



وزارة الصحة ووقاية المجتمع
MINISTRY OF HEALTH & PREVENTION

User Guide

Issue New License for Pharmaceutical
Establishment



www.mohap.gov.ae



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1. Service Overview

Permits the facility to provide products and distribute pharmaceutical products, Pharmaceutical supplies, or import in the UAE after final approval.

This service can be initiated by facility owners of government, a semi-government or private pharmaceutical establishment which includes pharmacies, pharmaceutical stores and pharmaceutical stores for re-exports, who have obtained the initial approval letter and fulfil the staff criteria respective to the facility type chosen in the license.

2. Service Channel



Website

3. Service Target Audience



Facility

4. Service Outputs

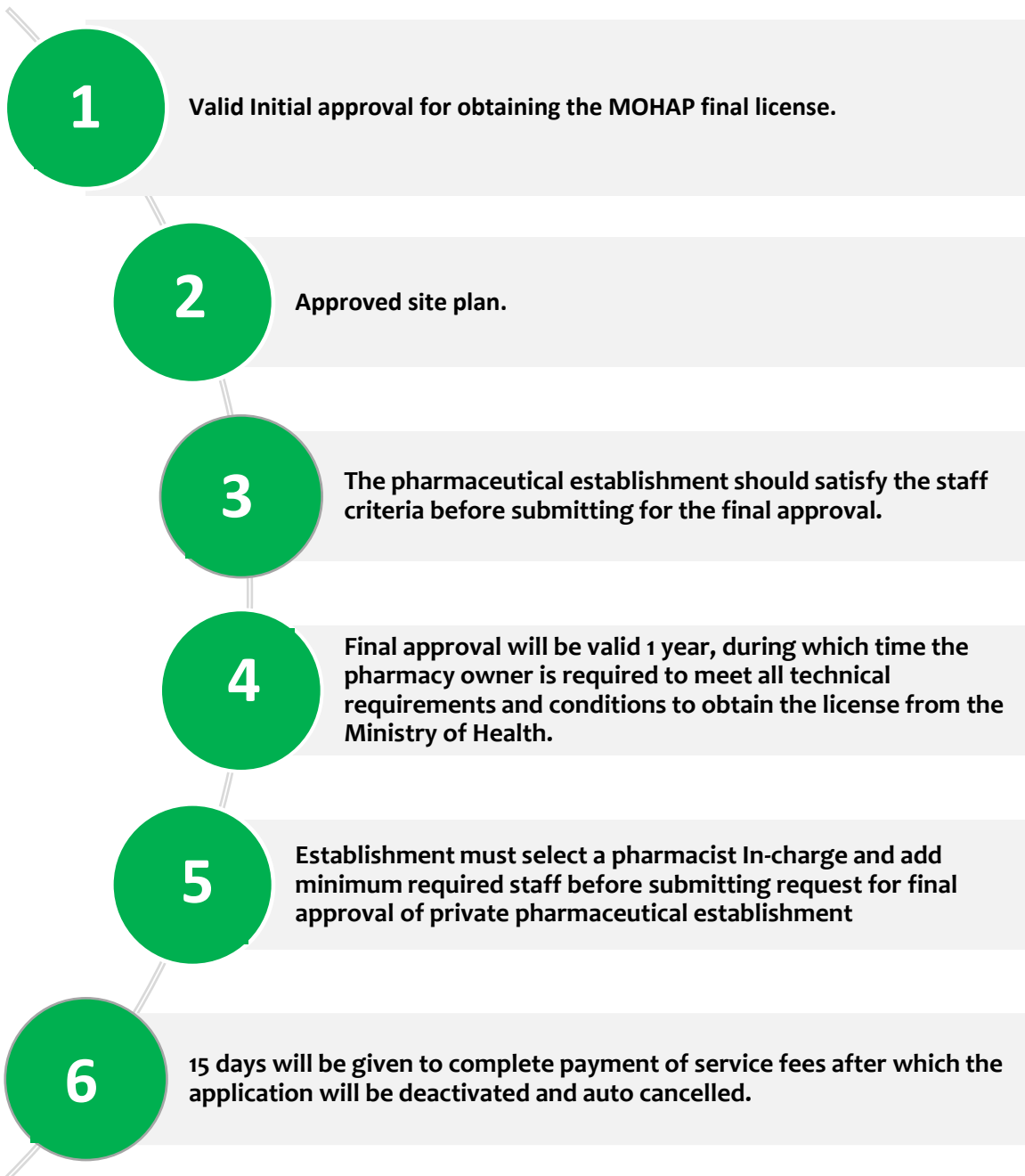


Final Pharmaceutical Establishment License





5. Service Prerequisites

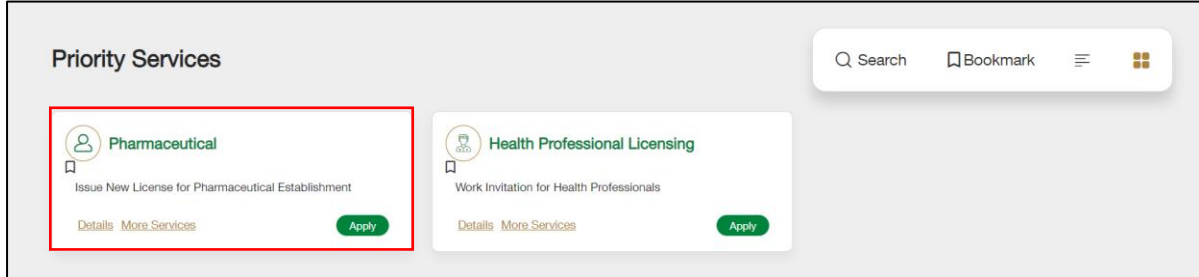




6. Submit Service Request

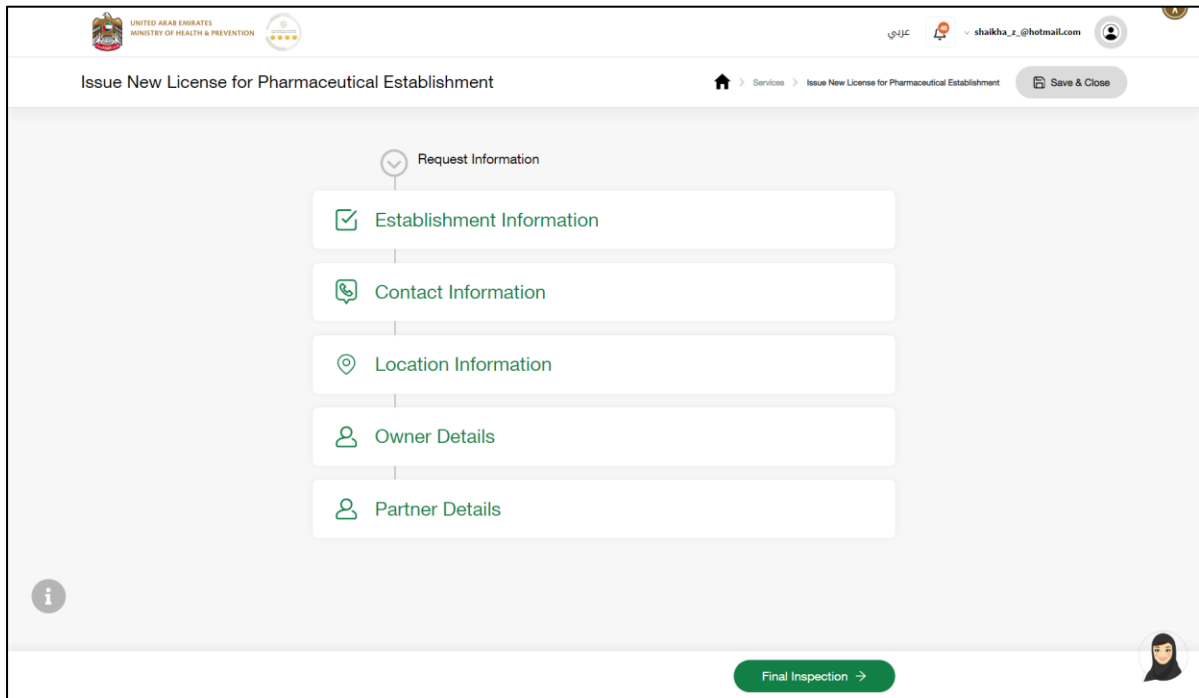
6.1 Final Inspection

Open the form from the services list



Click on the “Apply” button.

