NATIONAL DRUG AUTHORITY

Safe Drugs Save Lives

Integrated Regulatory Information Management System

Self Service Portal Premises Variations 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:

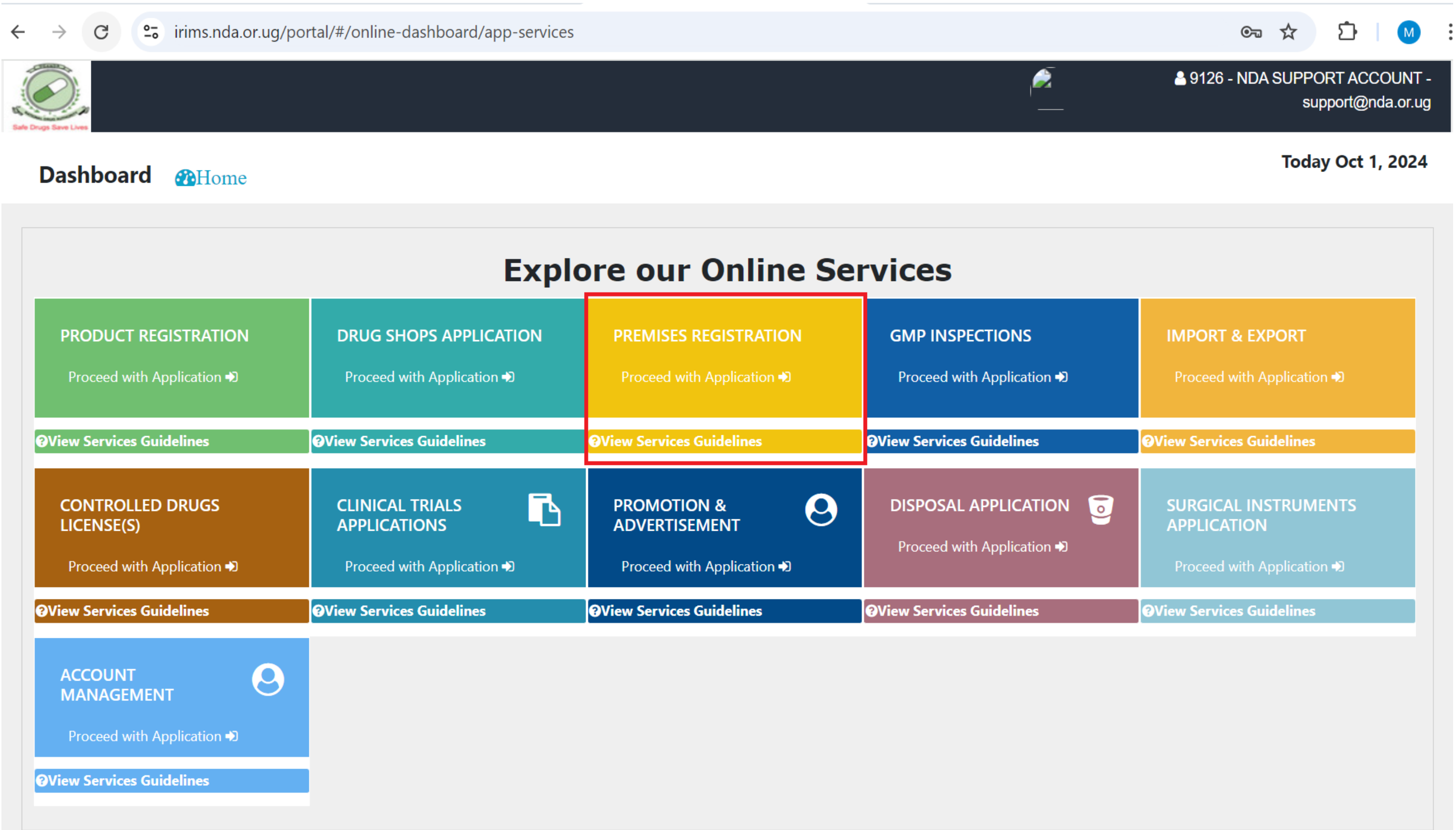
1. Wholesale Pharmacy
2. Retail Pharmacy
3. External Stores

📌 General Notes

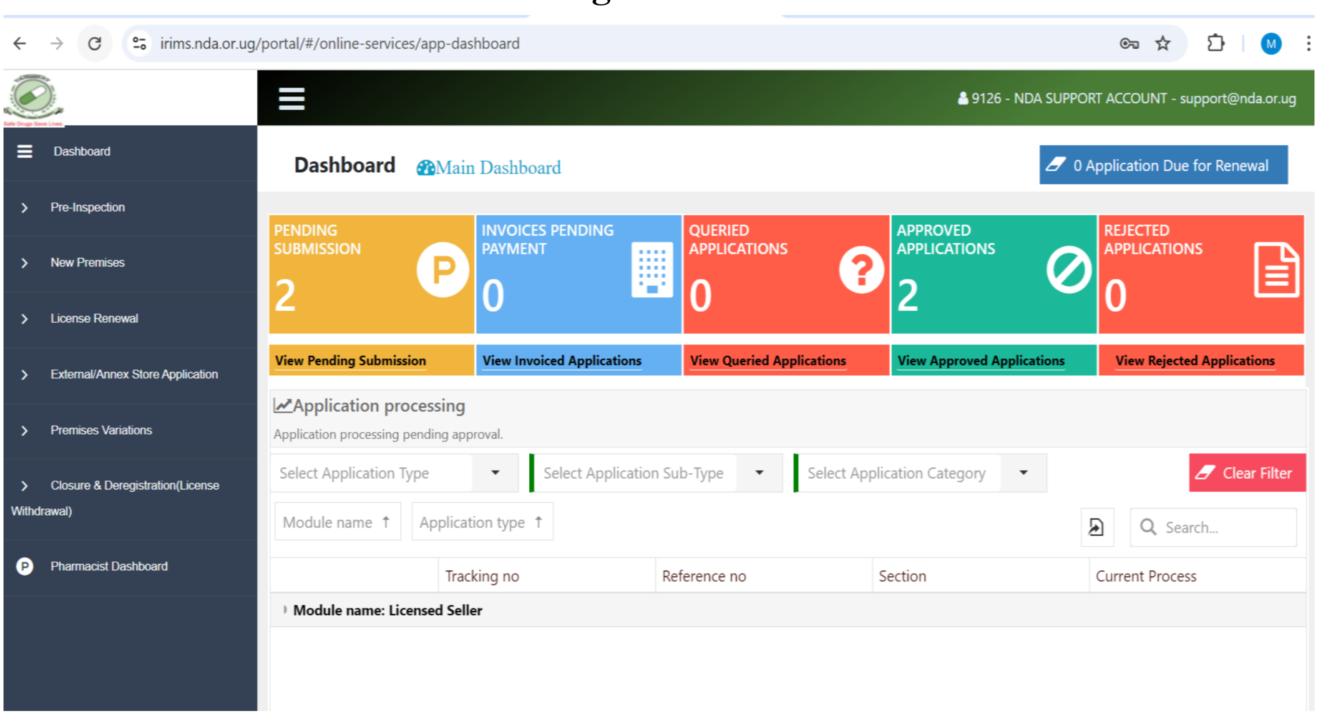
- The Required Premise Information is distinct from one Premise Type to the other.
- A **Pre-Inspection Application** must be submitted and approved before applying for a new license or a change of location variation.

🔐 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**.



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



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.

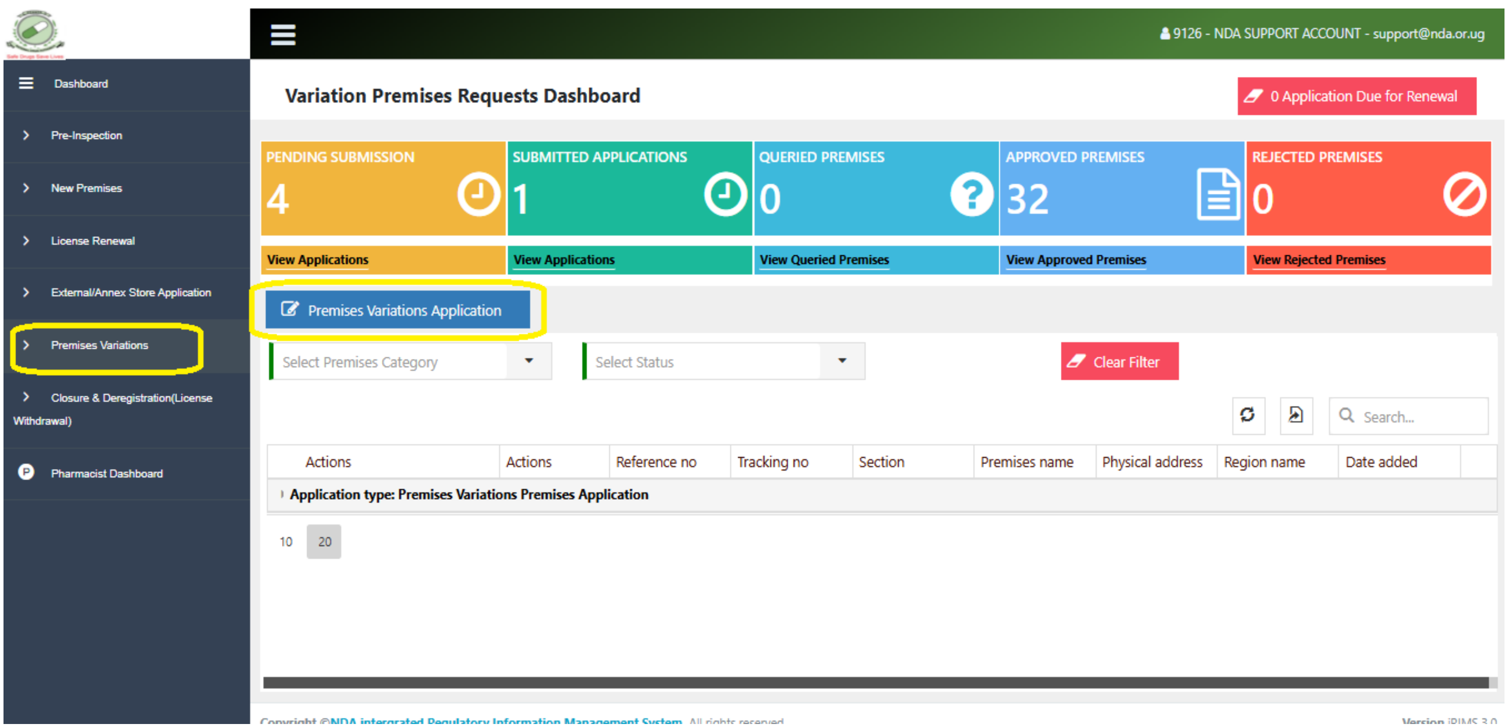
This also provides various actions on the initiated premise application, including:

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.

