

Government of India

Online National Drugs Licensing System (ONDLS)

USER MANUAL

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida-201307

Phone: 91-120-3063311-14 Website: <http://www.cdac.in>

This is a controlled document. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of CDAC, Noida.

Table of Contents

1. Home Page.....	3
1.1 Login as an Applicant.....	3
1.2 Applicant Dashboard.....	4
2. Post Approval Change Request Application.....	6
2.1 Post Approval Submission Application.....	6
3. Post Approval Case.....	6
3.1 Addition or Reduction in site area.....	6
3.2 Surrender of License.....	8
3.3 Change in Technical Person.....	11
3.4 Change in Name of Organization.....	15
3.5 Change in Site Address.....	19
3.6 Change in Constitution.....	24
Annexure.....	31
List of Figures.....	32
FAQs.....	33

1. Home Page

- Open the link for login
“https://www.statedrugs.gov.in/SFDA/Homepage” after that click on
“**Sign in/up**” as shown in Figure 1.

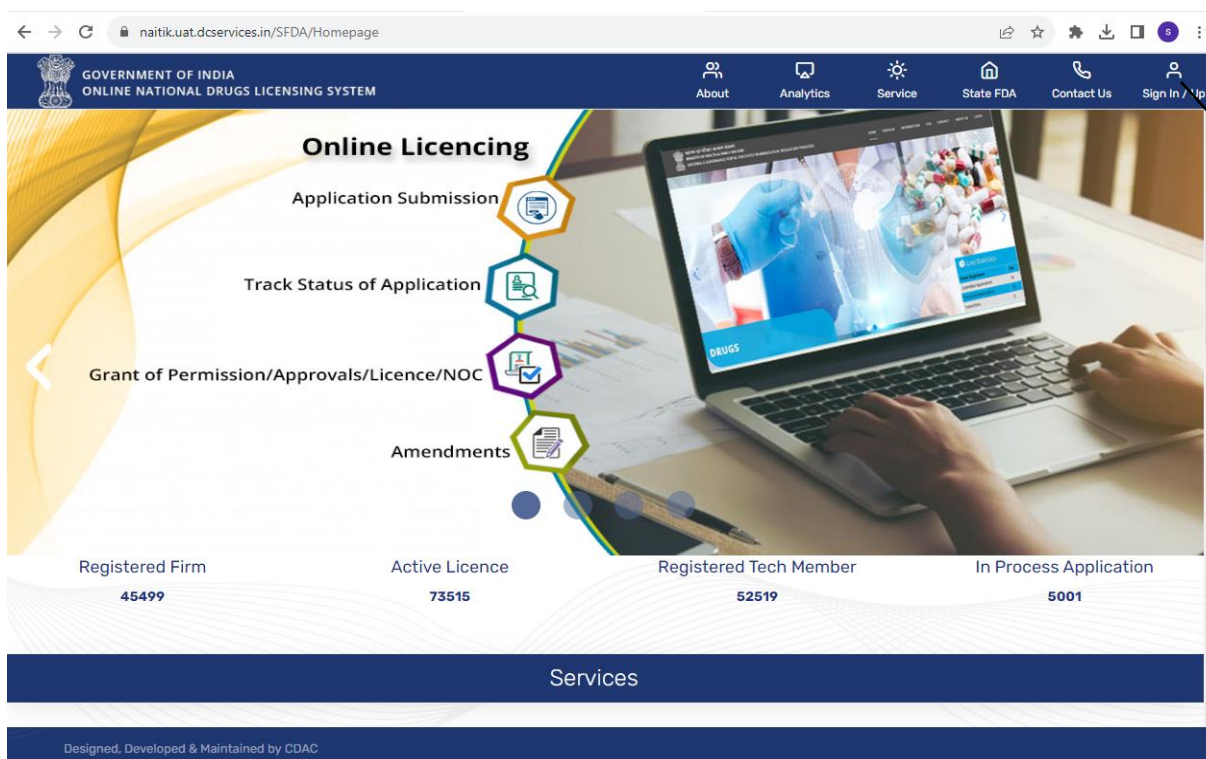


Figure 1: Home Page

1.1 Login as an Applicant

- If you are already registered user, then click on Sign-in with Username and Password Button as show in Figure 2.
- After that you must fill the Username and password then click to validate and proceed button.

