

User Guide

MDMC Online System For Establishment of License



Management Information Services Division

Drug Regulatory Authority of Pakistan

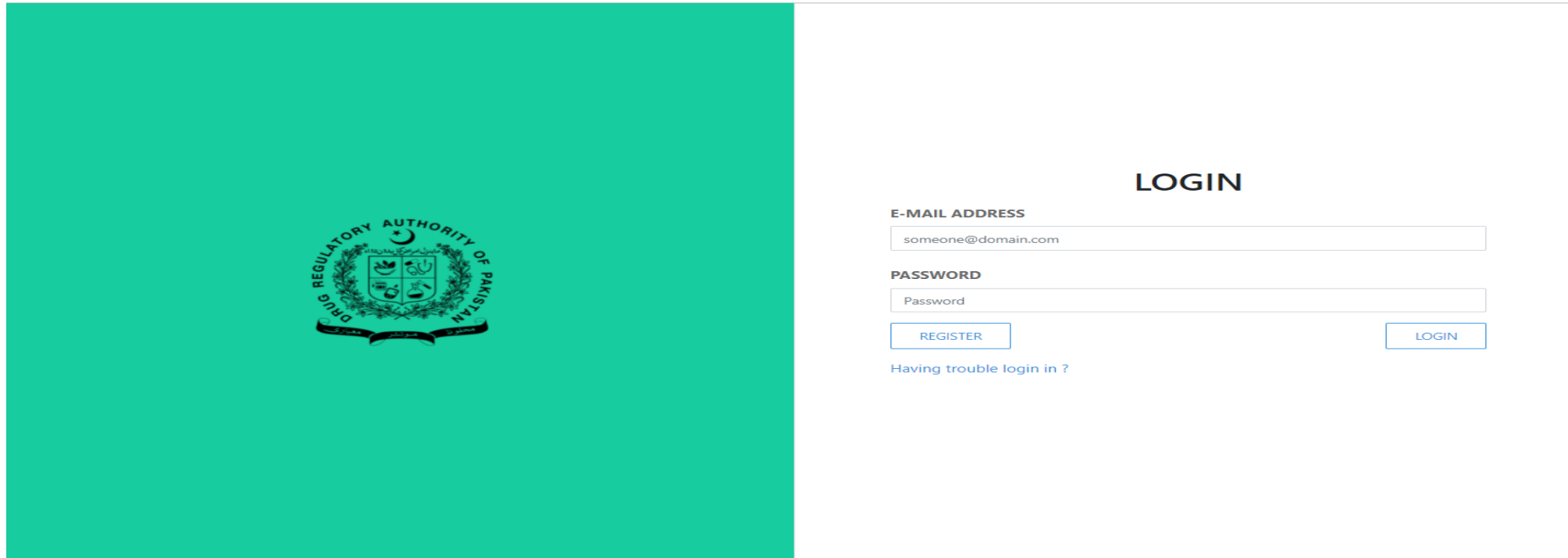
Key Features

- Online Fee Generation and Verification of Paid Challans.
- Online Submission of Applications for
 - New Establishment
 - Renewal of MDMC Licensing.
 - Submission of data for existing license holders
- Tracking of Application.
- Automated R&I Receipt Generation.
- Generation of Computerized License Certificate.

Note: Users already registered at online fee system is not required new registration on this system they can use the same user name and password of online fee system.

Step 1

1. User Registration Screen (Login using the URL <https://e.dra.gov.pk>)
2. Click “Register” button on login screen



The screenshot displays the user interface for the Drug Regulatory Authority of Pakistan (DRA). On the left, a teal vertical banner features the DRA logo, which includes a shield with a crescent and star, and the text 'DRUG REGULATORY AUTHORITY OF PAKISTAN'. The main content area is white and titled 'LOGIN'. It contains two input fields: 'E-MAIL ADDRESS' with the placeholder 'someone@domain.com' and 'PASSWORD' with the placeholder 'Password'. Below these fields are two buttons: 'REGISTER' and 'LOGIN'. At the bottom of the login section, there is a link that reads 'Having trouble login in ?'.

Step 2

How to register:-

- I. Fill the following fields (Note in country filed only select Pakistan)
- II. Press “Next” button



REGISTER NEW ACCOUNT

ORGANIZATION / ENTITY NAME

ADDRESS

COUNTRY

CITY

LOGIN

NEXT

Activate Windows
Go to Settings to activate Windows.

Fill the following fields and press “Register” button.



