External User Guide

Modifying of Pharmaceutical Facility License

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1. Service Overview

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

2. Service Channel

Website

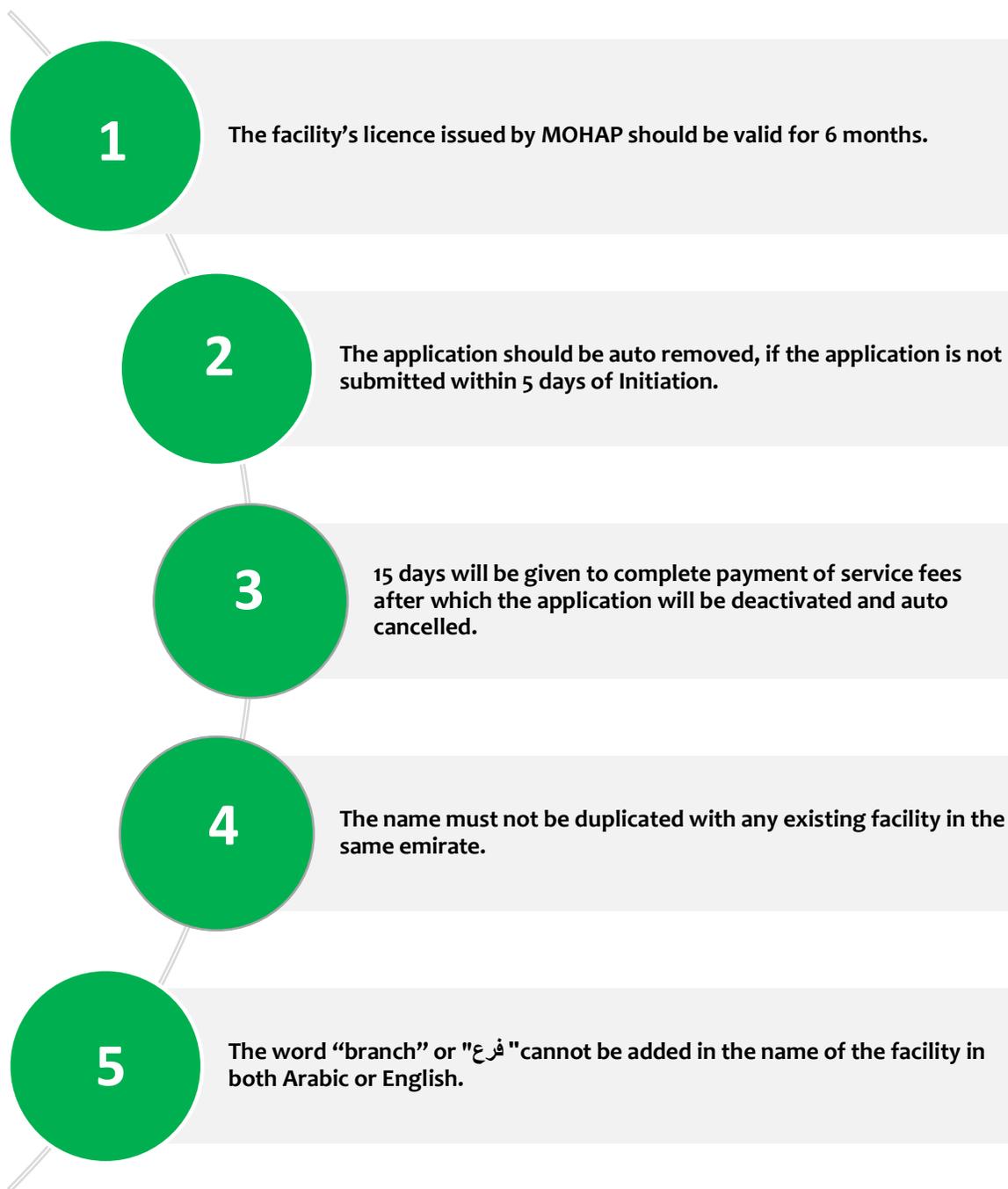# 3. Service Target Audience

Facility

4. Service Outputs

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"NOC Letter for DED"
"Initial Approval Letter"
"Final Pharmaceutical Establishment License"