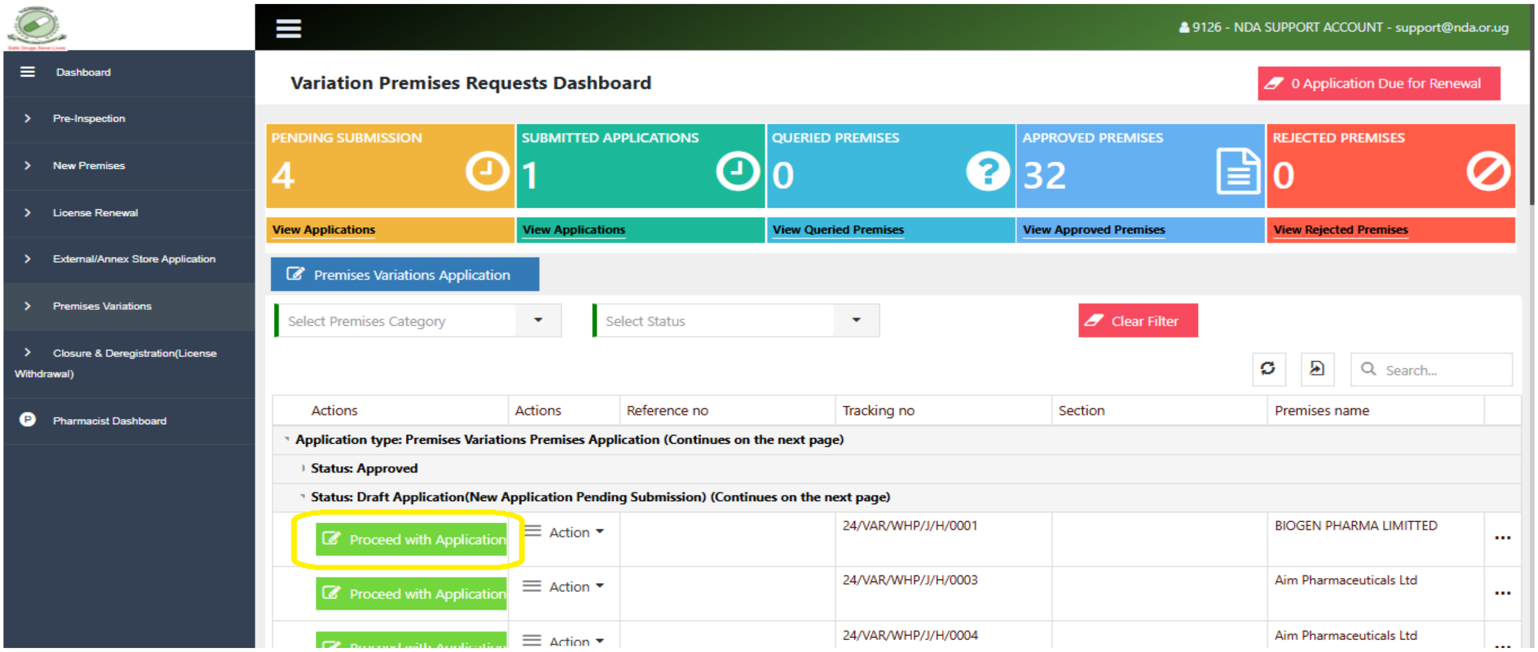
Premises Variations Application

Navigate to Premises Variations

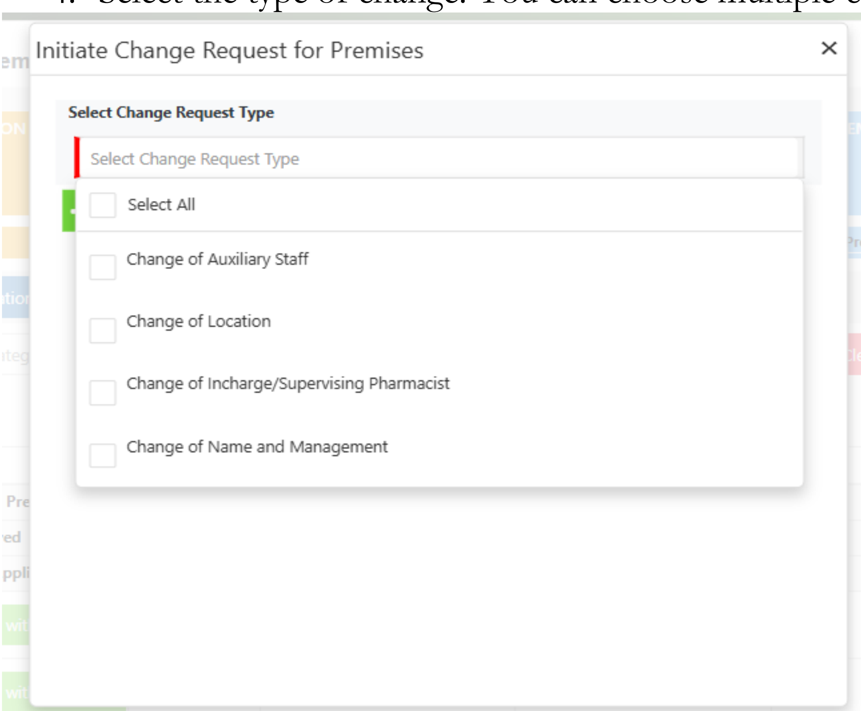
1. From the left-hand side menu, select **Premises Variations**.
2. Click the **blue Premises Variations Application** button.



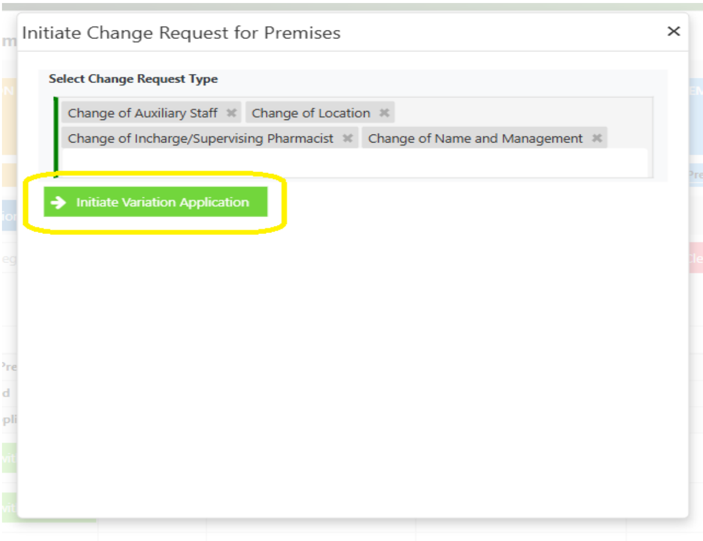
3. If you are continuing a saved draft, select the appropriate application by clicking the **green Proceed with Application** button.



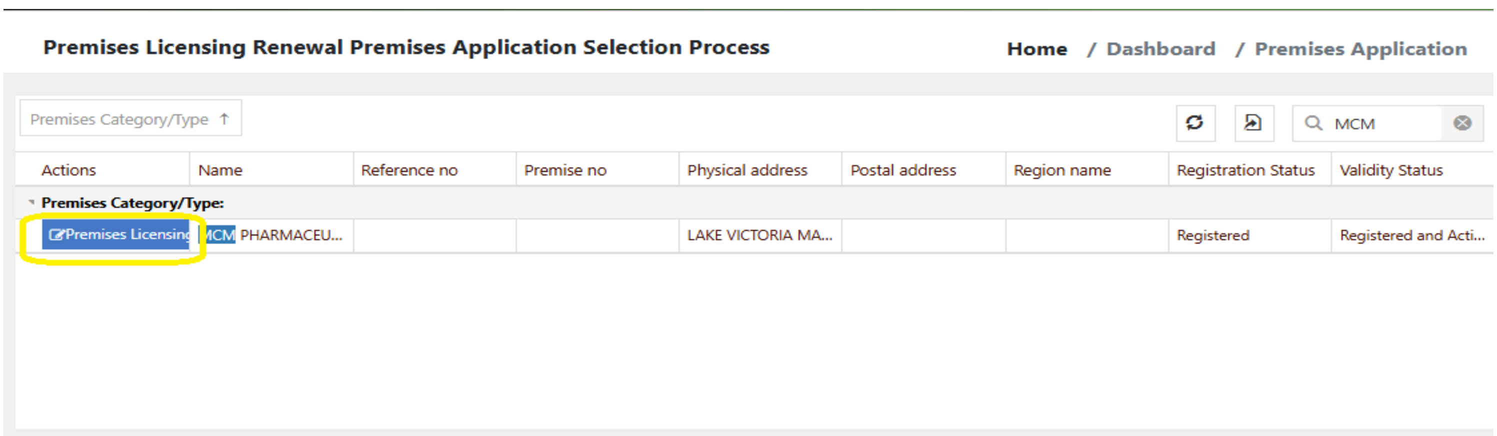
4. Select the type of change. You can choose multiple changes by selecting all of them as needed.



