

External User Guide

Modifying of Pharmaceutical Facility License

1. Service Overview

Enables customers to apply to change the registered location of a pharmaceutical facility of the following categories pharmacy, medical store, or medical store for re-export in order to move from one location to another.

2. Service Channel



Website

3. Service Target Audience



Facility

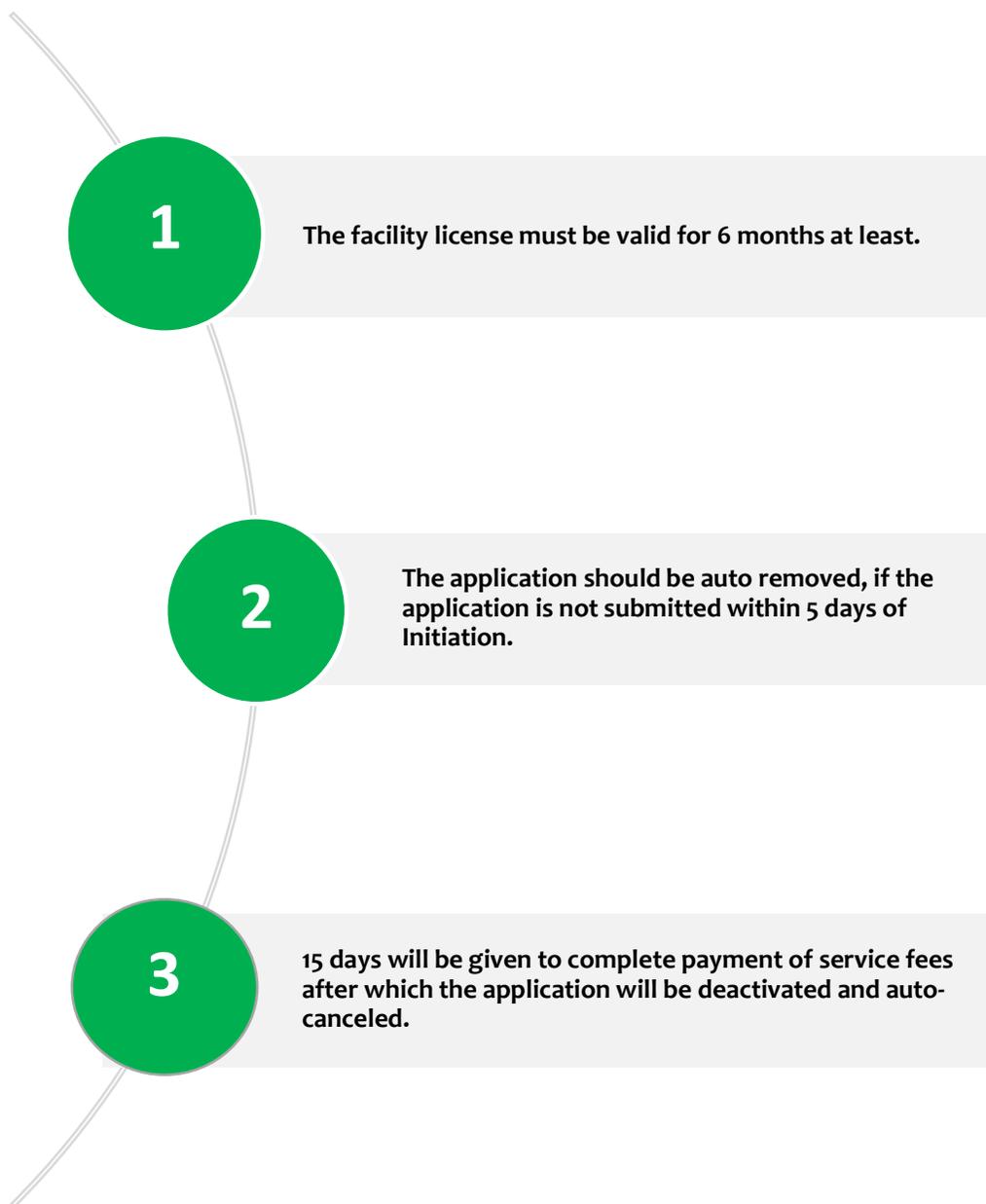
4. Service Outputs



Relocation Initial Approval letter.

Relocation Final Pharmaceutical Establishment License.