SIGNUP

CONTACT PERSON NAME

E-MAIL ADDRESS

CELL NUMBER

PASSWORD

Confirm Password


BACK

REGISTER

Activate Windows
Go to Settings to activate Windows.

Step 03

- I. Login using your provided email address and password



LOGIN

E-MAIL ADDRESS

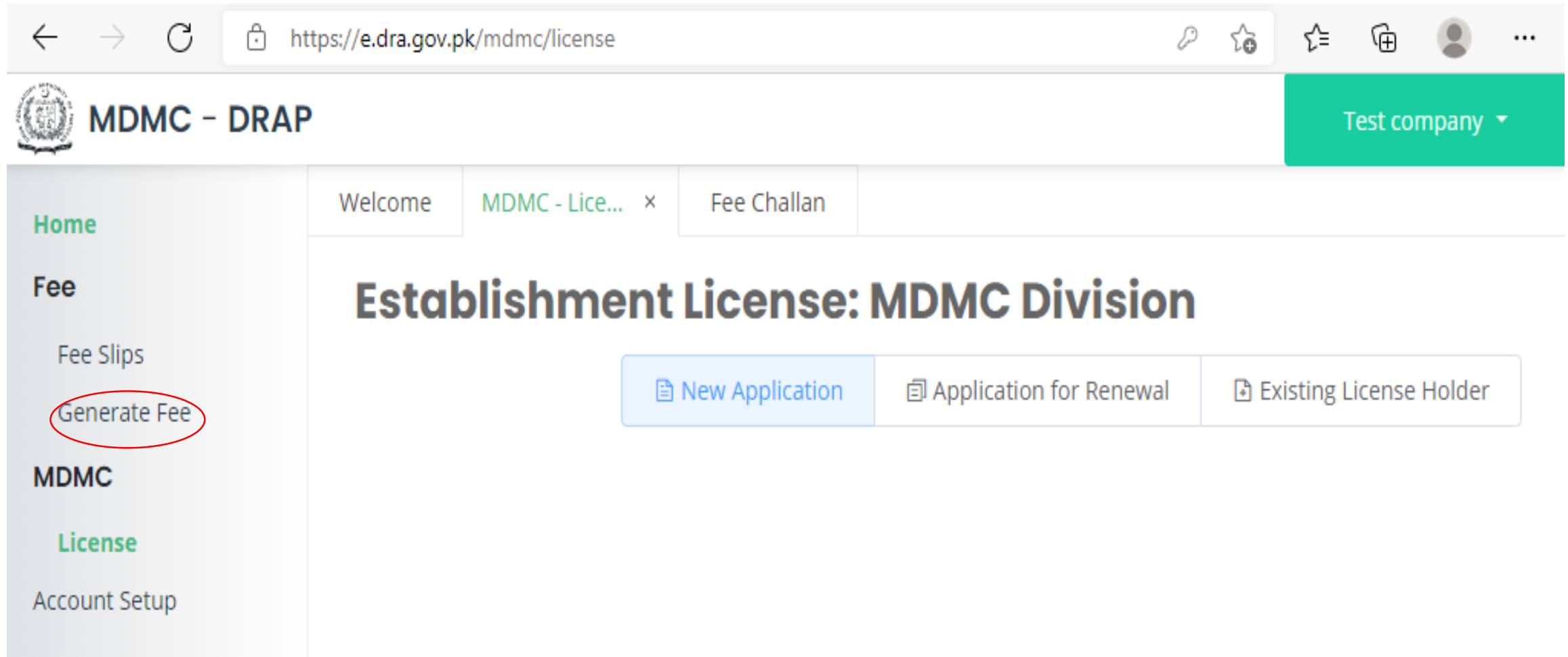
PASSWORD

[REGISTER](#) [LOGIN](#)

[Having trouble login in ?](#)

Step 4: Generation of Online Fee

Click on Generate Fee tab as highlighted below in red circle.



The screenshot displays the MDMC - DRAP website interface. The browser address bar shows the URL <https://e.dra.gov.pk/mdmc/license>. The page header includes the MDMC - DRAP logo and a 'Test company' button. The left sidebar contains a navigation menu with the following items: Home, Fee, Fee Slips, Generate Fee (highlighted with a red circle), MDMC, License, and Account Setup. The main content area features the title 'Establishment License: MDMC Division' and three buttons: 'New Application' (highlighted in blue), 'Application for Renewal', and 'Existing License Holder'. The top navigation bar includes tabs for 'Welcome', 'MDMC - Lice...', and 'Fee Challan'.