5. Click the now active green **"Initiate Variation Application"** button.



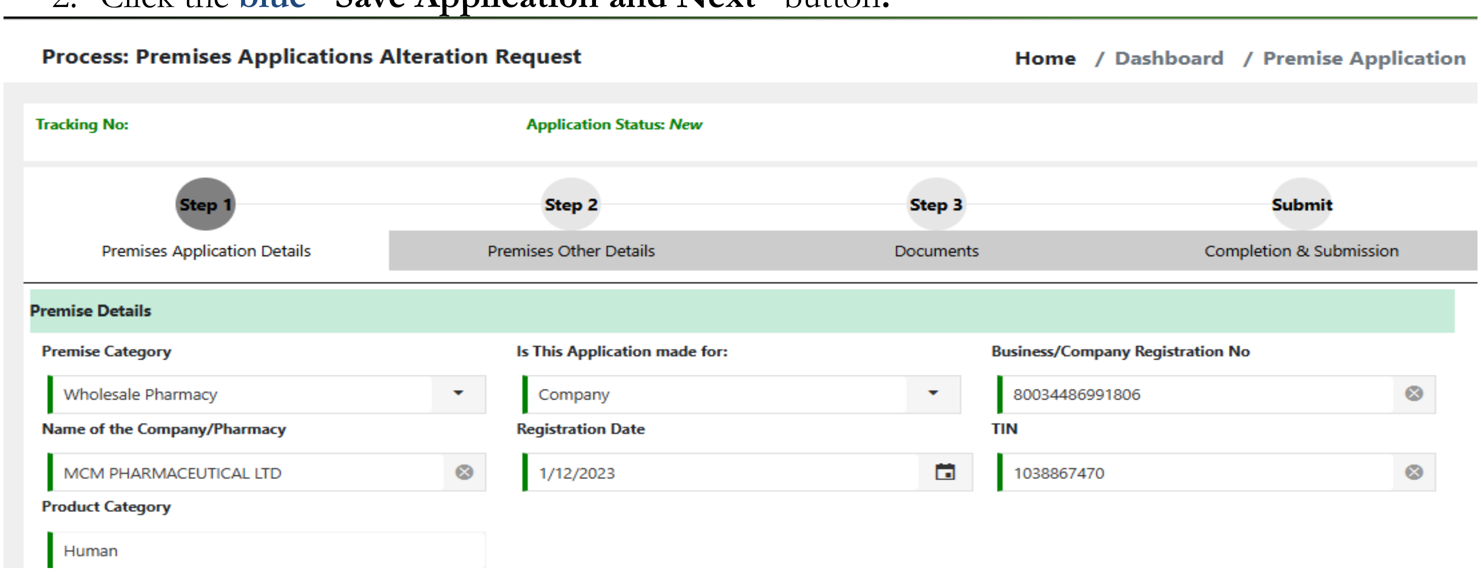
6. Select your premise by clicking the **blue "Premises Licensing"** button next to it.



Step 1: Fill Premise Information

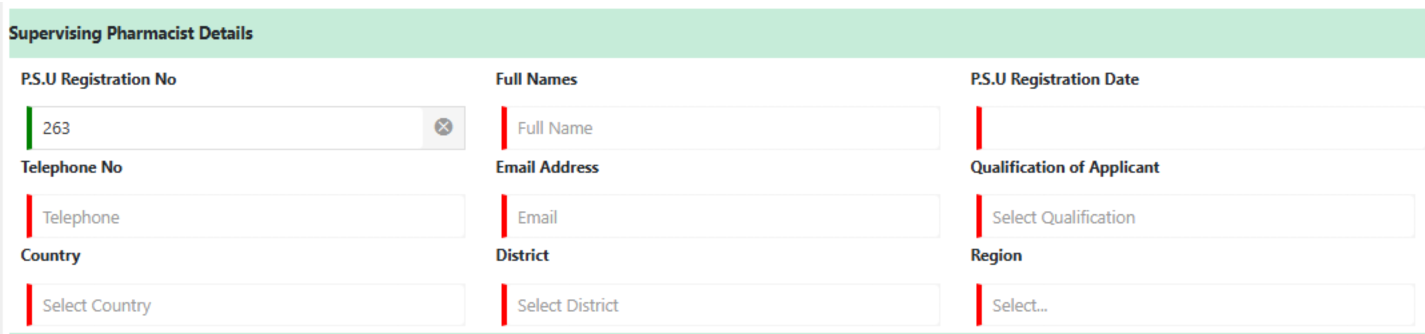
Change of Name and Management

1. Edit the Premise details information
2. Click the **blue "Save Application and Next"** button.



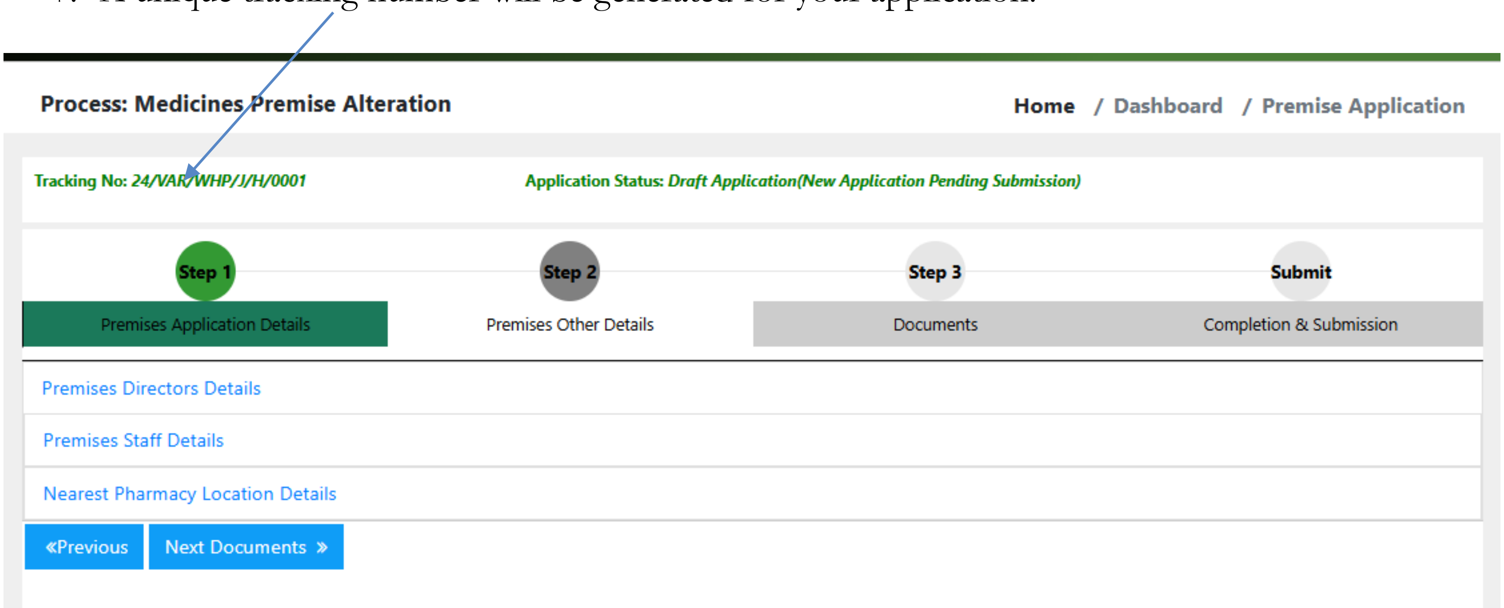
Change of Incharge/Supervising Pharmacist

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



🔍 **Tip:** These details should have been forwarded to NDA before.

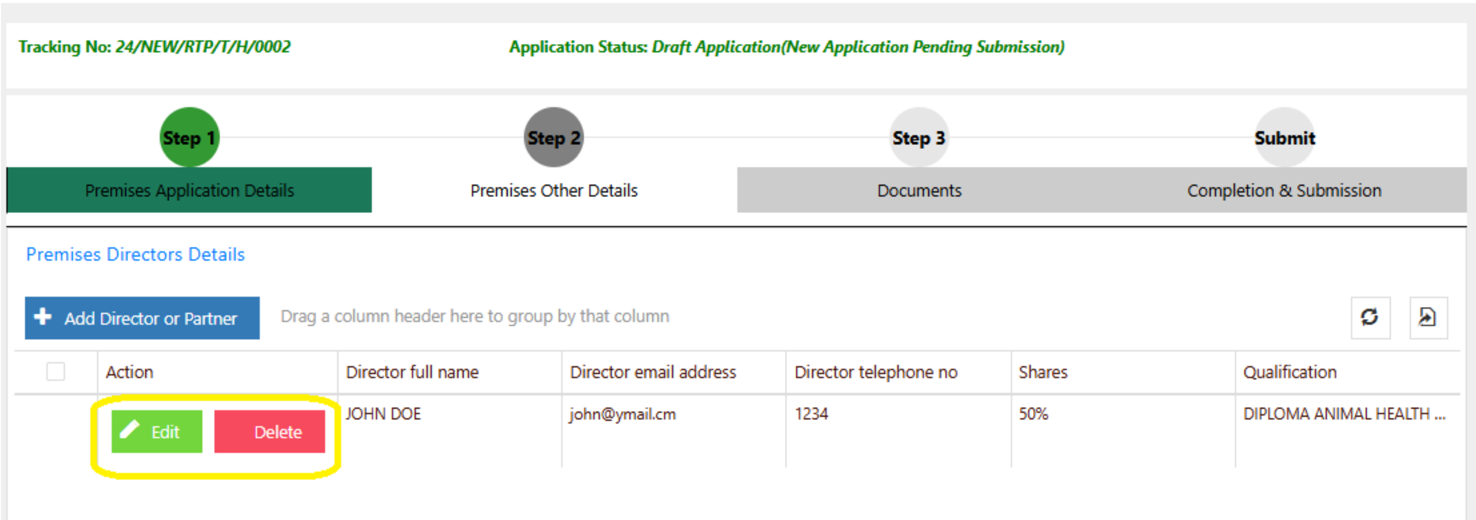
6. Once the fields are completed and turn green, click the **blue Save Application and Next** button.
7. A unique tracking number will be generated for your application.



