

Wholesale New Establishment

1. Duly filled “Wholesale New Application Form”

- Make sure to select the correct application form-Form Number XVIII ([Attach Annex 03](#))

2. Layout Plan

Following areas should be clearly mentioned in the layout plan with scale

- ✓ Entrance
- ✓ Quarantine area
- ✓ Drug storing area (Recalled area and Return area)
- ✓ Expired drug storing area
- ✓ Receiving Bay and Dispatch Bay

3. Scaled Google Map

- Make sure to mark the exact location of the proposed wholesale establishment

4. The related documents showing the ownership over the location

- Copy of lease agreement

Validity of the lease agreement should be a period of minimum three (3) years. And it should be between the property owner and the person who is owner of the proposed pharmacy.

OR

- **If the property is owned by relative** - Father, Mother, Wife/Husband, Children, Siblings only
 - Copy of deed which the relative has gained the right of ownership to the said property.
 - Affidavit of consent for the use of said location can be accepted with the proof documents of relatedness.
- **If the property is owned by the owner himself,**

- Copy of the deed which he/she has gained the right of ownership to the said property.

5. Declaration forms

- a. Owner ([Attach Owner declaration](#))
 - b. Responsible pharmacist ([Attach pharmacist Declaration](#))
- Should be duly signed and dated

6. 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
- d. Appointment letter from the company to responsible pharmacist clearly indicating the job description

7. Letter of Authorization

If,

- Local manufacturer - Copy of the valid GMP report
- Importer - Appointment letter as a local agent of a particular manufacturer
- Distributor- Copy of the authorization letters from manufacturer/importer appointing as the distributor of their products.

8. Acknowledgement ([Attach Acknowledgement](#))

9. Checklist for Wholesale New ([Attach Annex 08](#))