

Application No -

Location change for Wholesale Establishment			
S.No	Check list of needed documents	Availability	For Office Use Only
1	Application		
2	Copy of the previous license / Copy of latest payment receipt		
3	Request letter for relocation		
4	Layout Plan of wholesale establishment		
5	Scaled Google Map		
6	The related documents showing the ownership over the location		
7	Copy of Business Registration Certificate for previous location		
8	Address proof (If BRC doesn't contain the address of the wholesale establishment premises)		
9	Declaration of owner		
10	Declaration of responsible pharmacist		
11	Copy of the SLMC certificate		
12	Copy of the degree certificate/diploma certificate/certificate of efficiency/certificate of proficiency		
13	Latest passport size (3.5cm x4.5cm) colored photographs - 2 pieces		
14	Appointment letter from the company to responsible pharmacist clearly indicating the job description		
15	Letters of Authorization		
16	Acknowledgement		
17	Check list		
Ownership change for Wholesale Establishment			
1	Application		
2	Copy of the previous license / Copy of latest payment receipt		
3	Request letter for ownership change		
4	Copy of the deed of business transfer between the previous owner and the new owner of the wholesale establishment		
5	Copy of Business Registration Certificate (BRC) for new owner/owners		
6	Address proof (If BRC doesn't contain the address of the wholesale establishment premises)		
7	Consent letter from the responsible pharmacist of working with new owner/owners		
8	Copy of NIC or Passport of the new owner/owners		
9	Declaration of owner		
10	Declaration of responsible pharmacist		
11	Copy of the SLMC certificate		
12	Copy of the degree certificate/diploma certificate/certificate of efficiency/certificate of proficiency		
13	Latest passport size (3.5cm x4.5cm) colored photographs - 2 pieces		
14	Appointment letter from the company to responsible pharmacist clearly indicating the job description		
15	Letters of Authorization		
16	Acknowledgement		
17	Check list		

Application No -

Trade Name change for Wholesale Establishment			
S.No	Check list of needed documents	Availability	For Office Use Only
1	Application		
2	Copy of the previous license / Copy of latest payment receipt		
3	Request letter for trade name change		
4	Copy of New Business Registration Certificate (BRC) for proposed trade name		
5	Address proof (If BRC doesn't contain the address of the wholesale establishment premises)		
6	Declaration of owner		
7	Declaration of responsible pharmacist		
8	Copy of the SLMC certificate		
9	Copy of the degree certificate/diploma certificate/certificate of efficiency/certificate of proficiency		
10	Latest passport size (3.5cm x4.5cm) colored photographs - 2 pieces		
11	Appointment letter from the company to responsible pharmacist clearly indicating the job description		
12	Letters of Authorization		
13	Acknowledgement		
14	Check list		
Pharmacist change for Wholesale Establishment			
1	Application		
2	Copy of the previous license / Copy of latest payment receipt		
3	Request letter for pharmacist change		
4	Copy of Business Registration Certificate		
5	Address proof (If BRC doesn't contain the address of the wholesale establishment premises)		
6	Declaration of owner		
7	Declaration of responsible pharmacist		
8	Copy of the SLMC certificate		
9	Copy of the degree certificate/diploma certificate/certificate of efficiency/certificate of proficiency		
10	Latest passport size (3.5cm x4.5cm) colored photographs - 2 pieces		
11	Appointment letter from the company to responsible pharmacist clearly indicating the job description		
12	Letters of Authorization		
13	Acknowledgement		
14	Check list		