5. Service Prerequisites

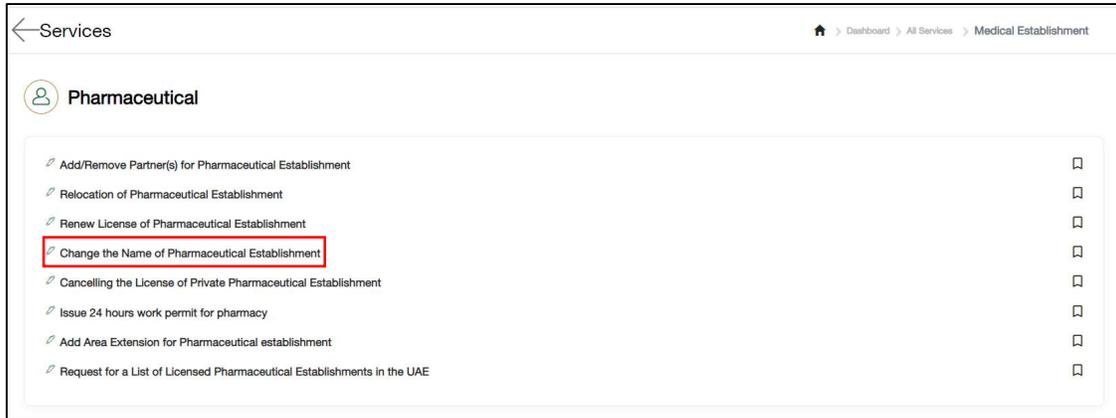**مؤسسة الإمارات للدواء**، أبوظبي، الإمارات العربية المتحدة | **Emirates Drug Establishment**, Abu Dhabi, United Arab Emirates

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1 The facility's licence issued by MOHAP should be valid for 6 months.

2 The application should be auto removed, if the application is not submitted within 5 days of Initiation.

3 15 days will be given to complete payment of service fees after which the application will be deactivated and auto cancelled.

4 The name must not be duplicated with any existing facility in the same emirate.

5 The word "branch" or "فرع" cannot be added in the name of the facility in both Arabic or English.

6. Submit Service Request

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Open the form from the services list
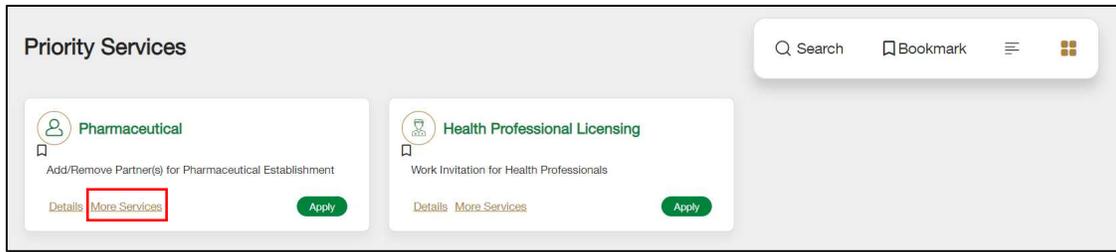
Click on the "More Services"

