

## Online Pharmacy License Application Checklist

### a. Administrative Documents:

1. Properly filled application Form No.-7 (Rule-18) according to the Bengal Drug Rule, 1946 )
2. Copy of renewed model pharmacy license.
3. Original copy of treasury challan of TK\*.2500 (Two thousand and five hundred) as new retail drug license issuance fee (For Municipality and Metropolitan area) or Original copy of treasury challan of TK\*.1500 (One thousand and five hundred) as new retail drug license issuance fee (For Union Porishod) deposited in any branch of the Bangladesh Bank/Sonali Bank in the following code:  
  
Code of Drug Administration: 1-2715-0000-1863  
  
And 15% vat on fee to the following code  
  
Code of NBR (National Board of Revenue): 1-1133-0015-0311
4. Copy of last renewed trade license of the retail outlet.
5. Copy of citizenship certificates of owners/ managing director .
6. Copy of rental agreement and receipt of rent.
7. Bank solvency certificate of the owner.
8. 2-copy Passport size photo of Pharmacy owner(s) / managing director.
9. Three copy of photo of the pharmacy premises.
10. For Limited Company: a) Certificate of incorporation b) Article of Association and c) Memorandum of Understanding.
11. Commitment letter from the owner(s) / managing director mentioning that they will abide by The Drugs and Cosmetics Act 2023, The Bengal Drug Rule 1946, any rules made thereunder and the guidance documents for online pharmacy.

### b. Technical Document

1. Original registration certificate with attested copy of appointed pharmacists with all other educational certificates.
2. Commitment letter of appointed pharmacists.
3. Job Description of each employee including pharmacists.
4. Lay out plan of the premises.

5. Details of web site or app with hosting details, cloud storage capacity.
6. Copy of Details agreement with online service provider, logistic service provider .
7. Storage Facilities of the premises.

**Note: In case of special circumstances mentioned list of documents can be included or replaced by the authority.**