

The Health Master

Documents to be Uploaded with the application form for grant of loan license for Manufacturing of drugs, cosmetics etc. :

1. Requisite application form. (Original) (Loanee firm)
2. Required license fee along with additional items fee. (Loanee firm)
3. Copy of Wholesale drug license of Loanee firm (Loanee firm)
4. A letter from Loanee firm to Host firm whose capacity is intended to be utilized.
5. A letter from Host firm to Loanee firm permitting to utilize the spare capacity of plant.
6. Copy of Drug License and validity certificate of Host firm.
7. Loan License Agreement between Host firm and Loanee firm.
8. Map / Room Layout allotted to Loanee firm.
9. Blue print with site plan of the premises, duly signed by firm's Prop / Partners / Directors. (Host firm)
10. Ownership proof or Rent receipt and lease deed of the premises. (Host firm)
11. Copy of partnership deed (in case of partnership firm) (Loanee firm)
12. Memorandum and Article of Association duly signed by Directors of the firm (In case of Limited or Pvt. Ltd. Firm) (Loanee firm)
13. List of present directors of the firm showing their complete name and residential address. (Loanee firm)
14. Copy of Form-DIR-12, in case of change in Directors (registration, addition, replacement) (Loanee firm)
15. Non-conviction affidavit (under Drugs & Cosmetics Act, 1940 & Rules, 1945) of Prop / Partners / Directors. (also mention the status of partners / directors whether sleeping or active and name of responsible partner / director. (Loanee firm)
16. Resolution of Board of Directors regarding appointment of authorized signatory. (Loanee firm)
17. Non-conviction affidavit of authorized signatory, if appointed any by the firm. (Loanee firm)

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18. List of competent technical staff along with copies of their educational qualification, experience and approval letter. (Host firm)
19. Non-conviction affidavit (under Drugs & Cosmetics Act, 1940 & Rules, 1945) of approved technical staffs (also mention the details of their educational qualification, date of joining and details of previous working). (Host firm)
20. Copies of academic qualification & approval of technical staff. (Host firm)
21. List of machineries installed along with purchase invoices. (Host firm)
22. List of laboratory equipments installed along with purchase invoices. (Host firm)
23. Qualification certificates of machineries and equipments. (Host firm)
24. NOC from Fire department (Host firm)
25. NOC from pollution control department (if applicable) (Host firm).
26. Proof of electricity load sanction. (Host firm)
27. Copy of allotment /occupation certificate form Industry department of the state etc. (Whichever is applicable) (Host firm)
28. List of items in triplicate.

Note: Copies of documents should be self attested