

## **Renewal – Without Changes**

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

- Make sure to select the correct application form-Form Number XX ([Attach Annex 04](#))

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

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

- If the business registration does not contain the address of the wholesale establishment, need to submit the documents for address proof. Eg; Latest electricity bill, water bill, tax assessment voucher etc.

### **4. Declaration forms**

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

### **5. 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 Renewal (Without Changes) ([Attach Annex 09](#))**