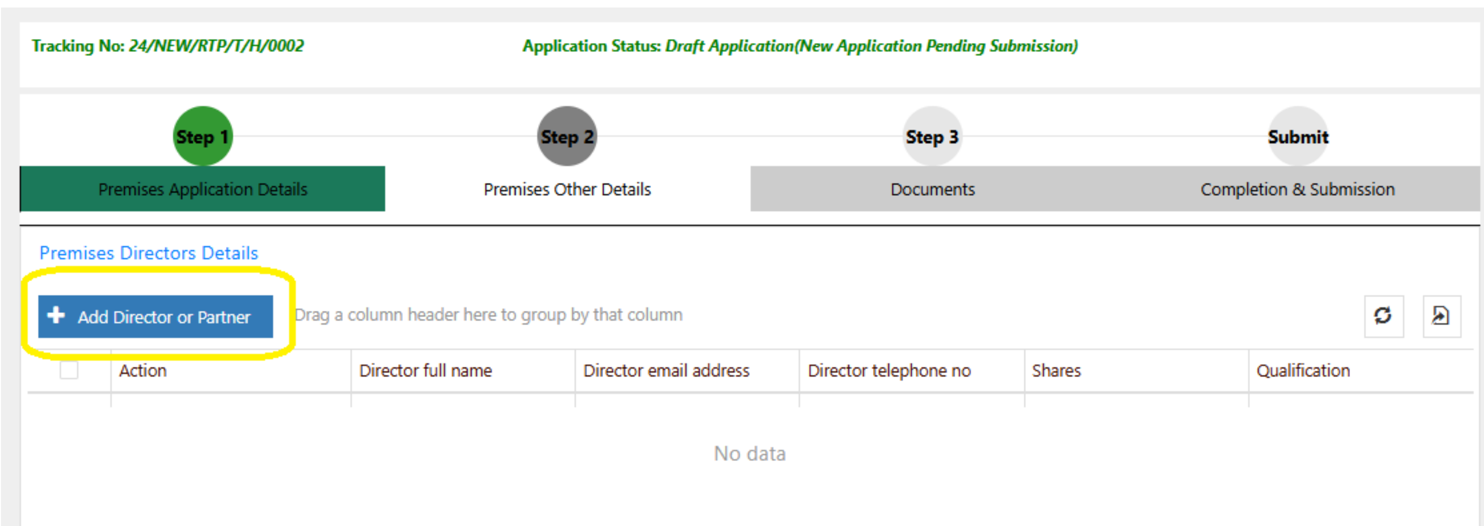
Step 2: Premises Other Details

Change of Name and Management

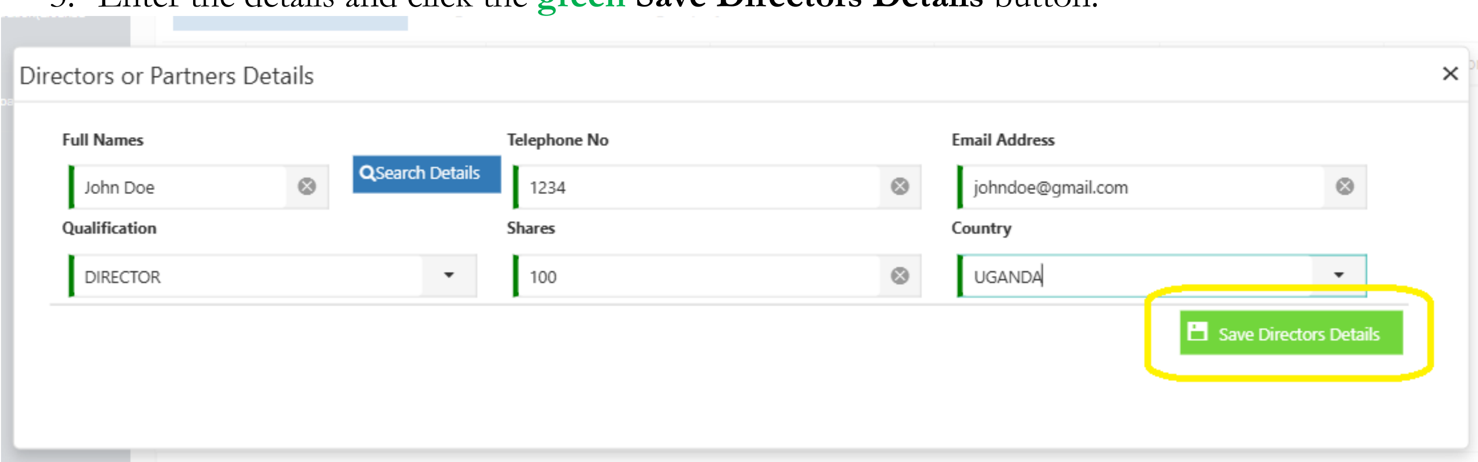
1. Remove the existing director's details. Edit or delete the added director by clicking the appropriate button under Actions as shown below.



2. Click the **blue** **"+Add Director or Partner"** button.

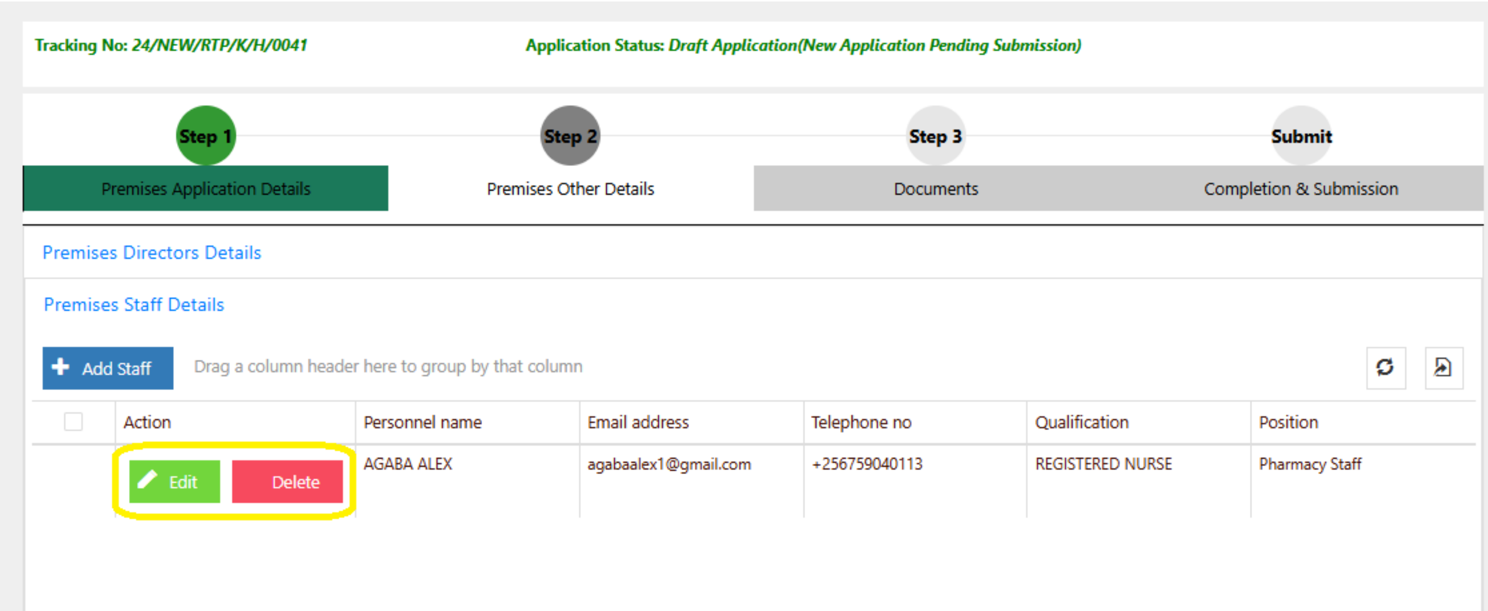


3. Enter the details and click the **green** **Save Directors Details** button.

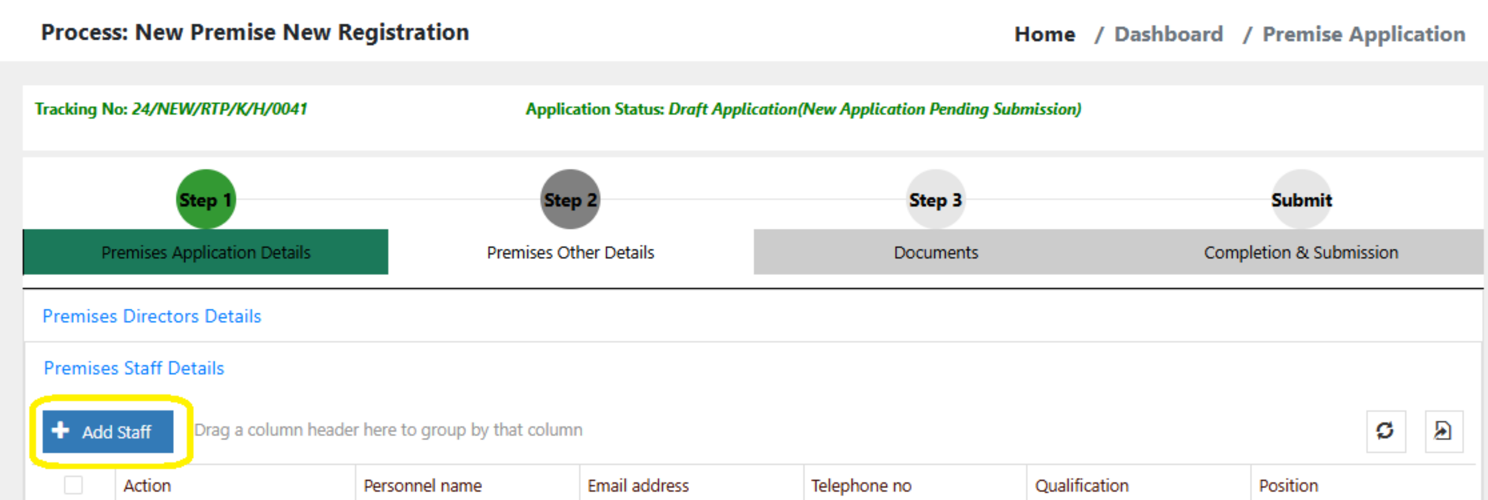


Change of Auxiliary Staff

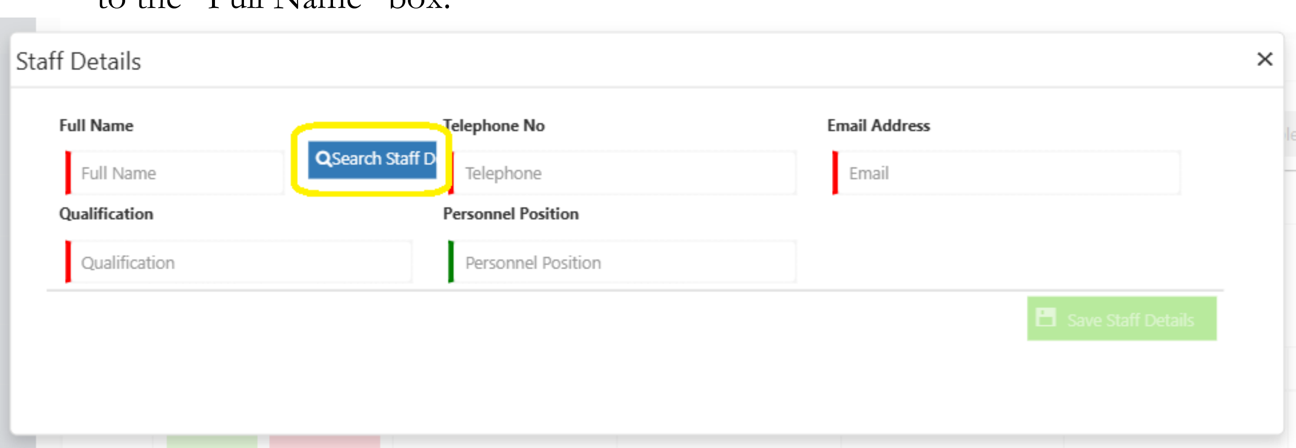
4. You can edit or delete the old staff by clicking the appropriate button under Actions, as shown below.



