

**Dte. of Food & Drugs Admn "Dhanwantari"**  
**Opp. Shrine of the Holy Cross, Bambolim - Goa. 403202**

**Documents to be submitted along with the application for grant of fresh Retail/Wholesale Licence**

1. Covering letter mentioning the complete details of documents submitted.
2. Application in respective Form- 19, 19B, 19C dully filled and signed.
3. Additional information data form dully filled and signed.
4. Re 1/- Court fee stamp to be fixed on each application.
5. e - Challan for **Rs. 3000/-**, alongwith the details mentioned on the list attached, additional fees **Rs. 250/-** for homoeopathic licence and **Rs. 500/-** for schedule X licence if requested

**Head of Accounts**

**Demand No. 53**

210 Medical and Public Health,  
04 Public Health,  
104 Fees and Fines,  
01 Fines.

6. Blue print plans of the premises drawn to scale.
7. Site plan of the premises on a blue print.
8. Certified copy of Lease Deed (**if rented**), Ownership documents (**if owned**).
9. Certified copy of Partnership Deed (**if in partnership firm**)
10. Description of the premises, with area and height of the premises and other details.
11. Occupancy Certificate (attested)
12. House tax paid receipt.(attested)
13. NOC from the Municipality/Panchayat.(attested)
14. Certified copy of Qualification certificates of Registered Pharmacist/Competent Person,
15. Certified copy of Registration Certificate of the Registered Pharmacist issued by GSPC
16. Experience certificates of the Registered Pharmacist/Competent Person.
17. Appointment letter issued to the Registered Pharmacist/Competent Person
18. Acceptance letter by the Registered Pharmacist/Competent Person.
19. Self declaration form regarding sale of drugs in presence of whole time Registered Pharmacist/Competent Person only.
20. Bio-data of the applicant mentioning the details of DOB, experience and details of occupation for previous five years.
21. Request for option letter→to maintain carbon copies of cash/credit memos in lieu of prescription Register book.
22. Certified copy of power of attorney of applicant if applicable.
23. To provide the '**No Smoking Board**' as per the specification form attached.
24. Copy of refrigerator Invoice.
25. ID card copy of Proprietor/Partners/Directors/Registered Pharmacists/Competent Persons. (PAN CARD OR VOTERS ID OR ADDHAR CARD)= any

- Note :-
1. Carpet area required for wholesale/retail premises minimum is **15 sqmts.**
  2. Height required for wholesale/retail premises is **2.5 sqmts.**
  3. Applicant should obtain Inspection Book from this Directorate by paying the necessary fees of Rs. 50/-on grant of licence at the time of issuance of licence.