- Also, you can login with your registered mobile number, you must click on Register or Sign IN with mobile number button.
- If you don't remember your password, then you can click on forgot password.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

About Analytics Service State FDA Contact Us Sign In / Up

Register or SignIn

An OTP will be sent to your mobile number for verification

Mobile Number

Get OTP

OR

Signin with UserName and Password

Designed, Developed & Maintained by CDAC

Figure 2: Login

1.2 Applicant Dashboard

- After login, an applicant dashboard shows the following options.
- From your Dashboard you can choose any suitable option and proceed.
- For Post Approval Change Request Application, click on Application Processing option as shown in Figure 3.

- After clicking on Application Processing option, click on Post Approval Change Request Applications option from Applications dashboard as shown in Figure 4 and proceed.



Figure 3: Applicant Dashboard

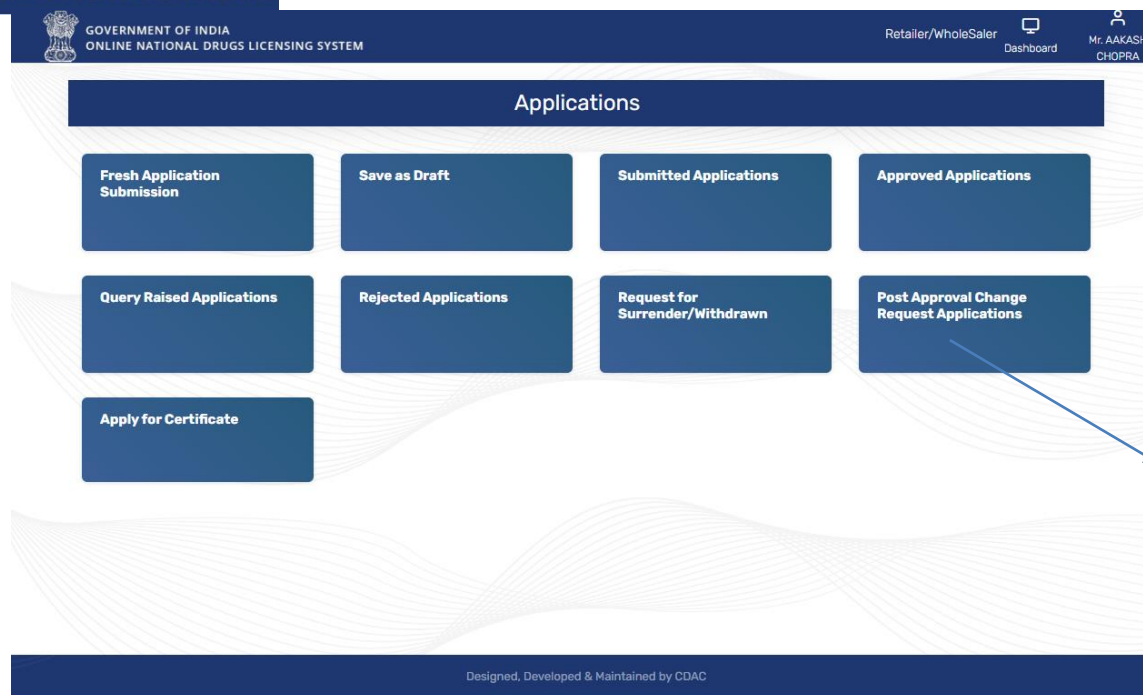


Figure 4: Applications dashboard

2. Post Approval Change Request Application

This application is for those users who want to request for post approval change. They can proceed with the application by selecting different post approval cases as per their requirements.

2.1 Post Approval Submission Application

- If you will click on Post Approval Change Request Application as shown in Figure 4, you will be directed to the Post Approval Application Submission Page where you have to select any one of the following options from the Post Approval Case as shown in Figure 5.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Addition or Reduction in Site Area
Surrender of License
Change in Technical Person
Change in Name of Organisation
Change in Site Address
Change in Constitution

Designed, Developed & Maintained by CDAC

Figure 5: Post Approval Application Submission

3. Post Approval Case

3.1 Addition or Reduction in site area

- If the user selects the Addition or Reduction in Site Area option from the Post Approval Case, the user will see the firm site area change.

request on the page, he/she can add a new site area and click on the save and proceed button as shown in Figure 6.

