

**CHECK LIST FOR APPLICATIONS FOR GRANT OF LOAN LICENCE IN
FORM-25A AND 28A AND 32A.
DOCUMENTS TO BE SUBMITTED BY THE APPLICANT ALL IN
DUPLICATE.**

1. Covering Letter :
2. Challan for the required amount under the Head of Account 0210-Medical and Public Health, 04-Public Health, 104-Fees, Fines etc.
3. Statutory Forms: **FORM FEES**
24A Rs.7500 -00
27A Rs.7500 -00
31A Rs.3000-00
4. Declaration of the Proprietor/Partners/Directors etc., in Affidavit-I along with Attested copies of Partnership Deed/Memorandum of Articles.
5. Affidavit-II (Format enclosed) Attested by Notary regarding the name, address and other details of the person responsible to the day to day affairs of Company and for the conduct of business alongwith his Photograph duly attested.
6. Copy of Ration Card/Passport/Electoral Card etc., in support of proof of residential address of responsible person.
7. Consent letter from the parent firm declaring the facilities available and the details of Licences possessed indicating the category of drugs and No.of Loan Licences already held.
8. Declaration of Technical Staff for manufacture and for Analysis (Proforma -II - Format enclosed)
9. Declaration to the effect that whether the firm is already having any manufacturing Licence for their own Unit/Loan Licence, and if so, the details of such Licences and declaration stating the same formulations now applied were not earlier permitted either on the same brand name or under any other brand names.

DOCUMENTS REQUIRED IN CASE OF APPLICATIONS FOR FORMULATIONS:

1. Consolidated list of formulations with packing particulars.
2. Specimen Labels.
3. Labels of similar products for non-pharmacopial drugs.
4. Method of Test/analysis for the finished products and also for the ingredients which are not specified in any Pharmacopiea or any official compendia of Drugs Standards.
5. Copies of monograph in respect of those drugs which are not official in I.P.

DOCUMENTS REQUIRED IN CASE OF APPLICATION FOR BULK DRUGS:

1. Brief Manufacturing procedure and flow charts along with consumption co-efficient and effluents generated and their treatment for the drugs applied for, alongwith the methods/procedure of Test/Analysis.