**DOCUMENTS / INFORMATION REQUIRED FOR SITE VERIFICATION FOR ESTABLISHMENT OF A PHARMACEUTICAL UNIT**

Following listed documents / information’s required for processing the request / application

1. Proper application on firm’s letter head.
2. Copy of Challan of fee i.e. Rs.75,00/- for site verification deposited under for verification of site for establishment of Pharmaceutical Manufacturing Unit .
3. Disclosure of status of firm: proprietorship, partnership, public limited or private limited etc.
4. Copy of Partnership deed duly executed in the court of competent jurisdiction/registrar of the firms in case of partnership.
5. Copy (s) of CNIC of Chief Executive Officer / Managing Director /Directors/ Partners.
6. Copy of Certificate of Registration with Registrar of Firms in case of a registered firm.
7. Complete documents of proposed land / plot (purchase document of land/plot, allotment letter, transfer letter/ possession letter, Fard, copy of site map or Aks Shajrah etc.)
8. In case if firm is Private Limited, the Certificate of Incorporation with SECP, Memorandum and Article of Association, Form-A, Form-21 and Form-29 duly attested by SECP should also be furnished.
9. All documents submitted should be duly attested by Notary Public /SECP/Registrar of firms, office as the case may be.

\*As per requirement of paragraph 1.1 of Schedule B under the Drugs (Licensing, Registering and Advertising) Rules 1976, the proposed site shall be located preferably in Industrial area and in any case not in any Residential or commercial area and as per paragraph 1.3 of schedule ‘B’ the size of plot shall not be less than 2000 Sq. Yards.