Start the application process by reviewing your details and clicking on “Final Inspection”





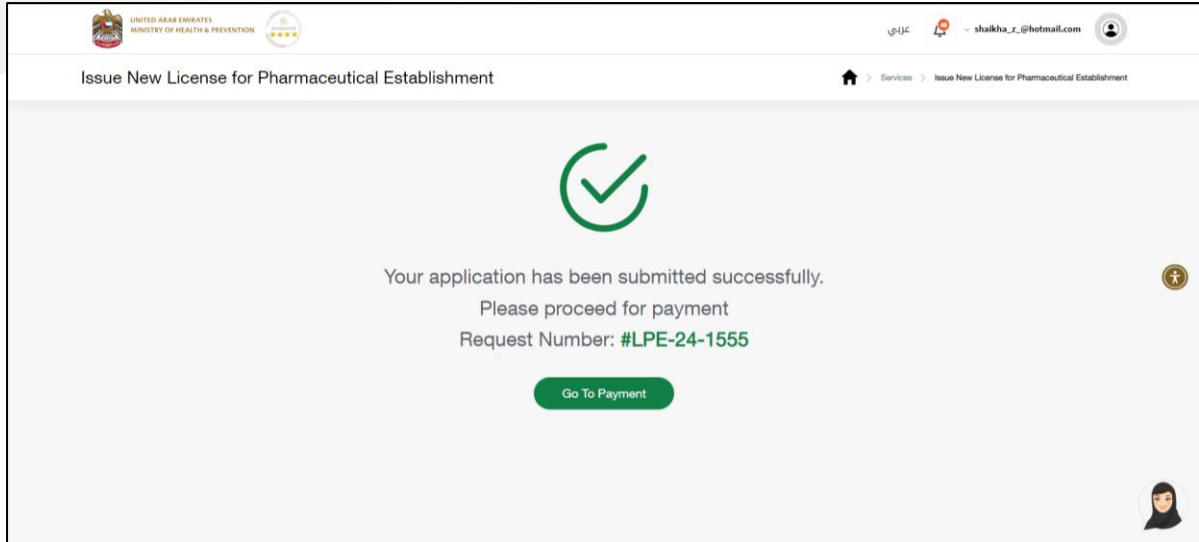
Upload the required document(s)

The screenshot shows the 'Issue New License for Pharmaceutical Establishment' web portal. The 'Attachments' section displays a progress bar with three steps: 'Affection Plan Attested from the Municipality', 'Valid Copy Of Establishment Lease Agreement', and 'Location Photos'. The first step is marked as completed with a green checkmark, while the other two are marked as incomplete with grey checkmarks. Below the progress bar is a large dashed box containing an upload icon and the text: 'Select Files from your computer. Use the "Button" below to upload your attachments. The supported file are: PDF, JPG, Word. File size: No more than 10MB.' A 'Browse For Attachments On Your Computer' button is visible. At the bottom of the upload area is a 'Go To Preview' button. The bottom navigation bar shows 'Complete Progress 0%' and buttons for 'Submit', 'Preview', and 'Payment'.

Preview the attached documents before submitting the request.

