

External User Guide

Modifying of Pharmaceutical Facility License

1. Service Overview

This service enables the addition and/ or Removal of partner(s) for the semi government and private pharmaceutical establishments including Pharmacy, medical store and medical store for re-export.

2. Service Channel



Website

3. Service Target Audience



Facility

4. Service Outputs



NOC letter DED



Add Partner Initial Approval Letter



Add Partner Final Approval Letter

5. Service Prerequisites

1

MOHAP license should be valid for at least 2 months and not expired.

2

This service is only available for Private and semi government entities.

3

The partner(s) name(s) should be mentioned in the submitted trade license.

4

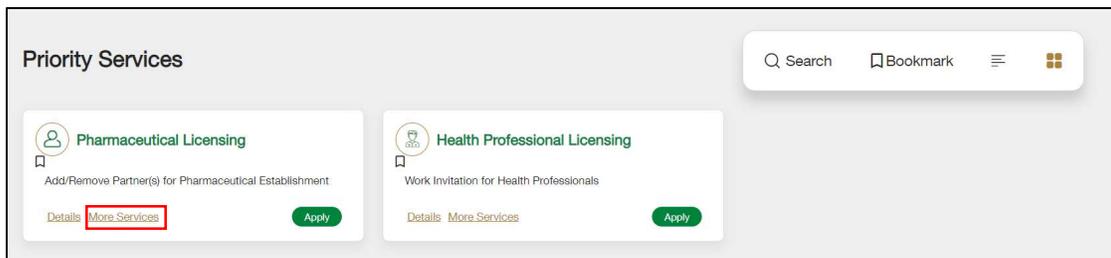
30 days will be given to complete payment of service fees after which the application will be deactivated and auto cancelled.

5

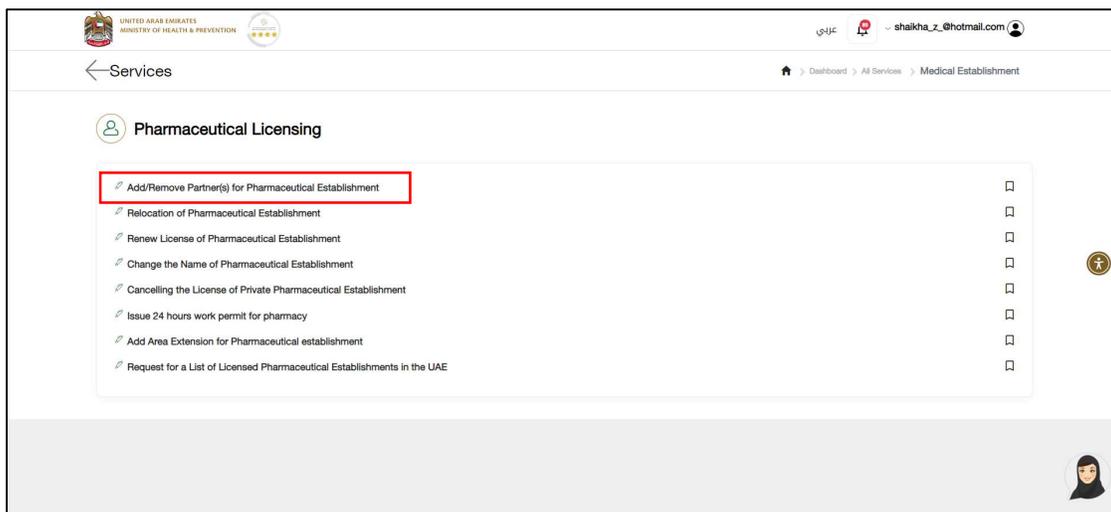
The applicant is allowed to to add or remove more than one partner at the same time on the same request.

6. Submit Service Request

Open the form from the services list



Click on the “More Services”



Clicks on the apply for “Add/Remove Partner(s) for Pharmaceutical Establishment” button.

