

### **DEPARTMENT NAME**

Regulations, Licensing and Advertisements



### **SECTOR NAME**

Public Health Policy and Licensing

## SERVICE DESCRIPTION

This service enables medical and pharmaceutical facilities to apply for licenses for employees, including first or second official pharmacists and assistant pharmacists.

### **SERVICE CHANNELS**

- Website (application submission, payment of fees, access to the service)
- Typing centers (issue of a No Objection certificate)



### **SERVICE FEES**

**01** Application fee: AED100

**02** License to practice pharmacy: AED1,000

## **CONDITIONS AND REQUIREMENTS**

At least two years of experience is required







The assessment certificate is valid for three years only



There should be no more than a two-year gap in the applicant's work record

### **REQUIRED DOCUMENTS**

- Scientific and academic certificates
- O2 Certificates of recent experience from employer
- 03 Valid assessment certificate
- 04 Certificate of criminal clearance
- **05** Letter of license request from the facility
- **06** Job offer
- **07** List of employees licensed to work in the facility
- O8 Copy of valid passport
- 09 Recent passport-type photo with white background
- 10 Copy of valid residence license
- Copy of valid Emirates ID card
- Pharmacist's character reference (form available at Customer Happiness Centers)
- 13 List of controlled medicines (for official pharmacist)
- 14 Employment contract
- Labor card

## **SERVICE STEPS**



Register in e-services, create a user name and password (if not already registered), then access the e-system



The client (facility) must access the website service to license professionals through the account of the licensed facility, and provide the required information and documents as per the type of license



# 04

The employee concerned will check the application. If it meets requirements, the application will be approved and the transaction will be sent to the facility for online fee payment



## 03

The client must refer the transaction to the Ministry of Health and Prevention





The client (facility) must pay the fees through the website, after which the transaction will be automatically transferred to the Ministry of **Health and Prevention** 



The officer concerned will conduct the final review of the transaction with fee payment and accept the application. If the conditions are met, the initial license, renewal, cancellation or change of title will be approved

If the application requires a final license (issuance of a new license, re-licensing or transfer of a license):



The client (facility) must submit the required documents to the Ministry of Health and Prevention



## 02

The employee concerned will approve the application, provided all conditions are met, and issue the final license



# **SERVICE LOCATIONS**

Website (application submission, payment of fees, access to the service) E-mail or Customer Happiness Center (No Objection Certificate and security clearance)

- 1. Sharjah: Customer Happiness Center
- 2. Ajman: Customer Happiness Center
- 3. Umm Al Quwain: Customer Happiness Center 4. Ras Al Khaimah: Customer Happiness Center
- 5. Fujairah: Customer Happiness Center