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

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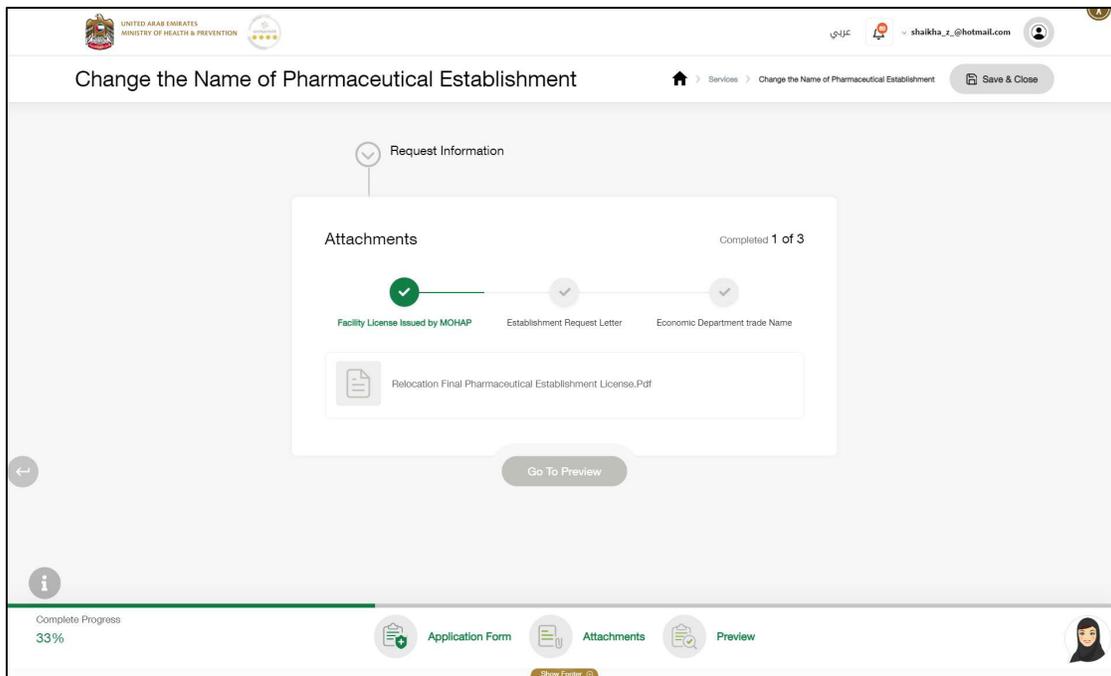
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6.1   Initial Approval

