



NATIONAL DRUG AUTHORITY

Safe Drugs Save Lives

**Integrated Regulatory Information
Management System**

**Self Service Portal Premises License Renewal
User Guide**

Welcome to the Premises Module of iRIMS! The Premises business process facilitates 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.
- The previous premise license should have expired to renew it.
- Only the supervising pharmacist and auxiliary staff can change during a license renewal.

🔑 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](#)





9126 - NDA SUPPORT ACCOUNT - support@nda.or.ug

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.

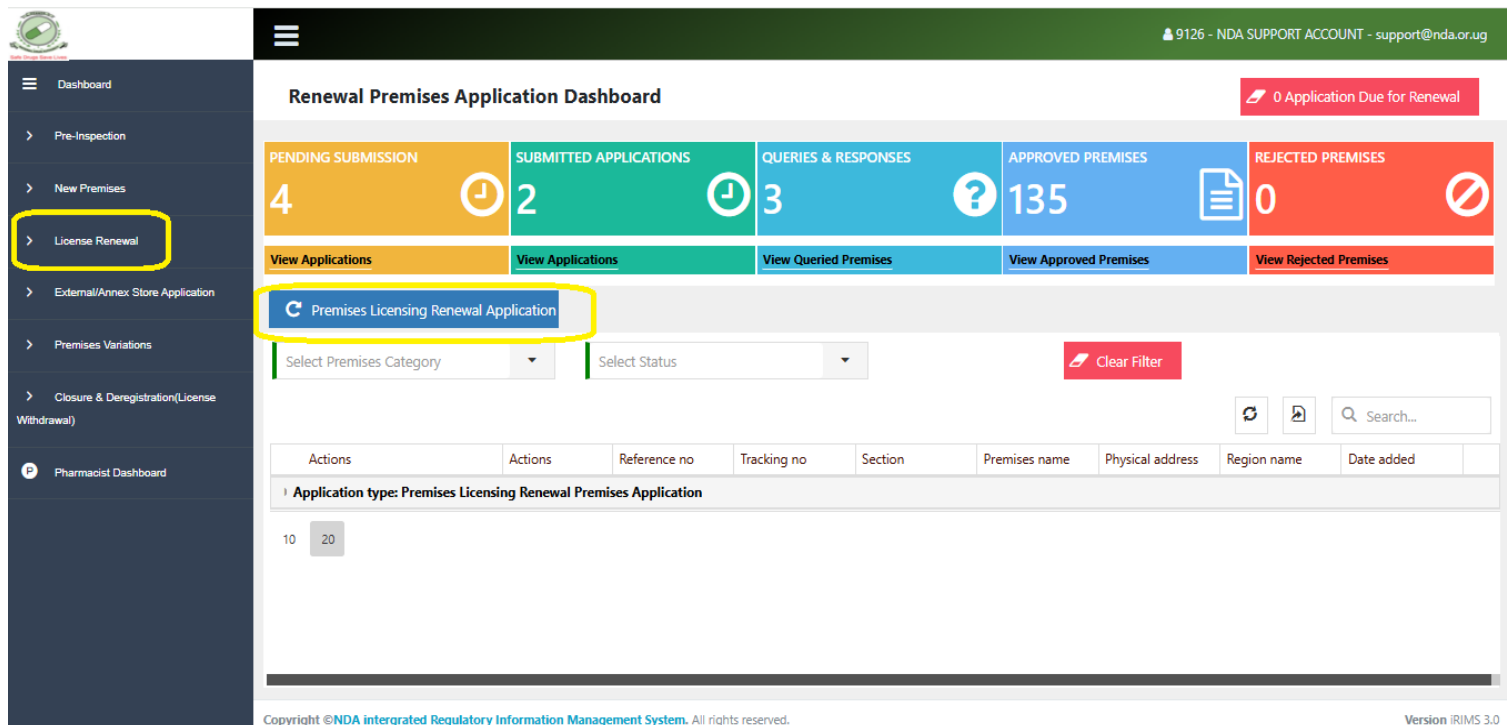
This also provides various actions on the initiated premise application, including:

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.

