



NATIONAL DRUG AUTHORITY

Safe Drugs Save Lives

**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.



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Dashboard Home

Today Oct 1, 2024

Explore our Online Services

PRODUCT REGISTRATION
Proceed with Application ➔
View Services Guidelines

DRUG SHOPS APPLICATION
Proceed with Application ➔
View Services Guidelines

PREMISES REGISTRATION
Proceed with Application ➔
View Services Guidelines

GMP INSPECTIONS
Proceed with Application ➔
View Services Guidelines

IMPORT & EXPORT
Proceed with Application ➔
View Services Guidelines

CONTROLLED DRUGS LICENSE(S)
Proceed with Application ➔
View Services Guidelines

CLINICAL TRIALS APPLICATIONS
Proceed with Application ➔
View Services Guidelines

PROMOTION & ADVERTISEMENT
Proceed with Application ➔
View Services Guidelines

DISPOSAL APPLICATION
Proceed with Application ➔
View Services Guidelines

SURGICAL INSTRUMENTS APPLICATION
Proceed with Application ➔
View Services Guidelines

ACCOUNT MANAGEMENT
Proceed with Application ➔
View Services Guidelines

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

The screenshot shows the Premise Registration Dashboard. The sidebar on the left contains the following menu items: Dashboard, Pre-Inspection, New Premises, License Renewal, External/Annex Store Application, Premises Variations, Closure & Deregistration(License Withdrawal), and Pharmacist Dashboard. The main content area has a header with 'Dashboard' and 'Main Dashboard' links, and a notification '0 Application Due for Renewal'. Below this is a summary of application statuses: PENDING SUBMISSION (2), INVOICES PENDING PAYMENT (0), QUERIED APPLICATIONS (0), APPROVED APPLICATIONS (2), and REJECTED APPLICATIONS (0). Each status has a corresponding 'View' button. Below the summary is a section for 'Application processing' with filters for Application Type, Sub-Type, and Category, and a 'Clear Filter' button. There is also a search bar and a table for tracking applications. The table has columns for Tracking no, Reference no, Section, and Current Process. The first row shows 'Module name: Licensed Seller'.

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.

Dashboard

Pre-Inspection

New Premises

License Renewal

External/Annex Store Application

Premises Variations

Closure & Deregistration(License Withdrawal)

Pharmacist Dashboard

Pre Inspection Applications Dashboard

0 Application Due for Renewal

PENDING SUBMISSION

72

View Applications

SUBMITTED APPLICATIONS

14

View Applications

QUERIED & RESPONSES

0

View Queried Premises

APPROVED PREMISES

384

View Approved Premises

REJECTED PREMISES

84

View Rejected Premises

Pre-Inspection Pharmacy Application

Select Premises Category

Select Status

Clear Filter

Search...

Actions	Actions	Reference no	Tracking no	Premise category	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)										
<div>Proceed with Application</div> <div>Proceed with Application</div>	<div>Action</div> <div> <div>Proceed with Application(Edit Application)</div> <div>Archive Application</div> <div>Print Application Details</div> </div>	24/PRE/WHP...		Wholesale Pharmacy	TEST KEN	test	West Nile Region - Arua	2024-10-23 18:35:29	2024-10-23 18:45:48	Draft Application(...)
				Retail Pharmacy	NOSA PHARMA LTD	KULEKANA STAGE	Kampala Extra - Akamwesi	2024-11-07 16:44:42	2024-11-07 16:44:42	Draft Application(...)

🔍 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.

Premises Closure & Deregistration(License withdrawal) 0 Application Due for Renewal

PENDING SUBMISSION	SUBMITTED REQUESTS	QUERIED REQUESTS	APPROVED WITHDRAWALS	REJECTED WITHDRAWALS
2	7	0	27	0
View Applications	View Applications	View Queried Premises	View Approved Premises	View Rejected Premises

[Premises Closure Deregistration Application](#)

Select Premises Category Select Status [Clear Filter](#)

Search...

Actions	Actions	Reference no	Tracking no	Section	Premises name	Physical address	Region name	Date added
Application type: Premises Closure Deregistration Premises Application (Continues on the next page)								
Status: Approved								
Status: Draft Application(New Application Pending Submission) (Continues on the next page)								
Proceed with Application	Action		25/WIT/WHP/H/...		YUNIA PHARMACY LTD	TTULA - KIRONDE	Kampala Extra - Akamwesi	2025-03-16
Proceed with Application	Action		25/WIT/WHP/H/...		Tsuri Pharmacy Limited	Rubis Petrostation Wankulukuku Road, Rubaga Division	Kampala Extra - Akamwesi	2025-04-23 12:20:26

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

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

Premises Category/Type [Refresh](#) [Print](#) [Close](#)

Actions	Name	Reference no	Premise no	Physical address	Postal address	Region name	Registration Status	Validity Status
Premises Closure	MCM PHARMACEU...			LAKE VICTORIA MA...			Registered	Registered and Acti...

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.

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Premises Application Details

Reasons for Withdrawal

Completion & Submission

Premise Details

Premise Category

Wholesale Pharmacy

Is This Application made for:

Company

Business/Company Registration No

80034609338186

Name of the Company/Pharmacy

YUNIA PHARMACY LTD

Registration Date

9/25/2024

TIN

1047858969

Product Category

Human

Physical Location of Premises of the business

Country

UGANDA

District

Kampala

Region

Kampala Extra - Akamwesi

County/Division

Kawempe Division

Sub-County

Select Sub-County

Parishes

Select Parish

Village

Select Village

Street/Road

TTULA RD

Physical Address

Customer Feedback

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

Process: Premise Closure / Withdraw Kampala Extra - Akamwesi

Home / Dashboard / Premises Application

Tracking No: 25/WIT/WHP/H/0008

Application Status: Draft
Application(New Application
Pending Submission)

Premises Application Details

Reasons for Withdrawal

Completion & Submission

+ Add Application Withdrawal Requests

Drag a column header here to group by that column

<input type="checkbox"/>	Withdrawal category	Reason for withdrawal	Action
<input type="checkbox"/>	Pharmacist Resigned	Breach of Contract	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Customer Feedback

«Previous Previous

Next Submission »

Step 2: Add Withdraw Reasons

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

Tracking No: 25/WIT/WHP/H/0008 Application Status: Draft
Application(New Application)
Deadline Submission)

Premises Application Details Reasons for Withdrawal Completion & Submission

+ Add Application Withdrawal Requests Drag a column header here to group by that column

<input type="checkbox"/>	Withdrawal category	Reason for withdrawal	Action
<input type="checkbox"/>	Pharmacist Resigned	Breach of Contract	Edit Delete

[Customer Feedback](#)

[«Previous Previous](#) [Next Submission »](#)

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

Application Status: Draft

Application Withdrawal Request Reasons

Application Withdrawal Categories

Select...

Reason For Withdrawal

Reason for Withdrawal

[Save Withdrawal Request Details Details](#)

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.

Declining Submission!

Premises Application Details

Reasons for Withdrawal

Completion & Submission

+ Add Application Withdrawal Requests
Drag a column header here to group by that column

<input type="checkbox"/>	Withdrawal category	Reason for withdrawal	Action
	Pharmacist Resigned	Breach of Contract	Edit Delete

Customer Feedback

«Previous Previous
Next Submission »

Step 3: Completion & Submission

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

Premises Application Details

Reasons for Withdrawal

Completion & Submission

Terms & Conditions

☒ Agree to the Terms & Conditions

Previous Step

Print Premises Application

Submit Premises Application

Customer Feedback