

External User Guide

Modifying of Pharmaceutical Facility License

1. Service Overview

Enables licensed pharmaceutical facilities to apply for change to a new name.

2. Service Channel



Website

3. Service Target Audience



Facility

4. Service Outputs

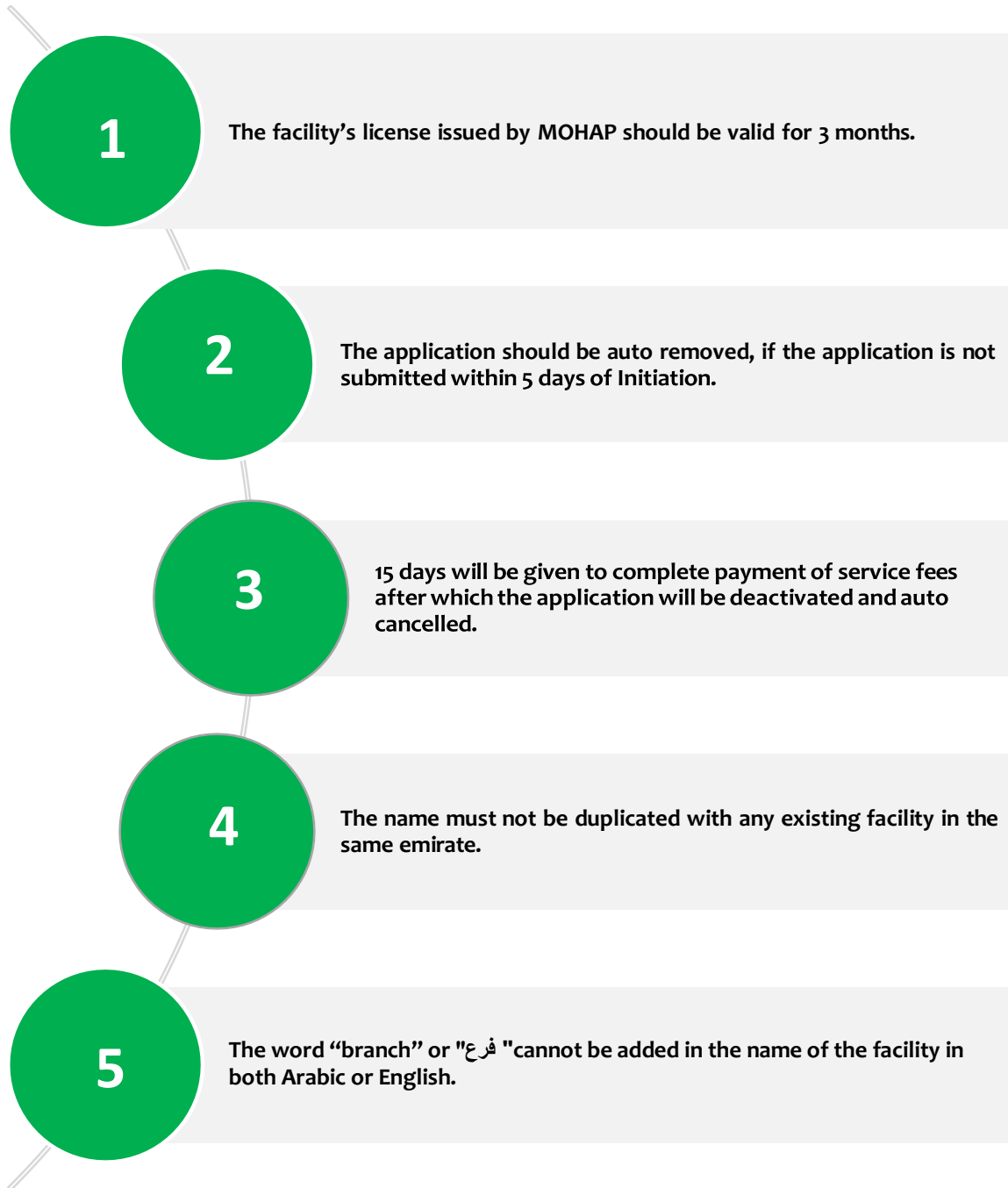


“NOC Letter for DED”

“Initial Approval Letter”