Post Approval Application Submission

Post Approval Case*

Addition or Reduction in Site Area

Firm Site Area Change Request

Existing Site Area*

13 Sq mt

New Site Area*

New Site Area

Save & Proceed

Click Here!

Designed, Developed & Maintained by CDAC

Figure 6: Addition or Reduction in Site Area

- Users can see New Premise Area in Application Preview page after clicking on Save & Proceed button as shown in Figure 7.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Site Type : OWN SITE Site Id : DL0009663
Fax No : 9711110249

Director Details

Name	Designation	Email Id	PAN NO	Joining Date	Status
AAKASH CHOPRA	PROPRIETOR	AKASH.CHOPRA68@GMAIL.COM	[REDACTED]	10/04/2023	ATTACHED

Application & Licence Details

Application No :- [REDACTED] Application Type :- Post Approval
Applicant Form Name :- Post Approval[Addition or Reduction in Site Area] Application Submission Date :- 10-10-2023

Post Approval Application Details

Firm Premise Area Change Detail

Site Id	Old Premise Area	New Premise Area
DL0009663	13.0Sq Mt	15.0Sq Mt

[Review & Proceed](#) [Edit Application](#)

Designed, Developed & Maintained by CDAC

Figure 7: Application Preview

3.2 Surrender of License

- If the user selects the Surrender of License option from the Post Approval Case, then some of the old existing License Surrender Requests are listed on the page as shown in Figure 8.
- User can select License Number from the list after clicking on any of the checkboxes and click on Save & Proceed button as shown in Figure 9.

Post Approval Application Submission

Post Approval Case*

Surrender of License

Licence Surrender Request

Show 10 entries

Search:

Select	ONDLS Licence Number	Old Licence Number	Licence Form	Issue Date	Validity Date
<input type="checkbox"/>	WLF20B2023DL000484	NA	Form 20B	31-May-2023	30-May-2028
<input type="checkbox"/>	WLF21B2023DL000481	NA	Form 21B	31-May-2023	30-May-2028

Showing 1 to 2 of 2 entries

Previous 1 Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 8: Surrender of License

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Surrender of License

Licence Surrender Request

Show 10 entries Search:

Select	ONDLS Licence Number	Old Licence Number	Licence Form	Issue Date	Validity Date
<input checked="" type="checkbox"/>	WLF20B2023DL000484	NA	Form 20B	31-May-2023	30-May-2028
<input type="checkbox"/>	WLF21B2023DL000481	NA	Form 21B	31-May-2023	30-May-2028

Showing 1 to 2 of 2 entries Previous 1 Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Licence Surrender

Please check all details are correct

Yes Correct No

Figure 9: License Surrender Request

- After the Click on the Yes Correct button, the user will land on the application preview page where he/she can see the Post-Approval [Surrender of License] details as shown in Figure 10 and 11.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Application Preview

Corporate & Site Details

Firm Name :	APEX HEALTHCARE CO.	Firm Address :	SHOP NO S-90, SECOND FLOOR, VARDHMAN CENTRAL MALL, LSC, NEHRU VIHAR, TIMARPUR, DISTRICT- NORTH DELHI, STATE-DELHI, INDIA -110054
CIN/PAN No :	██████████-██████████573	Contact No :	██████████249
Firm Address Proof:	RENT Agreement	Firm Address Proof Document :	View Document
Site Type :	OWN SITE	Site Id :	DL0009663
Fax No :	9711110249		

Director Details

Designed, Developed & Maintained by CDAC

Figure 10: Application Preview

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler
Dashboard
Mr. AAKASH
CHOPRA

Director Details

Name	Designation	Email Id	PAN NO	Joining Date	Status
AAKASH CHOPRA	PROPRIETOR	AKASH.CHOPRA68@GMAIL.COM	[REDACTED]	10/04/2023	ATTACHED

Application & Licence Details

Application No :- **DL/PA/2023/00466** Application Type :- **Post Approval**

Applicant Form Name :- **Post Approval[Surrender of License]** Application Submission Date :- **11-10-2023**

Post Approval Application Details

List of Licences

Ondls Licence Number	Old Licence Number	Licence Type Name	Licence Form Name	First Issue Date	Current Validity Date
WLF20B2023DL000484	NA	WholeSale License	Form 20B	31-May-2023	30-May-2028