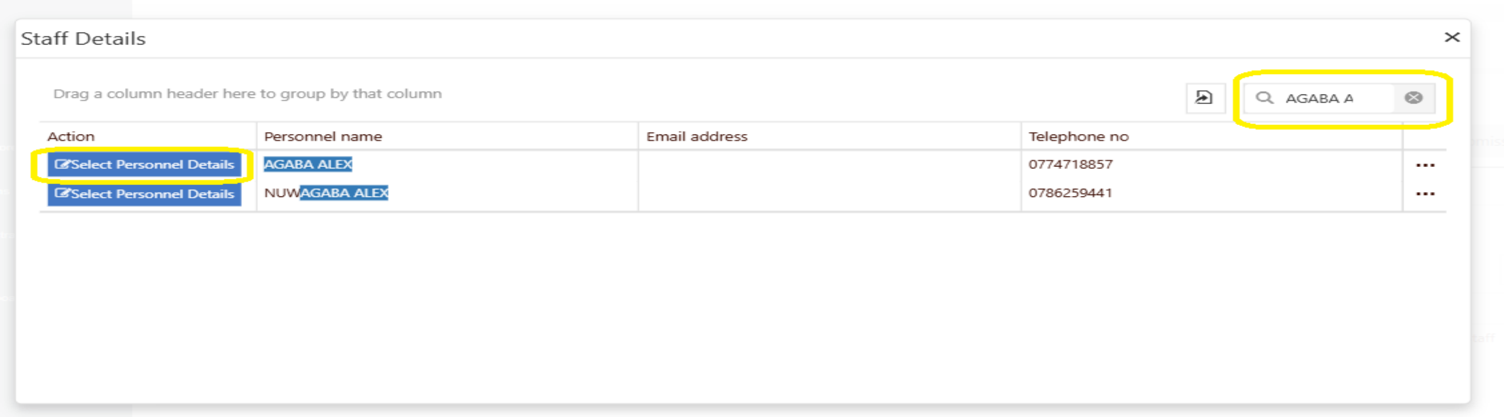
5. The **blue "+Add Staff"** button will be active for this change. Click it to add the new staff.



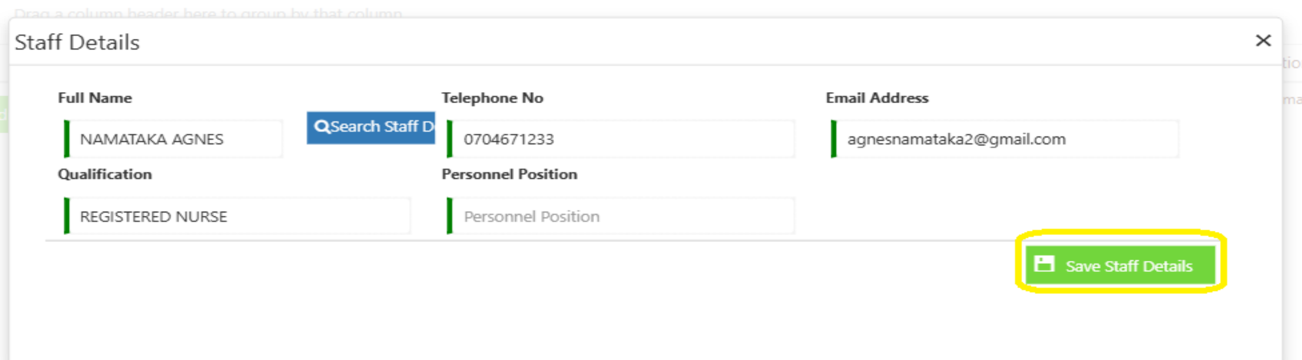
6. On the pop-up window for staff details, click the **blue Search staff details** button that is adjacent to the "Full Name" box.



7. 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.
8. Click the blue **Select Personnel Details** button next to the name.

