



Medicines Control Authority of Zimbabwe

# **Persons & Premises License Online System Manual**

Protecting your right to quality medicines and medical devices



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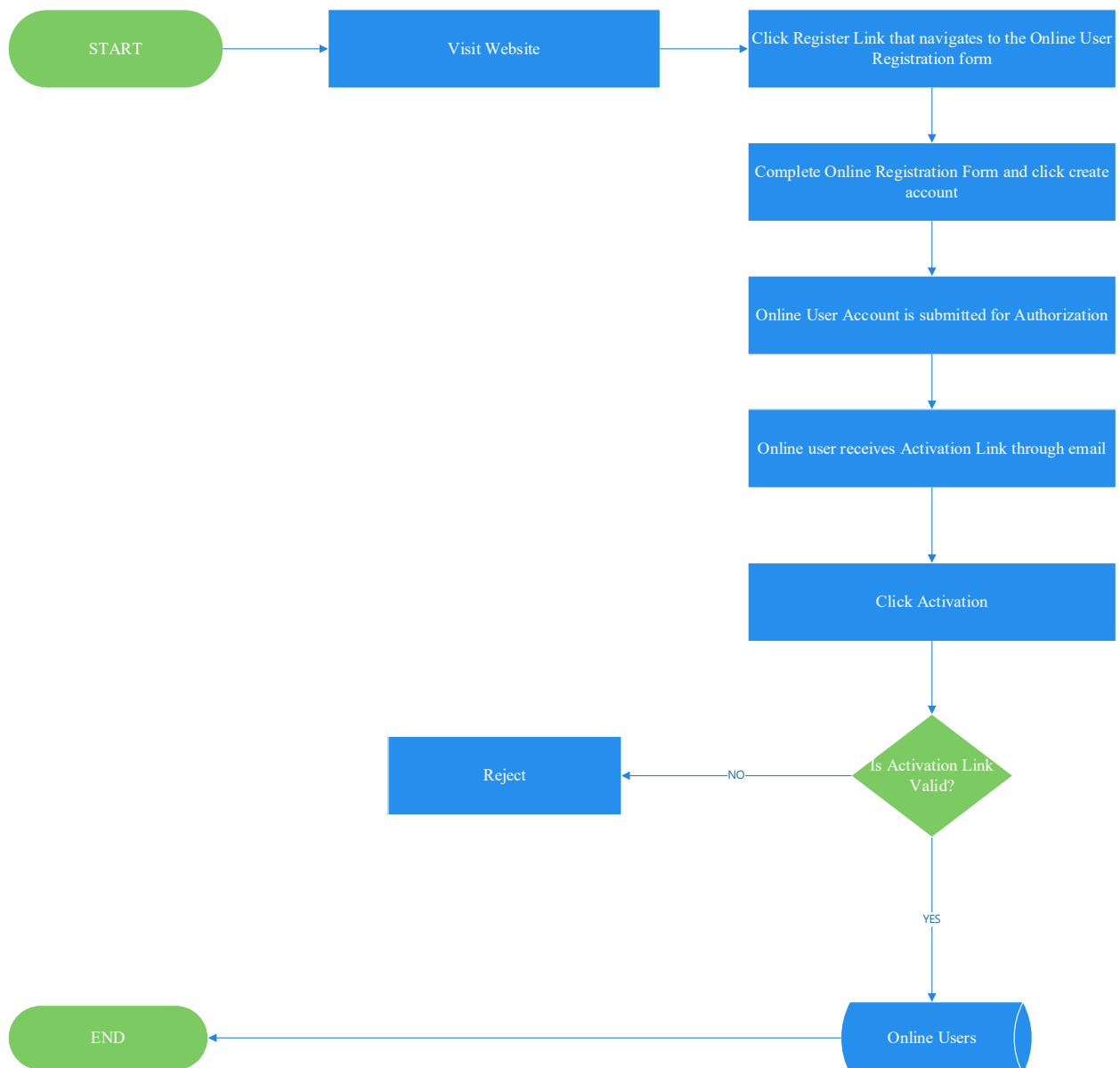
## USER MANUAL FOR LICENSING OF PERSONS & PREMISES

The Online Licensing of Persons & Premises Module is an online system used for applying licences for your Persons & Premises. This document shows the stages to be followed when applying for a Persons or Premises Licence.


