

## **CHECKLIST FOR CHANGE OF CONSTITUTION**

1. Statutory form – 19.
2. Declaration by the Partners with proof of residential address (Present and Permanent). ***In prescribed proforma.***
3. Dissolution cum partnership deed *in case of partnership firm.*
4. Special declaration by Registered Pharmacist on Rs.20/- Non-Judicial stamp paper, if being a part of the new constitution or otherwise. ***In prescribed proforma.***
5. Self attested copy of Registered Pharmacist certificate (renewal up to date) affixed with latest original photograph and signature of the candidate.
6. Declaration of competent person if being the part of the new constitution or otherwise. ***In prescribed proforma.***
7. Plan of the premises indicating the carpet area (specifying length and breadth in meters and area in Sq.m) with the signature of Building owner and the applicant (Partners).
8. Declaration of building owner (photograph of the building owner with self attestation).
9. Self attested photo copy of the document showing the proof of ownership of the building owner for the premises to be licensed (EC/any other legal document showing the present ownership of the building premises).
10. Original drug license.
11. List of Directors downloaded from MCA website signed by Company Secretary / Managing Director (In case of company).
12. In case of company an Affidavit under Section 34 of Drugs and Cosmetics Act, 1940 on non-judicial stamp paper signed by one of the Directors of the company. ***In prescribed proforma.***