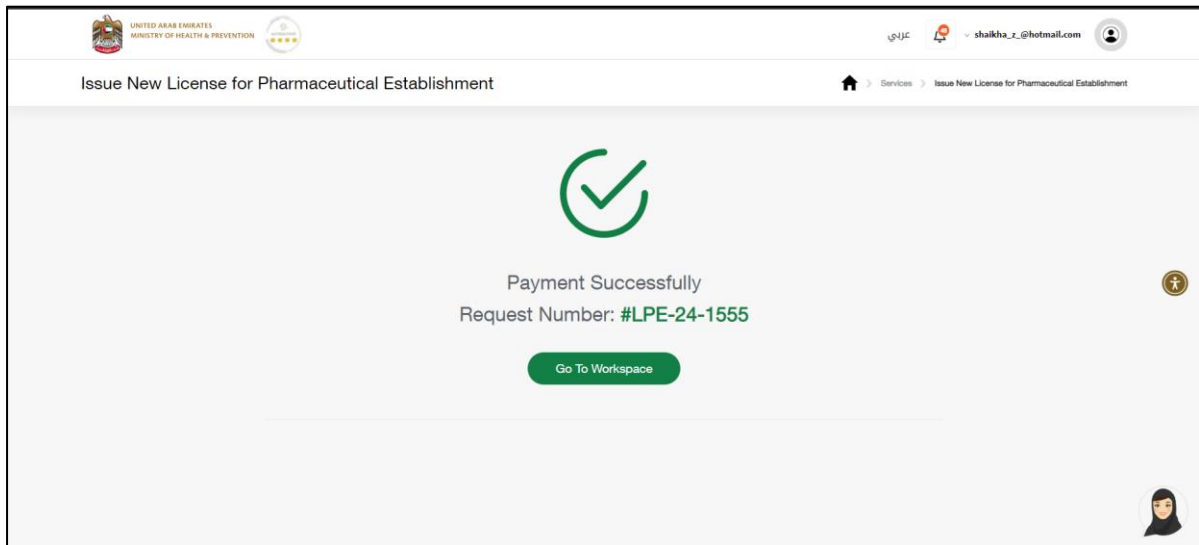
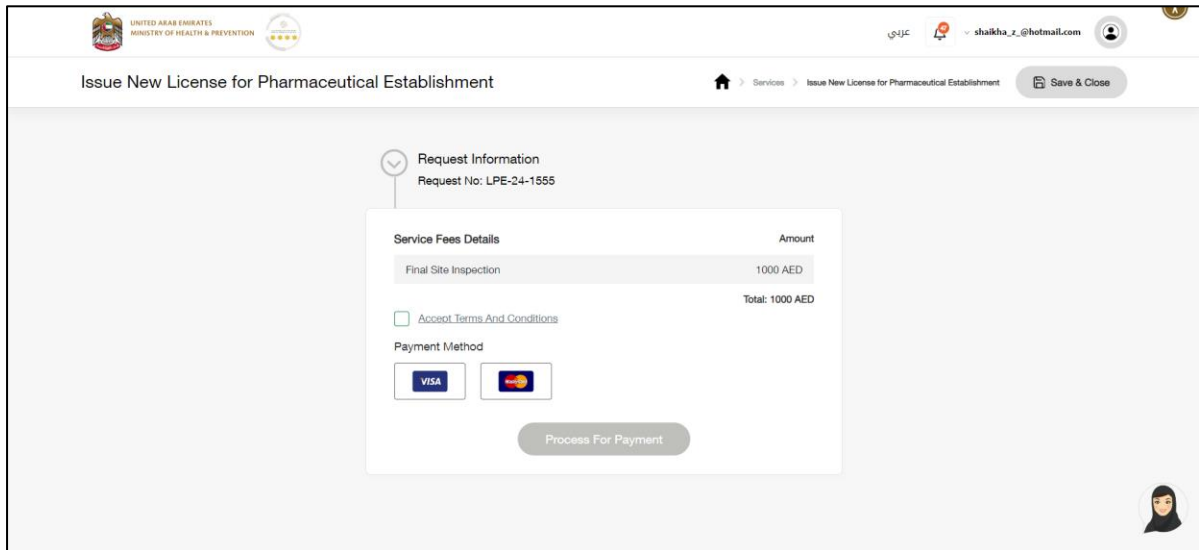
The screenshot shows the 'Issue New License for Pharmaceutical Establishment' web portal. The 'Attachments' section displays a progress bar with three steps, all of which are now marked as completed with green checkmarks. Below the progress bar is the same upload area as in the previous screenshot. A file named 'Affection Plan Attested From The Municipality.Pdf' (25.14 KB) is now listed in the attachments area. A 'Submit' button is visible at the bottom of the attachments section. The bottom navigation bar shows 'Complete Progress 0%' and buttons for 'Submit', 'Preview', and 'Payment'.





Confirmation that your request has been successfully submitted.

Make the payment for the inspection fee.



A confirmation for successful completion of payment.





6.2 Final Approval

Submit Final approval request for the pharmaceutical establishment.

The screenshot shows the 'Issue New License for Pharmaceutical Establishment' form. The 'Request Information' section is expanded, showing a list of steps: Establishment Information, Contact Information, Location Information, Owner Details, and Partner Details. A green 'Final Approval' button is visible at the bottom right of the form.

Review your details and click on the “Final Approval” button.

The screenshot shows the 'Issue New License for Pharmaceutical Establishment' form. The 'Pharmacist In Charge' section is expanded, showing a search bar and a table of pharmacists. The table has columns for Full Name (English), Full Name (Arabic), Medical Title, License No, Issue Date, Expiry Date, and View. A pharmacist named Shalika Alzabi is selected. Below the table, there is a 'Selected Medical Staff Information' section with fields for Email, Contact Number, and Emirate. A green 'Next' button is visible at the bottom of the form.