### 1. Online Account Registration

In order to use the system to apply for licences, track applications and other functions you may want, you first need to have a user account. The following diagram shows the registration process

#### Online Registration Process



To register, click the “Click here to register” link on the login page as shown below.

 Medicines Control Authority of Zimbabwe

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**MCAZ ONLINE SERVICES LOGIN**

Email Address

Password

**Log In**

[Click here to register](#) [Forgot Password](#)

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This will take you to the registration page. You need to fill in the details on the registration page. All fields are mandatory except for the Fax. The CAPTCHA is case sensitive. Once you are satisfied that you have captured all information correctly click the “create an account” button .Your registration is sent to the system administrator for approval ,once approved an email will be sent to the email address you entered in the email field.



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[Login](#) [Register](#)

MCAZ Online Services Account Registration Form

Choose at least One service from the options below

Import/Export of Registered Medicines    Medical Devices    Premises Licensing    Persons Licensing

**Company Details**

Company Name	<input type="text" value="Company Name"/>	Street Address	<input type="text" value="Street Address"/>
Location	<input type="text" value="Location"/>	Country	<input type="text" value="SINGAPORE"/>
Town	<input type="text"/>	Telephone No.	<input type="text" value="Telephone No"/>
Fax	<input type="text" value="Fax"/>	Premise No/Licence No	<input type="text" value="If registered with MCAZ"/>

**Applicant Details**

First Name	<input type="text" value="Firstname"/>	Surname	<input type="text" value="Surname"/>
Position In Company	<input type="text"/>	Phone No.	<input type="text" value="Phone No."/>
Email Address	<input type="text" value="Email Address"/>		
Password	<input type="text" value="Password"/>	Confirm Password	<input type="text" value="Confirm password"/>

**KKUJA6**

[Create an Account](#)

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The email that is sent will have an activation link. You need to click that link for your account to be activated. If you don't activate your account, you will not have access to the system. The activation email and link are depicted below



Reply Reply All Forward



Fri 16-Mar-18 11:42

ZIMDIS

Activate MCAZ Online Services Account

To: Shivan G. D...

