

## **Retail Renewal – Without Changes**

### **1. Duly filled “Retail Renewal Application Form”**

- Make sure to select the correct application form-Form Number XVII ([Attach Annex 02](#))

### **2. Declaration forms**

- a. Owner ([Attach Owner declaration](#))
- b. Responsible pharmacist ([Attach pharmacist declaration](#))

### **3. Details of the responsible pharmacist**

- a. Copy of the SLMC certificate
- b. Copy of the degree certificate/diploma certificate/certificate of efficiency/certificate of proficiency
- c. Latest passport size (3.5cm ×4.5cm) colored photographs - **2 pieces**
  - Photographs should be taken within six months.
  - Dress code must project the professionalism.

### **4. Copy of the previous license / Copy of latest payment receipt**

### **5. Copy of Business Registration Certificate**

- If the business registration does not contain the address of the retail premises, Submit the documents for address proof. Eg; Latest electricity bill, water bill, tax assessment voucher etc. issued to said premises.

### **6. Acknowledgement ([Attach acknowledgement](#))**

### **7. Check list for Retail Renewal (Without Changes) ([Attach Annex 06](#))**