Designed, Developed & Maintained by CDAC

Figure 11: Application & License Details

3.3 Change in Technical Person

- If the user selects the Change in Technical Person option from the Post Approval Case, then from the Technical Person Change Request section, select any one of the options as shown in Figure 12 and 13.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Technical Person

Technical Person Change Request

Select Change Type

Added Technical Person Change Request

Show 10 entries Search:

Sl No	ONDLS Licence Number	Registration Number	Tech Member Name	Change Type	Replacement Member	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 12: Change in Technical Person

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Technical Person

Technical Person Change Request

Select Change Type

- Select Change Type
- Add Technical Person
- Remove Technical Person
- Replace Technical Person

Added Technical Person Change Request

Show 10 entries Search:

Sl No	ONDLS Licence Number	Registration Number	Tech Member Name	Change Type	Replacement Member	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 13: Technical Person Change Request

- If user wants to add new technical person, then select Add Technical Person option and click on Save & Proceed button as shown in Figure 14.

The screenshot shows the 'Post Approval Application Submission' form. At the top, it says 'Post Approval Case*' with a dropdown menu set to 'Change in Technical Person'. Below this is a blue button labeled 'Technical Person Change Request'. The next section is 'Technical Person Change Type*' with a dropdown menu set to 'Add Technical Person'. Below that is 'Technical Person*' with a dropdown menu set to 'Select'. A blue button labeled 'Added Technical Person Change Request' is below this. The form then displays a table with columns: SI No, ONDLS Licence Number, Registration Number, Tech Member Name, Change Type, Replacement Member, and Action. The table is currently empty, showing 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom, there is a 'Save & Proceed' button. The footer of the form says 'Designed, Developed & Maintained by CDAC'.

Figure 14: Add Technical Person

- If user wants to remove existing Technical Person, then select Remove Technical Person option and Technical Person and click on Save & Proceed as shown in Figure 15.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Technical Person

Technical Person Change Request

Technical Person Change Type*

Remove Technical Person

Technical Person*

Select

Added Technical Person Change Request

Show 10 entries Search:

SI No	ONDLS Licence Number	Registration Number	Tech Member Name	Change Type	Replacement Member	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 15: Remove Technical Person

- If user wants to replace existing Technical Person, then select Replace Technical Person option and Technical Person and click on Save & Proceed as shown in Figure 16.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Technical Person

Technical Person Change Request

Technical Person Change Type*

Replace Technical Person

Technical Person*

Select

Added Technical Person Change Request

Show 10 entries Search:

SI No	ONDLS Licence Number	Registration Number	Tech Member Name	Change Type	Replacement Member	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 16: Replace Technical Person

3.4 Change in Name of Organization

- If the user selects the Change in Name of Organization option from the Post Approval Case, then user can change the firm name by adding new firm name in the given text box and click on Save & Proceed button as shown in the Figure 17 and 18.

Post Approval Application Submission

Post Approval Case*

Change in Name of Organisation

Organisation Name Change Request

Show 10 entries

Search:

	Licence Type	ONDLS Licence Number	Status
<input checked="" type="checkbox"/>	WholeSale License	WLF20B2023DL000484	Active
<input checked="" type="checkbox"/>	WholeSale License	WLF21B2023DL000481	Active

Showing 1 to 2 of 2 entries

Previous 1 Next

New Firm Name*

Save & Proceed

Designed, Developed & Maintained by CDAC

Figure 17: Organization Name Change Request-New Firm Name

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Name of Organisation

Organisation Name Change Request

Show 10 entries Search:

	Licence Type	ONDLS Licence Number	Status
<input checked="" type="checkbox"/>	WholeSale License	WLF20B2023DL000484	Active
<input checked="" type="checkbox"/>	WholeSale License	WLF21B2023DL000481	Active

Showing 1 to 2 of 2 entries Previous 1 Next

New Firm Name*

ATOMIC CORE

Save & Proceed

Designed, Developed & Maintained by CDAC

Organisation Name Change Request

Please check all details are correct.