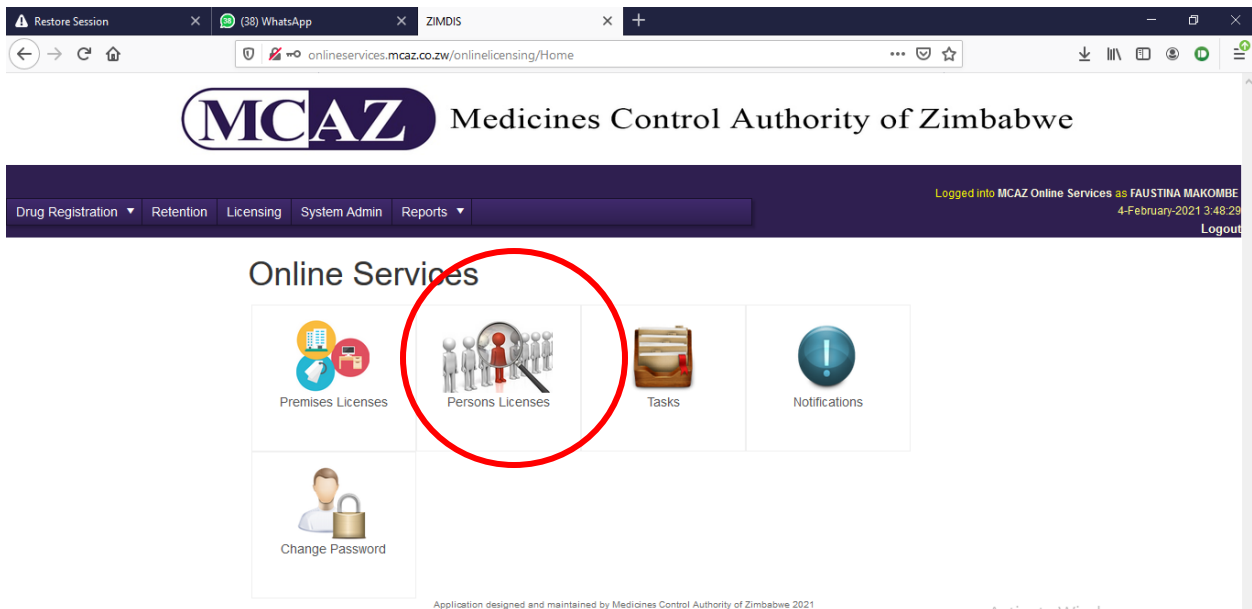
Hello Shivan,

Thank you for registering. To activate your account click the link below

[Click to Activate](#)

This e-mail message and any accompanying attachments are confidential and may contain proprietary and legally privileged information intended for the use of the addressee(s) only. If you are not the intended recipient, be advised that you have received the e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. Any views or opinions presented in this e-mail are solely those of the author except where the message states otherwise and the sender is authorized to state them to be the views of the Medicines Control Authority of Zimbabwe (MCAZ). Although this e-mail and any attachments are believed to be free of any virus or other defects which might affect any computer or ICT system into which they are received, no responsibility is accepted by MCAZ for any loss or damage arising in any way from the receipt or use thereof.

When your account has been activated, login with your user credentials. The first page you see will have all processes you have access to. Click the “Persons Licenses” button.



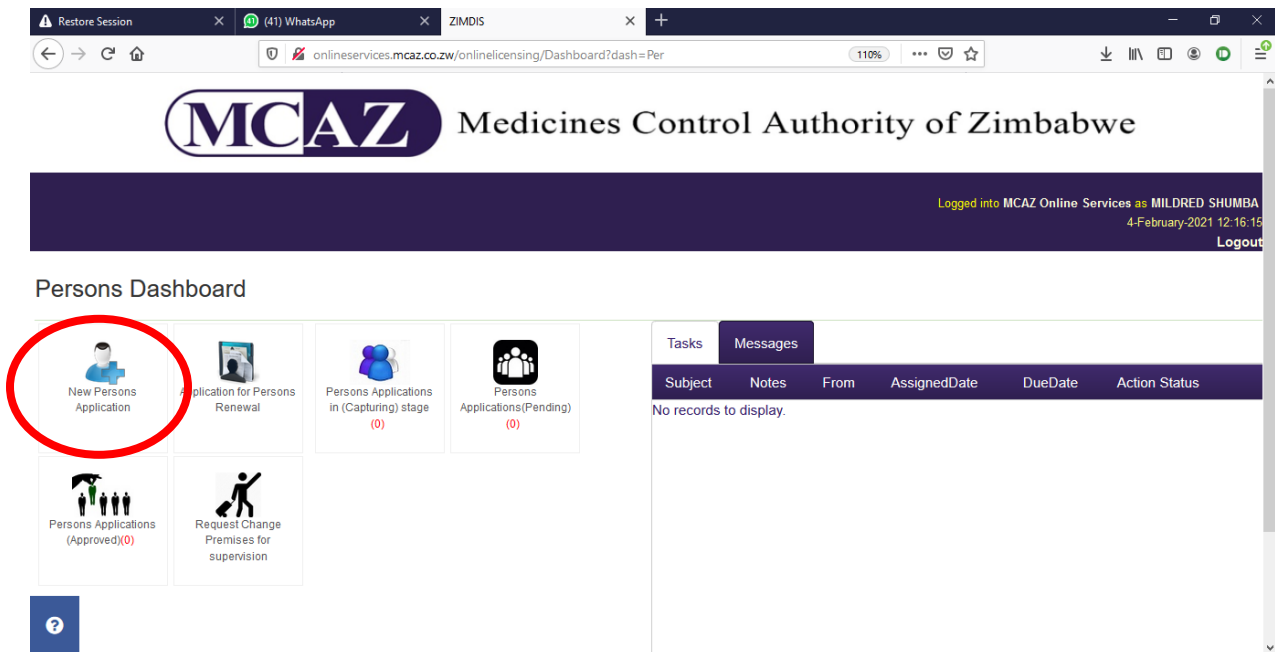
## 2. Application for Persons Licence

There are 2 types of applications for Persons Licence, i.e.

