



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**.

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

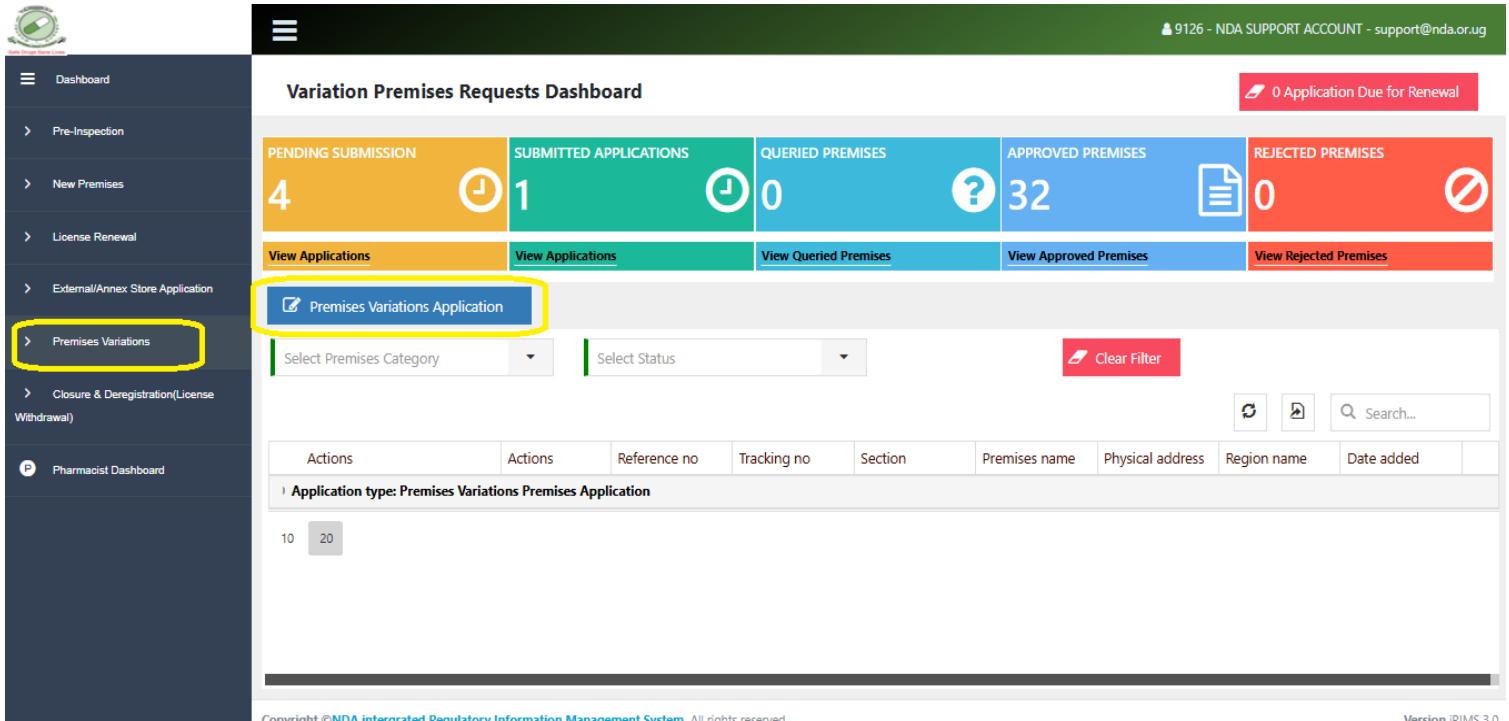
This also provides various actions on the initiated premise application, including:

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.

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.