Generation of Online Fee

The following screen will be appeared

MDMC | Drug Regulatory Author

e.dra.gov.pk/fee/generate

AppsGmailYouTubeMapsraE-Office

Reading list

Fee Generate - DRAP

All

Home

Fee

Fee Slips

Generate Fee

MDMC

License

Account Setup

WelcomeMDMC - Lice...Fee Challan

Generate Fee

* DIVISION

Select a division

* PAYMENT HEAD

Select a division

* FEE HEAD

Select a payment head

Fee Review

LICENSE/ENLISTMENT

ENL-MDMC# 123456789

DIVISION

PAYMENT HEAD

FEE FOR

FEE

0

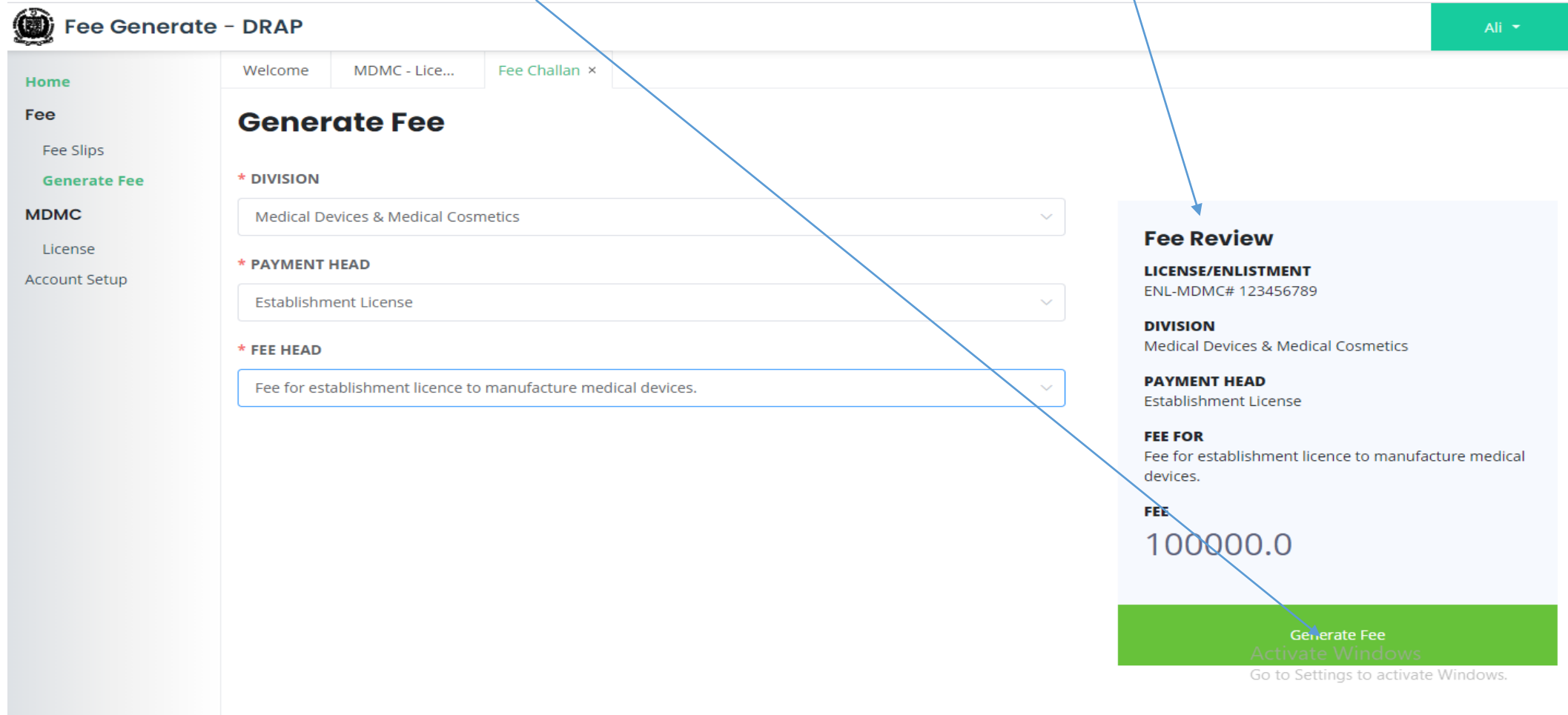
Generate Fee

Activate Windows

Go to Settings to activate Windows.

