

## **Procedure For Obtaining Sales License**

**Sales License – License for sale by Retail, Wholesale or Retail + Wholesale** are issued online at the state portal [sso.rajasthan.gov.in](http://sso.rajasthan.gov.in) as per the provisions of Drugs & Cosmetics Act and Rules. The Licensing Authority for such licenses is the Assistant Drugs Controllers of the concerned area.

The area requirements of Sales premises are as follows:

Minimum carpet area:-

For Retail sale : 10 square meter.

For Wholesale : 10 square meter.

For Retail +Wholesale : 15 square meter.

### **Procedure for getting sale license**

**Step 1** Application for grant of Licence for sale of drugs.

The applicant has to make application online in the requisite Form No. 19, and pay necessary fees as given in fee chart under ‘Forms & Fees’.

Fee can be paid through the application portal itself or through Government Treasury challan, under Head of Account-

0210- 04-800-02-00 Other receipts

### **Documents to be uploaded along with the application form:**

(Aadhar card number with valid mobile number is mandatory)

1. Application Form 19.
2. Receipt of fees challan, if not paid through online portal.
3. Declaration of Proprietor / partners / director, etc. in prescribed proforma.
4. Documents relating to the constitution of the firm viz. Partnership-deed, memorandum and article of association, etc.
5. Particulars of the registered pharmacist /competent person along with their educational qualification, experience and registration certificates.
6. Declaration of Registered Pharmacist / Competent person.
7. Registration certificate of Registered Pharmacist.
8. Document related to lawful possession of the premises like document of ownership- purchase documents (registered) / rent agreement, rent receipt.
9. Map/ Layout plan of shop.
10. Refrigerator purchase invoice.

**Step 2** Scrutiny of application. In case any shortcoming / discrepancy is noted, ‘objection’ shall be raised. Further action shall be taken upon receipt of clarification from the applicant. In case the application is found in order, it will be processed for inspection of shop.

**Step 3** Inspection of shop premises.

**Step4** Grant of Licence

If all the prescribed conditions are complied with, licence is granted.