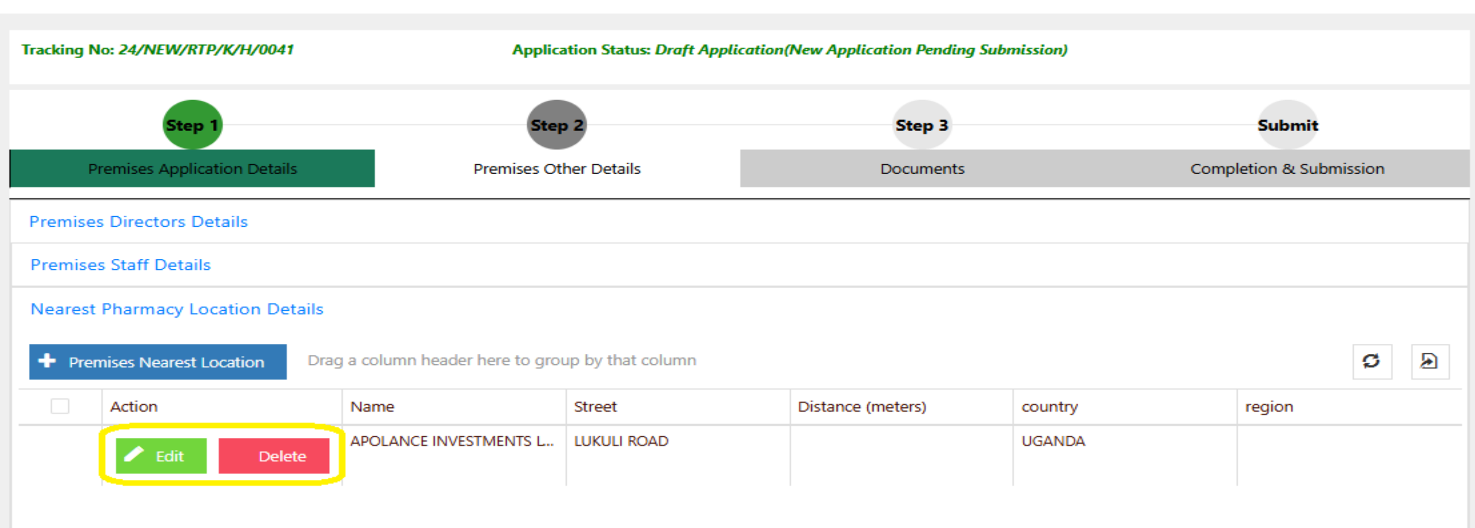


9. The system will then auto-fill the details. Click the green **Save Staff Details** button.

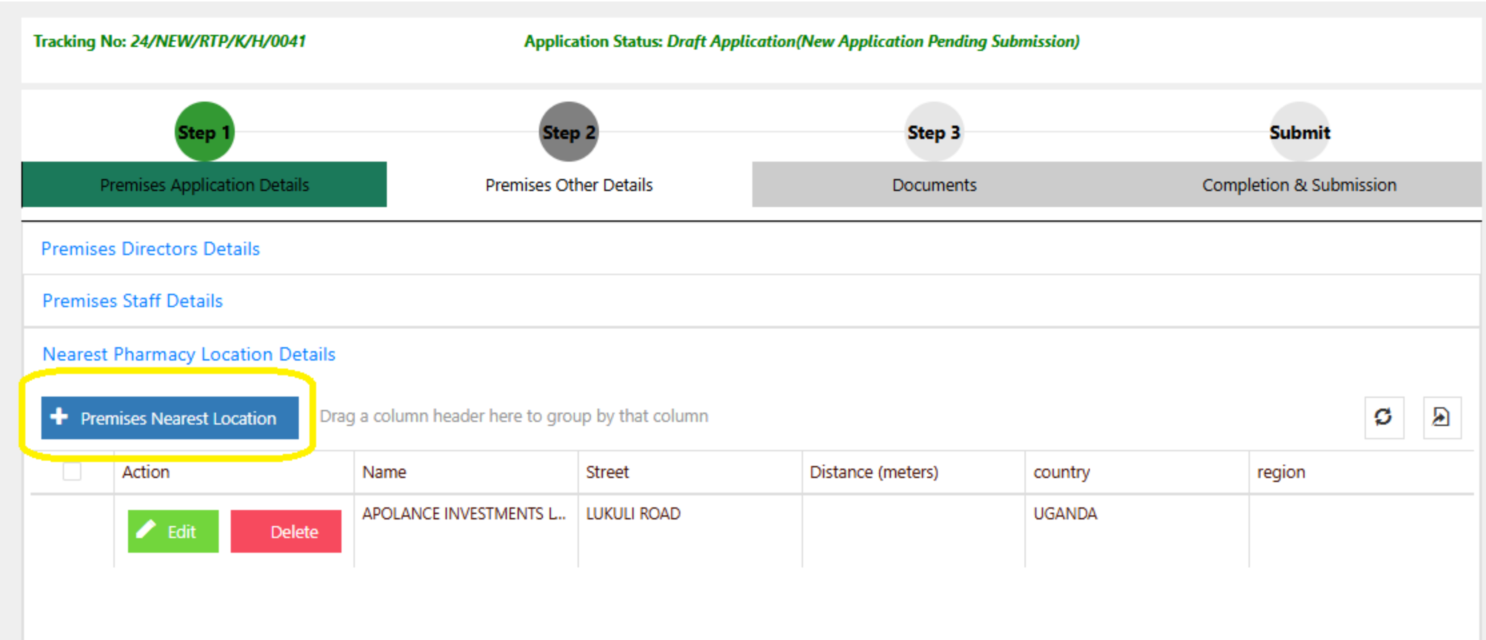


Change of Location

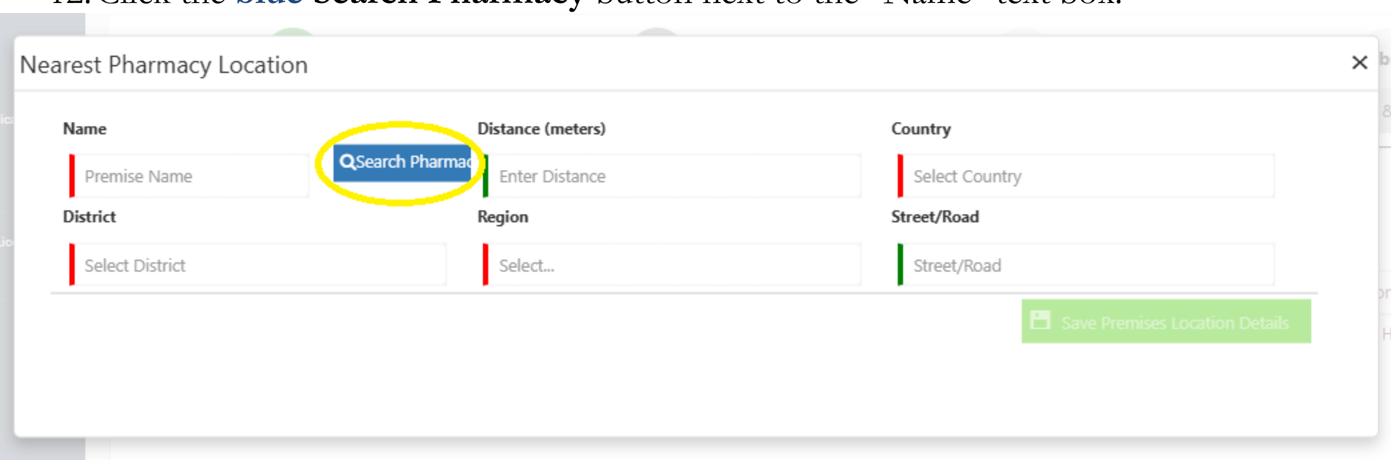
10. You can edit or delete the old pharmacy by clicking the appropriate button under Actions, as shown below.



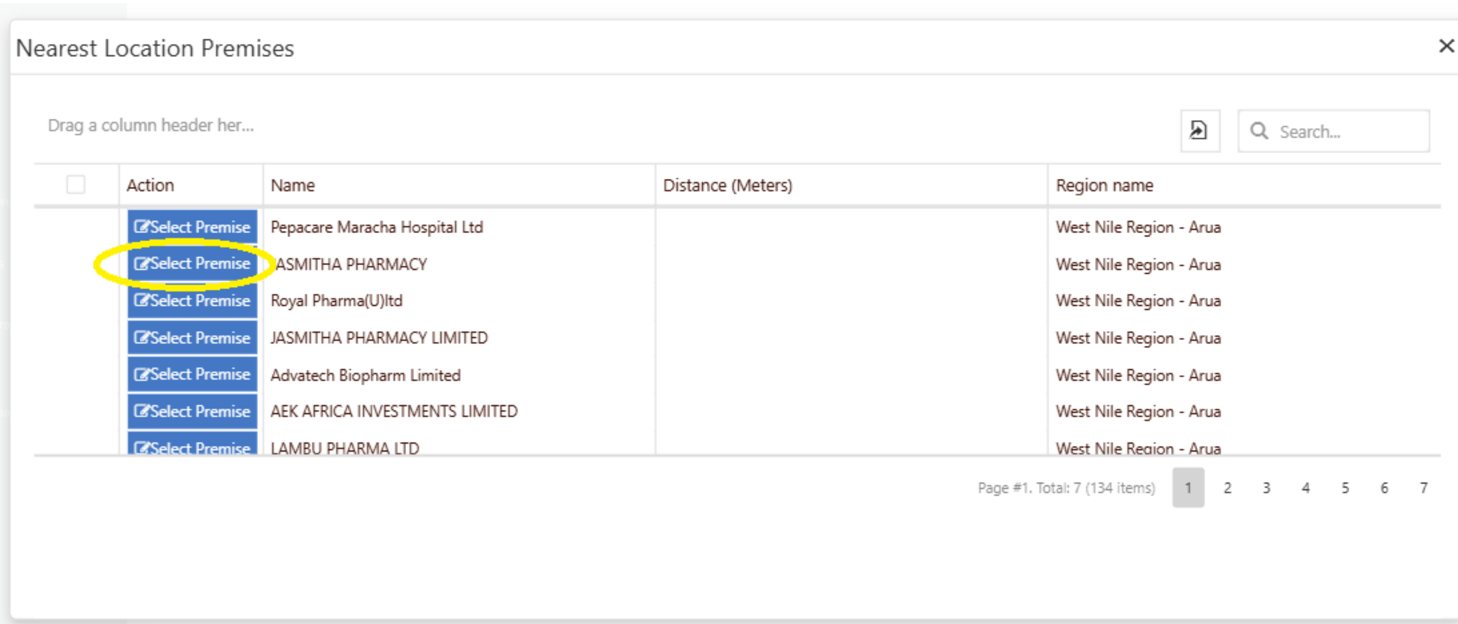
11. To add a nearest pharmacy to your new location, click the **blue** **“+Premises Nearest Location”** Button.



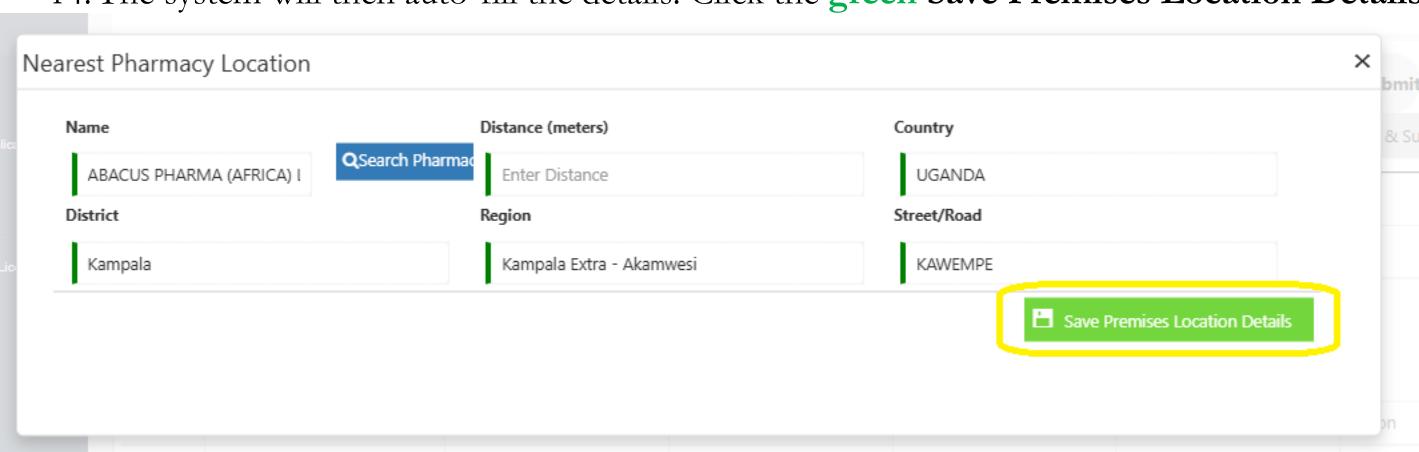
12. Click the **blue** **Search Pharmacy** button next to the "Name" text box.



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



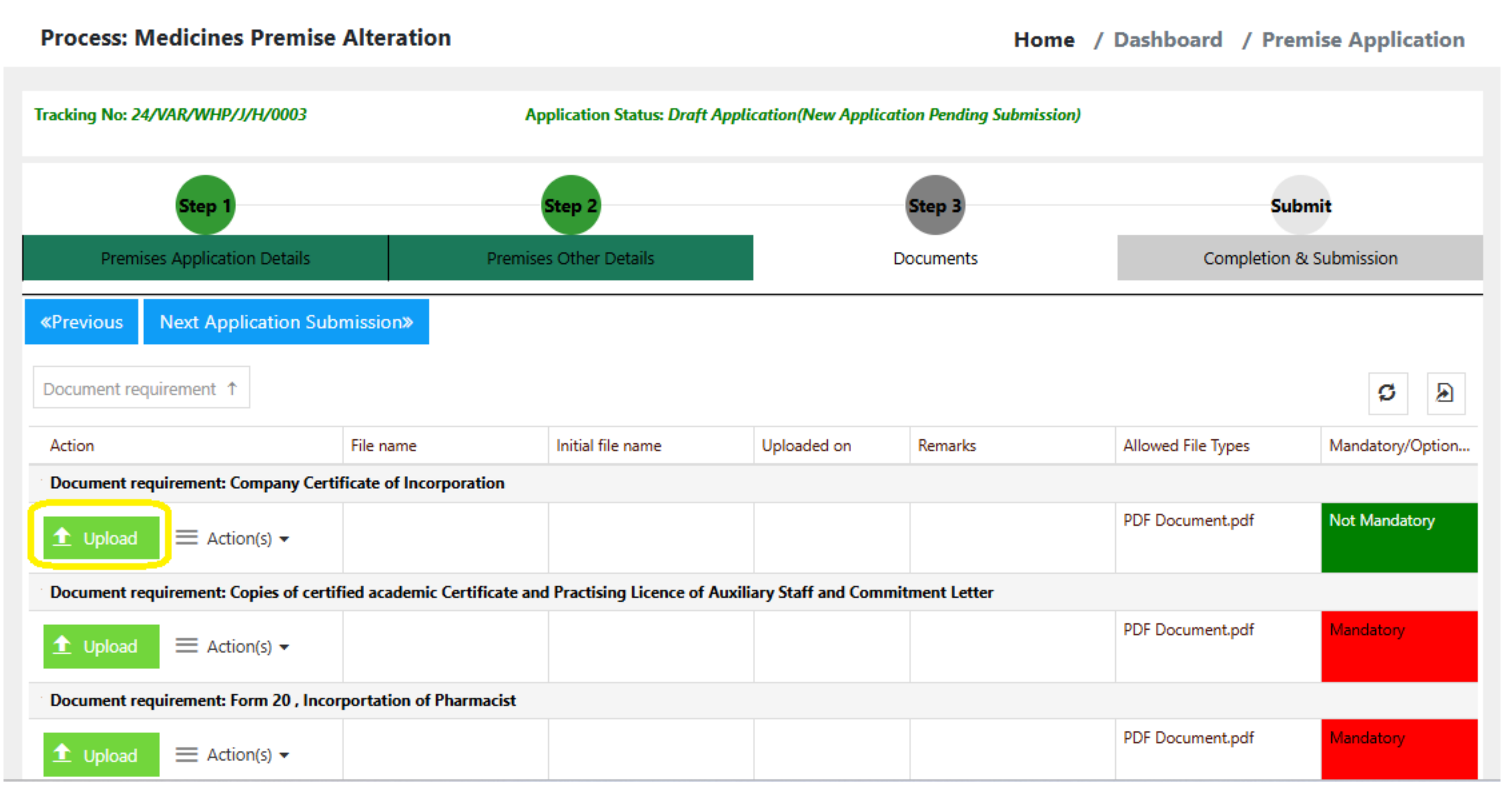
14. The system will then auto-fill the details. Click the green **Save Premises Location Details** button.