- i. **Application for Persons Licence Issue,**
- ii. **Application for Persons Licence Renewal**

### i. Application for Persons Issue

After clicking the “Person Licence” button you will be directed to the Persons dashboard. Click the “New Persons Application” icon as shown below



When you have clicked the icon, you will be directed to the “Application for Issue of a License for a Person (Form MC 2) ” page. Fill in all the information required accurately and click “Save Details” once done. This is shown below:



APPLICATION FOR ISSUE OF A LICENCE FOR A PERSON (FORM M.C.2)

Application Status:

Application No

Current Licence No

Type Of Licence	<input type="text" value="P01 PHARMACIST"/>	Application Fees	<input type="text" value="\$600.00"/>
Present Place of Employment	<input type="text" value="ARAVAS PHARMACEUTICALS"/>	Position at place of employment	<input type="text" value="SUPERVISOR"/>
First Names	<input type="text" value="FAUSTINA"/>	Surname	<input type="text" value="MAKOMBE"/>
Title	<input type="text" value="Select Title"/>	National ID	<input type="text" value="63-765647P27"/>
Cell No.	<input type="text" value="0775292992"/>	Date Of Birth	<input type="text" value="23/Aug/1995"/>
Home Street Address	<input type="text" value="345 DERBSHIRE"/>	Contact Email Address	<input type="text" value="aravaspharm@gmail.com"/>
Premises Type	<input type="text" value="PHARMACY IN ANY OTHER LOCATION"/>	Business Postal Address	<input type="text" value="67 CONNAGER ROAD"/>
Home Postal Address	<input type="text" value="345 DERBSHIRE"/>	Business Telephone No	<input type="text" value="+263345938"/>
Home Telephone No.	<input type="text" value="+263345938"/>	Business Area	<input type="text" value="+263345938"/>
Home Area	<input type="text" value="WATERFALLS"/>	Business Town	<input type="text" value="HARARE"/>
Home Town	<input type="text" value="HARARE"/>	Citizenship	<input type="text" value="ZIMBABWE"/>
Will you undertake locum tenens on a full time basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Any Conviction Details	<input type="text" value="N/A"/>
License Date	<input type="text" value="3/1/2020"/>	Expiry Date	<input type="text" value="2/28/2021"/>



The next stage is to Upload Supporting Documents and this is done by clicking the “Upload Supporting Documents” button as shown below.



APPLICATION FOR ISSUE OF A LICENCE FOR A PERSON (FORM M.C.2)

**Application Status:** P

**Application No** **Current Licence No**

Type Of Licence: P01 PHARMACIST Application Fees: \$600.00

Present Place of Employment: LOCUM Position at place of employment: SUPERVISOR

First Names: FAUSTINA Surname: MAKOMBE

Title: Select Title National ID: 63-765647P27

Cell No.: 0775292992 Date Of Birth: 23/Aug/1995

Home Street Address: 345 DERBSHIRE Contact Email Address:

Premises Type: PHARMACY IN ANY OTHER LOCATION Business Postal Address: 345 DERBSHIRE