Generation of Online Fee

1. Fill the following fields (Division name must be “Medical Devices & Medical Cosmetics”)
2. After the completion of fields summary of fee will be appeared at right side .
3. Verify the information filled by user ,if required any change fill the fields again.
4. Then click on generate fee button



Fee Generate - DRAP Ali ▾

Welcome MDMC - Lice... Fee Challan x

Generate Fee

*** DIVISION**
Medical Devices & Medical Cosmetics ▾

*** PAYMENT HEAD**
Establishment License ▾

*** FEE HEAD**
Fee for establishment licence to manufacture medical devices. ▾

Fee Review

LICENSE/ENLISTMENT
ENL-MDMC# 123456789

DIVISION
Medical Devices & Medical Cosmetics

PAYMENT HEAD
Establishment License

FEE FOR
Fee for establishment licence to manufacture medical devices.

FEE
100000.0

Generate Fee
Activate Windows
Go to Settings to activate Windows.

Generation of Online Fee

1. After generation of fee the following row will be spread in Fee Slips tab with the status “unpaid”.
2. Click on the print button.

 **Fee Slips - DRAP** Ali ▾

[Home](#)
Fee
[Fee Slips](#)
Generate Fee
MDMC
License
Account Setup

WelcomeMDMC - Lice...Fee Challan ×

Fee Challan

Total 315/page<1>Go to1

Invoice	Description	Generated On ▴	Due Date ▴	Fee	Status ▴	Action
47537398861	Fee for establishment licence to manufacture medical de vices.	25 August, 2021	25 September, 2021	100000.0/-	UNPAID	

Generation of Online Fee

After press the print button you will get following computerized slip and deposit this slip in any Allied Bank Branch throughout Pakistan.



DRAP COPY

SLIP NUMBER: 47537398861



DRUG REGULATORY AUTHORITY OF PAKISTAN
TF COMPLEX G-9/4 ISLAMABAD

Mode of payment: Cash ☐ Cheque ☐ D/D ☐ Pay Order ☐

Instrument #: _____ Date: _____

Bank details / code: _____

Allied Bank Limited

A/C Title	Drug Regulatory Authority of Pakistan
A/C No	0010008463700018
Branch Name	Civic Centre
Branch Code	0117
Inst. Code	763372

DUE DATE: 25 September, 2021

Name of Company/ Firm	TEST COMPANY 2, ISLAMABAD
License / Enlistment #	Enlistment MDMC: 123456789
Description	Fee for establishment licence to manufacture medical devices.
Payment Code	1425
Fee	100000.0/
Bank Charges	30.0/
Total Amount	100030/
Amount in Words	ONE LAKH THIRTY RUPEES ONLY.

Branch Name & Code: _____

Depositor Name: _____ CNIC# _____

Mobile #: _____ Signature & Date: _____

Bank Authorized Signature _____ Bank Authorized Signature _____

Terms & Conditions
Cash/Cheque should always be deposited at the respective counter and electronic computer generated receipt printed through flatbed printer on deposit slip/charter should be obtained before leaving the counter, please be sure to check the receipt and safety that complete details including account number and amount deposited are correctly printed falling which the bank will not be responsible.

اپنی رقمات چیک کو پیش کارڈ پر پیش کریں اور رقمات سے انکسٹر ایکس ریجسٹر حاصل کریں اور کارڈ پر چیک ہونے سے
چیک ای انکسٹر ایکس ریجسٹر کے کوائف میں رقم اور اکاؤنٹ نمبر چیک کریں بصورت دیگر بینک نمبر دار نہ ہوگا۔



CUSTOMER COPY

SLIP NUMBER: 47537398861



DRUG REGULATORY AUTHORITY OF PAKISTAN
TF COMPLEX G-9/4 ISLAMABAD

Mode of payment: Cash ☐ Cheque ☐ D/D ☐ Pay Order ☐

Instrument #: _____ Date: _____

Bank details / code: _____

Allied Bank Limited

A/C Title	Drug Regulatory Authority of Pakistan
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Amount in Words	ONE LAKH THIRTY RUPEES ONLY.

