

External User Guide

Cancellation of a Pharmaceutical Facility's License

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2. Service Overview

Enables pharmaceutical facilities to cancel their current licenses with one of the following cancellation types:

- Permenant Cancelation
- Temporary Cancelation

3. Service Channel



Website

4. Service Target Audience



Facility

5. Service Prerequisites

1

The facility has to pay all related fines when going through any cancellation type.

2

For permanent cancellation, pharmacy staff licenses must be cancelled or transferred prior to the cancellation of the facility.

3

For temporary cancellation for re-registration, If the license expired and exceeds 180 days, the applicant can apply only for temporary cancellation for re-registration or Permanent cancellation.

4

For Temporary cancellation for changing pharmaceutical owner, facility must have final approval license before submitting for cancellation and the license should be valid or expired and within 180 days from expiry date.

5

For permanent cancellation, all staff license should be cancelled or transferred.

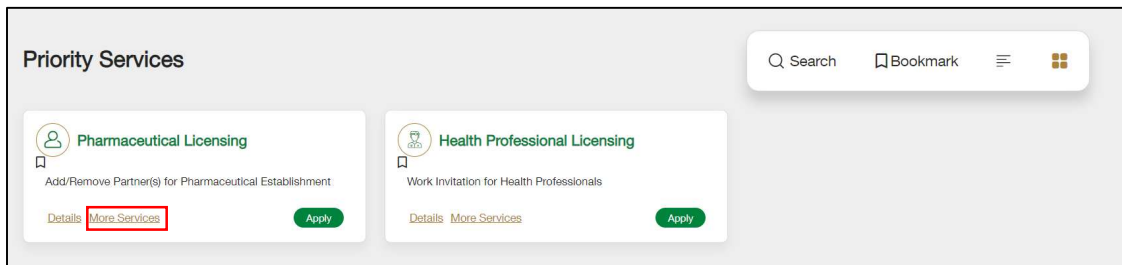
6. Service Outputs



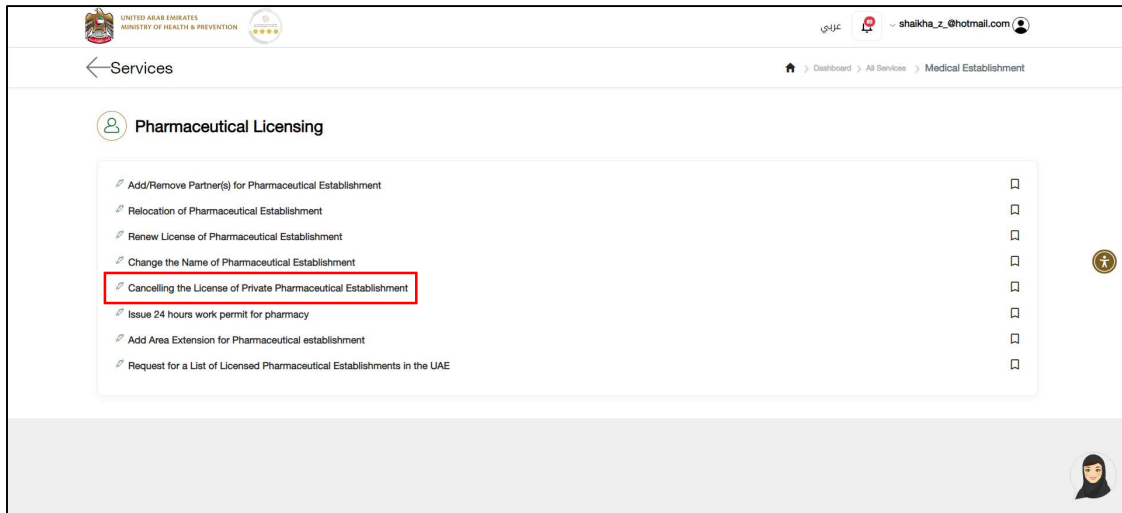
Cancel Pharmaceutical Establishment License