Home Postal Address: 67 CONNAGER ROAD Business Telephone No: +263345938

Home Telephone No.: +263345938 Business Area: +263345938

Home Area: WATERFALLS Business Town: ARCTURUS

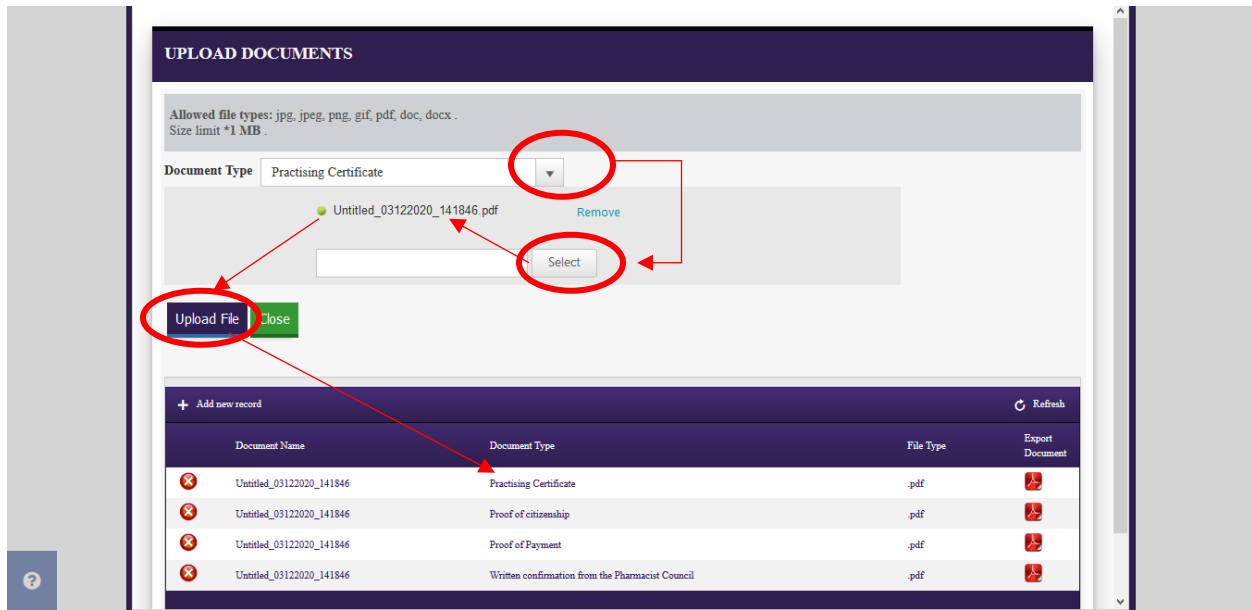
Home Town: HARARE Citizenship: ZIMBABWE

Will you undertake locum tenens on a full time basis?  YES  NO Any Conviction Details: N/A

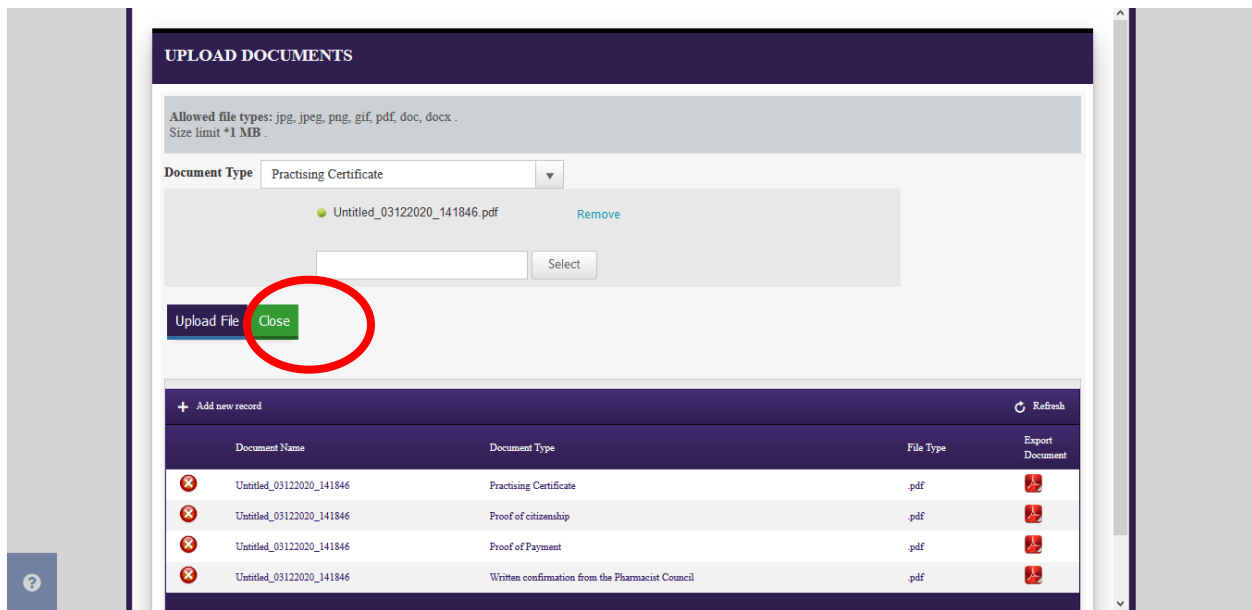
License Date: 3/1/2020 Expiry Date: 2/28/2021