Premise License Renewal

Navigate to License Renewal

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



The screenshot shows the 'Renewal Premises Application Dashboard' with a sidebar menu on the left. The sidebar menu includes 'Dashboard', 'Pre-Inspection', 'New Premises', 'License Renewal' (highlighted with a yellow box), 'External/Annex Store Application', 'Premises Variations', 'Closure & Deregistration(License Withdrawal)', and 'Pharmacist Dashboard'. The main dashboard area has a top bar with the user's account information: '9126 - NDA SUPPORT ACCOUNT - support@nda.or.ug'. Below the top bar, there are five colored boxes representing different application statuses: 'PENDING SUBMISSION' (4), 'SUBMITTED APPLICATIONS' (2), 'QUERIES & RESPONSES' (3), 'APPROVED PREMISES' (135), and 'REJECTED PREMISES' (0). Each box has a corresponding icon and a 'View Applications' or 'View Queried Premises' link. Below these boxes, there is a 'Premises Licensing Renewal Application' button (highlighted with a yellow box) and a 'Clear Filter' button. At the bottom, there is a table with columns: 'Actions', 'Reference no', 'Tracking no', 'Section', 'Premises name', 'Physical address', 'Region name', and 'Date added'. The table is currently empty, and there is a 'Search...' input field on the right.

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

Renewal Premises Application Dashboard

0 Application Due for Renewal

PENDING SUBMISSION	SUBMITTED APPLICATIONS	QUERIES & RESPONSES	APPROVED PREMISES	REJECTED PREMISES
4	2	3	135	0
View Applications	View Applications	View Queried Premises	View Approved Premises	View Rejected Premises

[Premises Licensing Renewal Application](#)

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

Search...

Actions	Actions	Reference no	Tracking no	Section	Premises name	Physical address
Application type: Premises Licensing Renewal 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		24/REN/WHP/L/H/0001		Alpha Care Ltd	Plot No 2
Proceed with Application	Action		24/REN/business_type_co...		Alpha Care Ltd	Plot No 2
	Action		24/REN/RTP/K/H/0035		CLOVER PHARMACY LTD	MUTUNGO HILL ROAD.

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

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

Premises Category/Type

Search MCM

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

□ Step 1: Fill Premise Information

The data will auto populate from the previous license.

1. Update Pharmacist Details (if applicable)

- Under the **Supervising Pharmacist Details** tab: Search using P.S.U Registration Number.
- This will auto populate the rest of his details from the NDA database.
- Click **Save Application and Next**.

Tracking No: Application Status: New

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

Premise Details

Premise Category	Is This Application made for:	Business/Company Registration No
Wholesale Pharmacy	Company	80034486991806
Name of the Company/Pharmacy	Registration Date	TIN
MCM PHARMACEUTICAL LTD	1/12/2023	1038867470
Product Category		
Human		

Supervising Pharmacist Details

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

- Once the fields are completed and turn green, click the **blue Save Application and Next** button.
- A unique tracking number will be generated for your application.

Process: Premises Renewal Home / Dashboard / Premises Application

Tracking No: 24/REN/RTP/K/H/0059 Application Status: Draft Application(New Application Pending Submission)

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

Premises Directors Details

Premises Staff Details

Nearest Pharmacy Location Details

«Previous Premises Information Next Premises Documents Details »

Step 2: Add Premises Other Details

1. Update Auxiliary Staff (if needed)

1. Click the **blue “+Add Staff”** button

Process: Premises Renewal Home / Dashboard / Premises Application



Tracking No: 24/REN/RTP/K/H/0059 Application Status: Draft Application(New Application Pending Submission)

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

Premises Directors Details

Premises Staff Details

+ Add Staff Drag a column header here to group by that column


<input type="checkbox"/>	Action	Personnel name	Email address	Telephone no	Qualification	Position
	 Edit  Delete	Sonia Ahumuza	mugaberogers@gmail.com	07788403740	ENROLLED NURSE	Pharmacy Staff

2. 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 **QSearch Staff Details** Telephone No Email Address

Qualification Personnel Position

 Save Staff Details

3. 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.
4. Click the **blue Select Personnel Details** button next to the name.