7. Submit Service Request

Open the form from the services list

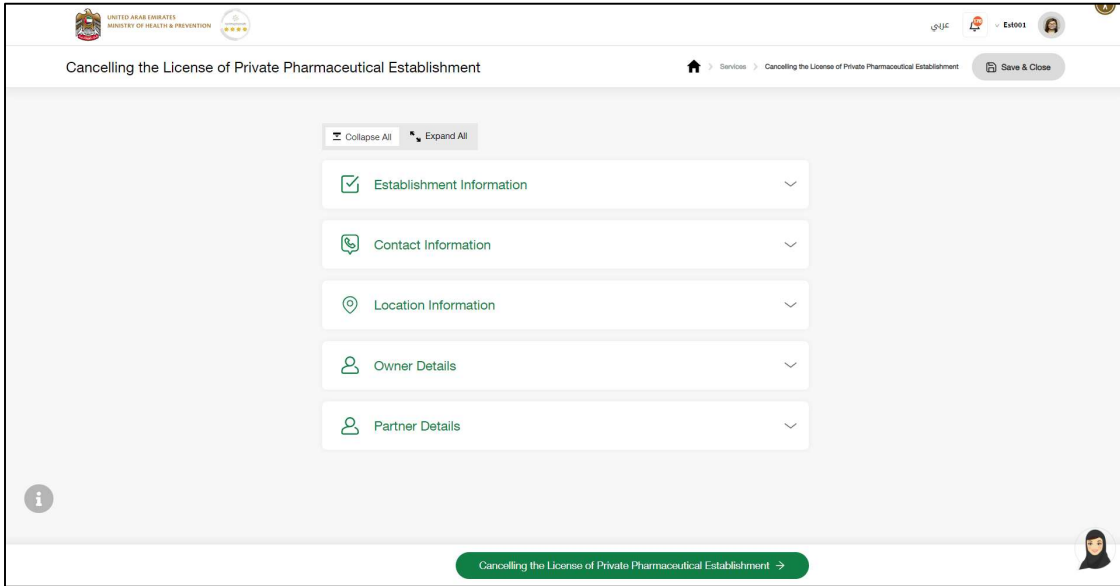


Click on the “More Services”

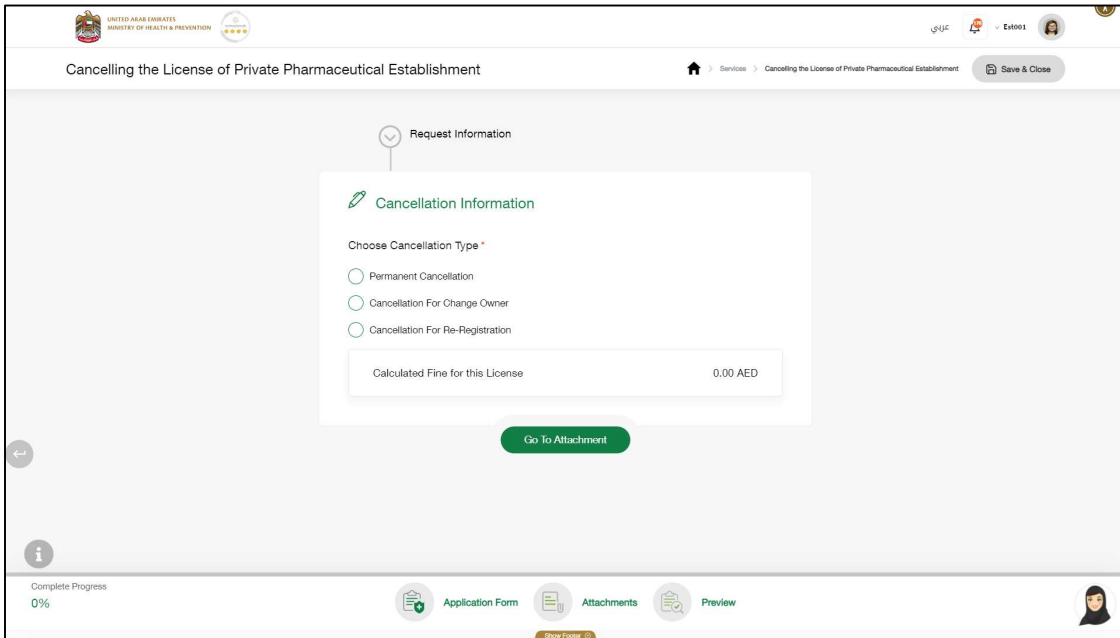


Clicks on the apply for “Cancelling the License of Private Pharmaceutical Establishment” button.