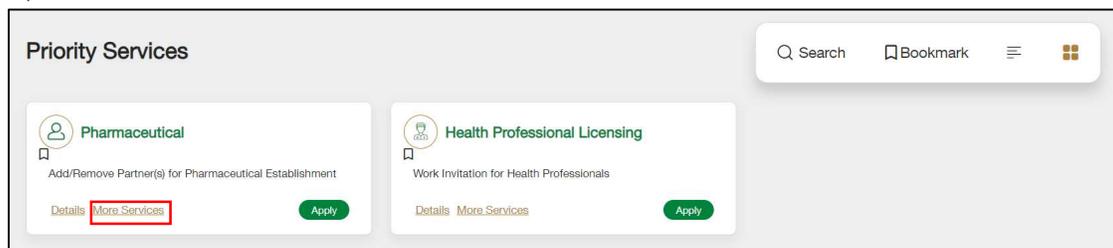
5. Service Prerequisites



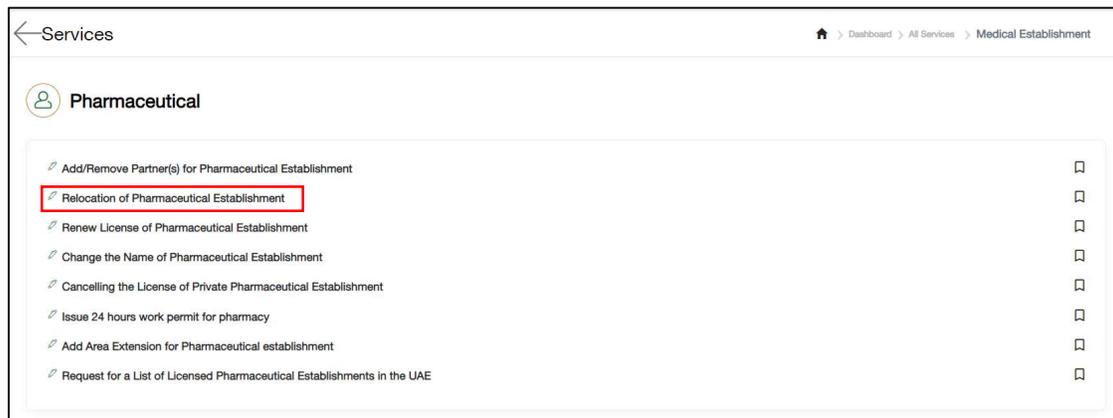
6. Submit Service Request

6.1 Initial Inspection

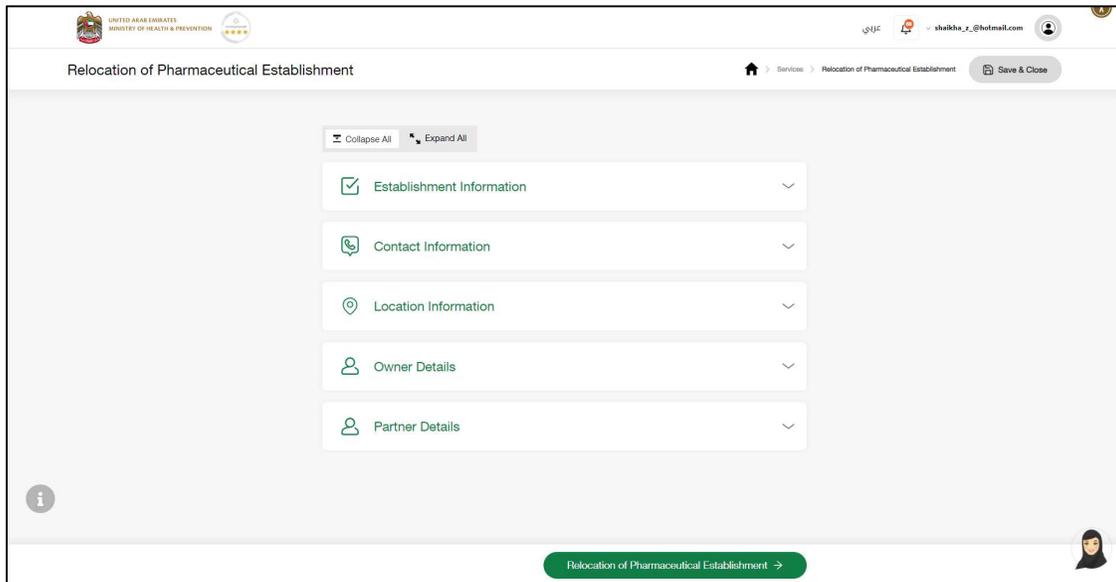
Open the form from the services list



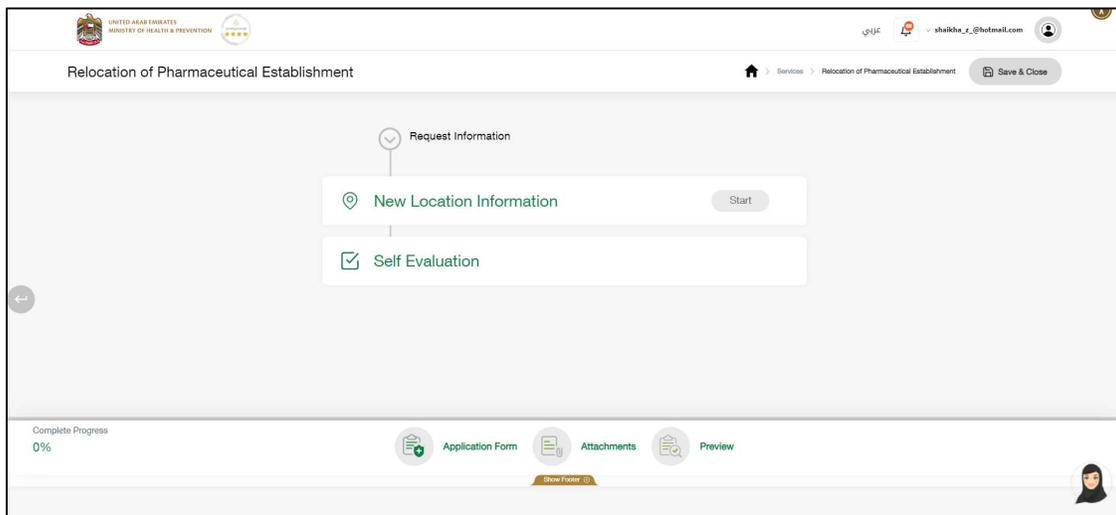
Click on the “More Services”



Clicks on the apply for “Relocation for Pharmaceutical establishment” button.



Start the application by proceeding to “New Location Information”



Fill in the new location information.

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Relocation of Pharmaceutical Establishment

Request Information

New Location Information

Emirate *
Emirate

Area *
Area

Street *
Street

Building Name *
Building Name

PO Box *
PO Box

Building NO. *
Building NO.

