE

Save Premises Location Details

Tip: Edit or delete a nearest pharmacy:

- Under **Action(s)** > **Edit** or **Delete**.

Tracking No: 24/NEW/RTP/K/H/0041 Application Status: Draft Application(New Application Pending Submission)

Step 1 Premises Application Details **Step 2** Premises Other Details **Step 3** Documents **Submit** Completion & Submission

Premises Directors Details

Premises Staff Details

Nearest Pharmacy Location Details

+ Premises Nearest Location Drag a column header here to group by that column

Action	Name	Street	Distance (meters)	country	region
Edit Delete	APOLANCE INVESTMENTS L...	LUKULI ROAD		UGANDA	

5. Click the **blue Next Documents** button to proceed.

Step 3: Upload Required Documents

- Documents must be uploaded in Word documents or PDFs under these sections:
 - Certificate
 - Supporting Documents
- Click the **green Upload** button in the respective section.

Tracking No: 24/NEW/RTP/T/H/0002 Application Status: Draft Application(New Application Pending Submission)

Step 1 Premises Application Details Step 2 Premises Other Details Step 3 Documents Submit Completion & Submission

«Previous Next Application Submission»

Document requirement ↑

Action	File name	Initial file name	Uploaded on	Remarks	Allowed File Types	Mandatory/Option...
Document requirement: Certified Auxiliary staff practising license and certified certificate of registration, signed commitment						
Upload	Certified Auxiliary staff practising license and certified certificate of registration, signed commitmentWISzT.pdf	PAS ID.pdf	2024-10-25 10:53:20		Word Document.doc ,PDF Document.pdf	Mandatory
Upload	Certified Auxiliary staff practising license and certified certificate of registration, signed commitment00AVw.pdf	PAS Enrollment.pdf	2024-10-25 10:53:28		Word Document.doc ,PDF Document.pdf	Mandatory
Document requirement: Company Certificate of Incorporation						
Upload					Word Document.doc ,PDF Document.pdf	Mandatory
Document requirement: Company Memorandum of Association						
Upload					PDF Document.pdf ,Word Document.doc	Mandatory

3. Select your file from the browser and click **Upload Application Document**.
 - Red field = Mandatory
 - Green field = Optional

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Step 1 Premises Application Details Step 2 Premises Other Details Step 3 Documents Submit Completion & Submission

«Previous Next Application Submission»

Document requirement ↑

Document requirement: Certificate

Upload

Document requirement: Supporting

Upload

Registration Documents Upload

Document Requirement

Select Document Upload

select file Select files

Description

Description

Upload Application Document

Document requirement: Certificate

Word Document.doc ,Word.docx ,PDF Document.pdf

Mandatory

Document requirement: Supporting

Word Document.doc ,PDF Document.pdf ,Word.docx

Mandatory

«Previous Next Application Submission»

4. The system displays the document name and upload date after a successful upload.

Tracking No: 24/NEW/RTP/T/H/0002 Application Status: Draft Application(New Application Pending Submission)

Step 1 **Step 2** **Step 3** **Submit**

Premises Application Details Premises Other Details Documents Completion & Submission

«Previous Next Application Submission»

Document requirement ↑

Action	File name	Initial file name	Uploaded on	Remarks	Allowed File Types	Mandatory/Option...
Document requirement: Certified Auxiliary staff practising license and certified certificate of registration, signed commitment						
Upload Action(s) ▾	Certified Auxiliary staff practising license and certified certificate of registration, signed commitmentWf5zT.pdf	PAS ID.pdf	2024-10-25 10:53:20		Word Document.doc, PDF Document.pdf	Mandatory
Upload Action(s) ▾	Certified Auxiliary staff practising license and certified certificate of registration, signed commitment00AVw.pdf	PAS Enrollment.pdf	2024-10-25 10:53:28		Word Document.doc, PDF Document.pdf	Mandatory

Tip: Preview documents before submission:

- Click **Action(s)** > **Preview** or **Delete**.

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Step 1 **Step 2** **Step 3** **Submit**

Premises Application Details Particulars of the Nearest Pharmacy Documents Completion & Submission

«Previous Next Application Submission»

Document requirement ↑

Action	File name	Initial file name	Uploaded on	Remarks	Allowed File Types	Mandatory/Option...
Document requirement: Certificate						
Upload Action(s) ▾	Certificate02vf0.docx	Self-Service Portal Manual PREMISES.docx	2025-03-03 07:13:09		Word Document.doc, Word.docx, PDF Document.pdf	Mandatory
Upload Action(s) ▾					Word Document.doc, PDF Document.pdf, Word.docx	Mandatory

«Previous Next Application Submission»

5. Click the **blue Next Application Submission** button.

Step 3: Submit Your Application

1. Review the declaration, check the agreement box.
2. Click the **green Proforma Invoice(Generation) & Payment Details**.

The screenshot shows a multi-step application form. At the top, there are four tabs: 'Step 1 Premises Application Details', 'Step 2 Premises Other Details', 'Step 3 Documents', and 'Submit Completion & Submission'. The 'Declaration and Disclaimer' section contains a checkbox labeled 'Agree to the Declaration'. At the bottom, there are three buttons: 'Previous Step', 'Proforma Invoice (Generation) & Payment Details' (highlighted with a yellow box), and 'Submit Application'.

3. Click the **green Generate Proforma Invoice** button to generate the invoice.
 - a) You may need to scroll down to the bottom of the pop-up window to view this button.

The screenshot shows a pop-up window titled 'Invoice Generation'. It contains a table with the following data:

Item	Amount	Unit
Inspection for suitability of New premises		
Fees For-Retail Pharmacy- Application for a New licence	360000	UGX

At the bottom of the window, there is a green button labeled 'Generate Proforma Invoice' (highlighted with a yellow box).

4. Save this invoice on your computer and close the invoice generation window.
5. Click the **blue Submit Application** button to apply for processing by the authority.

Tip: The submit button is inactive until all documents are successfully uploaded in step 3 and the invoice has been generated.

Step 1

Step 2

Step 3


Submit

Premises Application DetailsPremises Other DetailsDocumentsCompletion & Submission

Declaration and Disclaimer

☒ Agree to the Declaration

Previous Step

 Proforma Invoice (Generation) & Payment Details

Submit Application

End of Guide – Uganda Self-Service Portal: New Premises Registration License Applications