



LICENSING AND ENFORCEMENT DIVISION
REQUIREMENTS FOR CLOSURE OF A PREMISES

REQUIREMENTS	YES	NO
VOLUNTARY CLOSURE AND CANCELLED PREMISES		
1. Signed notification letter (on a company letter head stating the following i) Date of effective closure ii) Fate of medicines		
2. Stock transfer i) Confirmation of receipt of stock on a signed confirmation letter on a company letterhead from the company that received stock, ii) Stating the quantities and nature of stocks iii) Date(s) when the stock was received.		
3. Stock/medicine donation i) Confirmation of receipt of stock on a signed confirmation letter on a company letterhead from the company that received stock, ii) Stating the quantities and nature of stocks iii) Date (s) when the stock was received.		
4. Stock incineration, i) Certificate and list with the quantities and nature of stocks and the date(s) when the stock was incinerated.		
5. Return original Premises Licence		
TEMPORARY CLOSURES		
6. Signed notification letter on a company letter head stating the following; i) Date of effective closure and period in which the premises will remain closed ii) Fate of medicines		

N.B

1. Kindly note that notification letter should be sent, whilst compiling the required documents within the stipulated time-line
2. If you wish to re-open the previously closed branch within five (5) years, communication should be sent through in writing.
3. A new application is submitted if you wish to re-open after five (5) years
4. A new application should be submitted if the premises wish to re-open after a change of ownership
5. This checklist applies to voluntary closures and cancelled premises.