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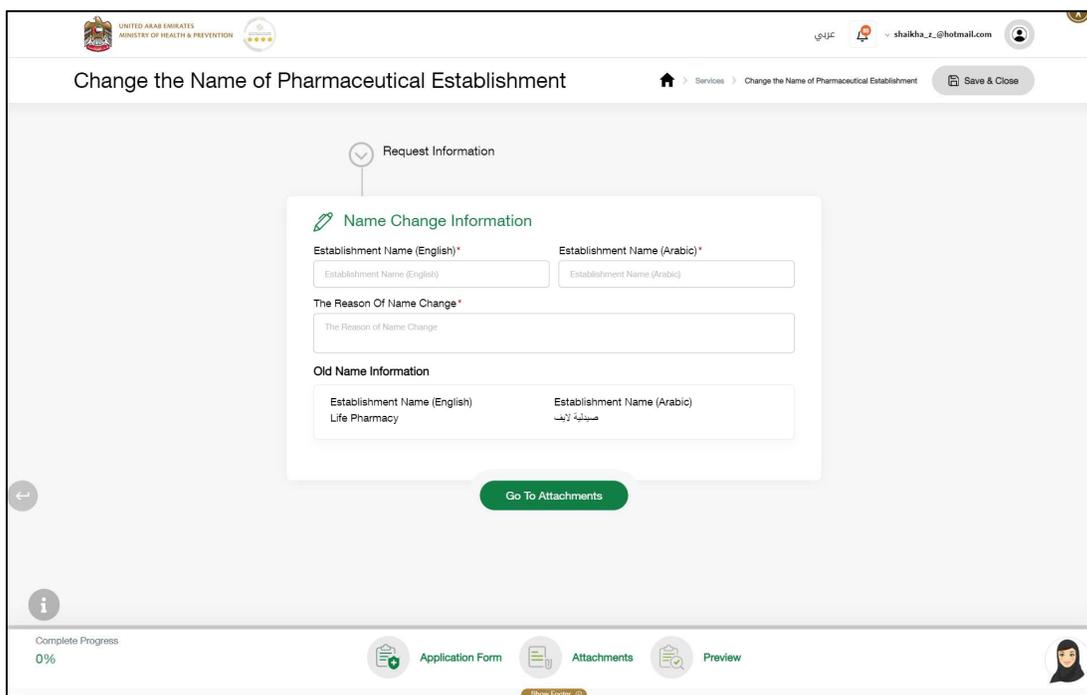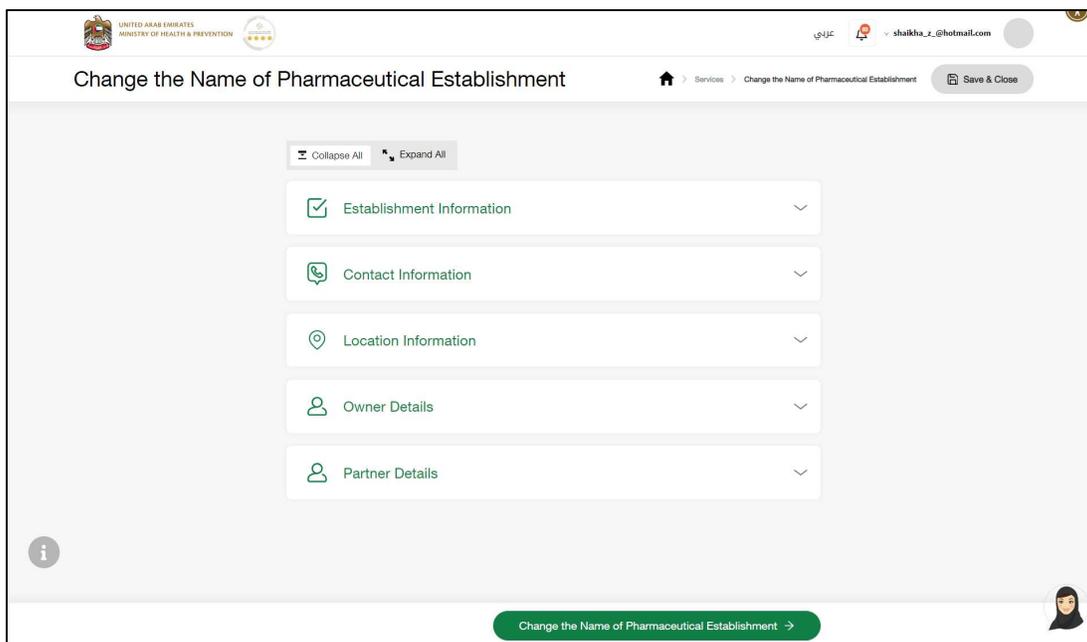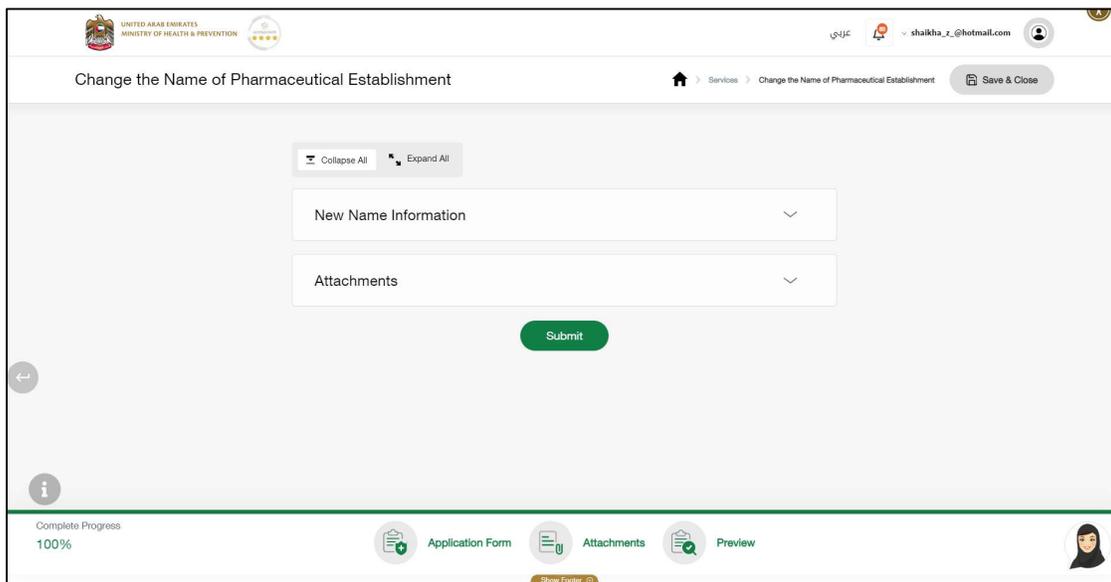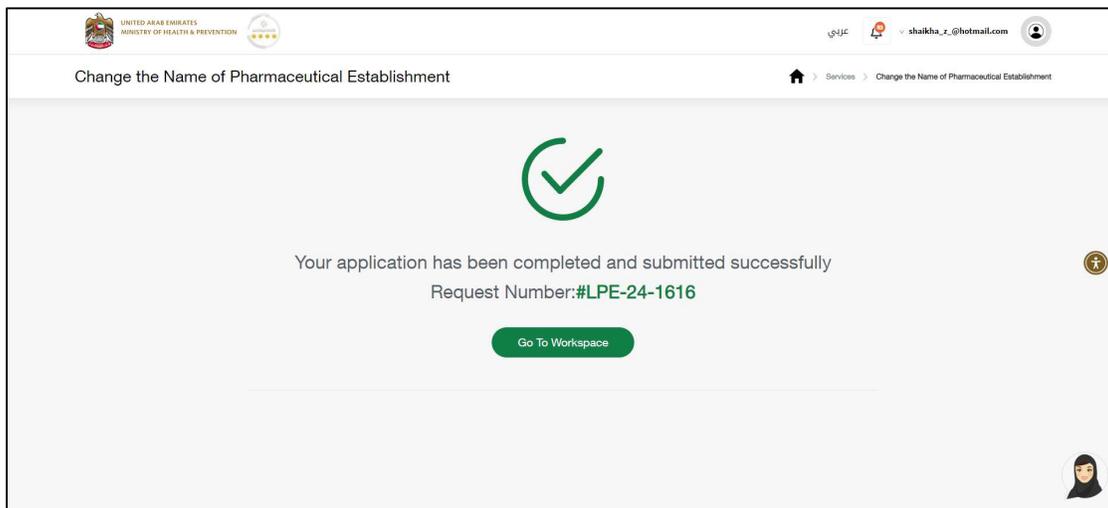