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

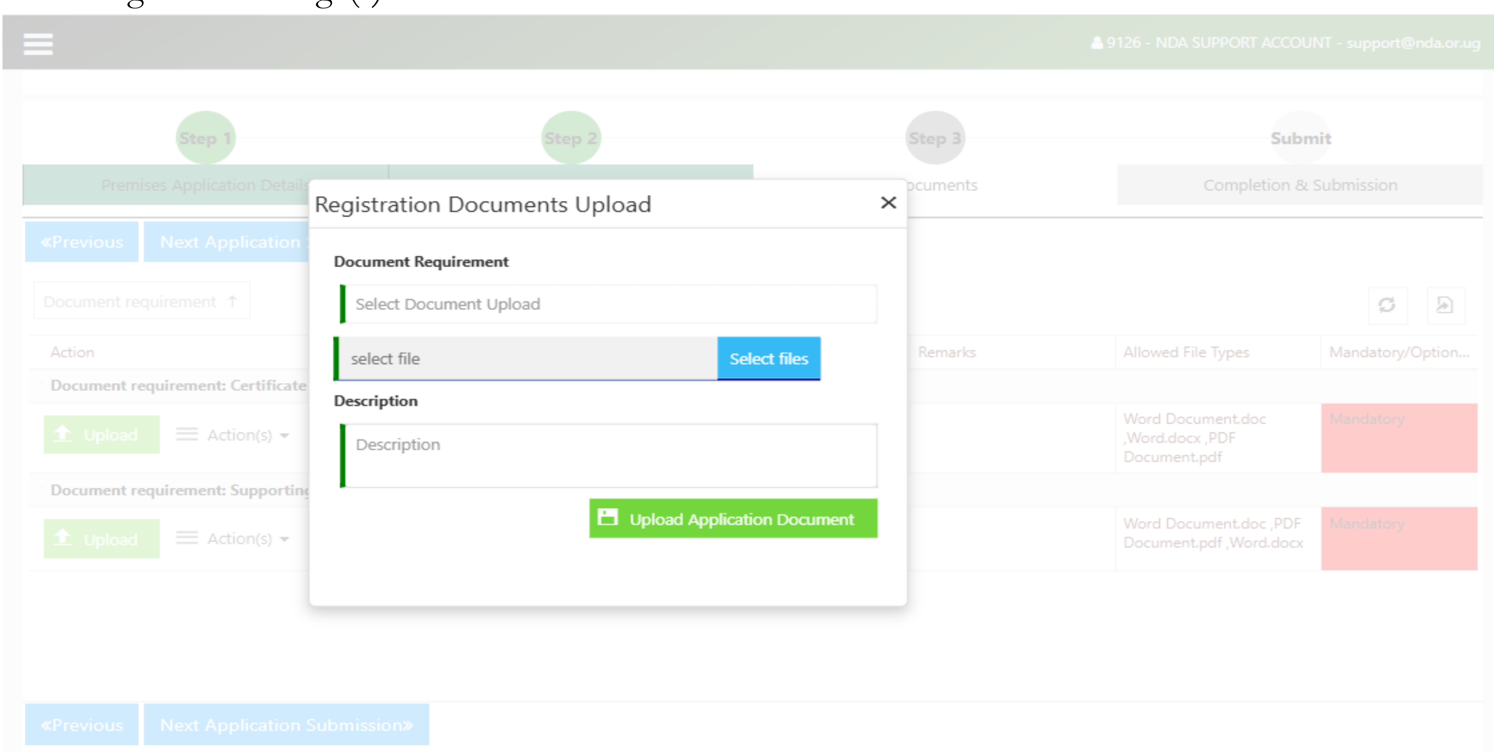
📎 Step 3: Upload Required Documents

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.

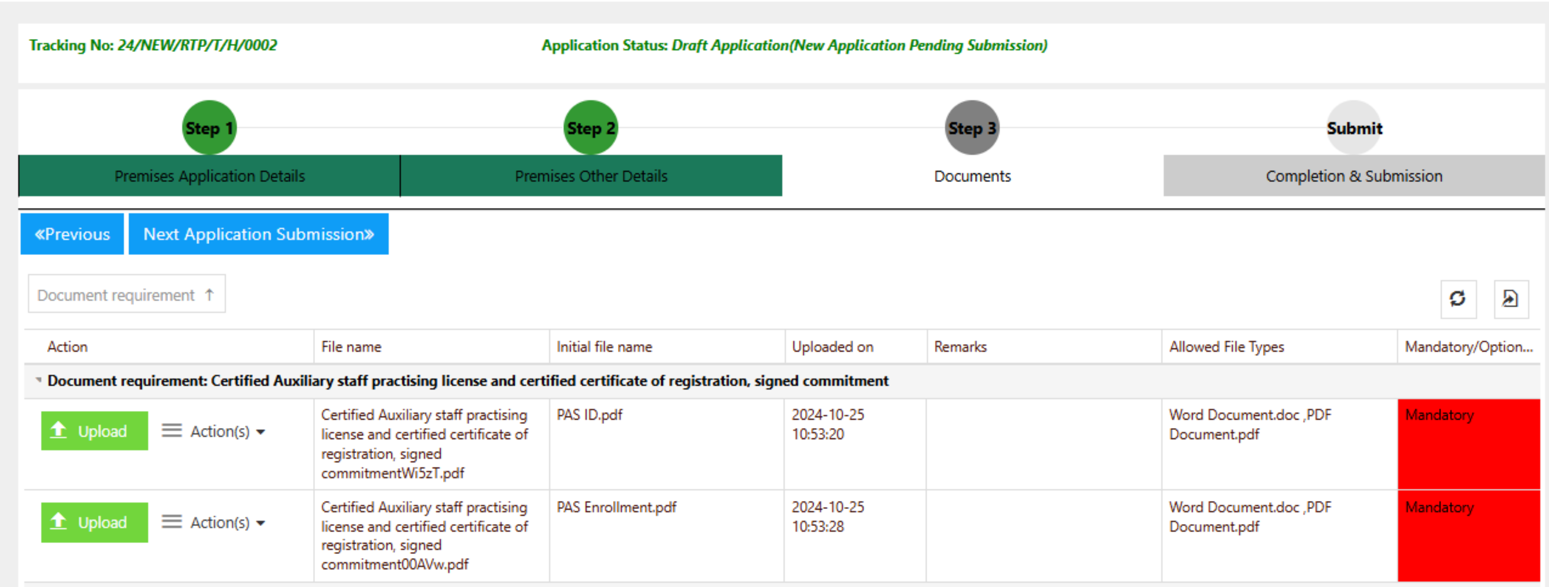


3. Select your file from the browser and click **Upload Application Document**.
   - Red field = Mandatory
   - Green field = Optional

🔍 **Tip:** Upload documents that pertain to the new pharmacist/incharge, auxiliary staff or company according to the change(s) selected.

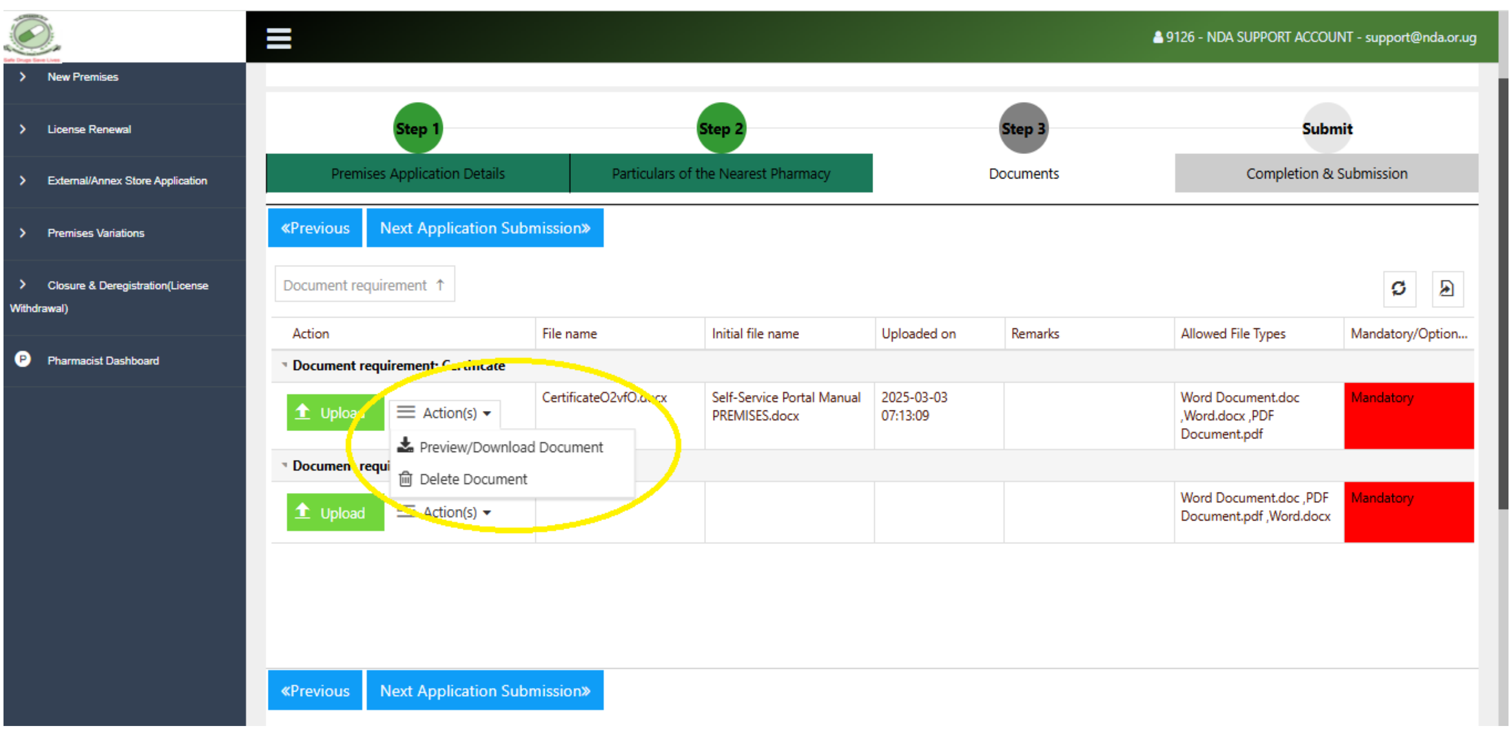


4. The system displays the document name and upload date after a successful upload.



🔍 **Tip:** Preview documents before submission:

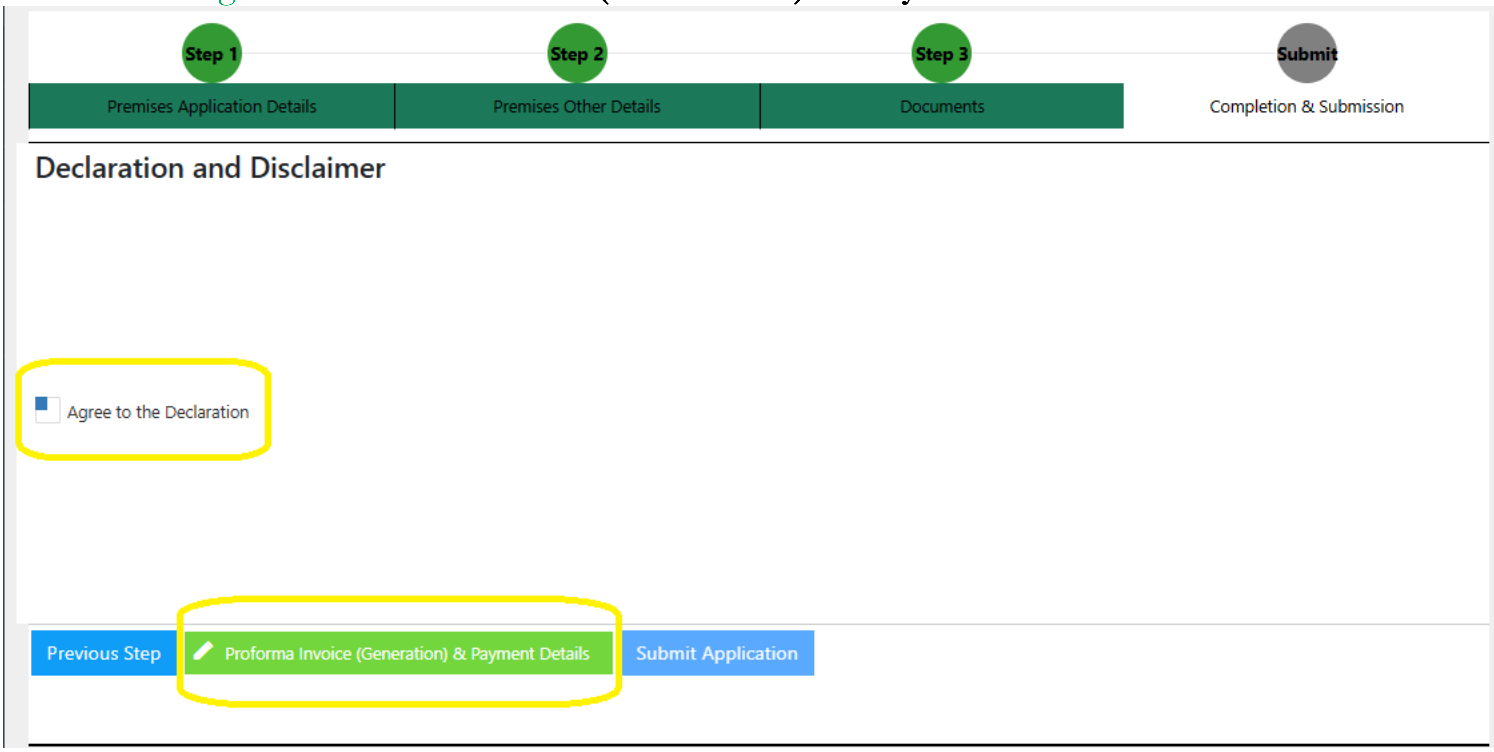
- Click **Action(s)** > **Preview** or **Delete**.



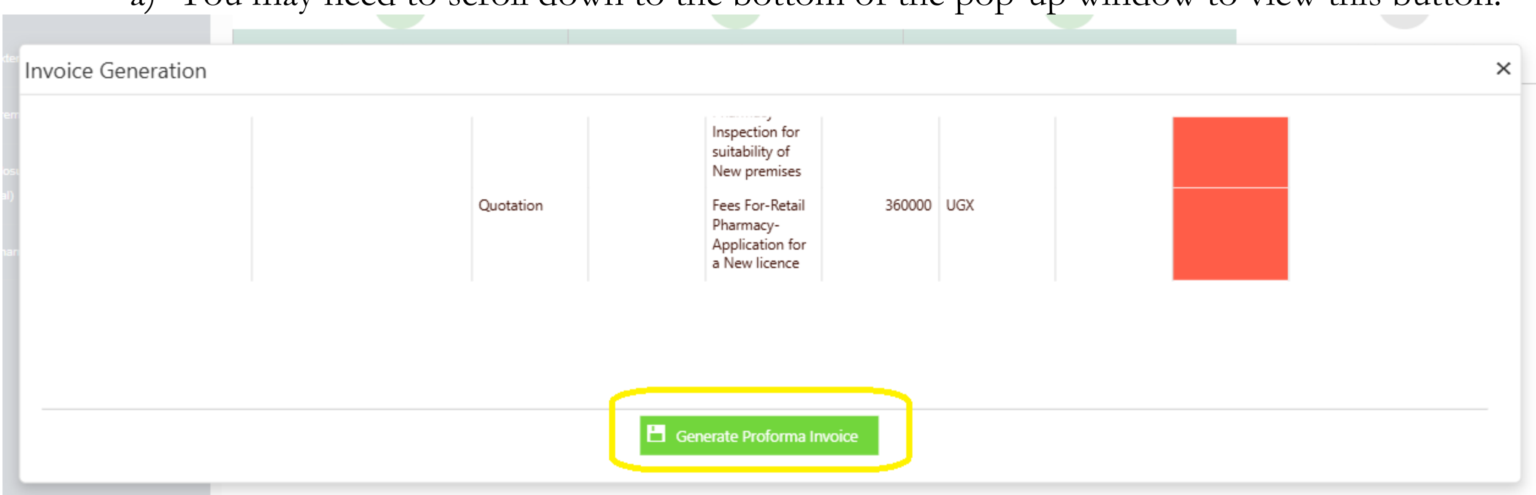
5. Click the blue **Next Application Submission** button.

Step 3: Submit Your Application

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

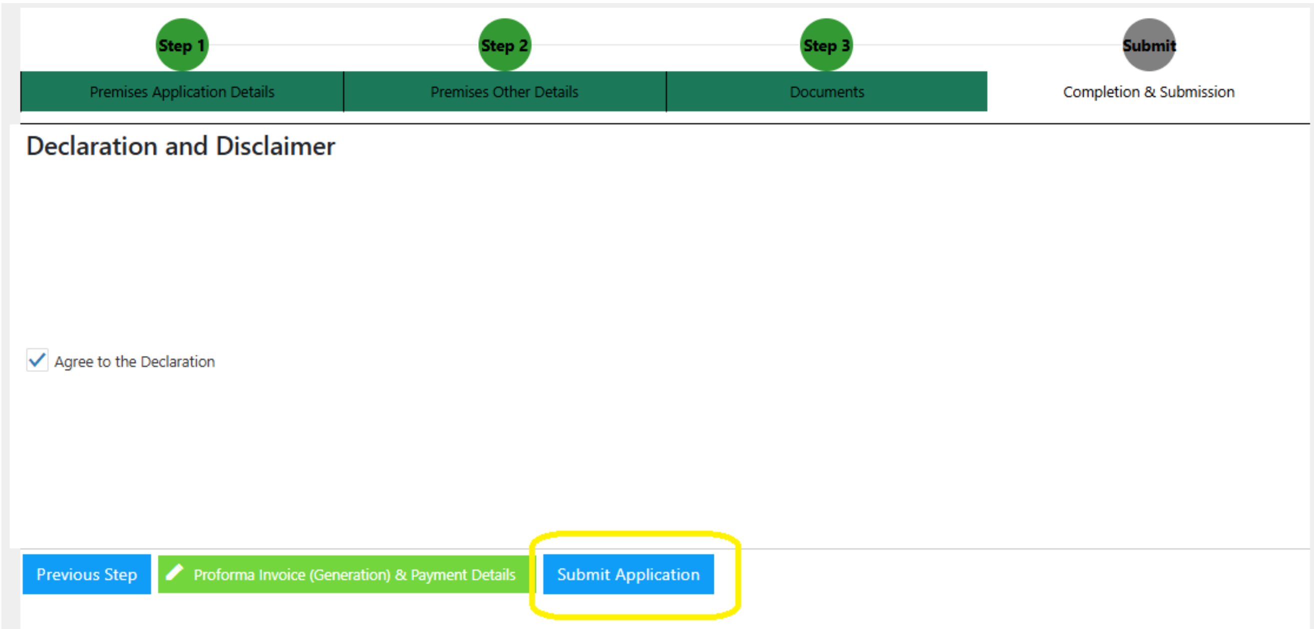


3. Click the **green Generate Proforma Invoice** button to generate the invoice.
   a) You may need to scroll down to the bottom of the pop-up window to view this button.



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.



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