



## Stepwise guide for Premise Registration NDAMIS (New Premises)

Below are steps taken to register a new Pharmacy / Premise

1. Access the NDA Clients portal for NDAMIS by typing [portal.nda.or.ug](http://portal.nda.or.ug) in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.
2. To register as a new pharmacist (if you do not have any logins to the system) click APPLY ONLINE. A page below will be displayed, then click register.

UGANDA NATIONAL DRUG AUTHORITY  
Safe Drugs Save Lives

Home Registered Products Registered Premises **Apply Online** Resources

NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM

Apply Online /

Services

Services

Email:

Password:

Remember Me:

Login

Register

[Forgot password?](#)

3. When you click register, the page below is displayed. Then input your details as seen below. (i.e. personal email address, First Name and last Name then click register)

UGANDA NATIONAL DRUG AUTHORITY  
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Home Registered Products Registered Premises **Apply Online** Resources

NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM

Apply Online /

Services

Services

Email:

Password:

Register

Cancel

Register

[Forgot password?](#)

Register

Register

Cancel

Register

[Forgot password?](#)



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- When you click register, automatically you will receive an email notification from mis with you username and password. For example

Dear GASTER SEMWANGA, Your account has been created by the system administrator. Use the following username and password to login to the system <https://portal.nda.or.ug>. Username: [semgst28@gmail.com](mailto:semgst28@gmail.com) Password: TS745

NOTE: This is a system generated email. Please do not reply to this email.

#####  
Emails sent from National Drug Authority are subject to the organization email terms & conditions.  
#####

- On receipt of the logins, login with the details give and you. You will then be requested to change the password after the first log in. Change the password to a preferred and secure login password. Click on log out and login with the new password.
- When your logged in, you can now start the application for the new premise / pharmacy
- Click Premise Module, License application, New application then the page below will be displayed.

The screenshot shows the 'Premises License Application' form in the NDAMIS system. The 'Premises Category' dropdown menu is open, displaying a list of options: Wholesale Pharmacy, Pharmaceutical Manufacturer B, Pharmaceutical Manufacturer A, Pharmaceutical Manufacturer C, Pharmaceutical Manufacturer D, Pharmaceutical Manufacturer E, Class C Drug Shop, Retail Pharmacy (highlighted), External Store, Medical Devices, Special Importer - Individual, and Special Importer - Institution. The 'Next Step' button is visible at the bottom right of the form.

- Select the type of premise category you would like to open up. As shown below

The screenshot shows the 'Premises License Application' form in the NDAMIS system. The 'Premises Category' dropdown menu is now closed, and 'Retail Pharmacy' is selected. The 'Next Step' button is visible at the bottom right of the form.



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- After selecting the premise category, click next. The page below will be displayed. Input the Company details i.e. Name of the company / pharmacy as displayed on the company certificate of incorporation, Tin Number from the tin certificate, Registration number and registration date as noted on the Company certificate of incorporation. Then select the right business scale (Small scale enterprise or Large-scale enterprise). Select the product classification (Either Human or Veterinary but not both). Then click next.

The screenshot shows the 'Premises License Application' form in the NDAMIS system. The form is titled 'Retailer Details' and contains the following fields:

- Name: KWAGALIZA ANDREW INVI
- Tin: 1011666402
- Registration No.: 80020000517247
- Registration Date: Oct 8, 2018
- Business Scale: SME
- Product Classification: Veterinary

The form also includes a sidebar menu on the left with options like 'User Management', 'Premises Module', 'GMP Module', 'Product Module', 'Import Export Module', 'Finance Transactions', and 'Logout'. At the bottom, there is a message box that says 'You have selected RETAILER'.

- Click next, the next page displayed entails location details of the
  - When capturing address details of the premise, ensure you do not have repetitions in the captured details. For example, when you have the physical Address as **Opposite Kavango Petro Station – Hoima Road**. Ensure you don't repeat the same address at the **Road/street field**, what you have input as the physical address should be different from the details input as Road/Street. For example. If the address to easily identify the pharmacy is Opposite Kavango Petro Station – Hoima Road, then identify the premise with that when capturing the address. For **Physical address** put **Opposite Kavango** And for **Road/Street** put **Petro Station – Hoima Road**. When the license is printed the address will be **Opposite Kavango Petro Station – Hoima Road Mityana**, Mityana standing for the district where it's found.
  - Do not include the district when capturing the address details since the district is selected as a dropdown as shown in the screen short displayed above.
  - Always select the country, region and district in that order. Not what you think should come first.
  - Always include the **email** of the client as this is an important field for any communication between NDA and the client, click add after inputting the email id and check under records to see if the right email has been captured. Also capture the phone contact of the client. Capture the postal address in case you have one, for example if the postal address is P.O.



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BOX 1234 Kampala, at the field of postal address input only 1234 and Postal location input Kampala. When done, click next to proceed.

- **NB:** The red \* shows a mandatory field to be filled with details, you will not proceed to the next step if this is not filled.