6.1 Initial Approval

Fill the required information by clicking on (+) to add a partner

You can add and remove multiple partners within the same request.

The screenshot shows a web application interface for managing partners in a pharmaceutical establishment. The page title is "Add/Remove Partner for Pharmaceutical Establishment". The main content area is titled "Request Information" and contains a modal window for "Add New Partner".

The modal window has a green plus icon and the text "Add Partner". Below this, there is a section for "Add New Partner" with a table for entering partner details:

Full Name (English)	Full Name (Arabic)	Emirate ID	Passport NO	Nationality	Share %
No Data					

Below the table, there is a section for "Partners To Be Removed" with a table for selecting partners to be removed:

Select	Full Name (English)	Full Name (Arabic)	Emirate ID	Share %
<input type="checkbox"/>	Leith Zaki Bari Yaseen	ليث زكي بن ياسين	123-4567-8909876-5	

At the bottom of the modal window, there is a "Go To Attachments" button. The main page also features a progress indicator at the bottom left showing "Complete Progress 0%" and a navigation bar at the bottom with icons for "Application Form", "Attachments", and "Preview".

Add New Partner

Personal Image *



Title * Gender Male Female

First Name (English) * Middle Name (English) * Last Name (English) *

First Name -Arabic * Middle Name -Arabic * Last Name - Arabic *

Share Percentage * UAE Citizen * Yes No

Nationality * Passport NO. *

Emirate ID *

Contact Information

Contact Number * Primary Email *

Attachments Completed 0 of 3

Optional

Valid passport copy of the partner. Valid Emirates ID of the partner. Passport size photo with white background.

Select Files from your computer

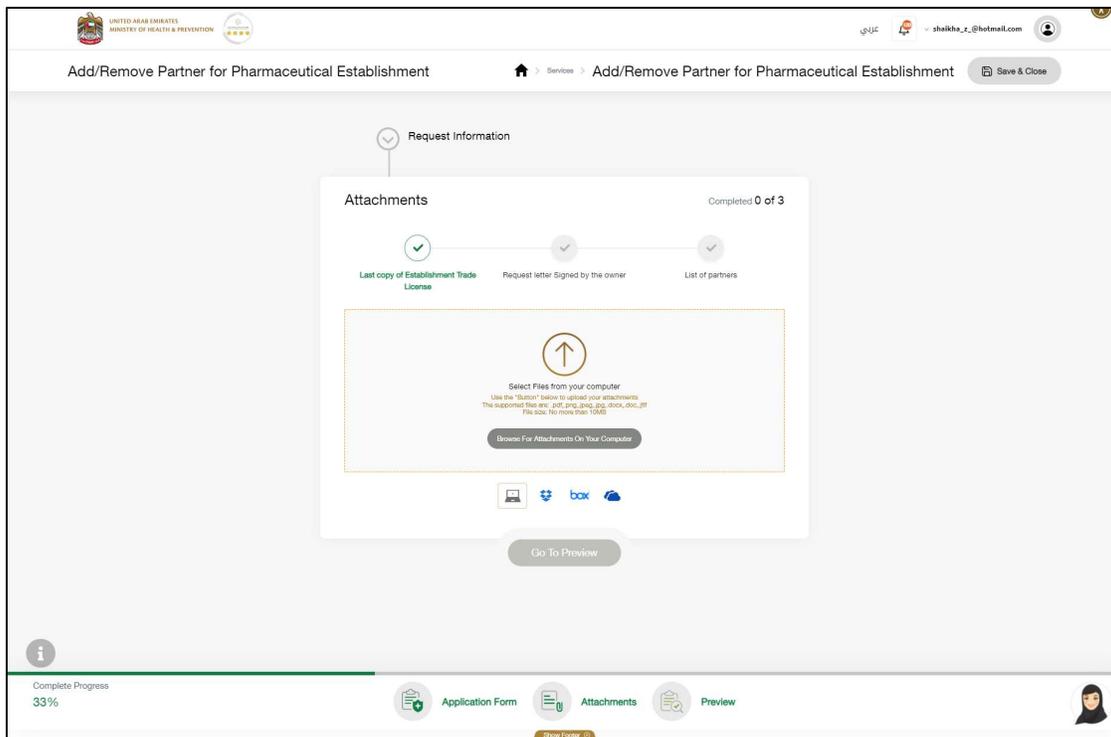
Use the "button" below to upload your attachments