Google Map URL *
Google Map URL

Old Location Information

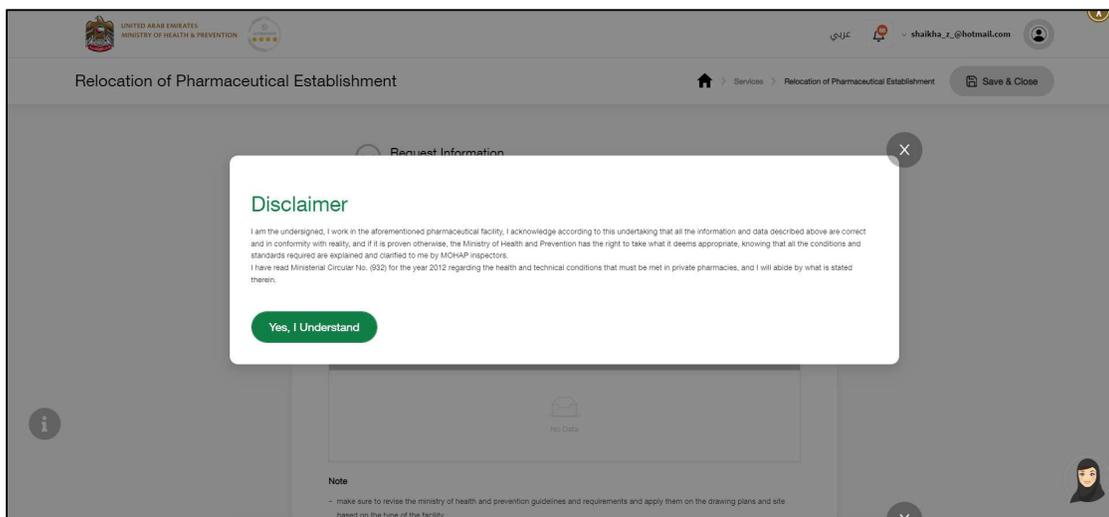
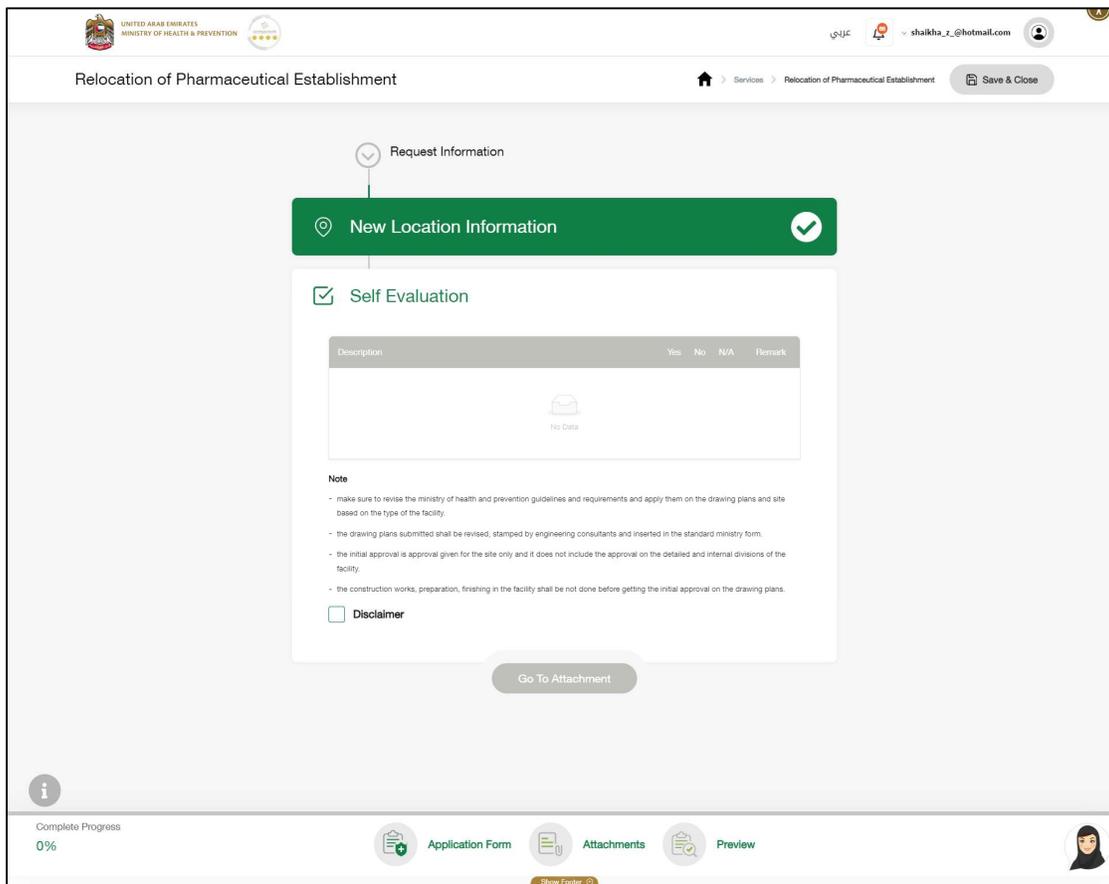
Building Name	Street	PO Box	Google Map URL
Building name	St	15519	Google Map URL
Emirates	Area	Building NO.	Google Map URL
Dubai	Industrial Park	11	