Fill in all the details in the fields and click on "Go to Attachments" button.

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Upload the required attachment(s)

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

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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.
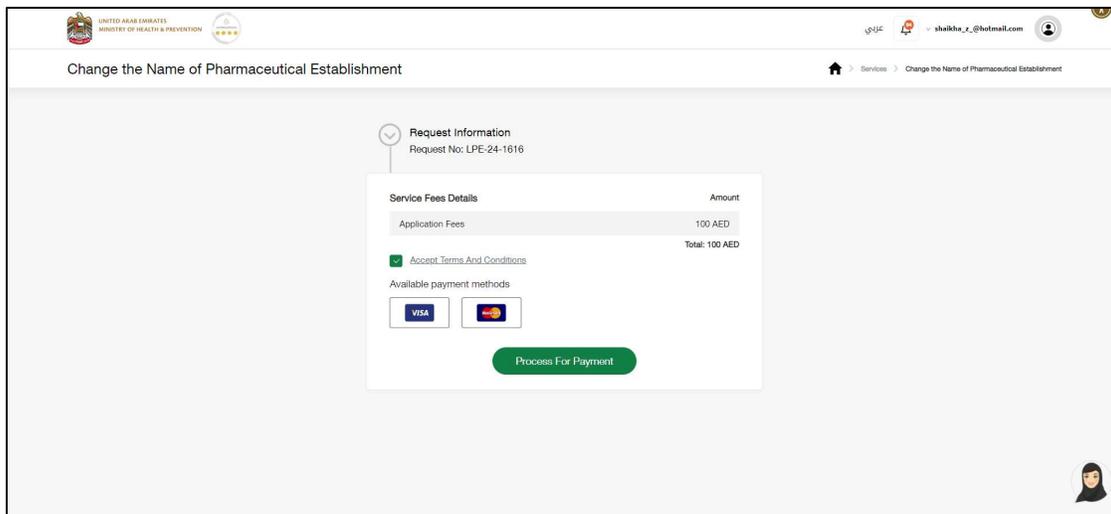
You may proceed to the final approval stage.