A pop up that allows you to attach supporting documents will appear and you can upload the required documents. On the document type drop down provided select one document type navigate to the select button below then select the relevant document in your device .Once the document you have selected appears wait for the orange/amber small light to turn green then click upload file button which reloads such that your document now appears on the grid below.

Repeat the process again until you have finished adding all required documents. This is shown below



All the documents you successfully upload will be listed in the grid below the “Upload File” button. If you have uploaded the wrong document, click the delete button which is a red x icon on the left side of each document as shown below.





Click the “Close” button once finished. If you have uploaded all required documents, the “Submit for Authorisation” button will appear. Click it to send your application for review as shown below

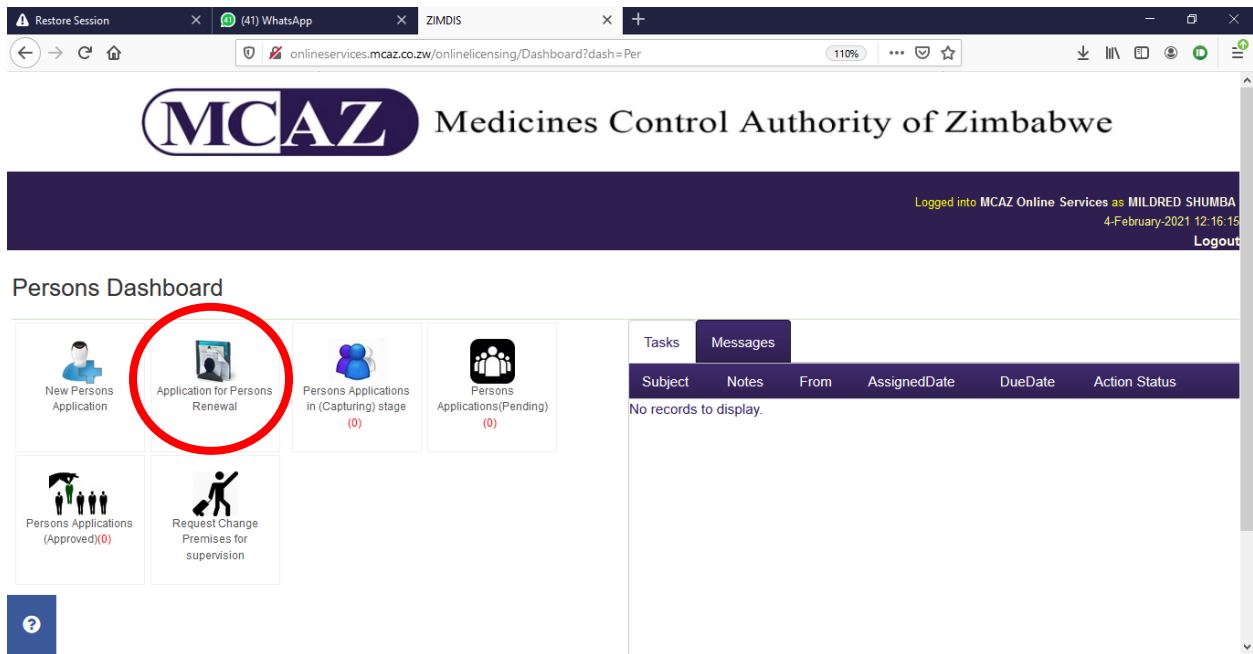
Home Postal Address	67 CONNAGER ROAD	Business Telephone No	+263345938
Home Telephone No.	+263345938	Business Area	+263345938
Home Area	WATERFALLS	Business Town	ARCTURUS
Home Town	HARARE	Citizenship	ZIMBABWE
Will you undertake locum tenens on a full time basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Any Conviction Details	N/A
License Date	3/1/2020	Expiry Date	2/28/2021

