

## Pharmacy (Drug Store) License

Health Legislation and Verification Directorate

MoPH

Cinema Pameer, within the building of Central Poly Clinic

Telephone number: 2100448

Pharmacies' Laws and Regulations

Documentation required:

1. Application letter from the investor.
2. National ID from MoIA and the investor.
3. Professional pharmacist license from the MoHE.
4. Initial capital of 50,000 Afs.
5. Letter fro Azadi Printing House from the Health Legislation and Verification Director of the MoPH.
6. Letter to the Afghan Printing House from the Health Legislation and Verification Directorate of the MoPH.
7. Letter to the Mostuphiat from the Health Legislation and Verification Directorate of the MoPH.
8. Invoices for drugs purchased from the selling companies.

Foreign citizens are not allowed to establish a pharmacy. The time to complete this process ranges from one week to six months. Five signatures are required, the final signature being that of the Minister or one of his/her Deputy Ministers

List of Fess and costs:

1. Fee of privilege right to invest, 5,000Afs. for Kabul (which is one of the five major 1<sup>st</sup> grade provinces: Kabul, Heart, Kandahar, Mazar, Nangarhar), 4,000Afs. for 2<sup>nd</sup> grade provinces and 3,000Afs. for 3<sup>rd</sup> grade provinces.  
Fee of privilege right to invest in 1<sup>st</sup> grade district 3,000 Afs., for 2<sup>nd</sup> grade districts 2,000 Afs. and for 3<sup>rd</sup> grade district is 1,000 Afs.
2. Mustofiat Sukook from 100 to 500 Afs.
3. 250 Afs. fee of providing pharmacy's stamp by Azadi Printing House.
4. 3,000 Afs. fee for providing pharmacy's light sign (Neon sign) by the Afghan Advertising Agency.

The license does not need annual renewal.

Step by step process of acquiring the license:

1. The investor gives an application letter to Minister of Public Health.
2. The Minister reviews it to determine if it is correct and if the request is within the ministry's mandate. If it is, he signs it and gives it to the investor who takes it to the General Directorate of Planning and Policy.
3. This Directorate reviews it to determine which directorate is responsible for this license, signs it, and gives it to the investor who takes it to the Health Legislation and Verification Directorate to take appropriate actions in respect of the Minister's order.
4. Director of Health Legislation and Verification again reviews the letter to determine to which department it should be routed. He/she then signs it and gives it to the investor to take to the General Verification Department.
5. This Department assigns a Koroki Panel (employees assigned the task of preparing a sketch of pharmacy location) to study the pharmacy design and location and prepare a sketch.
6. The panel goes to visit the area and prepares a sketch of the pharmacy and its location. The panel presents its reports and sketches to the General Verification Department and to the Directorate of Health legislation and Verification.
7. If the report confirms that everything is according to regulations, such as the location (no other pharmacy within a distance of 500 meters), appropriate size (meter square of pharmacy space), structure (dispensary room, shelves, etc.) and so on, then the Health Legislation and Verification Directorate prepares a recommendation to Minister of Health to grant approval.

After the approval of the Minister the following must take place:

1. A letter is sent from of Pharmacies Department of the Health Legislation and Verification Directorate to the Administrative Directorate of the MoPH. This letter describes the fees payable by the investor at the bank. (5,000Afs., 4,000Afs., and 3,000Afs. and 3,000, 2,000 and 1,000 Afghanis for districts as mentioned above)
2. This Directorate gives the investor a letter to take to the Mustofiat. The Mustofiat issues a tariff (taxes due) to the investor to take to the bank for the tax payment.
3. When the investor has paid the tariff at the bank, the bank issues a receipt and the investor returns and shows this receipt at the Mustofiat.

4. The Mustofiat then gives a letter to the investor to take back to the Health Legislation and Verification Directorate.
5. On receipt of this letter, this Directorate grants permission to build the pharmacy or to rent the shop in which the pharmacy will be located.
6. A supervising panel from Pharmacies Department of that Directorate is sent to the area to visit and study the pharmacy itself.
7. Also this Directorate gives the investor letters to take to:
  - the Azadi printing house (requesting it to provide a stamp with the name of pharmacy on it),
  - to the Afghan Advertising Agency (requesting it to provide an illuminated sign with the name of pharmacy on it),
  - to the Kabul Mustofiat (requesting the determination of the tax liabilities of the pharmacy),
  - and to Pharmacy Affaires Directorate requesting the confirmation that a pharmacist has been contracted by the pharmacy to work there.
8. The pharmacy owner must show bank receipts, replies to those letters (from the Mustofiat, the Afghan Advertising Agency, and from the Azadi printing house) to the relevant departments of the Health Legislation and Verification Directorate. The investor also has to present the invoices for the medicines that have been purchased that shows the company of which the medicines are being purchased to that Department.
9. A panel is sent from this Directorate (usually from Pharmacies Department) to the opening ceremony of the pharmacy to officially inaugurate the pharmacy.
10. The pharmacy is opened in front of the panel, but the presence of a pharmacist is required for the inauguration of a pharmacy.

Note:

- The pharmacy license holder has to purchase the medicines before the inauguration ceremony and have them ready on the shelves for a demonstration.
- A pharmacy is required to have a professional pharmacist in order to run the professional parts of its activity. The contract of a pharmacist is dealt by Pharmacies Department of the Health Legislation and Verification Directorate.
- Usually, the pharmacy license holder finds someone and comes to a private agreement with him/her on working hours, salary etc.

- The license holder writes a letter requesting the Health Legislation and Verification Directorate to approve the nominated pharmacist by checking that the pharmacist is registered with the Directorate.
- The pharmacist should be registered in and licensed by the Health Legislations and Verifications Directorate.

A contract must be signed between the license holder and the pharmacist. The agreement (contract) must have their photos and signatures and be confirmed (signed and stamped) by the Pharmacies' Department and the Director of the Health Legislation and Verification. The presence of a pharmacist is an important key issue which is definitely needed for pharmacy's activities.