



PROFESSIONAL GUIDELINES 2018 - LICENSING RENEWAL OF LICENCE FOR PHARMACIES

National Drug Authority

Head Office, Rume Tower
Plot 19, Lumumba Avenue
P. O. Box 23096
Kampala, Uganda.
Tel: +256 - 0414 - 255665/347391/2
E-mail: ndaug@nda.or.ug
Website: <http://www.nda.or.ug>

NDA REGIONAL OFFICES

Central Region –Premier Complex, Jinja Road, Nakawa.
South Eastern Region –Plot 6 Rippon Gardens, Jinja
Eastern Region –Plot No. 27, Kwapa Road, Tororo
Northern Region – Plot 48 Ogwal Ajungu Road, Lira.
Western Region - Muganwa Centre, Plot 30, Old Toro Road, Hoima
South- Western Region - House No 29 Mbaguta Estates Kamukuzi, Mbarara.
West Nile Region – Plot 1 Mt. Wati Road, Anyaflo –Arua



Professional Guidelines 2018 - LICENSING Renewal of License for Pharmacies

Pharmacy business is a regulated professional business under the National Drug Policy and Authority Act, Cap 206 of the Laws of Uganda and Regulations on Certificate of Suitability of Premises (S.I. No. 36) and Licensing (S.I. No. 35), 2014. Applicants are strongly advised to familiarize themselves with the relevant laws and regulations to ensure compliance.

These Professional Guidelines 2018-Licensing have been prepared in line with Section 5 (i) of the National Drug Policy and Authority Act (CAP 206) which states one of the functions of the Authority as 'to establish and revise professional guidelines and disseminate them to the public'.

Approved by	
Title	Secretary to the Authority
Name	Donna Kusemererwa
Signature	
Date	20.12.17



Professional Guidelines 2018 - LICENSING Renewal of License for Pharmacies

It is the responsibility of the supervising pharmacist to ensure full compliance of pharmacy operations with the NDP/A Act and relevant regulations

ADDITIONAL GUIDANCE ON RENEWAL OF PHARMACY LICENSES

1.0 APPLICATION FOR RENEWAL OF PHARMACY LICENSES

- 1.1 All renewal of pharmacy license applications shall be made through the NDAMIS online platform. All renewal applicants shall be provided with **access credentials** to NDAMIS upon request.
- 1.2 Applicants shall pay **all the prescribed fees** as per the regulation at the time of application through the online payment system.

2.0 TIMELINES FOR RENEWAL OF PHARMACY LICENSES FOR 2018

- 2.1 Applicants are required to apply for license renewal not later than **10th December 2017**.
- 2.2 All unlicensed pharmacies must **close** effective **1st January 2018**.

3.0 PHARMACY PERSONNEL

- 3.1 Supervising pharmacists may be issued a maximum of two licenses in his/her name.
- 3.2 Pharmacies with both retail and wholesale sections on the same premises may be licensed; however, each section must be supervised by a pharmacist.
- 3.3 The supervising pharmacist shall provide a commitment in writing stating the names and qualifications of the professional auxiliary staff (PAS) to assist him/her during the operational hours of the pharmacy.
- 3.4 It is the responsibility of the supervising pharmacist to ensure that duly registered auxiliary staff are employed to handle medicines.
- 3.5 Wholesale pharmacies dealing in veterinary medicines and vaccines, shall employ a named registered veterinary surgeon to be supervised by a pharmacist.
- 3.6 The pharmacist shall be required to be present in the pharmacy at time of inspection.
- 3.7 In the event that the pharmacist is unavailable at the scheduled inspection time and has notified the inspection team in advance, he/she shall be required to report to the NDA office



Professional Guidelines 2018 - LICENSING Renewal of License for Pharmacies

in the region where the pharmacy is located for a debrief on the inspection findings prior to issuance of a license.

4.0 RELOCATION OF PHARMACIES

- 4.1 Pharmacies seeking to relocate must have a valid license.
- 4.2 Applicants for relocation shall apply and obtain approval in writing prior to relocation.
- 4.3 Pharmacies in Kampala district may relocate within the same district but the new location must be at least **500 meters** from the nearest pharmacy.
- 4.4 Pharmacies in all other districts may relocate within the district but the new location must be at least **200 meters** from the nearest pharmacy.
- 4.5 Notwithstanding sections **4.3** and **4.4** above, a pharmacy relocating within a 200 meters radius of its original location shall not be required to meet a minimum distance requirement from existing pharmacies.

5.0 CHANGE OF MANAGEMENT / NATURE OF BUSINESS OPERATIONS

- 5.1 Pharmacies seeking to change management must have a valid license.
- 5.2 In case of change of ownership, the applicant must submit evidence of the sale such as: copies of the sales agreement between seller and the buyer and or certified board resolution for the sale and the updated articles and memorandum of association.
- 5.3 Change of licenses i.e. pharmacy to drug shop license, wholesale licenses to retail licenses and vice-versa shall be handled as new applications and will be subjected to the relevant guidelines.

6.0 OTHER REQUIREMENTS FOR RENEWAL

- 6.1 All pharmaceutical outlets are expected to routinely destroy expired drugs following the NDA procedures for destruction of expired drugs. Any pharmaceutical outlet found with expired drugs during inspection will be expected to submit a certificate of destruction prior to issuance of licenses.
- 6.2 License renewal shall only apply for pharmacies which had a license to operate in 2017.
- 6.3 In case of change of supervision from one pharmacy to another, the Pharmacist should submit evidence of incorporation as a director.

End of Documents