The supported files are: pdf, png, jpeg, zip, ppt, docx, doc

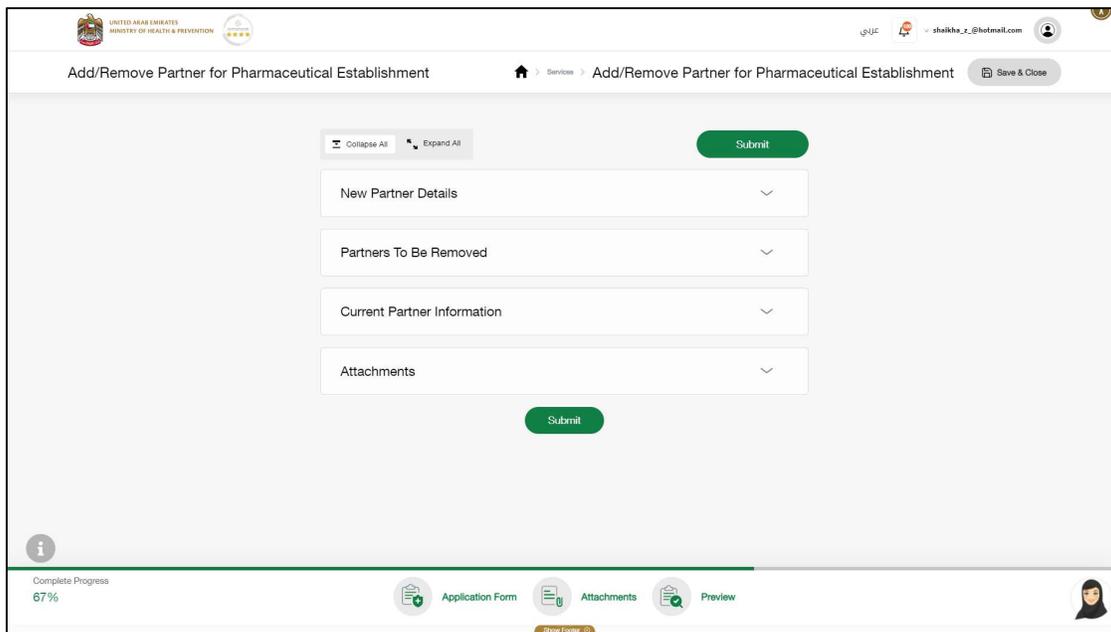
File size: no more than 10MB

Browse For Attachments On Your Computer

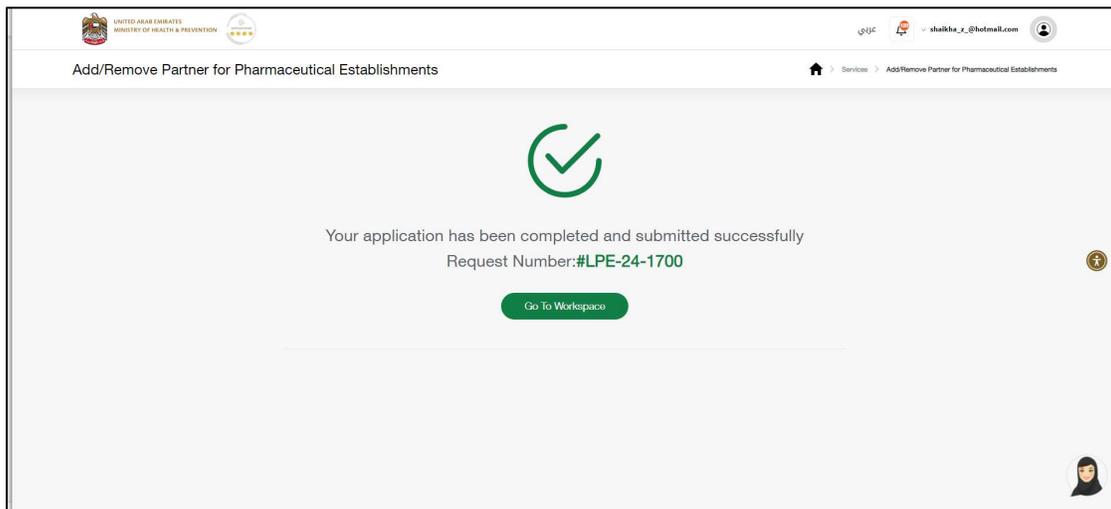
Upload the required attachment(s)