Start the application process by reviewing your details and clicking on “Cancelling the License of Private Pharmaceutical Establishment”



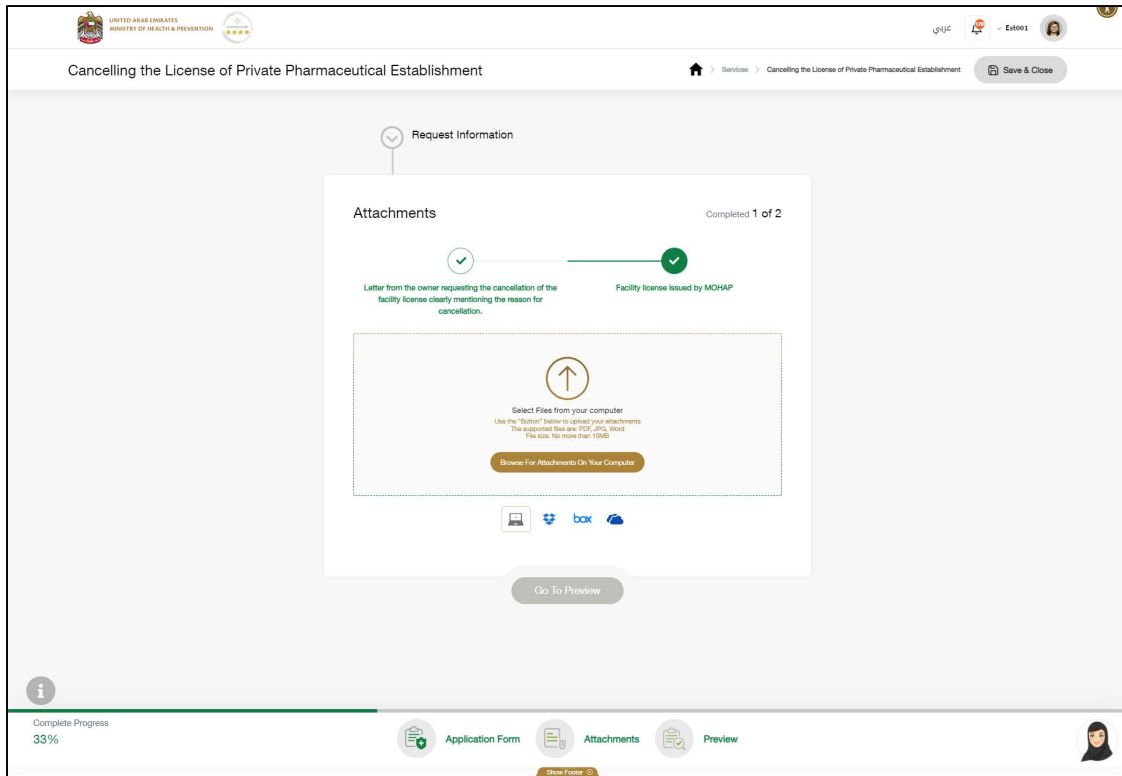
Start the application by choosing the cancellation type



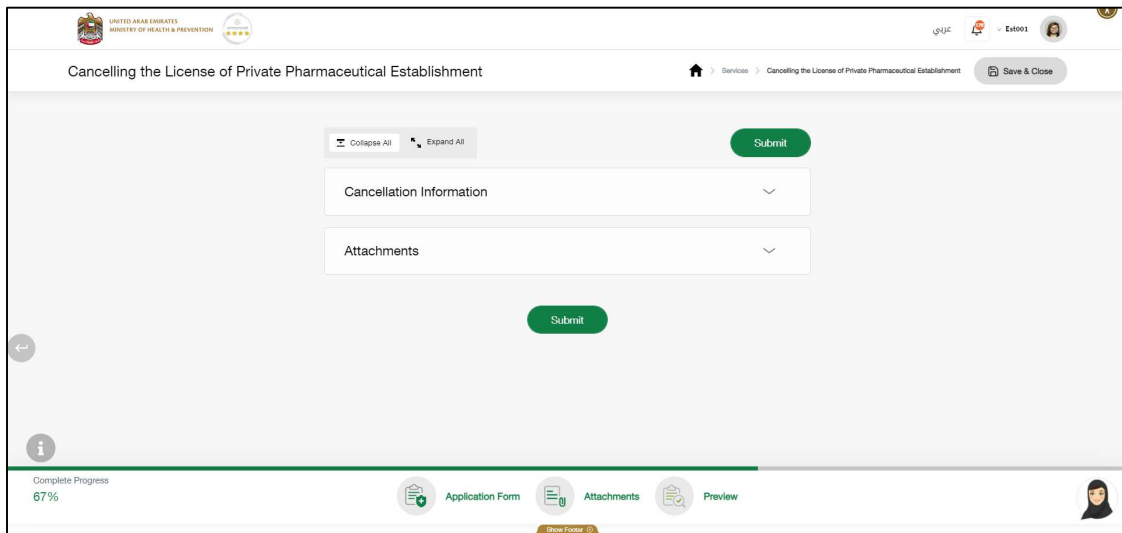
If you choose the **permanent cancellation** option, this message will appear: *All staff should be removed or transferred from the facility license to proceed with your permanent cancellation application.*