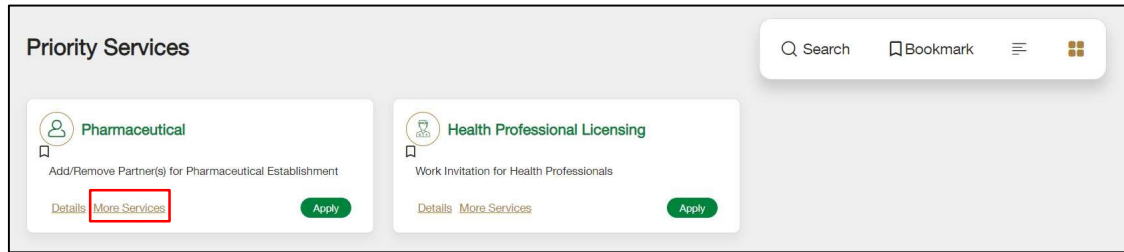
“Final Pharmaceutical Establishment License”

5. Service Prerequisites

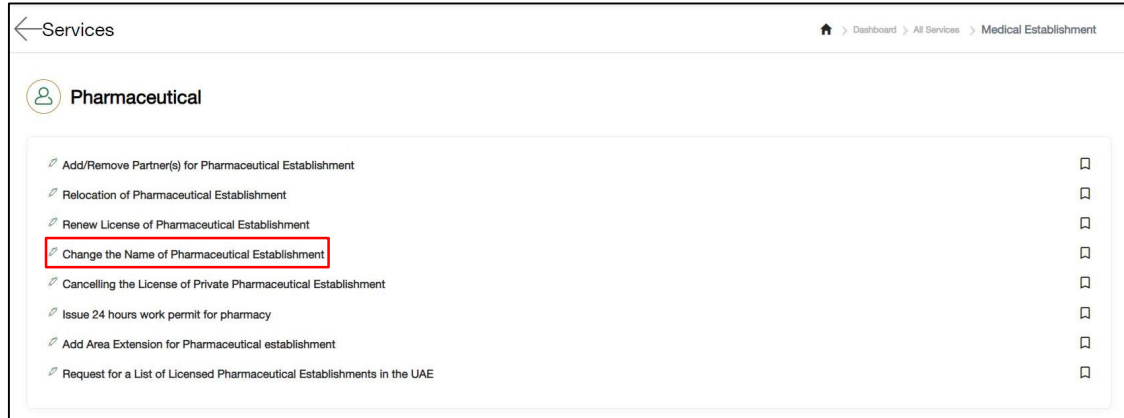


6. Submit Service Request

Open the form from the services list



Click on the “More Services”



Clicks on the apply for “Change the Name of Pharmaceutical Establishment” button.

6.1 Initial Approval

Start the application process by reviewing your details and clicking on “Change the Name of Pharmaceutical Establishment”

The screenshot shows the 'Change the Name of Pharmaceutical Establishment' page. At the top, there's a header with the United Arab Emirates Ministry of Health & Prevention logo and the user's email 'shaikha_x@hotmail.com'. The main title is 'Change the Name of Pharmaceutical Establishment'. Below the title, there's a 'Collapse All' and 'Expand All' toggle. A list of sections is displayed, each with a checkmark icon and a dropdown arrow: Establishment Information, Contact Information, Location Information, Owner Details, and Partner Details. At the bottom, there's a green button labeled 'Change the Name of Pharmaceutical Establishment'.

The screenshot shows the 'Name Change Information' form. It includes the following fields:

- Establishment Name (English)*
- Establishment Name (Arabic)*
- The Reason Of Name Change*
- Old Name Information:
 - Establishment Name (English): Life Pharmacy
 - Establishment Name (Arabic): صيدلية لايف

 A green button at the bottom is labeled 'Go To Attachments'. The page also shows a progress bar at the bottom indicating 'Complete Progress 0%' and a navigation bar with 'Application Form', 'Attachments', and 'Preview' tabs.

Fill in all the details in the fields and click on “Go to Attachments” button.

Upload the required attachment(s)

Change the Name of Pharmaceutical Establishment

Request Information

Attachments Completed 1 of 3

Facility License issued by MOHAP Establishment Request Letter Economic Department trade Name

Relocation Final Pharmaceutical Establishment License.Pdf

Go To Preview

Complete Progress 33%

Application Form Attachments Preview

Preview the application and edit it if required and click on “Submit” button.