Next

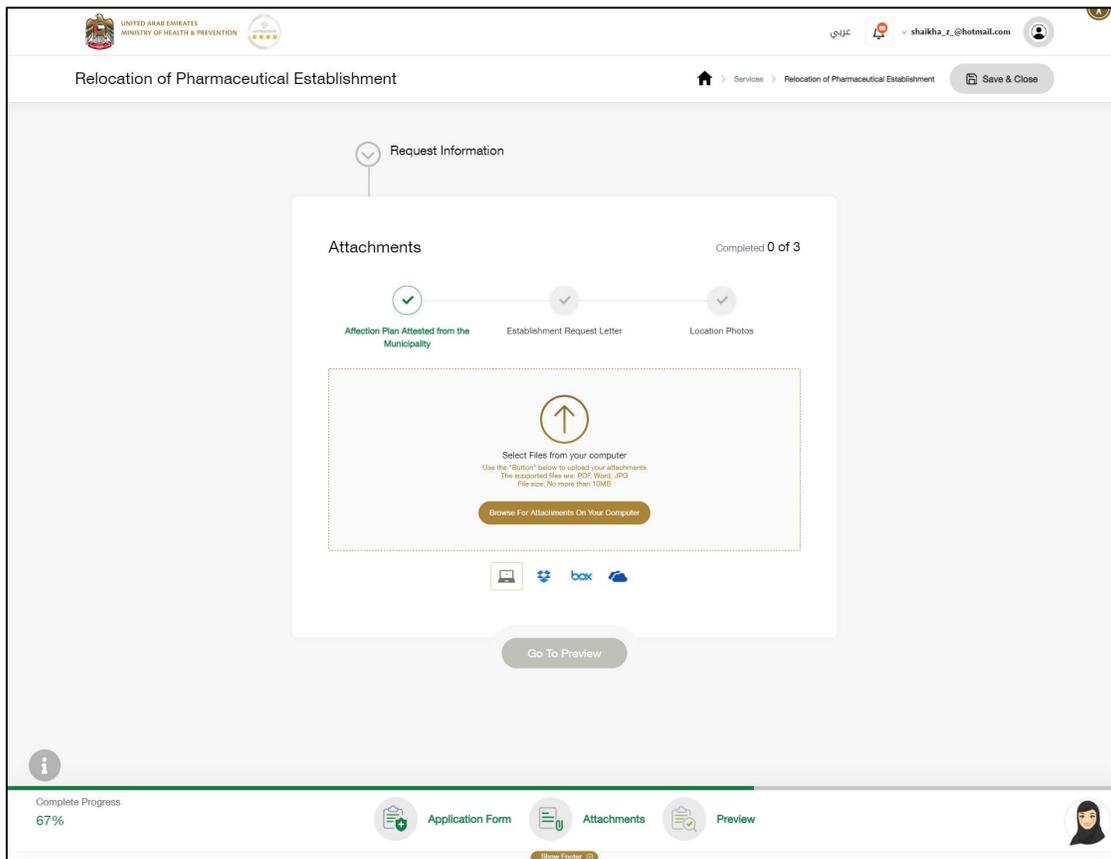
Self Evaluation

Complete Progress
0%

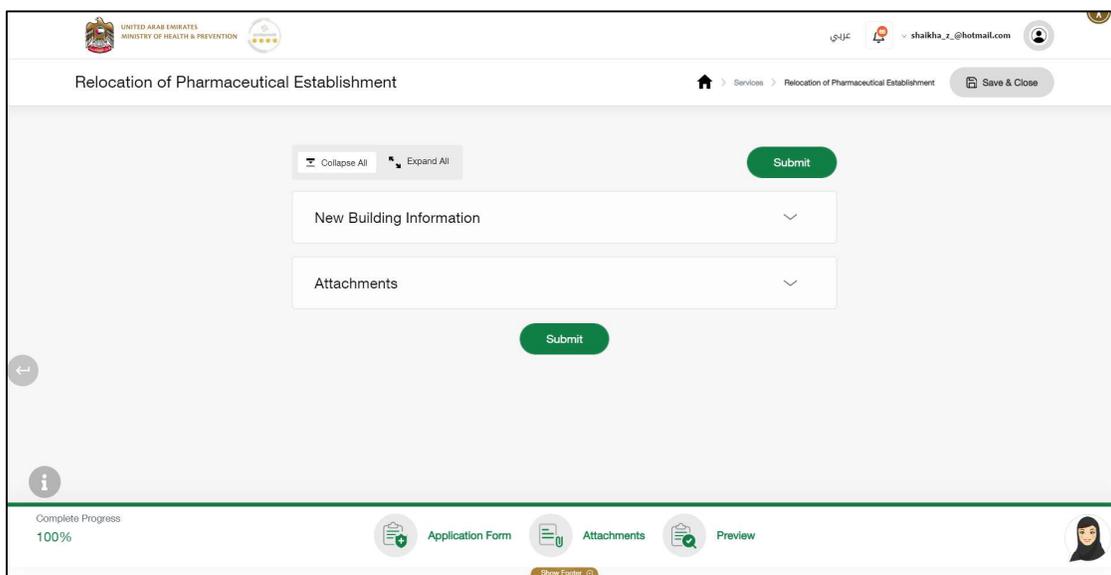
Application Form Attachments Preview



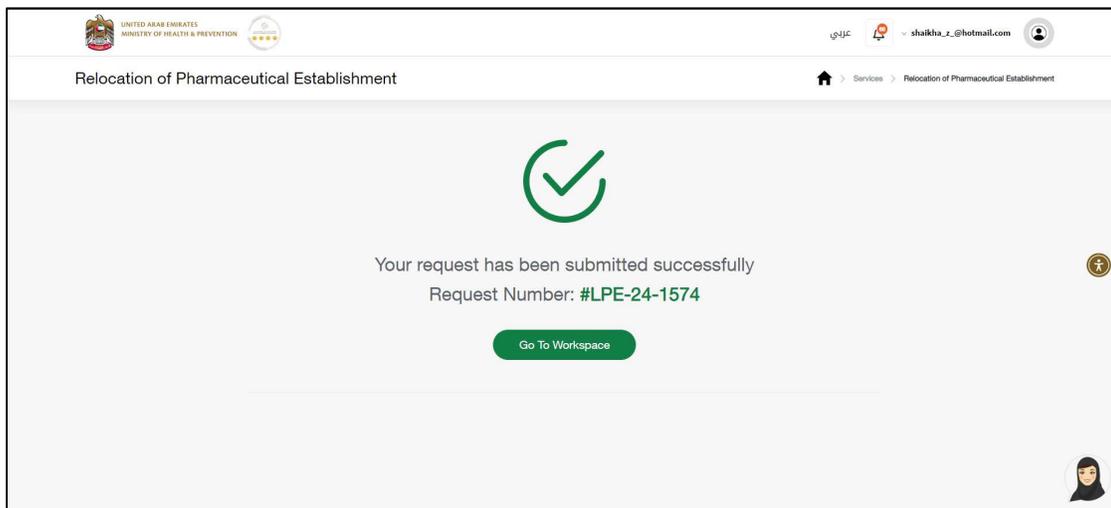
Upload the required attachment(s)



Preview the application and edit it if required.