Preview the application and edit it if required

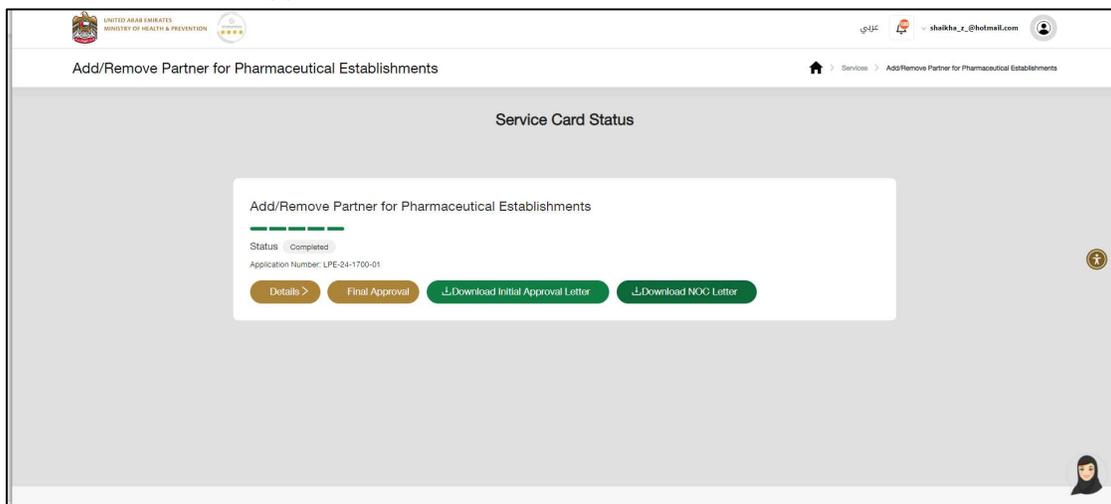


Submit the application



Confirmation that your request has been successfully submitted.