If you choose the **cancellation for re-registration** option, this message will appear: *Please Note that upon cancellation of re-registration of pharmaceutical establishment, all the old information will remain, and you cannot update it.*

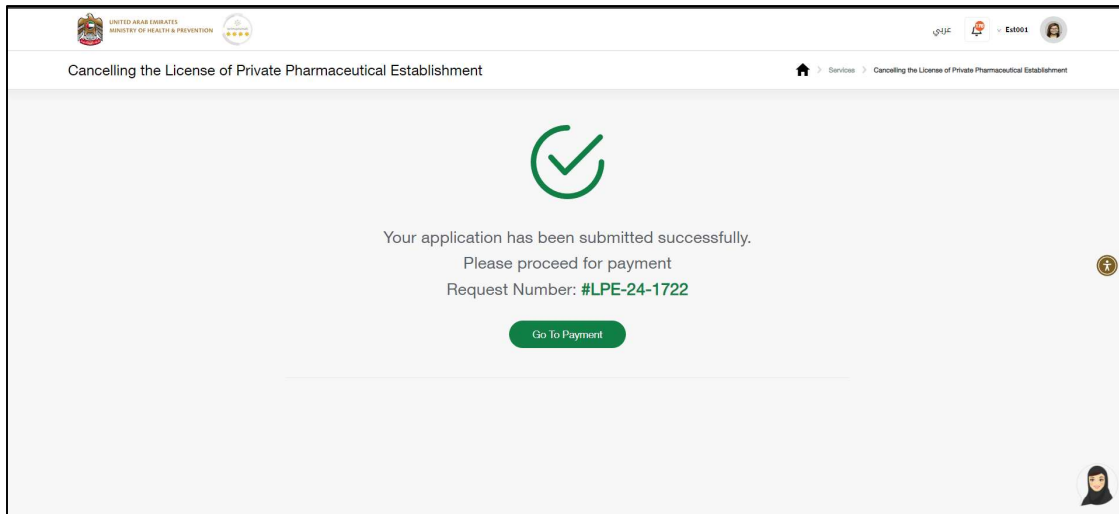
Upload the required attachment(s)