Yes Correct No

Figure 18: Organization Name Change Request

- After the Click on the Yes Correct button, the user will land on the application preview page where he/she can see the new site name as shown in Figure 19.
- After clicking on Review & Proceed button, upload all the check list items which are present on Checklist Document Validation and Upload Page and click on proceed button as shown in Figure 20.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholesaleR

Dashboard

Mr. AAKASH CHOPRA

Fax No : 9711110249

Director Details

Name	Designation	Email Id	PAN NO	Joining Date	Status
AAKASH CHOPRA	PROPRIETOR	AKASH.CHOPRA68@GMAIL.COM	[REDACTED]	10/04/2023	ATTACHED

Application & Licence Details

Application No :- DL /DL /XXXXXXX

Application Type :- Post Approval

Applicant Form Name :- Post Approval[Change in Name of Organisation]

Application Submission Date :- 11-10-2023

Post Approval Application Details

Organisation Name Change Request

Old Site Name	New Site Name
APEX HEALTHCARE CO.	ATOMIC CORE



Review & Proceed

Edit Application

Designed, Developed & Maintained by CDAC




Figure 19: Application Preview -New Site Name

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesale  Dashboard  Mr. AAKASH CHOPRA

Checklist Document Validation and Upload Page

Show 10 entries Search:

S.No	CheckList Item	Document Upload Status
1	* Covering Letter	
2	* Copy of Licenses	
3	* Document showing the change in name	

1 to 3 Previous 1 Next



Proceed

Designed, Developed & Maintained by CDAC

Figure 20: Checklist Document Validation and Upload Page

- After clicking on the Proceed button, user will get the message on screen: Your Application has been submitted successfully. Kindly note your file no. XYZ for future correspondence as shown in Figure 21.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesale  Dashboard  Mr. AAKASH CHOPRA

Your Application has been submitted successfully. Kindly note your file no. **XXXXXXXXXX** for future correspondence.

Figure 21: Submitted Application

3.5 Change in Site Address

- If user wants to change the address of site, then fill all the mandatory fields of form and click on Save & Proceed button as shown in Figure 22.

Post Approval Application Submission

Post Approval Case*

Change in Site Address

Firm Address Change Request

Show 10 entries Search:

↑↓	Licence Type	↑↓	ONDLS Licence Number	↑↓	Status	↑↓
✓	WholeSale License		WLF20B2023DL000484		Active	
✓	WholeSale License		WLF21B2023DL000481		Active	

Showing 1 to 2 of 2 entries Previous 1 Next

New Site Address*

Organization Address

Country* India State* Select District* Select

Designed, Developed & Maintained by CDAC

Figure 22: Change in Site Address

- After clicking on the Save & Proceed button, users will redirect to the Site Facility Details page where they fill out all details and click on Save & Proceed button. If the user wants to go back to the previous page, click on Previous button, it will be redirected as shown in Figure 23.

Site Facility Details

Special Storage Accommodation

☒ Refrigerator(2°C to 8°C)

☐ Refrigerator(-20°C)

Storage Type

☐ Aluminium Sections

☒ Glass Sections

☐ Pellets

☐ Wooden Furniture

☒ Drawers

☐ Lock & Key

☐ Racks

Premise Area

10

Premise Ceiling Type

Select Ceiling Type
 Aluminium Patras
 False Ceiling
 Pucca Make
 R.C.C Make
 Wooden Ceiling

Save & Proceed

Previous

Designed, Developed & Maintained by CDAC

Figure 23: Site Facility Details

- After filling out all mandatory details in the form, click on the Save & Proceed button, the user can redirect to the Application Preview page where he/she will see the new firm address details in the section Post Approval Application Details as shown in Figure 24.
- If the user wants to edit the application, click on Edit Application button, the user will be redirected to the Post Approval application Submission page. Change the details and click on Update & Proceed button.

I

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Applicant Form Name :- **Post Approval[Change in Site Address]** Application Submission Date :- **11-10-2023**

Post Approval Application Details

Firm Premise Address Change Detail

Current Firm Premise	New Firm Premise
Shop No S-90, Second Floor, Vardhman Central Mall, Lsc, Nehru Vihar, Timarpur, District-North Delhi, State-Delhi, India -110054	QWERTY, New Delhi, District-North Delhi, State-Delhi, India -110006, Contact Number-9897856456

Site Facility Details:

Special Storage Accommodation	Storage Type	Premise Area	Premise Ceiling Type	Premise Possession Type
Refrigerator(2°C to 8°C)	Glass Sections, Drawers	10.40	R C C Make	Owned