Branch Name & Code: _____

Depositor Name: _____ CNIC# _____

Mobile #: _____ Signature & Date: _____

Bank Authorized Signature _____ Bank Authorized Signature _____

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چیک ای انکسٹر ایکس ریجسٹر کے کوائف میں رقم اور اکاؤنٹ نمبر چیک کریں بصورت دیگر بینک نمبر دار نہ ہوگا۔



BANK COPY

SLIP NUMBER: 47537398861



DRUG REGULATORY AUTHORITY OF PAKISTAN
TF COMPLEX G-9/4 ISLAMABAD

Mode of payment: Cash ☐ Cheque ☐ D/D ☐ Pay Order ☐

Instrument #: _____ Date: _____

Bank details / code: _____

Allied Bank Limited

A/C Title	Drug Regulatory Authority of Pakistan
A/C No	0010008463700018
Branch Name	Civic Centre
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Branch Name & Code: _____

Depositor Name: _____ CNIC# _____

Mobile #: _____ Signature & Date: _____

Bank Authorized Signature _____ Bank Authorized Signature _____

Terms & Conditions
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Generation of Online Fee

1. After successful deposit of fee the status “unpaid” will be changed as “Paid”

Fee Slips - DRAP

Welcome MDMC - Lice... Fee Challan x

Fee Challan

Total 3 15/page < 1 > Go to 1

Invoice	Description	Generated On	Due Date	Fee	Status	Action
47537398861	Fee for establishment licence to manufacture medical de vices.	25 August, 2021	25 September, 2021	100000.0/-	PAID	

Step 5: Apply for License

Click on License tab, there are three options as given as follows:

1. New Application(For New Establishment Click This Option)
2. Renewal Application(For Renewal of Already Issued License)
3. Existing License Holder (Put Your Information Regarding Already Issued Licenses. This is Mandatory for all the license Holders, for Enlistment of New/ Renewal of Products Through This System in Future)

The screenshot displays the MDMC - DRAP website interface. The browser address bar shows the URL <https://e.dra.gov.pk/mdmc/license>. The website header includes the MDMC - DRAP logo and a 'Test company' button. The main navigation menu on the left lists 'Home', 'Fee', 'MDMC', 'License', and 'Account Setup'. The 'License' tab is currently selected. The main content area is titled 'Establishment License: MDMC Division' and features three buttons: 'New Application' (labeled 1), 'Application for Renewal' (labeled 2), and 'Existing License Holder' (labeled 3). The 'New Application' button is highlighted in blue.


Step 5: New Application (Option-1)

- I. First Enter Challan number which have already been paid in ABL Bank then press **“Verify & Save”**.
- II. System will automatically check status of your Challan in case of unsuccessful (unpaid) your application cannot be proceed. after verification of challan system will allow to proceed further.

The screenshot displays the MDMC - DRAP web application interface. The header includes the MDMC logo and the text 'MDMC - DRAP'. A green button labeled 'Test company' is in the top right. The left sidebar contains navigation links: 'Home', 'Fee' (with sub-links 'Fee Slips' and 'Generate Fee'), 'MDMC', 'License' (highlighted in green), and 'Account Setup'. The main content area has tabs for 'Welcome', 'MDMC - Lice...', and 'Fee Challan'. Below the tabs, the heading 'Establishment License: MDMC Division' is shown with a red 'Back' button. A section titled 'CHALLAN / FEE VOUCHER DETAILS' contains a label 'Paid Challan/slip Number (use comma seperated for multiple challans)' and a text input field with the placeholder 'Please input paid challan/slip number'. A blue button with a checkmark and the text 'Verify & Save' is positioned below the input field. A blue arrow points from the text '“Verify & Save”' in the instructions above to this button.

Step 6: New Application (Option-A).....Continued

- Step 5:**
1. Application Details (Select for application “New License”)
 2. License For: Manufacture or Import

 **MDMC – DRAP**

Test company ▾

Home

Fee

Fee Slips

Generate Fee

MDMC

License

Account Setup

Welcome

MDMC - Lice... ×

Fee Challan

APPLICATION DETAILS

Application for

New License ▾

License for

Select ▾

ESTABLISHMENT DETAILS

Establishment Name

Abcxyz Private Limited


Establishment Address

Islamabad, Islamabad, Pakistan

Type of Ownership

Select ▾

Date of Establishment




 Select the date of incorporation

Save

Step 6: New Application (Option-A).....Continued

Add Management Details

- I. Press “Add” button to add management details (for multiple record use “Add” button again)
- II. For deletion of any record press “delete”.
- III. For editing any record press “Edit” button





MANAGEMENT DETAILS						+ Add
Name	CNIC	Address	Contact	Email	Designation	
Saqeb Arshad	8927398723489	DRAP, MIS Division 3rd Floor, TF Complex Mauve Area G-9/4	03419029402	m.asimnaseer@hotmail.com	Director	 
Atta ur Rehman	6123190120309	DRAP, MIS Division 3rd Floor, TF Complex Mauve Area G-9/4	03125890918	m_aleem66@yahoo.com	CEO	 
Rehan Yousaf	7897987987979	TF Complex Mauve Area G-9/4	01239080980	asimnaseer@dra.gov.pk	Partner	 

Note: All these options will be available prior to the submission Of application .Applicant can not delete/edit/addition of any information, therefore add all the relevant option using “ADD” button prior to submission.