The screenshot shows the 'Variation Premises Requests Dashboard' interface. On the left is a dark sidebar menu with options: Dashboard, Pre-Inspection, New Premises, License Renewal, External/Annex Store Application, Premises Variations (highlighted with a yellow box), Closure & Deregistration(License Withdrawal), and Pharmacist Dashboard. The main content area has a green header with a user profile icon, ID 9126, and email support@nda.or.ug. Below the header is a dashboard with five colored cards: PENDING SUBMISSION (4), SUBMITTED APPLICATIONS (1), QUERIED PREMISES (0), APPROVED PREMISES (32), and REJECTED PREMISES (0). Each card has a 'View Applications' or 'View Rejected Premises' link. A blue button labeled 'Premises Variations Application' is highlighted with a yellow box. Below the cards are filters for 'Select Premises Category' and 'Select Status', a 'Clear Filter' button, and a search bar. A table with columns: Actions, Reference no, Tracking no, Section, Premises name, Physical address, Region name, and Date added is shown. The table has one row with a '10' and a '20' in the first column. At the bottom, there is a copyright notice for NDA and a version number 3.0.

Actions	Reference no	Tracking no	Section	Premises name	Physical address	Region name	Date added
10 20							

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

Variation Premises Requests Dashboard

0 Application Due for Renewal

PENDING SUBMISSION	SUBMITTED APPLICATIONS	QUERIED PREMISES	APPROVED PREMISES	REJECTED PREMISES
4	1	0	32	0
View Applications	View Applications	View Queried Premises	View Approved Premises	View Rejected Premises

[Premises Variations Application](#)

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

Search...

Actions	Actions	Reference no	Tracking no	Section	Premises name
Application type: Premises Variations 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/VAR/WHP/J/H/0001		BIOGEN PHARMA LIMITED
Proceed with Application	Action ▼		24/VAR/WHP/J/H/0003		Aim Pharmaceuticals Ltd
Proceed with Application	Action ▼		24/VAR/WHP/J/H/0004		Aim Pharmaceuticals Ltd

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

Initiate Change Request for Premises

Select Change Request Type

Select Change Request Type

☐ Select All

☐ Change of Auxiliary Staff

☐ Change of Location

☐ Change of Incharge/Supervising Pharmacist

☐ Change of Name and Management

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

Initiate Change Request for Premises

Select Change Request Type

Change of Auxiliary Staff

Change of Location

Change of Incharge/Supervising Pharmacist

Change of Name and Management

Initiate Variation Application

6. Select your 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 ↑

Actions

Name

Reference no

Premise no

Physical address

Postal address

Region name

Registration Status

Validity Status

Premises Category/Type:

Premises Licensing

MCM PHARMACEU...

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.

Process: Premises Applications Alteration Request

Home / Dashboard / Premise Application

Tracking No:

Application Status: New

Step 1

Step 2

Step 3

Submit

Premises Application Details

Premises Other Details

Documents

Completion & Submission

Premise Details

Premise Category

Wholesale Pharmacy

Is This Application made for:

Company

Business/Company Registration No

80034486991806

Name of the Company/Pharmacy

MCM PHARMACEUTICAL LTD

Registration Date

1/12/2023

TIN

1038867470

Product Category

Human

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.

Supervising Pharmacist Details		
P.S.U Registration No	Full Names	P.S.U Registration Date
<input type="text" value="263"/>	<input type="text" value="Full Name"/>	<input type="text"/>
Telephone No	Email Address	Qualification of Applicant
<input type="text" value="Telephone"/>	<input type="text" value="Email"/>	<input type="text" value="Select Qualification"/>
Country	District	Region
<input type="text" value="Select Country"/>	<input type="text" value="Select District"/>	<input type="text" value="Select..."/>

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.

Process: Medicines Premise AlterationHome / Dashboard / Premise Application

Tracking No: 24/VAR/WHP/J/H/0001 **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](#)

[«Previous](#) [Next Documents »](#)

🐼 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.

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

<input type="checkbox"/>	Action	Director full name	Director email address	Director telephone no	Shares	Qualification
	<div>Edit</div> <div>Delete</div>	JOHN DOE	john@ymail.cm	1234	50%	DIPLOMA ANIMAL HEALTH ...

