



# Request Handover of Narcotic Drugs Custody

## About the Service

Request for the signature of the doctor/pharmacist in charge of narcotic drugs in hospitals and one-day surgeries, and/or a request for the delivery of drugs from those in charge.

## Service Process

- The customer shall submit the request, complete the form and attach the relevant documents.
- Request will be endorsed by the employee concerned.
- The customer will pay the submission fees.
- The employee concerned will approve and forward the approval to the customer via email.

## Required Documents

- Letter from the technical director of the hospital/one-day surgery clinic or medical warehouse owner, listing the drugs required, including their types, concentrations and quantities, the name of the designated pharmacist/doctor in custody of the drugs, and reason for the drug requirement.
- Copy of valid license of the custodian.
- Copy of the establishment's license, where issued by a licensing authority other than the Ministry of Health and Prevention (Dubai Health Authority/Dubai Healthcare City/Health Authority Abu Dhabi/Ministry of Environment and Climate Change).
- Copy of the UAE ID of the technical director and of the custodian.
- NOC from the licensing authority.
- Copy of the establishment's Dubai Chamber of Commerce & Industry membership.
- Copy of the commercial license issued by the Department of Economic Development.
- List of doctors and their valid licenses.

## Conditions & Requirements

1. The customer must complete forms F1 (Narcotic application) and F2 (Signature approval) if the facility is new or if a new administrator has been appointed.
2. If the administrator resigns or is on leave and a substitute supervisor is appointed, the customer must fill out form F3 (NARCOTIC DRUGS STOCK HAND OVER).
3. The narcotic drugs receipt form must be approved and signed by the appointed official.
4. A delivery list of semi-controlled, controlled and narcotic drugs should accompany the form.

## Service completion duration

- 1 to 3 working days

## Service fees

## Service channels

## Service locations

- MOHAP Website - [www.mohap.gov.ae](http://www.mohap.gov.ae)
- MOHAP Smart App

## Support

[controlledchemicals@mohap.gov.ae](mailto:controlledchemicals@mohap.gov.ae)

## Payment channels

- E- Payment

## Target audience

- Pharmacies within hospitals
- One day surgery centers

## Resources

- [Form RDC-NP-F01 Narcotic appli-private-hosp](#)
- [Form RDC-NP-F02 Signature approval](#)
- [Form RDC-NP-F03 Signature approval for Q](#)
- [Infographic Request handover of narcotics custody among pharmacists](#)

## Department name

Drug

## Sector name

Health Regulation

## Main service

Regulation of Anesthetic drugs and chemical precursors

## Service Code

110-46-003-000

## Service Classification

Transactional

## Sub Service Type

Variation

## Service Type

Government to Business

## **Number of Transactions**

111

## **Sustainable Goals**

Good Health And Well-Being