Apply Online /

Services

**User Management** ▾

**Premises Module** ▾

- License Application
- License Renewal
- License Withdrawal

**GMP Module** ▾

**Product Module** ▾

**Import Export Module** ▾

**Finance Transactions** ▾

**Logout** ▾

**Premises License Application**

New Applications View Applications

**Address Details**

Country: \* Uganda Region: \* Western Region - Hoir

District: \* MITYANA Physical Address: \* OPPOSITE KAVANGO

Postal Address: Postal Location:

Road/Street: \* PETROL STATION -HOIMA Website:

Telephone Details Email Details

Add Records

Id	Type	Address	Delete
1	Personal	andrewggay@gmail.com	Delete

<< Previous Next >> Cancel

Messages

11. The Next Page Displays Pharmacist details. Input the Pharmacist Registration Number in the field **P.S.U Registration** Number and Click the calendar icon at the field of PSU Reg Date, if the pharmacist has ever supervised any pharmacy in Uganda, his or her details Will pop up and if he or she has never supervised, they will be required to input the empty fields. In case of fresh pharmacist details, input your registration number on the certificate of registration, the date when you were registered as per your certificate should be the P.S.U Reg Date, in put your names as they appear on your Certificate, input your post address, select the country, region and district. Ensure you input phone contact details, email address and the attachments as seen in the screenshots below



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Attach the relevant documents e.g. Certificate of registration, Commitment letter of pharmacist and auxiliary staff with their certificates, form 20 and resolution and click add. When you want to add and you have located where your documents are and you have selected them, to add then you must have a message for example “C:\fakepath\commitment and pharmacist documents’ for medipal.pdf Done” with that message coming up, click add, you can click the records tab to see if the attachments have been successfully added.



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Id	Name	Type	
1	Pharmacist documents.pdf	Commitment Letter	Delete
2	commitment nurse.pdf	Commitment Letter	Delete

12. After adding all the relevant documents, click next. The next page displayed is one for adding directors. Click **Add**, the page below will be displayed and you will input the director details as seen below in the screenshot then you will click **Add director**. The director will be added and if you check on the **Directors list**

Messages



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After adding Directors as per the articles and memorandum of association like shown below, Click Next To go to the next page.

The screenshot shows the 'Premises License Application' interface. On the left is a navigation menu with categories like 'User Management', 'Premises Module', 'GMP Module', 'Product Module', 'Import Export Module', 'Finance Transactions', and 'Logout'. The main area is titled 'Premises License Application' and has tabs for 'New Applications' and 'View Applications'. Under 'New Applications', there is an 'Add' button and a 'Directors List' tab. The 'Directors List' tab displays a table with the following data:

Id	First Name	Middle Name	Last Name	Designation	Shares	Details	Delete
1	ANDREW		GAYI	DIRECTOR	80%	Details	Delete
2	CHRISTINE		TAKAN	PHARMACIST DIRECTOR		Details	Delete
3	KIWANUKA	CLEOFA	NAMUYOMABA	DIRECTOR	20%	Details	Delete

Below the table are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'. A 'Messages' section at the bottom shows a notification: 'Director Successfully Added'.

13. The next page displayed is for adding Premise auxiliary staff. Click **Add** to Input the names of the auxiliary staff as per the details on the certificate of registration of the auxiliary staff then click **Add Staff** to add the auxiliary staff on the **Staff list**

The screenshot shows the 'Premises License Application' interface with the 'Add Staff' button highlighted in red. The 'Add Staff' button is located at the bottom of the 'Premises Staff Details' form. The form contains the following fields:

- Initials:
- Middle Name:
- Qualification:
- Postal Code:
- Region:
- District:
- Country:
- First Name:
- Last Name:
- Postal Address:

Below the form is a section for 'Staff Telephone' and 'Staff Email'. The 'Add Staff' button is highlighted in red. Navigation buttons at the bottom are '<< Previous', 'Next >>', and 'Cancel'.

Click staff list to see if the right details have been added as shown below.

The screenshot shows the 'Premises License Application' interface with the 'Staff List' tab selected. The 'Staff List' tab displays a table with the following data:

Id	First Name	Middle Name	Last Name	Qualification	Details	Delete
1	CISSY		TUMUSIME	COMPREHENSIVE NURSE	Details	Delete

Below the table are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'. A 'Messages' section at the bottom shows a notification: 'Staff Successfully Deleted'.



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14. After, Click Next to submit your application for NDA staff to verify. At this step you are required to see if all these details match. Ensure you select or input the correct application details i.e. ownership (company, individual or partnership), the name and the distance of the nearest pharmacy (as per your approval letter), the Premises location (Kampala-Central Division, Kampala-other divisions , Outside Kampala rural, outside Kampala municipal ) , The product categories you deal in as show in the snapshot below, the Licensing period, and then add company documents i.e. (Pages of the memorandum that show the activities of the company and the director shares, Certificate of incorporation, Tin Certificate, the approval letter from NDA and any other information that you think is important to be looked at during the verification of this application.