Change the Name of Pharmaceutical Establishment

Collapse All Expand All

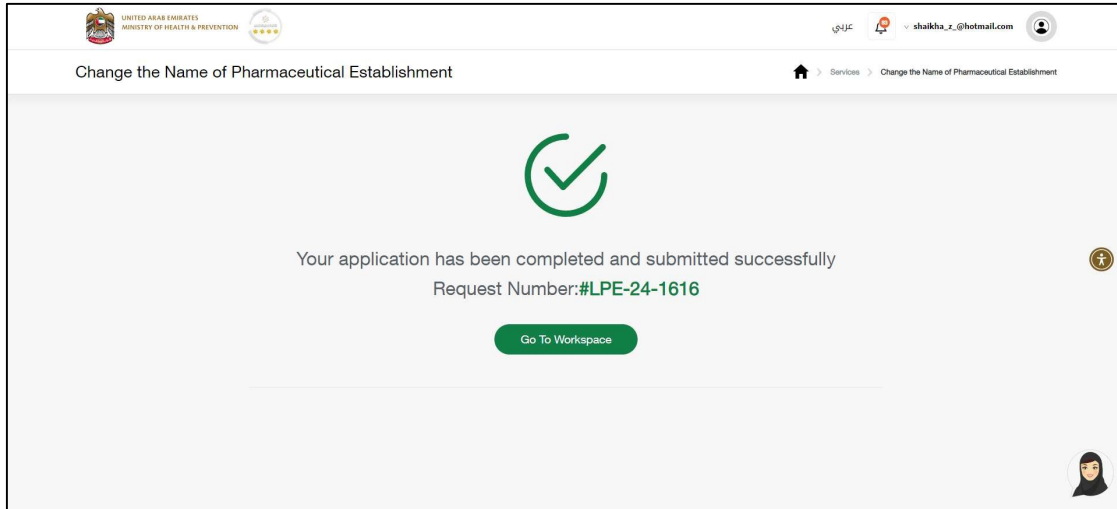
New Name Information

Attachments

Submit

Complete Progress 100%

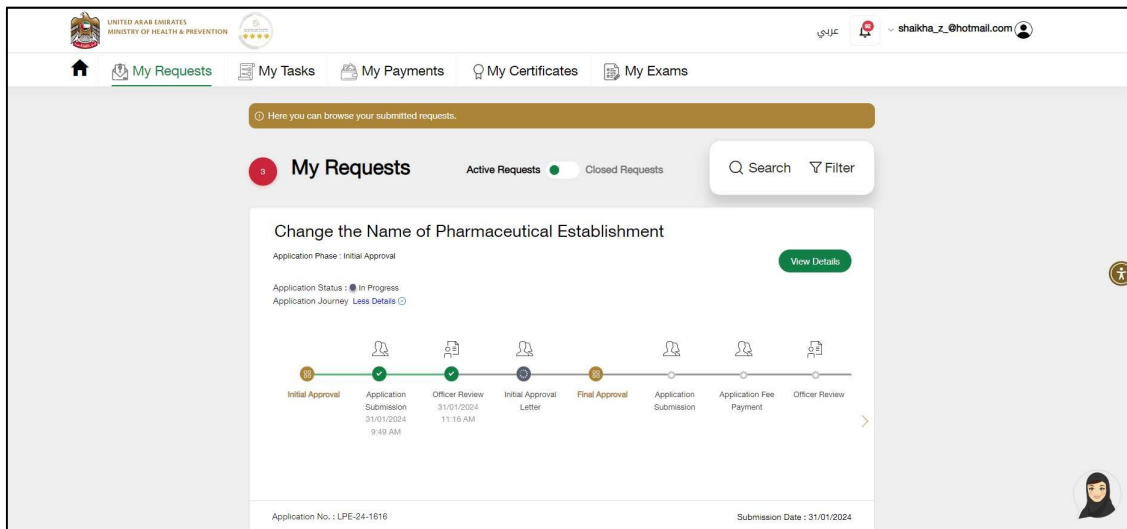
Application Form Attachments Preview

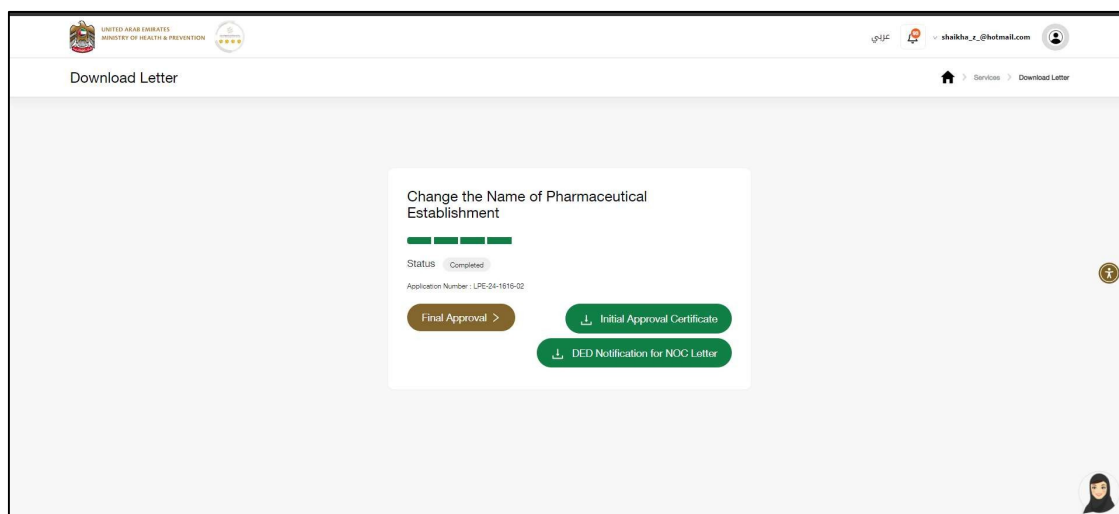
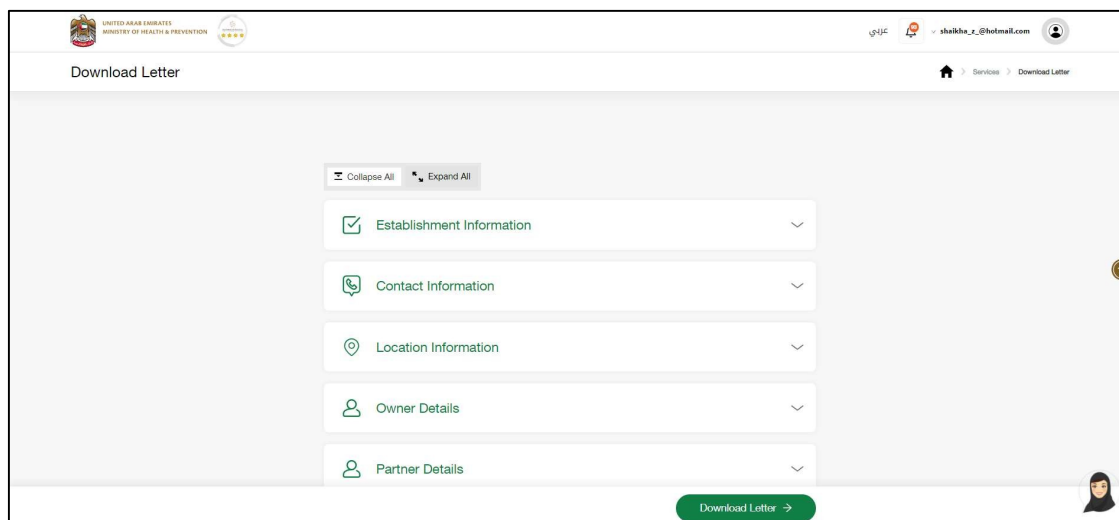


Confirmation that your request has been successfully submitted.

Initial Approval letter

Upon approval, the applicant will receive a notification confirming the issuance of the NOC letter for DED and initial approval letters. These documents can be downloaded from either the email or portal. You may proceed to the final approval stage.





6.2 Final Approval

Upload the required document(s)

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change the Name of Pharmaceutical Establishment

Request Information
Request No: LPE-24-1616

Attachments Completed 1 of 1

Valid Copy Of Establishment Trade License With New Name

Select Files from your computer
Use the "Button" below to upload your attachments
The supported file are: PDF, JPG, Word
File size: No more than 5MB

Browse For Attachments On Your Computer

Valid Copy Of Establishment Trade License.Pdf
25.14 KB

Submit

Complete Progress
100%

Application Form Attachments Preview

Submit the application.

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change the Name of Pharmaceutical Establishment

Your application has been completed and submitted successfully
Request Number: #LPE-24-1616

Go To Payment

Make the payment for the application fee

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change the Name of Pharmaceutical Establishment

Request Information
Request No: LPE-24-1616

Service Fees Details	Amount
Application Fees	100 AED
Total: 100 AED	

☒ Accept Terms And Conditions

Available payment methods

VISA

Process For Payment

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Change the Name of Pharmaceutical Establishment

Payment successful
Request Number: #LPE-24-1616

Go To Workspace

A confirmation for successful completion of payment.

Make the payment for the service fee

Once approved, the applicant is required to pay a service fee to download the final certificate.

Change the Name of Pharmaceutical Establishment

Request Information
Request No: LPE-24-1616

Service Fees Details	Amount
Service Fee	1000 AED
☒ Accept Terms And Conditions	Total: 1000 AED

Payment Method

[Process For Payment](#)

Change the Name of Pharmaceutical Establishment

Payment Successfully

Request Number: #LPE-24-1616

[Go To Workspace](#)

A confirmation for successful completion of payment.

Download the approval letter(s) or certificates

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