Full Name (English)	Full Name (Arabic)	Medical Title	License No	Issue Date	Expiry Date	View
Shalika Alzabi	شليكة الزعبي	Pharmacist	T30001	25/01/2024	24/01/2025	View

Select the pharmacist who will be in charge.





Request Information
Request No: LPE-24-1555

Pharmacist In Charge ✓

Staff Information

Shaikha Alzaabi

R Number	12462	License Number	T30031
Category	Allied Healthcare Professionals	Specialty	Pharmacy
Nationality	Emirati	Medical Title	Pharmacist

Next

Attachments

Complete Progress: 0%

Submit Preview Payment

Review the staff information.

Upload the required document(s)

Request Information
Request No: LPE-24-1555

Pharmacist In Charge ✓

Staff Information ✓

Attachments

Completed 4 of 4

Valid Copy Of Civil Defense Certificate ✓

Valid Copy Of Establishment Trade License ✓

Partners list ✓

Select Files from your computer
Use the "Select" button to upload your attachments.
The supported file are: pdf, png, jpg, docx
File size: No more than 10MB

Upload File Attachments On Your Computer

Valid Copy Of Civil Defense Certificate.Pdf
25.14 KB

Go To Preview

Complete Progress: 0%

Submit Preview Payment





Issue New License for Pharmaceutical Establishment

Complete Progress
100%

Submit Preview Payment

Preview the details before submitting the request.

Issue New License for Pharmaceutical Establishment

Your application has been submitted successfully.
Please proceed for payment
Request Number: #LPE-24-1555

Go To Payment

Confirmation that your request has been successfully submitted and you can proceed with the payment.

