**Checklist for Site Verification & Layout Approval**

1. Request for approval of Site Verification & approval of layout plan on companies letter head.
2. Three copies of layout plan on Auto Cad dully attested by the applicant.
3. Original Bank receipt of deposited processing fee.
4. Ownership documents of the premises. In case of rental property ownership documents along with lease agreement with the landlord.
5. NTN Certificate.
6. Particulars of the firm, including names and addresses of the current CEO, Directors, Partners and Proprietors, along with supporting documents ( Partnership Deed, Copies of CNICs etc.).
7. NOC from the concerned local authority.
8. Undertaking about the feasibility on stamp paper that the premises is situated in an environment that, when considered together with measures to protect the manufacturing processes, presents minimum risk of causing any contamination of materials or products. It shall be away from filthy surroundings and shall not be adjacent to an open sewerage, drain, public lavatory or any factory which produces a disagreeable or obnoxious odour or fumes or large quantities of soot, dust or smoke which may contaminate the alternative medicines or health products being manufactured or adversely affect their quality.
9. Firms already Licensed under the Drugs (LRA) Rules, 1976, shall submit approved layout plan copy and undertaking that proposed area in the layout is not included in the Licensed premises.
10. After approval of the layout plan, 01 copy would be delivered to the applicant for making necessary infrastructure, 01 copy would be sent to the panel / inspectors for verification of civil structure in-line with the approved layout and 01 copy would be retained for record in company file.
11. Layout with scale (measuring 1cm=1feet)
12. Layout should have real directions
13. Different type of colors or gridlines may be assigned for different types of area
14. Different type of symbol map; indicating machinery & miscellaneous items and in layout intended placement of then.