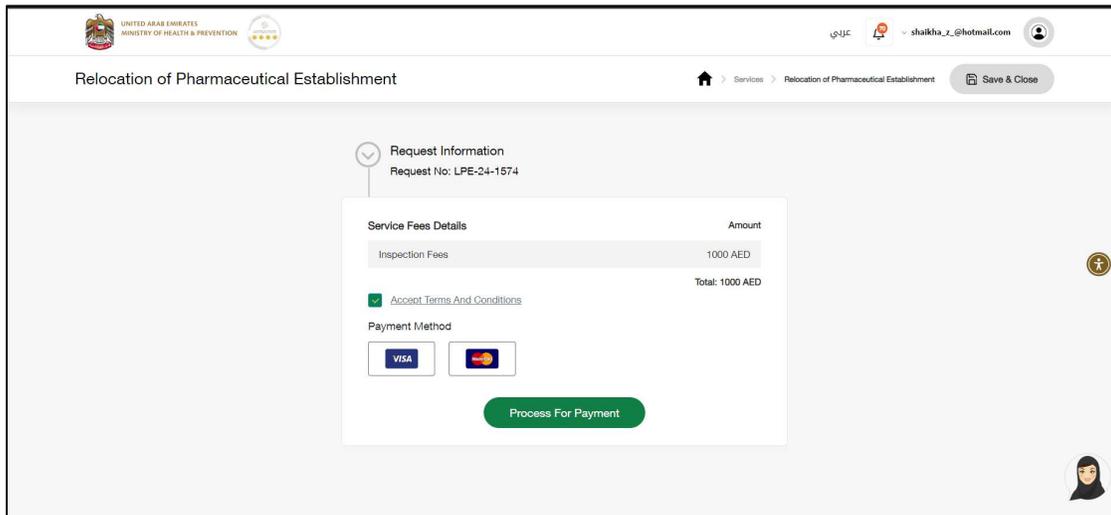


Submit the application.

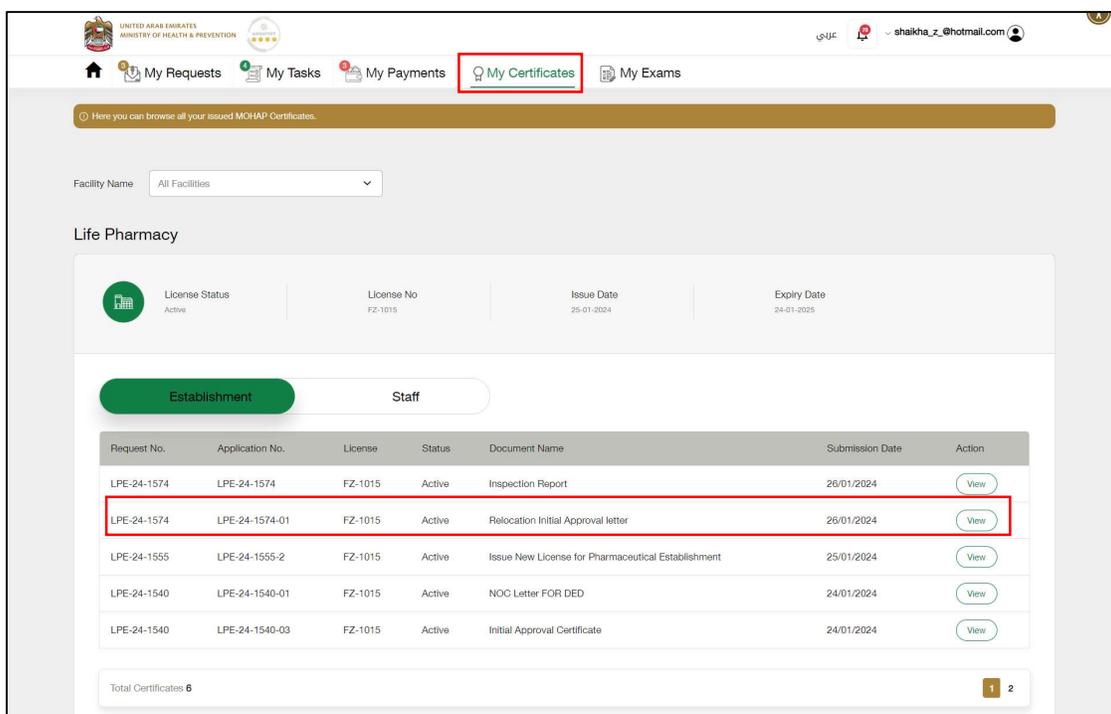
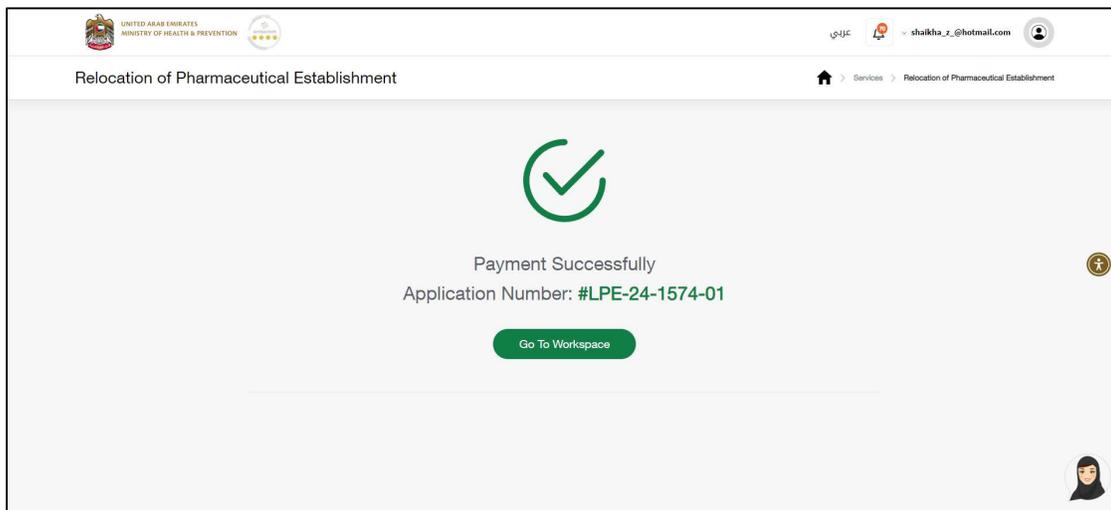


Confirmation that your request has been successfully submitted.