Preview the application and edit it if required

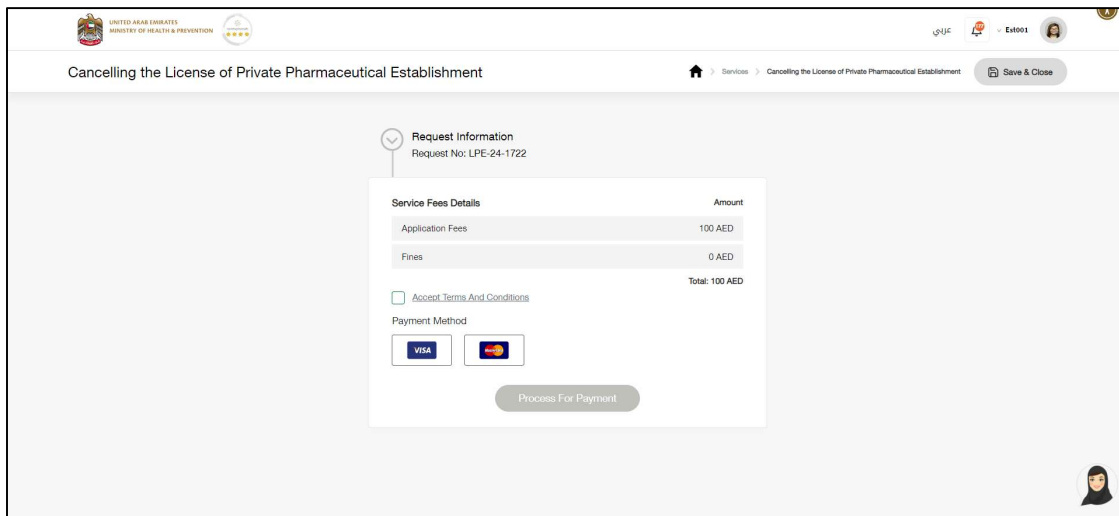


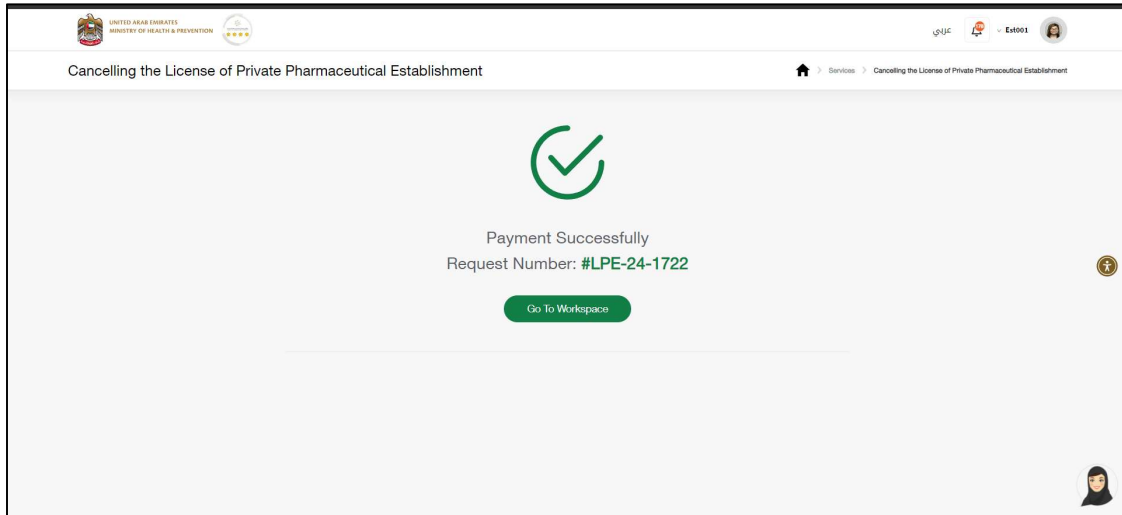
Submit the application



Confirmation that your request has been successfully submitted and payment for the application fee is now required.

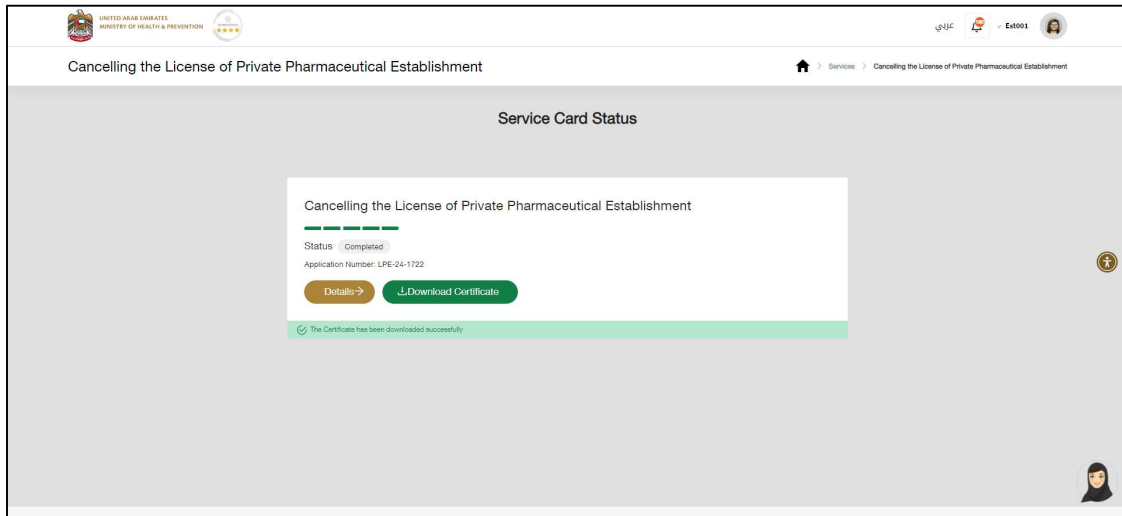
Make the payment for the application fee





A confirmation for successful completion of payment.

Download the approval letter(s) or certificates



you can download the certificate from the 'My Certificate' section.