Review & Proceed **Edit Application**

Designed, Developed & Maintained by CDAC

Figure 24: Application Preview-New firm Premise

- Upload all checklist items one by one and proceed as shown in Figure 25
- After uploading all checklist items, click on Proceed button user will be redirected to payment details page. Fill all details and click on save & proceed button as shown in Figure 26.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Checklist Document Validation and Upload Page

Show 10 entries Search:

S.No	CheckList Item	Document Upload Status
1	* Firm constitution document	
2	* Details of proprietor/partner/Director/Trustee etc.	
3	* ID proof (Aadhar/Passport/Driving License/Election Id)	
4	* Rent/Lease agreement	
5	* Premises ownership documents	
6	* NOC	
7	* Electricity bill of the premises	
8	* Plan layout	
9	Cold storage proof	
10	* Appointment letter of the Competent Person	

1 to 10 Previous 1 2 Next

Proceed

Designed, Developed & Maintained by CDAC

Figure 25: Checklist Document Validation and Upload Page

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

Payment Details

Note:
1. Fill inspection fee wherever necessary otherwise fill zero.

Purpose*

Challan Details

Challan No.*		Challan Date.*	
Application Fee*		Inspection Fee*	Any Other Fee
Bank Name*		Branch Code *	Total Amount of Uploaded Challans*
			0
			Upload Challan*
			Choose File No file chosen

Save & Proceed

Figure 26: Payment Details

- After clicking on save & Proceed button from Payment details page, download the legal form from the Upload Final Form page and upload it and click on submit button as shown in Figure 27.

The screenshot displays the 'Upload Final Form' interface. At the top, the header includes the Government of India logo and the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM'. On the right, it shows the user's role as 'Retailer/Wholesaler', a 'Dashboard' link, and the user's name 'Mr. AAKASH CHOPRA'. The main content area is titled 'Upload Final Form' and shows a 'Post Approval' status. Below this, there are two sections: 'Legal Form Download Section' and 'Legal Form Upload Section'. The 'Legal Form Upload Section' contains a 'Choose File' button and a text field indicating 'No file chosen'. A 'Submit' button is located at the bottom of the form. The footer of the page states 'Designed, Developed & Maintained by CDAC'.

Figure 27: Upload Final Form

- User will receive the message on Page: Your Application has been submitted successfully. Kindly note your file no. XYZ for future correspondence as shown in Figure 28.

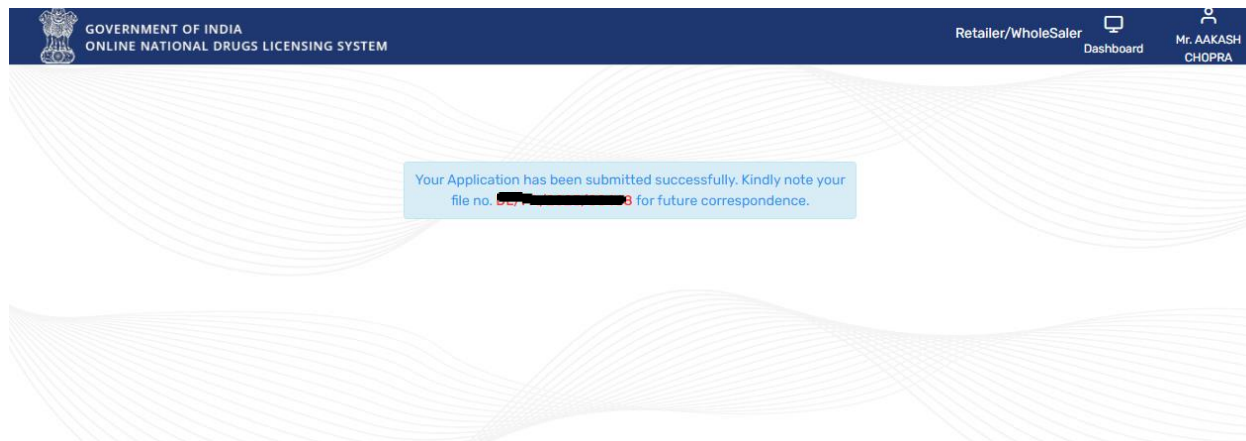


Figure 28: Submitted Application

3.6 Change in Constitution

- If the user selects the Change in Constitution option from the Post Approval Case, then select any option from new constitution type.
- If a user select Partnership or Proprietary option and want to add new corporate directors, then click on Add button and fill all the details of the form and click on Add Director button. A new Director will be added to the New Corporate Directors as shown in Figure 29, 30 and 31.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Post Approval Application Submission