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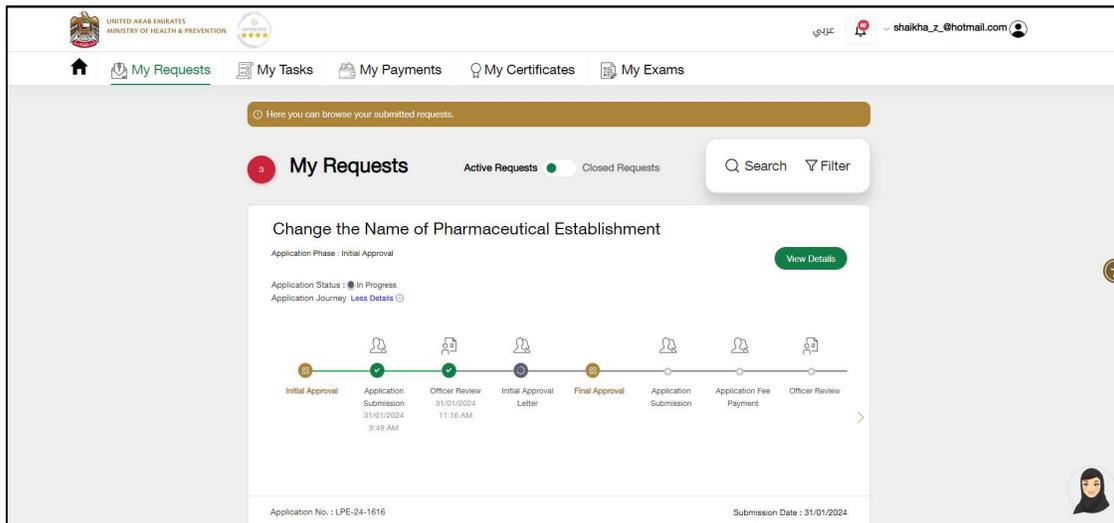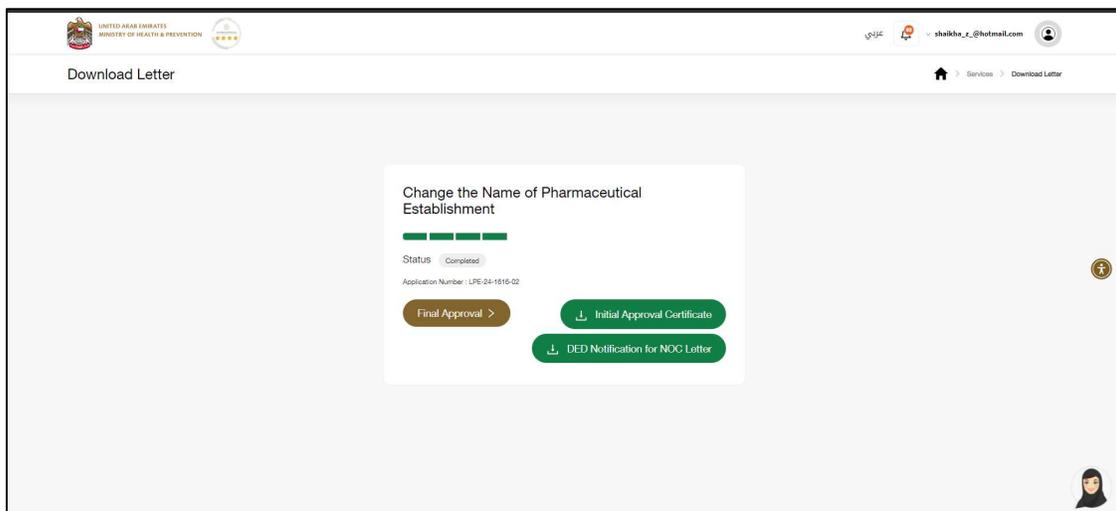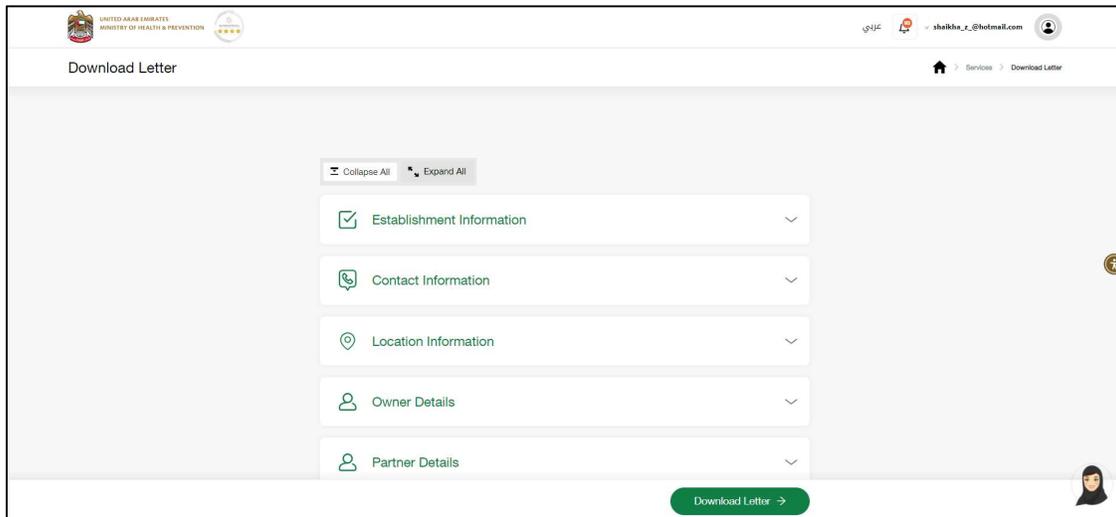
6.2   Final Approval