2. 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

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

<input type="checkbox"/>	Action	Director full name	Director email address	Director telephone no	Shares	Qualification
No data						

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

Directors or Partners Details

Full Names

Telephone No

Email Address

John Doe

1234

johndoe@gmail.com

Qualification

Shares

Country

DIRECTOR

100

UGANDA

Save Directors Details

Change of Auxiliary Staff

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

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

<input type="checkbox"/>	Action	Personnel name	Email address	Telephone no	Qualification	Position
	<div>Edit Delete</div>	AGABA ALEX	agabaalex1@gmail.com	+256759040113	REGISTERED NURSE	Pharmacy Staff

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

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

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

<input type="checkbox"/>	Action	Personnel name	Email address	Telephone no	Qualification	Position
--------------------------	--------	----------------	---------------	--------------	---------------	----------

6. 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 Telephone No Email Address

Full Name Telephone Email

Qualification Personnel Position

Qualification Personnel Position

Save Staff Details

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.

Staff Details

Drag a column header here to group by that column

Search: AGABA A

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

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

Staff Details

Drag a column header here to group by that column

Full Name: NAMATAKA AGNES

Telephone No: 0704671233

Email Address: agnesnamataka2@gmail.com

Qualification: REGISTERED NURSE

Personnel Position: Personnel Position

[Save Staff Details](#)

Change of Location

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

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	

11. To add a nearest pharmacy to your new location, 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

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

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

Nearest Pharmacy Location

Name **QSearch Pharmacy** **Distance (meters)** **Country**

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

 Save Premises Location Details

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

Nearest Location Premises

Drag a column header her...

Search...

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

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

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

Nearest Pharmacy Location

Name: ABACUS PHARMA (AFRICA) I

Distance (meters): Enter Distance

Country: UGANDA

District: Kampala

Region: Kampala Extra - Akamwesi

Street/Road: KAWEMPE

Save Premises Location Details

15. 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.

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

The screenshot displays the 'Registration Documents Upload' modal in the NDA Support Account system. The modal is overlaid on a background interface that includes a progress bar with four steps: Step 1 (Premises Application Details), Step 2 (Registration Documents Upload), Step 3 (Documents), and Submit (Completion & Submission). The background also shows a table with columns: Remarks, Allowed File Types, and Mandatory/Optional.

The modal itself has a title bar 'Registration Documents Upload' with a close button. It contains two main sections:

- Document Requirement:** This section includes a text input field labeled 'Select Document Upload', a 'select file' button, and a 'Select files' button.
- Description:** This section includes a text input field labeled 'Description'.

At the bottom of the modal, there is a green button labeled 'Upload Application Document' with a document icon.

The background interface shows a progress bar with four steps: Step 1 (Premises Application Details), Step 2 (Registration Documents Upload), Step 3 (Documents), and Submit (Completion & Submission). Below the progress bar, there are navigation buttons: '<Previous' and 'Next Application'. Below these, there is a 'Document requirement' dropdown menu. Below the dropdown, there are two rows of information:

- Document requirement: Certificate
- Document requirement: Supporting

Each row has an 'Upload' button and an 'Action(s)' dropdown menu. Below this, there is a table with columns: Remarks, Allowed File Types, and Mandatory/Optional.

Remarks	Allowed File Types	Mandatory/Optional
	Word Document.doc, Word.docx, PDF Document.pdf	Mandatory
	Word Document.doc, PDF Document.pdf, Word.docx	Mandatory

At the bottom of the background interface, there are navigation buttons: '<Previous' and '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 commitmentWi5zT.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
Document requirement: Certificate						
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 progress bar at the top with four steps: Step 1 (Premises Application Details), Step 2 (Premises Other Details), Step 3 (Documents), and a final Submit button (Completion & Submission). Step 3 is currently active. Below the progress bar, the section is titled "Declaration and Disclaimer". There is a checkbox labeled "Agree to the Declaration" which is currently unchecked. At the bottom of the form, there are three buttons: "Previous Step" (blue), "Proforma Invoice (Generation) & Payment Details" (green), and "Submit Application" (blue). The green button is highlighted with a yellow rectangle.

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

At the bottom of the window, there is a green button labeled "Generate Proforma Invoice" which is highlighted with a yellow rectangle.

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 StepProforma Invoice (Generation) & Payment DetailsSubmit Application

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