0 Step 3: Upload Required Documents

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

Process: Premises RenewalHome / Dashboard / Premises Application

Tracking No: 24/REN/business_type_code/L/H/0002

Application Status: Draft Application(New Application Pending Submission)

Step 1

Step 2

Step 3

Submission

Premises Application Details

Premises Other Details

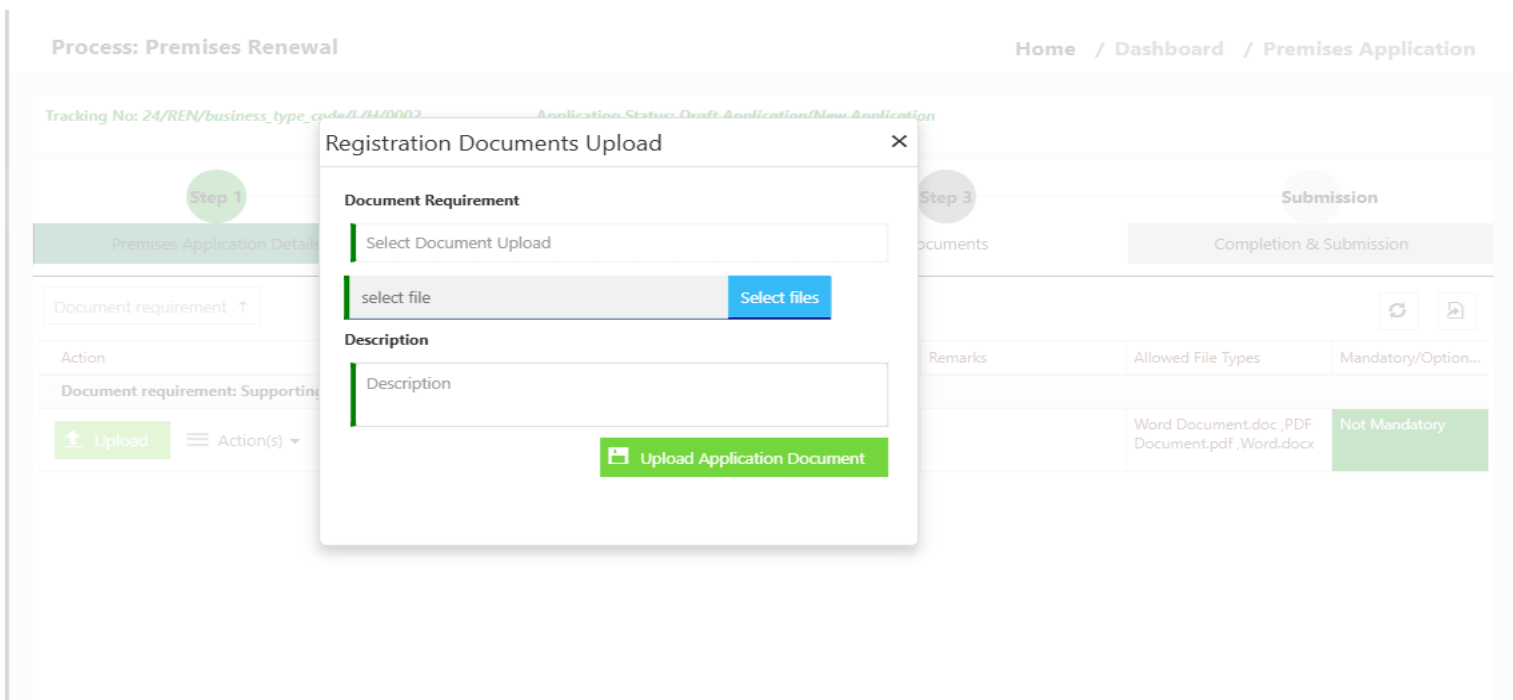
Documents

Completion & Submission

Document requirement ↑

Action	File name	Initial file name	Uploaded on	Remarks	Allowed File Types	Mandatory/Option...
Document requirement: Supporting Document						
<div>Upload</div>					Word Document.doc ,PDF Document.pdf , Word.docx	Not Mandatory