Upload the required document(s)

Submit the application.

Make the payment for the application fee

A confirmation for successful completion of payment.

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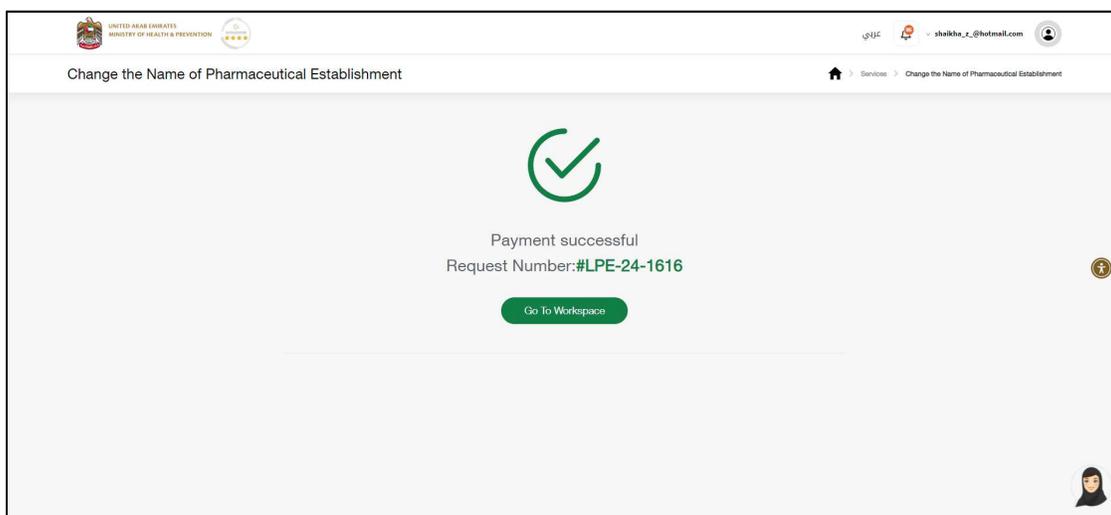
Make the payment for the service fee

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

A confirmation for successful completion of payment.