Make the payment for the inspection fee.



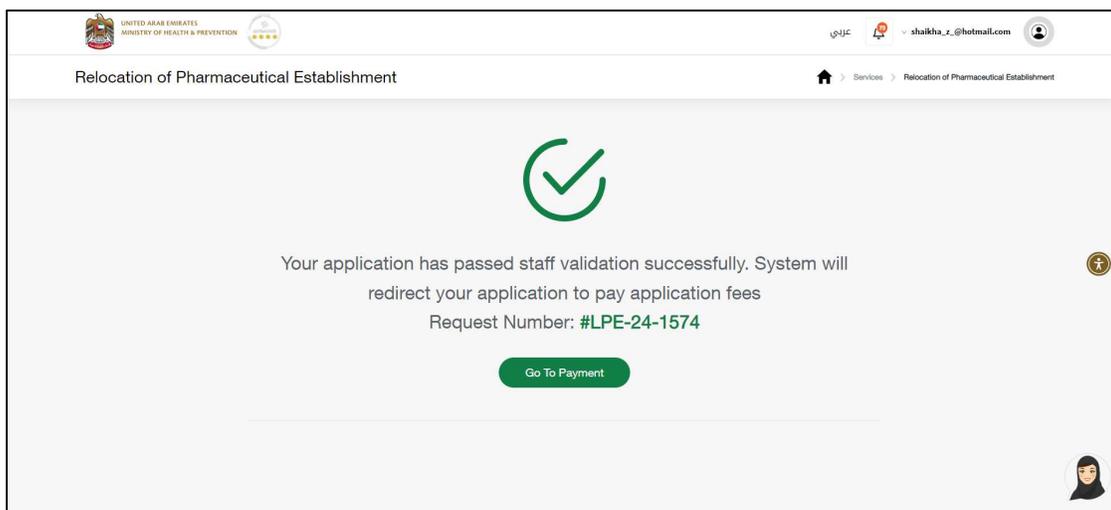
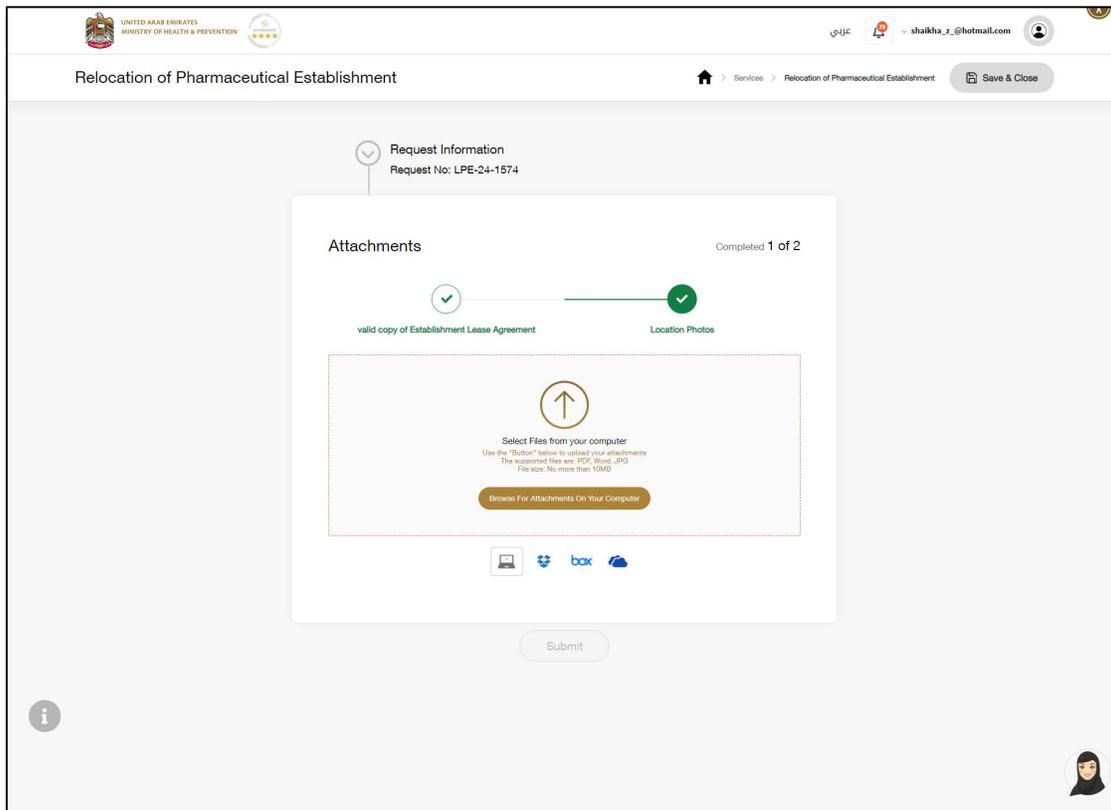
A confirmation for successful completion of payment.



After your request is approved, you can view and download the initial approval letter from My Certificate section.

6.2 Final Inspection

Upload the required attachment(s)



A confirmation that the application has been passed staff validation successfully and it will redirect you to the payment page.

Make the payment for the final inspection fee.