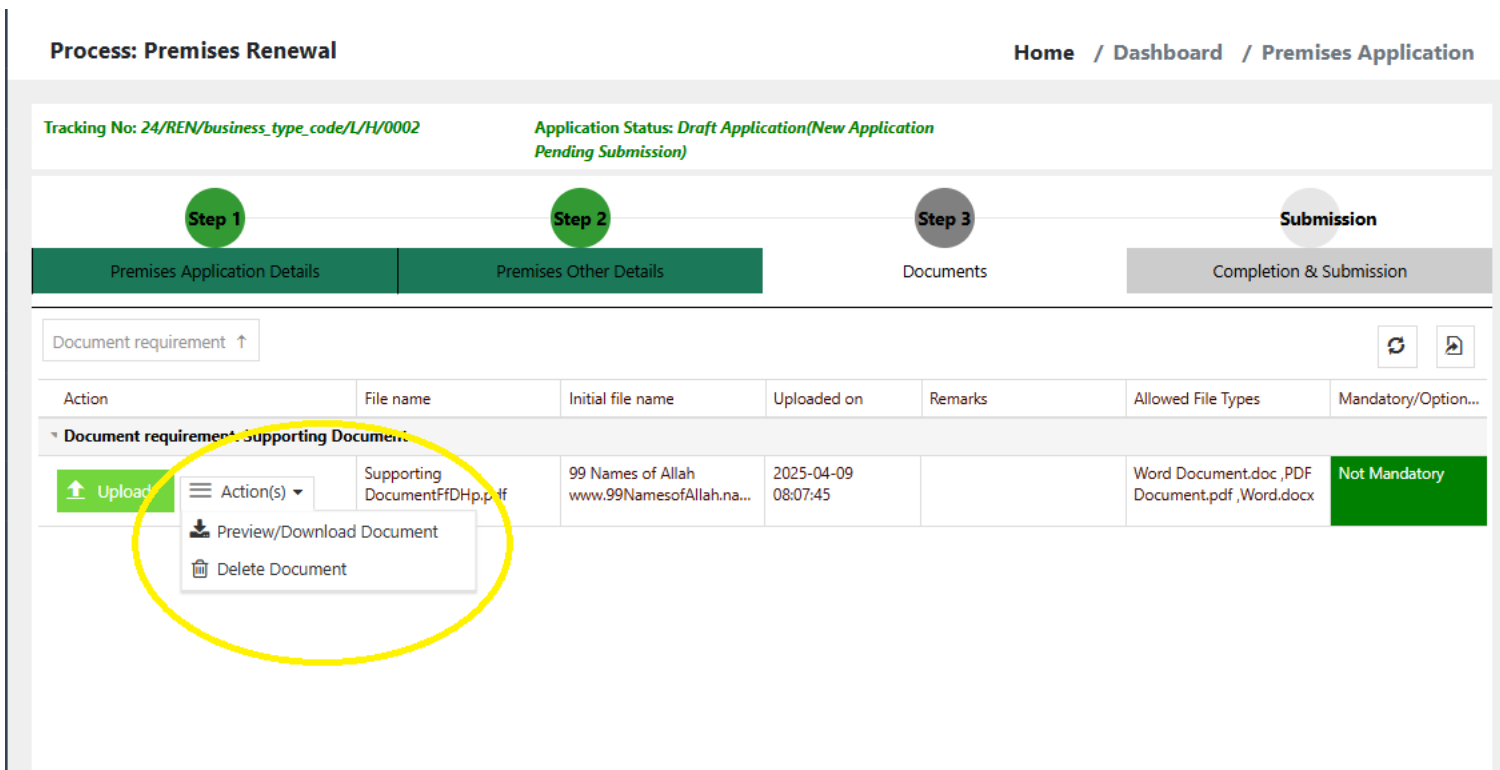
3. Select your file from the browser and click **Upload Application Document**.
 - Red field = Mandatory
 - Green field = Optional



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

Tip: Preview documents before submission:

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



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**.

Step 1 Step 2 Step 3 Submit

Premises Application Details Premises Other Details Documents Completion & Submission

Declaration and Disclaimer

☐ Agree to the Declaration

Previous Step Proforma Invoice (Generation) & Payment Details 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.

Invoice Generation

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

Generate Proforma Invoice

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 Details Premises Other Details Documents Completion & Submission

Declaration and Disclaimer

☒ Agree to the Declaration

[Previous Step](#) [Proforma Invoice \(Generation\) & Payment Details](#) [Submit Application](#)

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