NATIONAL DRUG AUTHORITY

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Integrated Regulatory Information
Management System

Self Service Portal Premises

Closure & Deregistration (License Withdrawal)

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

Note:

The required information varies by premise type. This guide outlines a general, uniform process.

🔐 Access the Module

1. Log in to the Self-Service Portal at https://irims.nda.or.ug/portal/

2. On the dashboard, locate the Premises Registration module.

3. Click Proceed with Application.

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

The dashboard provides 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 an initiated but not yet submitted premise application, including:

1. **Edit:** Provision to continue with already initiated premise applications for submission under all the categories and processes
2. **Preview**: Preview of 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.

🔍 Closure & Deregistration(License Withdrawal) Application

📱 Navigate to Closure & Deregistration (License Withdrawal)

1. From the left-hand side menu, select **Closure & Deregistration (License Withdrawal)**.
2. Click the **blue** **+ Premises Closure Deregistration Application** button.
3. If you are continuing a saved draft, select the appropriate application by clicking the **green** **Proceed with Application** button.

4. Select your premise by clicking the **blue** **"Premises Closure"** button next to it.

Step 1: Fill Premise Information

1. The data will auto populate from the previous license.
2. Cross check the data and click the **blue** **Save Application and Next** button.

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

❧ Step 2: Add Withdraw Reasons

1. Click the **blue + Application Withdrawal Requests** button.

2. Select the Application Withdrawal Category and type in your reason for withdrawing.

3. Save the request reason by clicking the **blue Save Withdrawal Request Details** button.

🔍 **Tip:** Edit or delete a reason:

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

4. Click the **blue 'Next Submission'** to go to the final step.

Step 3: Completion & Submission

1. Review the declaration, check the agreement box.
2. Click Submit Application to complete the process.

End of Guide – Uganda Self-Service Portal: Premises Pre-Inspection