Request Information
Request No: LPE-24-1574

Service Fees Details	Amount
Final Inspection	1000 AED
Total: 1000 AED	

Accept Terms And Conditions

Payment Method

VISA MasterCard

Process For Payment

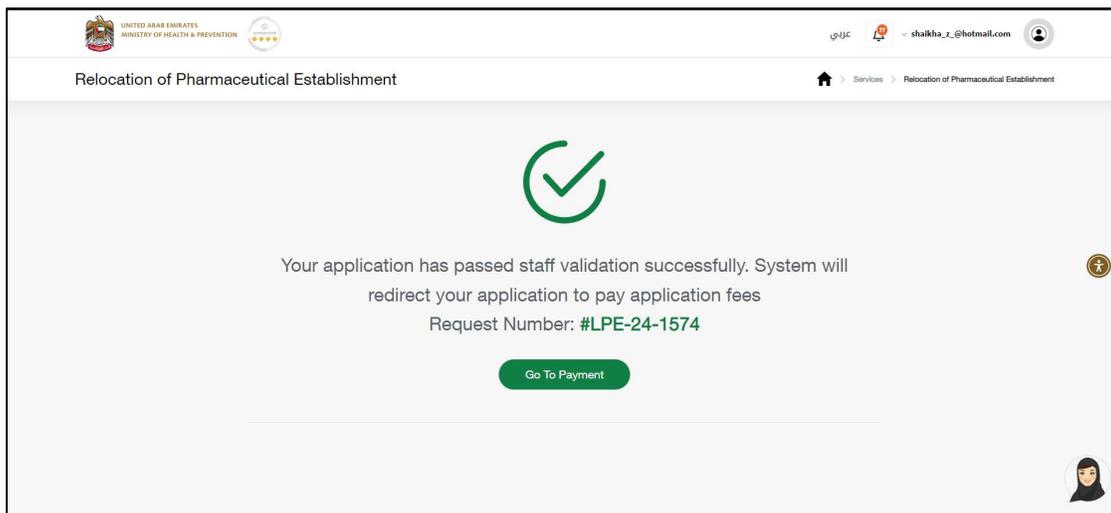
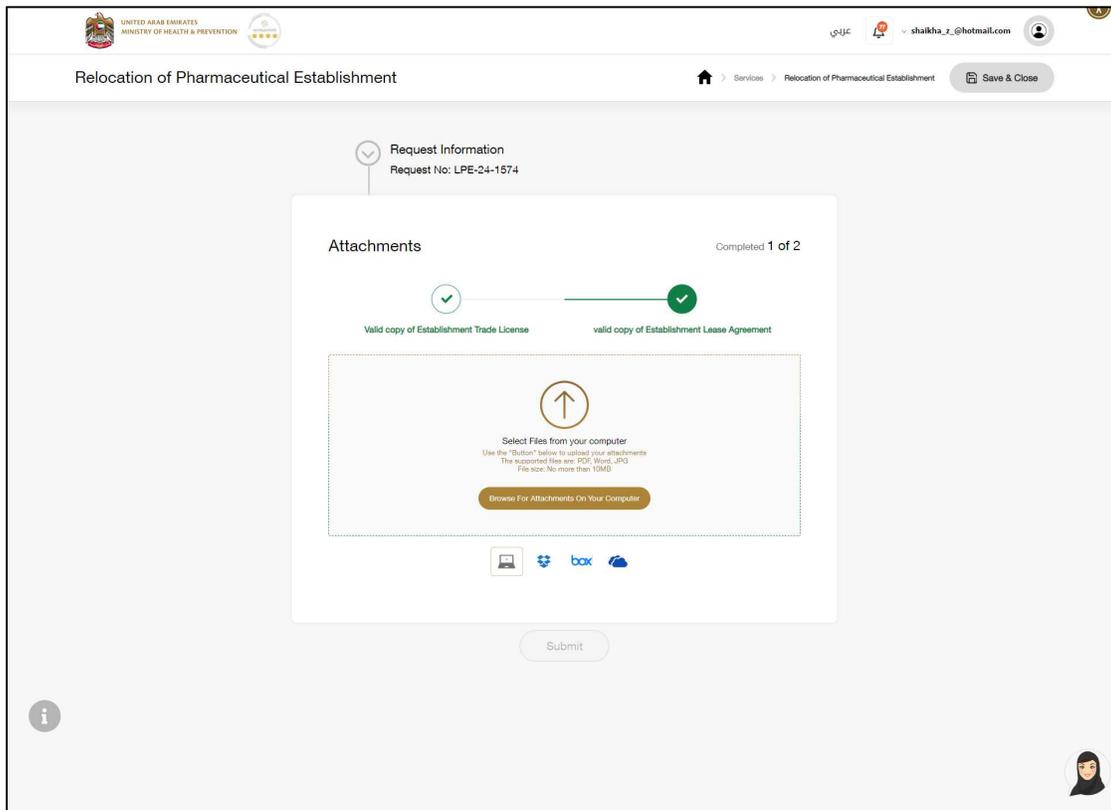
Payment Successfully
Application Number: #LPE-24-1574-01

