

Renewal & registration information letter



Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Government Medical Store Depot
Post Box No.4514, Mumbai Central, Mumbai-8.

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Gram : MEDSTORE-Mumbai-8

Tel. No.022-23082091/92
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No.PS/05/Regn./Renewal/2012-13/

Date.

Sub :- Renewal of Registration / Fresh registration of your Firms / Manufacturing Units with MSO

Sir,

As per the directives of the D.G.H.S., New Delhi letter No.Y.11011/02/2011 St.III dtd.3/11/11 & Newly updated Manual the validity of registration of firm shall be only five years from the date of their registration and they are required to apply for renewal of registration without any processing fees by submitting the specified documents before expiry of their registration if the firms apply after their validity of registration has expired their registration shall be treated as fresh registration with processing fee Rs.20,000=00 for each manufacturing unit.

The firm required to apply for renewal of registration after every five years as per new Manual provision. Therefore you are requested to submit documents for renewal of registration or fresh registration of your manufacturing unit with in the jurisdiction of this depot i.e. State of Maharashtra, Gujrat, Madhya Pradesh (M.P.), Chattisgarh, Goa, Diu & Daman with MSO (Ministry of Health & Family Welfare) for supply the medicines. Your firm's registration should be strictly renewed on or before 31/12/2012 without any processing fee to avoid the inconvenience of the accept the stores for which supply order is given to you. No further extension will be allowed for renewal of registration.

In case of change / alteration of name, address of manufacturing unit, manufacturing site and addition of new section or product the application shall be treated as also fresh registration.

You are, therefore, directed to submit application form for Registration of Manufacturing Unit of the firm renewal / fresh registration application in MSD-1104 along with list of required document as per MSD-1105 and for renewal of registration you may also submit copy of registration with MSO. These forms are also available on the MSO website and can be downloaded for this purpose.

The current production capacity of different pharmaceutical dosage forms declared by the manufacturer should be self attested by the manufacturer.

Query regarding registration or renewal of Mfg. Unit may contact to authority.

Yours faithfully,


(Dr. D. Gangadhar),
Chief Medical Officer(SAG).

Encl. :- MSD-1104 & MSD-1105 (2 Pages)

MSD-1104 APPLICATION FORM FOR REGISTRATION OF MANUFACTURING UNIT OF THE FIRM

1.	Name of the firm				
2.	Full address of the firm. (in block letters)				
	Post Office		Pin Code		
	Telephone	Fax	Mobile	E-mail ID	
3.	Full address of the manufacturing unit (in block letters)				
	Post Office		Pin Code		
	Telephone	Fax	Mobile	E-mail ID	
4.	Name under which licensed and the period for which the same are in force				
5.	Who is the owner, Please give full name and				
	Post Office		Pin Code		
	Telephone	Fax	Mobile	E-mail ID	
6(i)	Are you a manufacturer?				
(ii)	If so, please give details quoting your manufacturing licence No.				
7.	Are you a manufacturer's agent? If so, please give details.				
(i)	Name of each manufacturer.				
(ii)	Address of each manufacturer.				
	Post Office		Pin Code		
	Telephone	Fax	Mobile	E-mail ID	
(iii)	Stores manufactured /Dosage form manufacturing sections.				
(iv)	Letter of authority appointing you as agents in original which must indicate whether the manufacturer will also deal with Govt. direct or only through your Agency.				
8.	Are you a stockist only? If so, please give details.				
9.	Name of your Bankers.				
	The name of the party in which the account stands				
	Address of your Bankers				
	Post Office		Pin Code		
	Telephone	Fax	Mobile	E-mail ID	

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| 10 | Are you on the list of approved Contractors of DGS & D, other Central Govt. Dept., State Govt.? If so, please furnish copies of letters issued by the Dept. Concerned for registration of your name as approved contractors. | |
| 11 | Did you apply for registration with this depot before under existing or other name? If so, with what | |
| 12. | Are you already doing business with MSO under some other name, if so please give details. | |
| 13. | Have you ever been convicted for contravening the provision of Drugs & Cosmetics Act and Rules there under in the past? If so, furnish details. | |
| 14. | Was your manufacturing licence suspended or cancelled in the past? If so, furnish particulars. | |
| 15. | Please State whether in the event of rejection etc. you would take back the rejected stores from the depot at your cost. | |
| 16. | Please indicate if you will be in a position to quote F.O.R. Depot i.e. effect door delivery at depot. | |
| 17. | Declaration to be made by the applicant. (Vide question 4 above). | |
| 18 | Whether all the documents listed in MSD-1105 is enclosed? | |

NAME OF PARTNERSHIP / PROPRIETORSHIP OR COMPANY

I/We _____ do hereby declare that the entries made in this application form are true to the best of my/our knowledge and also that we shall be bound by the acts of our constituted attorney.

PARTNER/ PROPRIETOR/AUTHORISED REPRESENTATIVES

MSD-1105 LIST OF DOCUMENTS TO BE ENCLOSED WITH MSD-1104

Sl. No.	Name of the Documents	Page No.	Remarks of the Depot
1	The Registration fee of Rupees ^{20,000/- Twenty} 10,000 (Rupees Ten Thousand only) as a Demand Draft drawn in favour of PAO, GMSD <u>Mumbai</u>		
2	Memorandum of Article / Partnership Deed /Constitution of the firm.		
3	Valid GMP Issued by FDA/Drug controller/ licensing authority		
4	Non Conviction Certificate issued by FDA. /Drug controller/ Licensing authority		
5	Performance Certificate issued by FDA./Drug controller/ Licensing authority		
6	Annual Report/Latest statement of P & L Account and Balance Sheet of your firm/ concern & Turnover for the last 3 financial years.		
7.	Detailed Lay Out of your Factory with Measurements, Dimensions -for each Manufacturing Section		
8	List of Equipment and Plants & utilities - for each Manufacturing Section		
9	Particulars of Technical Persons (Approved by the Licensing authority under the Drugs & Cosmetics Act & Rules).		
10	Copy of valid Drug Licence and list of items for which Drug control Authority issued the Licence		
11	Details of orders received from various Government Departments and execution made thereof. Reasons for rejections and un-supplied portion (Copies of Supply Order).		
12	Latest Therapeutic Index and Price List		
	Monetary limit of your firm duly certified by Bank or Chartered Accountant		
14	The manufacturing capacity of a dosages forms / products for each manufacturing section calculated on per shift, per day and annual basis		
15	PAN Number/Copy of Pan Card & latest Income Tax Return Filed/Acknowledgment of income Tax deposited		
16	Ownership document of Firm's Land/Plot/Property		

Note: - All the above documents along with the application for registration of a manufacturing unit are mandatory.

Incomplete application will be rejected.