Drug Licence Documents Checklist – Retail and Wholesale (India, 2026)

Free checklist by Trumac Healthcare, Panchkula – trumachealthcare.net. A general list for State Drugs Control applications on ONDLS or your state portal (Form 19). Your state may ask for additional or slightly different documents – always check its current checklist before filing.

1. Application and fee

Tick	Document	Retail (20/21) / Wholesale (20B/21B)
☐	Application in Form 19 (online on ONDLS or the state portal) for the forms you need	Both
☐	Government fee challan – ₹1,500 per form (Forms 20, 21, 20B, 21B)	Both
☐	Covering letter / declaration in the state's format	Both

2. Applicant and firm

Tick	Document	Retail (20/21) / Wholesale (20B/21B)
☐	Constitution of the firm: proprietor declaration, partnership deed or company documents (MoA/AoA, board resolution)	Both
☐	ID and address proof of proprietor / partners / directors (Aadhaar, PAN)	Both
☐	Passport-size photographs	Both
☐	Affidavit / declaration of non-conviction under the Drugs and Cosmetics Act (state format)	Both
☐	GST registration (if already obtained – some states ask at application)	Both

3. Premises

Tick	Document	Retail (20/21) / Wholesale (20B/21B)
☐	Proof of premises: ownership papers or rent agreement with owner's NOC	Both
☐	Site plan / layout of the premises with area (at least 10 sq m; 15 sq m if retail and wholesale together)	Both
☐	Electricity bill or other proof of address of the premises	Both
☐	Invoice of refrigerator (for cold-chain products) and, where required, air-conditioning	Both

4. Pharmacist / competent person

Tick	Document	Retail (20/21) / Wholesale (20B/21B)
☐	Registered pharmacist: registration certificate with the State Pharmacy Council, qualification certificate, appointment and consent letter	Retail (required)

☐	Competent person: registered pharmacist, OR graduate with 1 year of experience in dealing with drugs, OR matriculate with 4 years – with qualification and experience certificates and consent letter	Wholesale
☐	Affidavit of full-time working of the pharmacist / competent person (state format)	Both

5. After you apply

The drug inspector inspects the premises. Keep racks, refrigerator, pharmacist or competent person and original documents ready. Once granted, display the licence, pay the retention fee every five years, and keep batch-wise purchase and sale records (plus the Schedule H1 register for retail).

Guides and free tools: trumachealthcare.net/drug-licence-for-pcd-pharma-franchise/ (wholesale) · trumachealthcare.net/medical-store-licence-drug-licence-pharmacy/ (retail) · trumachealthcare.net/schedule-h1-register-format/ · trumachealthcare.net/pharma-business-guides/

Starting a PCD franchise? WhatsApp +91 90416 77932 – Trumac Healthcare, Plot 231, Phase-1, Industrial Area, Panchkula 134113. Since 2007, 3000+ products, no franchise fee, first order from ₹25,000.