Post Approval Case*

Change in Constitution

Firm Constitution Change Request

Show 10 entries Search:

License Type	ONDLS Licence Number	Status
WholeSale License	WLF20B2023DL000484	Active
WholeSale License	WLF21B2023DL000481	Active

Showing 1 to 2 of 2 entries Previous 1 Next

New Constitution Type*

Select

- Select
- Co-Operative
- Government
- Limited Liability Partnership
- Partnership
- One Person Company
- Private Limited
- Proprietary
- Public LTD.
- Trust

Figure 29: Change in Constitution

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

New Constitution Type*

Proprietary

Old Corporate Directors

Show 10 entries Search:

PAN Number	Director Name
[REDACTED]	AAKASH CHOPRA

Showing 1 to 1 of 1 entries Previous 1 Next

New Corporate Directors

ADD

Show 10 entries Search:

PAN Number	Director Name	Upload Photo
[REDACTED]	nn	Uploaded
[REDACTED]	YASH AGGARWAL	Uploaded
[REDACTED]	AAKASH CHOPRA	Uploaded

Showing 1 to 3 of 3 entries Previous 1 Next

Change Firm Name?*

New Firm Name*

Designed, Developed & Maintained by CDAC

Figure 30: New Corporate Directors

Click Here!

The screenshot shows the 'Add Director' form in the Government of India Online National Drugs Licensing System. The form is a modal window with the following fields:

- Director Name*
- Gender* (Male, Female, Other)
- Highest Educational Qualification*
- PAN Number*
- Designation* (Select)
- Mobile Number*
- Residential Address*
- Phone Number*
- Email ID*
- Date of Joining*

At the bottom of the form is an 'Add Director' button. The background shows a list of directors with columns for Name, PAN Number, and Designation.

Figure 31: Add new Corporate Directors

- After adding a new director, user can upload the photo from upload link showing in column Upload photo of new director name as shown in Figure 32.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/WholeSaler Dashboard Mr. AAKASH CHOPRA

Showing 1 to 1 of 1 entries

Previous 1 Next

New Corporate Directors

ADD

Show 10 entries Search:

PAN Number	Director Name	Upload Photo
[REDACTED]	CV	Upload
AAAD7403H	nn	Uploaded
[REDACTED]	YASH AGGARWAL	Uploaded
[REDACTED]	AAKASH CHOPRA	Uploaded

Showing 1 to 4 of 4 entries

Previous 1 Next

Change Firm Name?*

Yes

New Firm Name*

Designed, Developed & Maintained by CDAC

Click Here!

Figure 32: Upload Photo

- If the user wants to change the firm name, then choose the option yes or no, from the changed firm name. If the yes option is chosen, then the user can fill in the new firm name and click on save & proceed button and if the NO option, then the existing old firm name will be visible as shown in Figure 33.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler Dashboard Mr. AAKASH CHOPRA

New Corporate Directors

ADD

Show 10 entries Search:

PAN Number	Director Name	Upload Photo
[REDACTED]	CV	Uploaded
[REDACTED]	nn	Uploaded
[REDACTED]	YASH AGGARWAL	Uploaded
[REDACTED]	AAKASH CHOPRA	Uploaded

Showing 1 to 4 of 4 entries Previous 1 Next

Change Firm Name?* No

New Firm Name* APEX HEALTHCARE CO.