Make the payment for the application fee

Issue New License for Pharmaceutical Establishment

Request Information
Request No: LPE-24-1555

Service Fees Details	Amount
Application Fees	100 AED
Total	100 AED

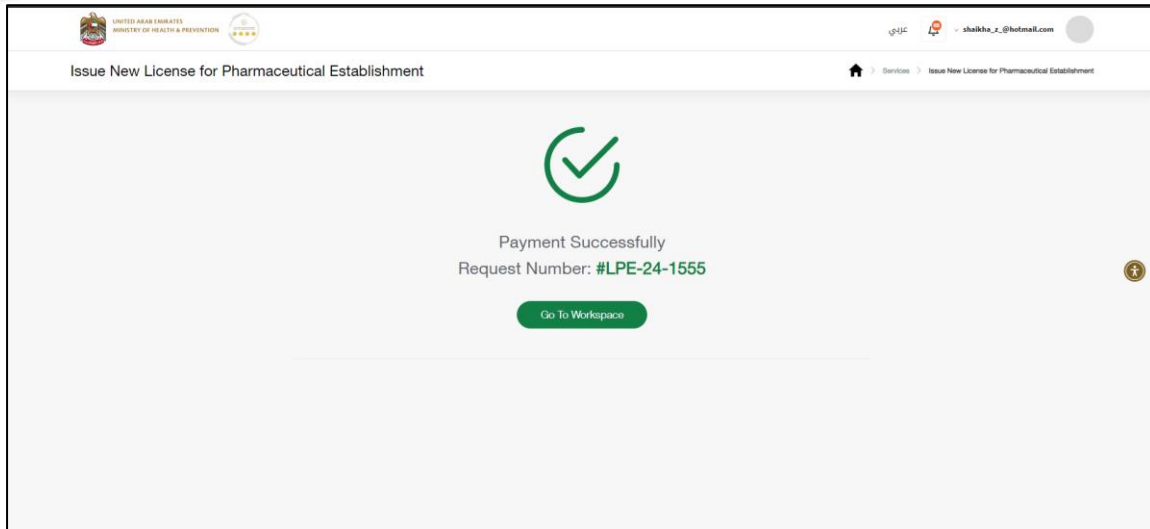
Accept Terms And Conditions

Payment Method

VISA MasterCard

Process For Payment



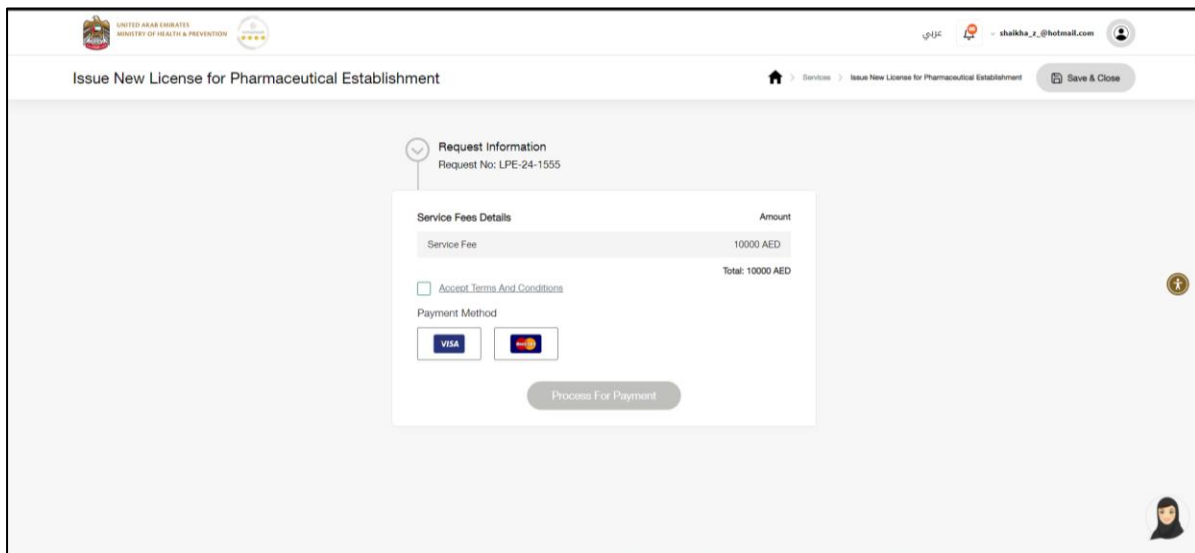


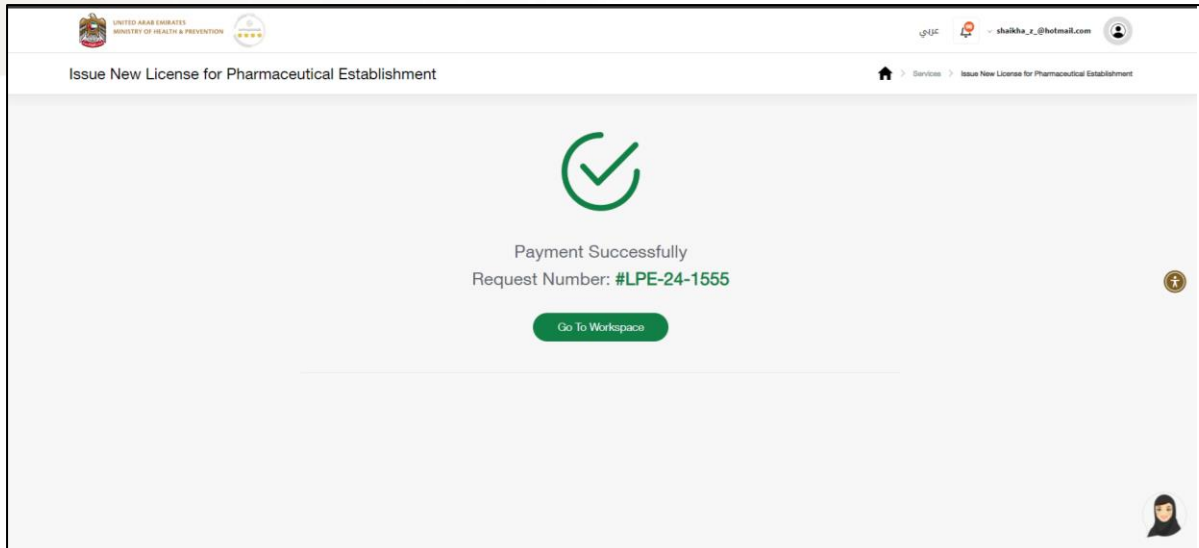
A confirmation for successful completion of payment.

Make the payment for the service fee

Once approved, the applicant is required to pay a service fee to download the final approval certificate.

4 My Tasks							Search	Filter
Request No.	Application No.	Service Name	Status	Submission Date	Action			
LPE-24-1555	LPE-24-1555-2	Issue New License for Pharmaceutical Establishment	Pending Payment	25/01/2024	View Details			





A confirmation for successful completion of payment.

Download the approval letter(s) or certificates
you can download the certificate from the 'My Certificate' section.