Step: 7 New Application (Option-A).....Continued

Add Technical Staff Details

I. Press “Add” button to enter technical staff details (for multiple record press “Add” button again)

TECHNICAL STAFF DETAILS						+ Add
Name	CNIC	Address	Contact	Email	Designation	
Asim Naseer	3242342342342	DRAP, MIS Division 3rd Floor, TF Complex Mauve Area G-9/4	03125322243	masimnaseer@gmail.com	Poduction Incharge	 
Rehan Youasf	0983902380392	TF Complex	99102830129	usaman@gmail.com	Quality Control Incharge	 

Note: All these options will be available prior to the submission Of application .Applicant can not delete/edit/addition of any information, therefore add all the relevant option using “ADD” button prior to submission.

Step 8: New Application (Option-A).....Continued

Technical Staff Details

- I. Enter technical staff personal profile and press “save” then add educational and experience profile respectively using “Next” button.

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lake


sdf


010


ACTUI

r import)

Technical Staff


Personal
Profile


Educational
Profile


Experience
Profile

Designation

Name


CNIC

Residential Address

Contact Number


Email Address

Attach CNIC Back

 **Attach**


jpg/png and pdf files with a size less than 1MB

Attach Council Certificate

 **Attach**


jpg/png and pdf files with a size less than 1MB

Attach CNIC Front


 **Attach**

jpg/png and pdf files with a size less than 1MB

Attach Photograph

 **Attach**

jpg/png and pdf files with a size less than 1MB

 **Save**

Next →

Step 09: New Application (Option-A).....Continued

Technical Staff Educational Details

I. Press “Add Education” button to add educational profile.

Technical Staff

Personal Profile

Educational Profile

Experience Profile

+ Add Education

Degree awarded	Passing year	Institute	
MS Computer Science	2020	Bahria University of Pakistan	<div><div></div><div></div></div>
BCSC	2012	Fast University	<div><div></div><div></div></div>

Next

Step 10: New Application (Option-A).....Continued

Technical Staff Educational Details

- I. Enter all the educational record one by one. When all information is entered press “Next”

Technical Staff

Personal Profile

Educational Profile

Experience Profile

Save

Cancel

Degree awarded

Title of awarded degree

Passing year

Degree completion year

Name of institute

Name of Institute

Attach document

Attach


jpg/png and pdf files with a size less than 1MB


Step 11: New Application (Option-A).....Continued


Technical Staff Experience Details

- I. Press “Add Experience” to technical staff experience details



Technical Staff

Personal Profile

Educational Profile

Experience Profile

+ Add Experience

Organization	Position Held	Tenure	
MIS Division	AD	01/06/2021 → 26/07/2021	 

× Close


← Back


Step 12: New Application (Option-A).....Continued


Technical Staff Experience Details

- I. Enter all the experience details along with attachments and press “Save”.

Technical Staff


Personal
Profile


Educational
Profile


Experience
Profile

Save

Cancel


Organization

Name of Organization

Postion held

Postion held at null

Period



joining on

To

Left on

Attach document





Attach

jpg/png and pdf files with a size less than 1MB

Step 14: New Application (Option-A).....Continued

Equipment Details

- I. Press “Add” button to enter equipment details (for multiple record press Add button again.

EQUIPMENT DETAILS				+ Add
Name	Make	Model	Capacity	
Asim Naseer	asdf	asdf	Islamabad	 
Hope	2010	asdf	asdf	 

Step 14: New Application (Option-A).....Continued

Equipment Details

Enter equipment details and press “Save”

G-9/4
TF Com
ce
:
D
CTUI

Equipment

Name

Name of equipment0/255

Make

Make of0/255

Model

Model of0/255

Capacity

Capacity of0/255

 Save

Step 15: New Application (Option-A).....Continued

Details of Intended Products to Manufacture

- I. Enter details of products to be manufactured and press “Save”

INTENDED PRODUCTS TO MANUFACTURE OR IMPORT
List down all intended products

Type here (All intended products to manufacture or import)

Input all intended products to manufacture or import

 Save

Step 16: New Application (Option-A).....Continued

Uploading of Relevant Documents

Upload relevant documents press “Save”. when all documents attached then press “Proceed”

UPLOAD RELEVANT DOCUMENTS

Select document to upload

Select

▼

⬆ Attach

Instructions

Note: It is the responsibility of the applicant to attach all applicable documents from the list

1. Select all the required attachment as necessary

2. Some of the attachments in the list are optional. Please refer to the checklist form-x

Document

Company Registration

Ⓜ View

🗑

Save

→ Proceed

Step 17: New Application (Option-A).....Continued





Review of application

- I. After proceed applicant can review the complete case , in case of any change application can be edit at this stage after submission application cannot be edit. Applicant will get a case number for reference in future.