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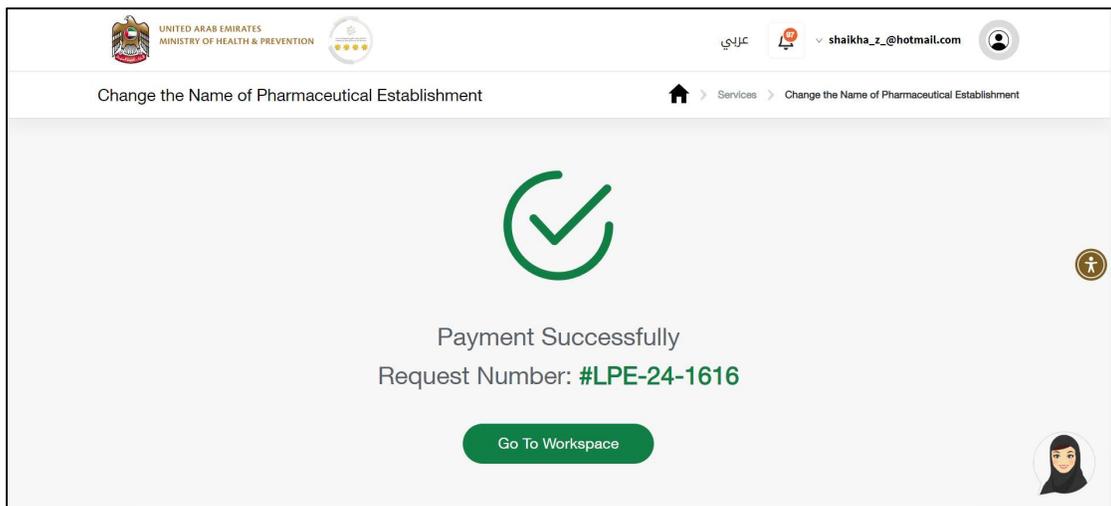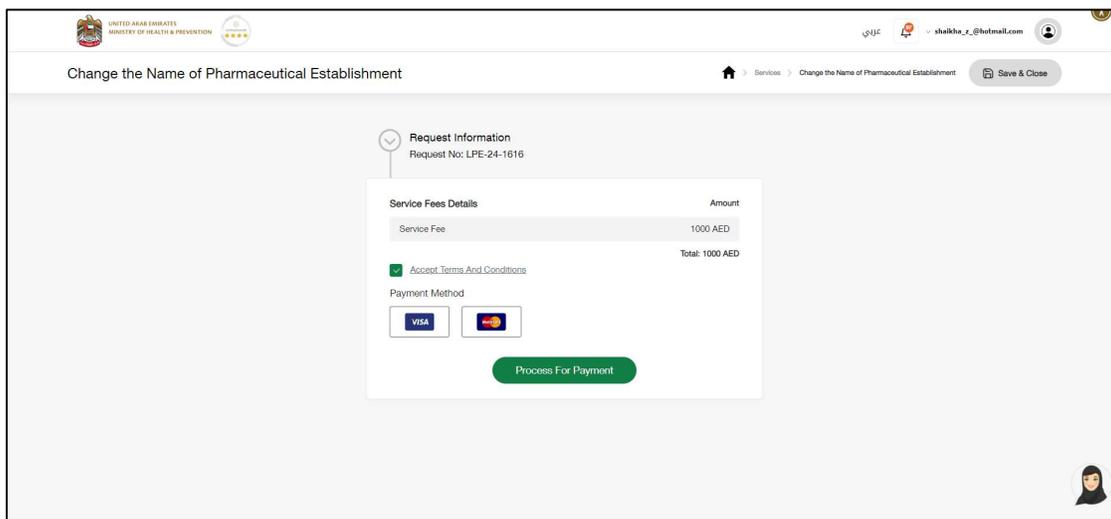
Download the approval letter(s) or certificates
you can download the final certificate from the 'My Certificate' section.

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