

**CHECK LIST FOR APPLICATIONS FOR  
GRANT / CHANGE OF CONSTITUTION / CHANGE OF PREMISES  
OF LICENCES IN FORM- 19A ( HOUSE HOLD REMEDIES )  
DOCUMENTS TO BE SUBMITTED TO THE REGIONAL ASSISTANT  
DIRECTOR, through Area Drugs Inspector  
DRUGS CONTROL ADMINISTRATION BY THE APPLICANT - ALL IN  
DUPLICATE.**

1. Covering Letter.
2. Statutory form – Form –19A - two
3. S.B.H Challan of R s. 500/- for each Licence ( for each form) for the required amount under the Head of Account 0210-Medical and Public Health, 04-Public Health, 104-Fees,Fines etc.
4. Declaration by the Proprietor / Partner/ Director
5. Attested copy of Partner ship Deed / Memorandum of Association.
6. Plan of the Shop.
7. Declaration of Building owner. Attested by Gazetted Officer.
8. Rental Agreement.
9. Document showing the proof of ownership of Building by Building owner.
10. List of drugs to be dealt by the firm
11. SELF ADDRESSED ENVELOPE WITH POSTAL STAMPS FOR REGISTERED POST WITH ACK