Effective Date*

Reason for Constitution Change*

Save & Proceed

Figure 33: Change Firm Name

- If user select yes option of firm name change then new firm name change will appear on Application preview page as shown in Figure 34.
- To proceed with the application, click on Review & Proceed button for further processing.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesale
Dashboard
Hi, AAKASH
Chopra

Post Approval Application Details

Firm Constitution Change Request

Old Constitution	New Constitution
<p>APEX HEALTHCARE CO. Constitution: Proprietary CIN/PAN : BKBPC87573 Address: SHOP NO S-90, SECOND FLOOR, VARDHMAN CENTRAL MALL, LSC, NEHRU VIHAR, TIMARPUR, pincode:110054, North Delhi, Delhi, India</p>	<p>APEX HEALTHCARE CO. Constitution: Partnership PAN : BKBPC87573 Address: SHOP NO S-90, SECOND FLOOR, VARDHMAN CENTRAL MALL, LSC, NEHRU VIHAR, TIMARPUR, pincode:110054, North Delhi, Delhi, India Firm Name Change: Yes Firm New Name: ATOMIC Effective Date: Wed Oct 04 00:00:00 IST 2023 Reason for Constitution Change: d</p>

New Corporate Directors

Show: 10 entries Search:

PAN Number	Director Name
[REDACTED]	CV
[REDACTED]	nn
[REDACTED]	YASH AGGARWAL
[REDACTED]	AAKASH CHOPRA

Showing 1 to 4 of 4 entries Previous 1 Next

Designed, Developed & Maintained by CDAC

Figure 34: Application Preview-New Firm Name

- For Partnership and Proprietary option, user must mention PAN number Details only in Add Director form. For other options like Government, Private ltd etc. user can fill any one of them CIN/ PAN/ LLPIN Number and click on Get Details button as shown in Figure 35.

GOVERNMENT OF INDIA
ONLINE NATIONAL DRUGS LICENSING SYSTEM

Retailer/Wholesaler
Dashboard

Mr. AAKASH
CHOPRA

Show 10 entries

Search:

License Type	ONDLS Licence Number	Status
<input checked="" type="checkbox"/> Wholesale License	WLF20B2023DL000484	Active
<input checked="" type="checkbox"/> Wholesale License	WLF21B2023DL000481	Active

Showing 1 to 2 of 2 entries

Previous 1 Next

New Constitution Type*

Government

Old Corporate Directors

Show 10 entries

Search:

PAN Number	Director Name
██████████	AAKASH CHOPRA

Showing 1 to 1 of 1 entries

Previous 1 Next

New Corporate CIN/ PAN/ LLPIN Number*

Please Enter Already Registered CIN/PAN.

Get Details

Designed, Developed & Maintained by CDAC

Figure 35: Government Constitution Type

• Annexure

List of Figures:

Figure 1: Home Page.....	3
Figure 2: Login.....	4
Figure 3: Applicant Dashboard.....	5
Figure 4: Applications Dashboard.....	5
Figure 5: Post Approval Application Submission.....	6
Figure 6: Addition or Reduction in Site Area.....	7
Figure 7: Application Preview.....	8
Figure 8: Surrender of License.....	9
Figure 9: License Surrender Request.....	9
Figure10:Application Preview.....	10
Figure 11:Application & License Details.....	11
Figure 12:Change in Technical Person.....	12
Figure 13:Technical Person Change Request.....	12
Figure 14:Add Technical Person.....	13
Figure 15:Remove Technical Person.....	14
Figure 16:Replace Technical Person.....	15
Figure 17:Organization Name Change Request-New Firm Name.....	16
Figure 18:Organization Name Change Request.....	16
Figure 19:Application Preview -New Site Name.....	17
Figure 20:Checklist Document Validation and Upload Page.....	18
Figure 21:Submitted Application.....	18
Figure 22:Change in Site Address.....	19
Figure 23:Site Facility Details.....	20
Figure 24:Application Preview-New firm Premise.....	21
Figure 25:Checklist Document Validation and Upload Page.....	22
Figure 26:Payment Details.....	22
Figure 27:Upload Final Form.....	23
Figure 28:Submitted Application.....	24
Figure 29:Change in Constitution.....	25
Figure 30:New Corporate Directors.....	25
Figure 31:Add new Corporate Directors.....	26
Figure 32:Upload Photo.....	27
Figure 33:Change Firm Name.....	28
Figure 34:Application Preview-New Firm Name.....	29
Figure 35: Government Constitution Type.....	30

FAQs

➤ **How to apply for Constitution Change?**

You can change the constitution from the tile Post Approval Change Request Application present under Application Processing tile on your dashboard.

Please make sure whiling adding the member if you are adding new members and existing/old members are also present in the new constitution then please do register them again as the existing/old members details will get deleted after change in constitution, so you must re-register the existing/old members again.