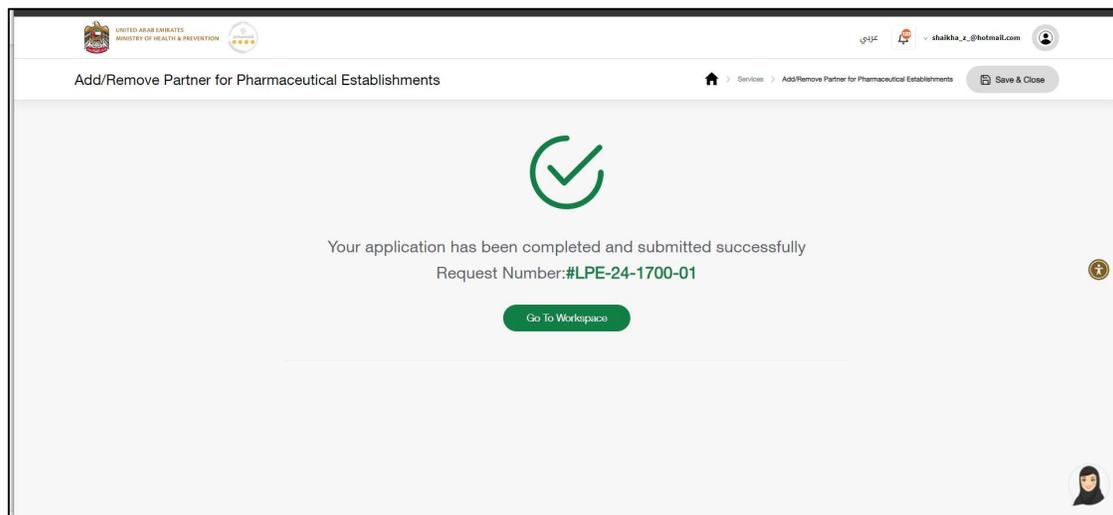
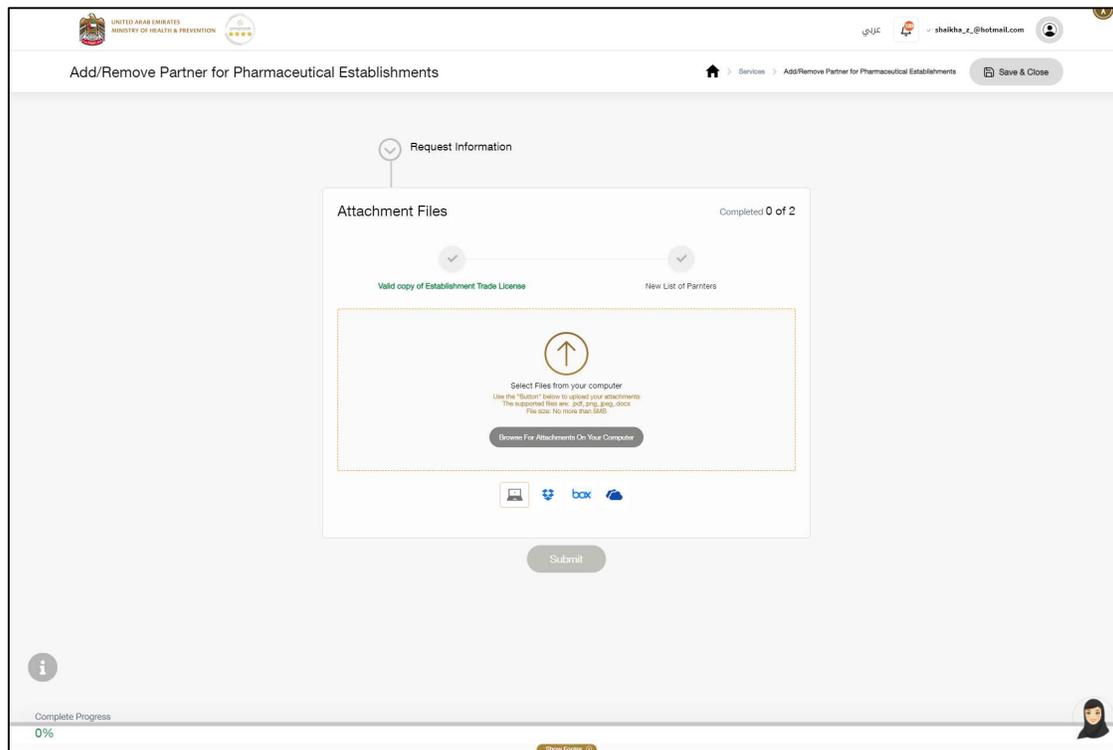
Download the Initial Approval and NOC Letters



Upon approval by the MOHAP auditor, the applicant will receive the initial approval letter and NOC letter for DED via email. Additionally, the documents can be downloaded from the portal under the 'My Certificate' section.

6.2 Final Approval

Upload the required attachment(s)



Confirmation that your request has been successfully submitted.

Download the Final Approval Letter