[Save Details](#) [Upload Supporting Documents](#) [Make Payment](#) [Submit for Authorisation](#)

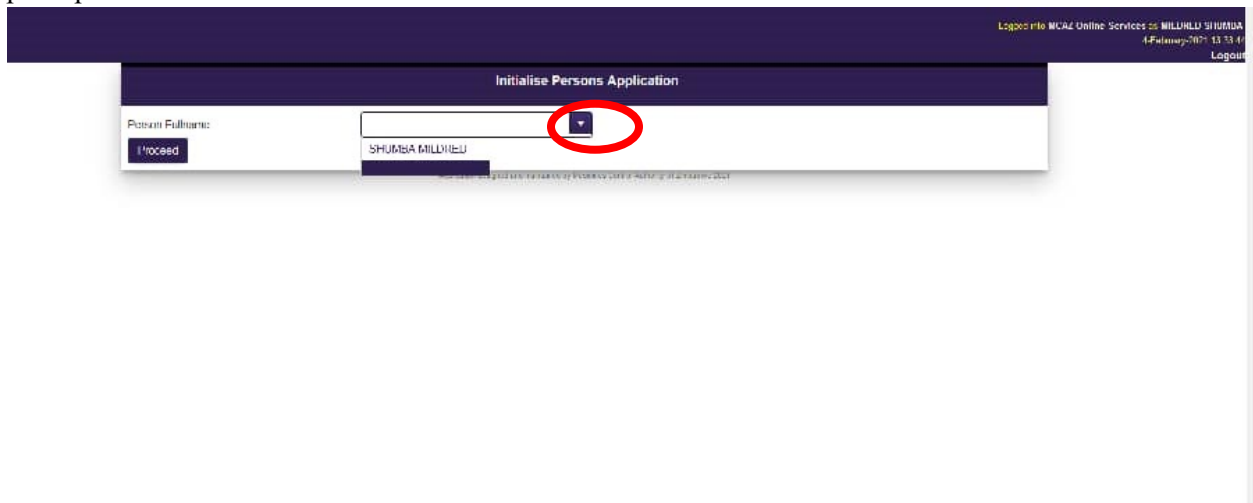


## ii. Application for Persons Renewal

To apply for Persons Renewal, click “Persons Licences” icon on the home page which will reload to the Persons dashboard then click the “Application for Persons Renewal” icon. This is shown in the diagram below



You will then be directed to the “Initialise Persons Application” page. Select the drop down button on the right of the Person Fullname field .On the dropdown there would be your name which you select and then press proceed





After pressing proceed you are directed to the “Application for the Renewal of a Licence for a Person Form MC4” If you are satisfied with the information presented or have amended, then press Save Renewal details Button which is at the bottom of the page .As shown below

APPLICATION FOR THE RENEWAL OF A LICENCE FOR A PERSONS (FORM M.C.4)

<b>Application No</b>		<b>Current Licence No</b>	V01-0004-2021
Type Of Licence	V01 VETERINARY SURGEON	Application Fees	\$720.00
Premises Type	DISPENSING VETERINARY PRACTICE	Present Place of Employment	FIVET ANIMAL HEALTH
First Names	MILDRED	Surname	SHUMBA
Title	DR	National ID	58-110991849
Cell No.	0774519943	Date Of Birth	19/Nov/1962
Home Street Address	16 CORDSWOLD GROVE FLATS WESSEX DRIVE	Contact Email Address	mildred@vetprod.com
Position at place of employment	VET DOCTOR	Business Postal Address	106 BAINES
Home Postal Address	106 BAINES	Business Telephone No	0774518887
Home Telephone No.	0772309487	Business Area	AVENUES
Home Area	AVENUES	Business Town	HARARE
Home Town	HARARE	Citizenship	ZIMBABWE
Will you undertake locum tenens on a full time basis?	<input type="radio"/> YES <input checked="" type="radio"/> NO	Any Conviction Details	
License Date	7/1/2020	Expiry Date	6/30/2021

