

DRUGS CONTROL DEPARTMENT

GOVERNMENT OF KERALA

Standard Operating Procedure – Name change of the Establishment

Name of Department	Drugs Control Department
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1. Standard Operating Procedure for Applicant

Application for	Name change of the Establishment
Mandatory supporting documents required	<ol style="list-style-type: none">1. A detailed application with court fee stamp of Rs.52. Original chalan of Rs. 1500/- under proper Head of account 0210-04-104-993. 25D original, 26D Original, Drug list original, GMP original4. Stamped and addressed envelope5. Notarized Affidavit of Rs.200 stamp paper in prescribed format mentioning the new name of the establishment6. Letter from Drug Inspector
Process description	<ol style="list-style-type: none">1. Submit the complete set of application at the concerned DI office.2. Keep in touch with department through official mail or official website.
Procedure for Fees payment	Payment can be done through e-treasury. Select – drugs control department – select the district as Thiruvananthapuram and then the office of Deputy Drugs Controller (Ayurveda). All payment should be remitted to office the Deputy drugs controller Thiruvananthapuram.

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List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Checking of Application Status	Online provision currently available " Click here "
Key Contact Person	Deputy Drugs Controller- Ayurveda

from department	
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2. Standard Operating Procedure for Approver

Application for	Name change of the Establishment
Mandatory supporting documents required	Mentioned as SOP for Applicant.
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Departmental Work Flow	<ol style="list-style-type: none"> 1. Receiving of the entire application through the concerned DI office forwarded to Office of Deputy Drugs Controller Thiruvananthapuram. 2. Verification of the documents by the concerned Regional/Senior Drugs Inspector Ayurveda. 3. Issue of Name change of the Establishment by the State licensing authority (Deputy Drugs Controller Ayurveda)

3. Verification/Inspection Procedure:

Verification – Verification of application form and supporting documents