REVIEW CASE 9A4B3B70A2


SLIP #	3247754748, 49855410, 545033382
APPLICATION TYPE	New License
ENLISTMENT FOR	Establishment License to Manufacture
ENTITY NAME	Dummy Company
ENTITY ADDRESS	TF Complex G-9/4, Islamabad, Pakistan
TYPE OF OWNERSHIP	Proprieter
ENTITY DATE OF ESTABLISHMENT	05/07/2021

MANAGEMENT

Name	CNIC	Address	Contact	Email	Designation	Files
Saqeb Arshad	8927398723489	DRAP, MIS Division 3rd Floor, TF Complex Mauve Area G-9/4	03419029402		Director	 CNIC
Atta ur Rehman	6123190120309	DRAP, MIS Division 3rd Floor, TF Complex Mauve Area G-9/4	03125890918		CEO	 CNIC

Step 18: New Application (Option-A).....Continued Acknowledgement Screen

1. After acknowledgement applicant can submit online



The image shows a modal dialog box titled "Acknowledgment" with a close button (X) in the top right corner. The dialog contains a certification statement, a text input field with the name "Asim Naseer", and two buttons: "Cancel" and "Acknowledge". The background is a blurred screenshot of a web application with sections like "EQUIPMENT DETAILS" and "ENDED PRODUCTS TO MANUFACTURE OR IMPORT".

Acknowledgment

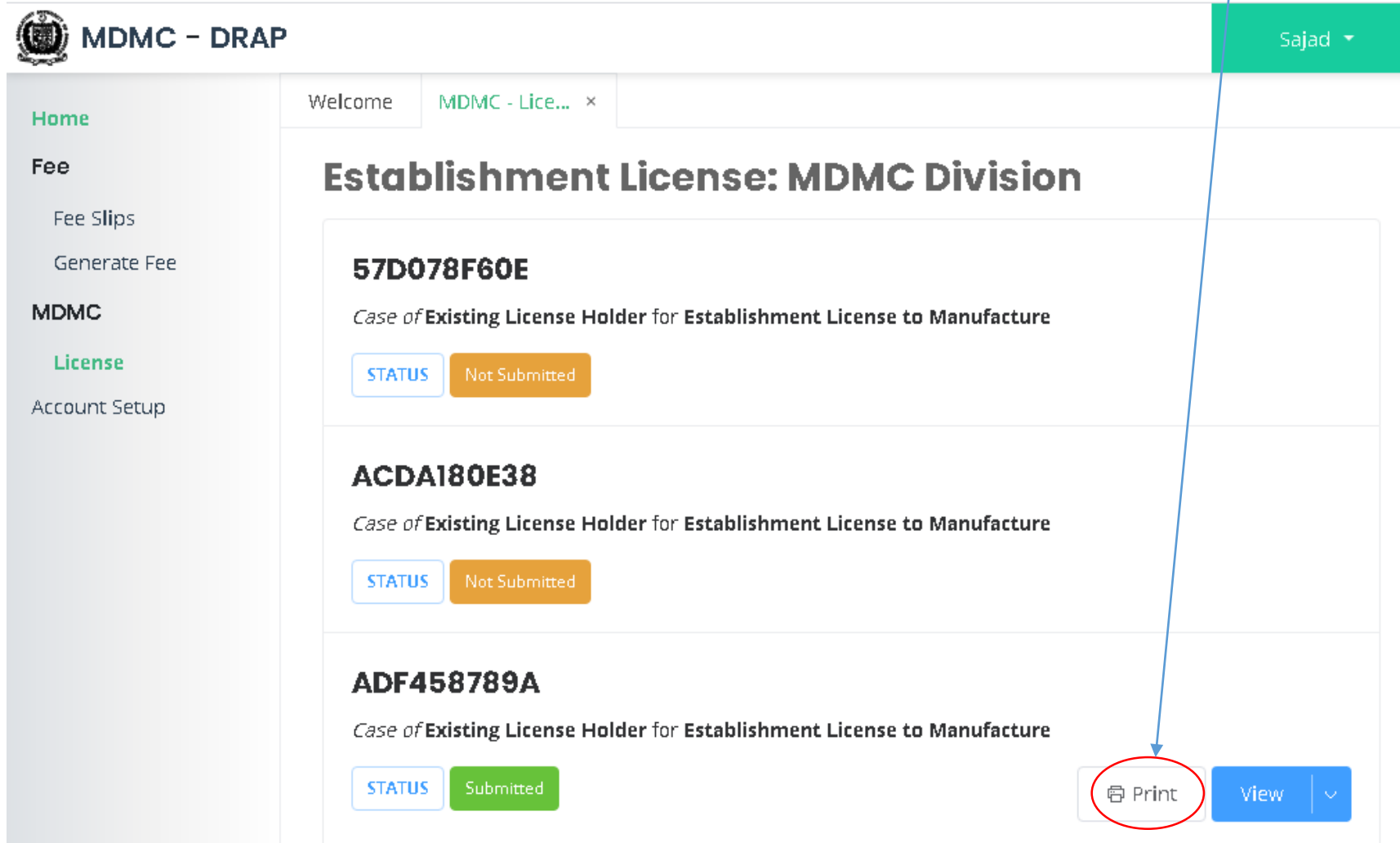
I (Asim Naseer) hereby certify that the documents and information provided herein is correct and if found incorrect /mis-representing it shall lead to legal action under the Drug Regulatory Authority of Pakistan act, 2012 and the rules made there under.