Go To Workspace

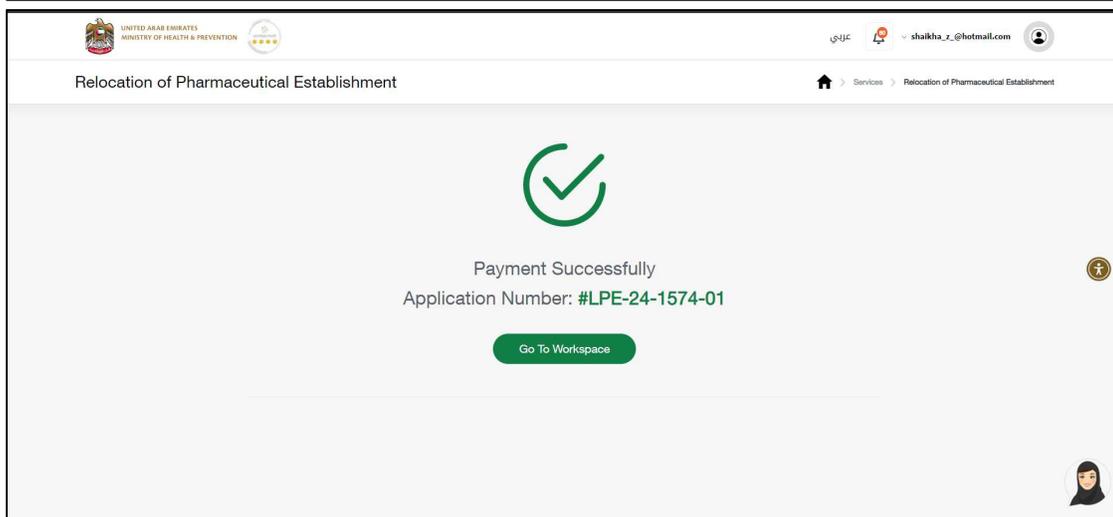
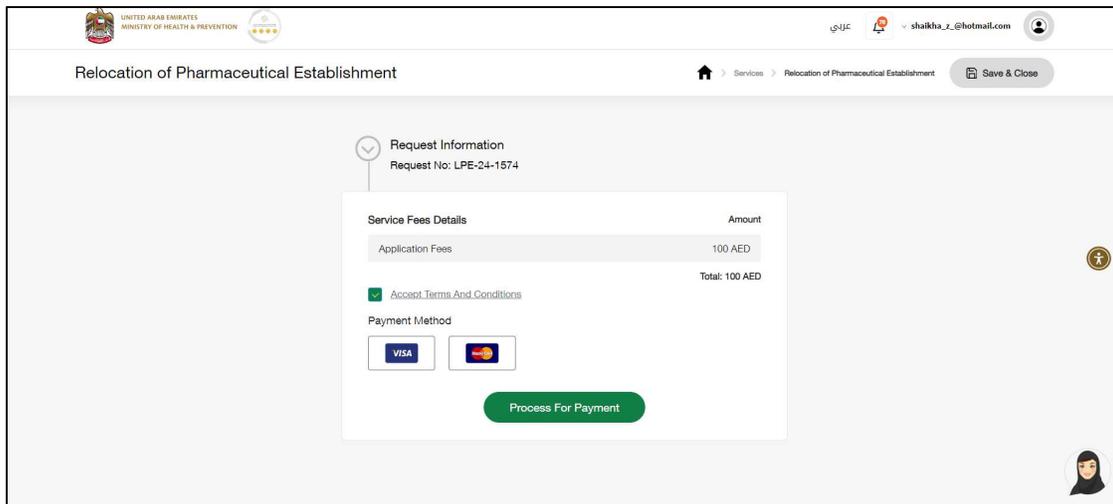
A confirmation for successful completion of payment.

6.3 Final Approval

Upload the required document(s) and submit the application

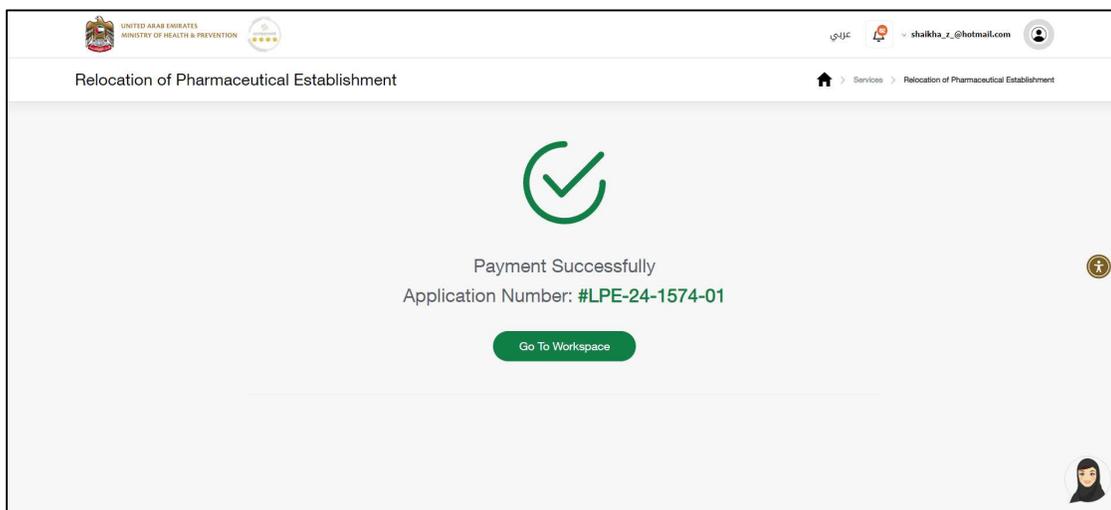
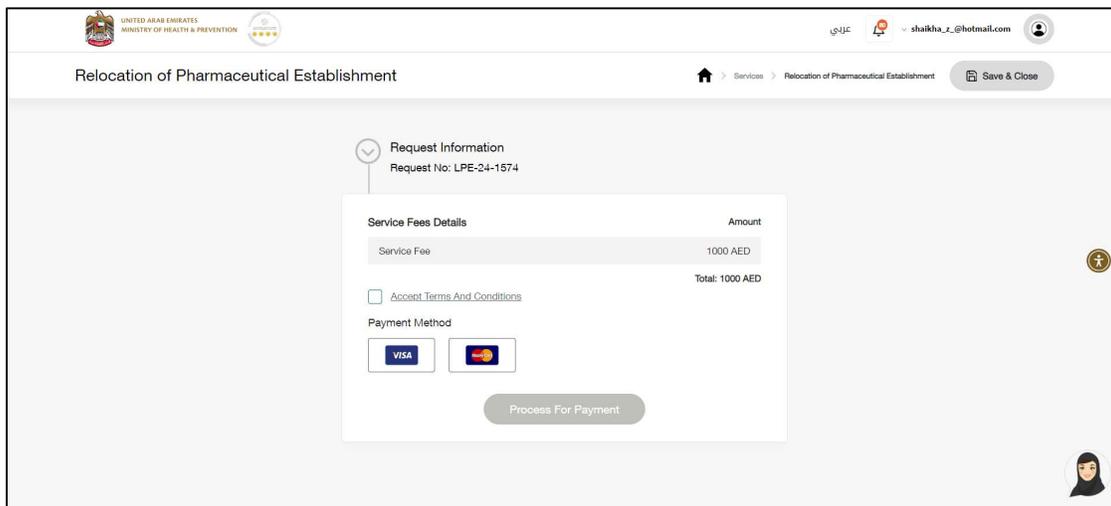


Make the payment for the application fee



Make the payment for the service fee

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



A confirmation for successful completion of payment.

[Download the approval letter\(s\) or certificates](#)
you can download the certificate from the 'My Certificate' section.