The screenshot shows the 'Premises Application' form in the NDAMIS system. The form is divided into several sections:

- Ownership:** A dropdown menu set to 'Company'.
- Nearest Pharmacy (Name and Distance):** A text field containing 'DIVINE PHARMACY'.
- Premises Location:** A dropdown menu set to 'Outside Kampala - Rur'.
- Product Categories:** A list of categories with 'Human Drug Products' selected.
- License Period:** A dropdown menu set to '1 Year(s)'.
- Attachments:** An 'Add' section with a table showing the following data:

Id	Name	Type	Actions
1	sketch.pdf	Site Master Plan	Delete
2	compart documents.pdf	Certificate of Incorporation	Delete

Navigation buttons at the bottom include '<< Previous', 'Submit', 'Save', and 'Cancel'.

15. Once all the attachments have been attached as seen below, submit the application. If you are not certain of what has been filled, you can as well first save the application so that you are able to edit the application under view applications.

The screenshot shows the 'Premises License Application' form in the NDAMIS system. The form is divided into several sections:

- Ownership:** A dropdown menu set to 'Company'.
- Nearest Pharmacy (Name and Distance):** A text field containing 'DIVINE PHARMACY'.
- Premises Location:** A dropdown menu set to 'Outside Kampala - Rur'.
- Product Categories:** A list of categories with 'Human Drug Products' selected.
- License Period:** A dropdown menu set to '1 Year(s)'.
- Attachments:** An 'Add' section with a table showing the following data:

Id	Name	Type	Actions
1	sketch.pdf	Site Master Plan	Delete
2	compart documents.pdf	Certificate of Incorporation	Delete

Navigation buttons at the bottom include '<< Previous', 'Submit', 'Save', and 'Cancel'.





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## Premises Attachments

Id	Name	Description	Type
1	<a href="#">SKETCH.pdf</a>	Premise Attachment type Site Master Plan for premise application PMA1878722	Site Master Plan
2	<a href="#">company documents.pdf</a>	Premise Attachment type Certificate of Incorporation for premise application PMA1878722	Certificate of Incorporation
3	<a href="#">Certificate of INCORPORATION.pdf</a>	Premise Attachment type Certificate of Incorporation for premise application PMA1878722	Certificate of Incorporation
4	<a href="#">NDA LETTER TO APPLY.pdf</a>	Premise Attachment type Application form - License for premise application PMA1878722	Application form - License

## Services

**Premises License Application**

New Applications | View Applications

**Premises Application**

Ownership \*  \* Nearest Pharmacy(Name and Distance)

Premises Location \*

\* Product Categories

Human Herbal Products  
Public Health Products  
Human Food & Dietary Supp  
Narcotics & Psychotropica  
Human Equipment - Device  
Human Anti Anti Cancer  
Human Vaccine Clinical Trial

Human Drug Products

License Period

Add | Records

Id	Name	Type	Delete
1	<a href="#">sketch.pdf</a>	Site Master Plan	Delete
2	<a href="#">company documents.pdf</a>	Certificate of Incorporation	Delete

Messages

**Premises License Application**

New Applications | View Applications

**Premises Application**

Ownership \*  \* Nearest Pharmacy(Name and Distance)

Premises Location \*

\* Product Categories

License Period

Add | Records

Id	Name	Type	Delete
1	<a href="#">sketch.pdf</a>	Site Master Plan	Delete
2	<a href="#">company documents.pdf</a>	Certificate of Incorporation	Delete

Messages

**Premises Registration Status**

- Record update success!
- Premise Application Successfully Submitted



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16. Once you have submitted, you can locate the application when you click License application, view application, then select the date when you submitted the application as shown below and click search. This helps one to track the status of the application.

Id	Application Date	Premises Category	Application No	Premises No	Premises Name	Location	TIN	Status	Type	Query	Action
1	2018-10-24	Retail Pharmacy	PMA1062522	NDA/PRE/RTP/3781	KWAGALIZA ANDREW INVESTMENT LIMITED	Outside Kampala - Rural	1011666402	Pending Verification	Registration	None	<a href="#">View</a>

17. NB:

- Premise Location is important as it configured according to the money you pay for the License to operate and certificate of suitability.
- Save enables you to re-edit (This enabled one to edit their application before formally submitting)
- Submit means all is correct hence can be verified by NDA
- Cancel means you can cancel your application.
- If you have generated an invoice (by an automatic submission) or your application has been verified, locate the invoice under Finance transactions, view invoices and search the invoice by just selecting an earlier date at **Invoice Date From** and then click on **search**, as shown below

Id	Invoice Number	Invoice Type	Invoice Status	Invoice Amount	Application Number	Applicant	Invoice Date	Action	Receipt	Download Receipt	Convert
1	INV161024844	Premises Invoice	Unpaid	1,660,000.00UGX	PMA1678722	MEDIPAL INTERNATIONAL HEALTHCARE LIMITED	Oct 26, 2018	<a href="#">Download</a>	<a href="#">Upload</a>		<a href="#">Convert</a>

Once you are done with your work on the NDAMIS, you should logout by clicking on the **“Logout”** icon as seen above in the top right corner of the page

Do not hesitate to Contact our NDA TEAM for any inquiries or help needed for this online application process

**End**