Asim Naseer

Cancel Acknowledge

Step 19: Printing of Barcode Application Reference Number

After acknowledgement status of application will be “submitted” please print the barcode reference page and attach with dossier for R&I Receiving.



The screenshot displays the MDMC - DRAP web application interface. The header includes the MDMC - DRAP logo and a user profile dropdown for 'Sajad'. The left sidebar contains navigation links: Home, Fee, Fee Slips, Generate Fee, MDMC, License (highlighted), and Account Setup. The main content area is titled 'Establishment License: MDMC Division' and lists three applications:

Application Reference Number	Case of	Status	Action
57D078F60E	Existing License Holder for Establishment License to Manufacture	Not Submitted	
ACDA180E38	Existing License Holder for Establishment License to Manufacture	Not Submitted	
ADF458789A	Existing License Holder for Establishment License to Manufacture	Submitted	Print View

A blue arrow points from the text 'please print the barcode reference page' to the 'Print' button of the 'ADF458789A' application, which is circled in red.

Step 20: Printing of Barcode Application Reference Number--- Continued

Note: After print this page will be required with your dossier for R*I receiving . After R& I receiving application queue number will be allotted by computer.

	DRUG REGULATORY AUTHORITY OF PAKISTAN TF Complex 7 Mauve Area G-9/4, Islamabad
MDMC License Application <u>9A4B3B70A2</u>	
REFERENCE NUMBER	9A4B3B70A2
DIVISION	Medical Device and Medicated Cosmetics
INVOICE/SLIPS	3247754748, 49855410, 545033382,
ACCOUNT ID	2620008884
COMPANY	Dummy Company
COMPANY ADDRESS	TF Complex G-9/4
APPLICATION TYPE	New License
LICENSE FOR	Establishment License to Manufacture
Printed on: 23 Aug, 2021 03:19 Printed By: Asim Naseer	
***** This is computer generated receipt hence signature and stamp not required	
	

Step 19: R&I receipt.

(Note: After the submission of hardcopy along with computerized reference number print. R&I will provide this receipt for your reference.



DRUG REGULATORY AUTHORITY OF PAKISTAN

TF Complex 7 Mauve Area G-9/4, Islamabad

R&I Receipt

REFERENCE NUMBER	9A4B3B70A2
DIVISION	Medical Devices & Medicated Cosmetics
RECEIPT DATE & TIME	27-07-2021 11:52
RECEIVED BY	XYZ User

Printed On: 27 July, 2021

This is computer generated receipt hence signature and stamp not required

Important

1. All the information required in the online system is mandatory , prior to submission you can clarify any query form the concerned division.
2. After submission, application cannot be edited. In case of incorrect/false/misleading information your application may not be considered for further proceedings.
3. Hardcopy of application along with all the attachments is mandatory along with computerized reference number as mentioned in step-20.

**For technical assistance related to
software errors of submission issue**

**call at: 9107412 (MIS Division) or
email at: saqeb@dra.gov.pk**