[Save Renewal Details](#)

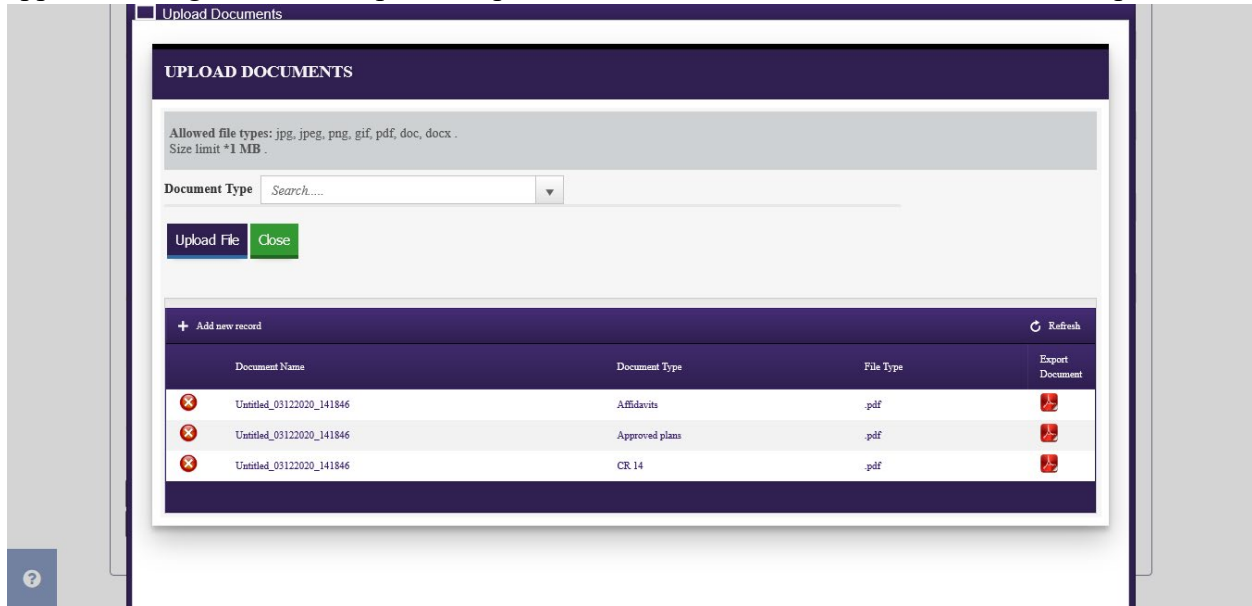
At this point the Upload supporting documents button appears, press it then the upload supporting documents appears.

APPLICATION FOR THE RENEWAL OF A LICENCE FOR A PERSONS (FORM M.C.4)

<b>Application Status:</b>	Capturing	<b>Current Licence No</b>	V01-0004-2021
<b>Application No</b>	PER APP.0038-2021	Application Fees	\$720.00
Type Of Licence	V01 VETERINARY SURGEON	Present Place of Employment	FIVET ANIMAL HEALTH
Premises Type	DISPENSING VETERINARY PRACTICE	Surname	SHUMBA
First Names	MILDRED	National ID	58-110991849
Title	DR	Date Of Birth	19/Nov/1962
Cell No.	0774519943	Contact Email Address	mildred@vetprod.com
Home Street Address	16 CORDSWOLD GROVE FLATS WESSEX DRIVE	Business Postal Address	106 BAINES
Position at place of employment	VET DOCTOR	Business Telephone No	0774518887
Home Postal Address	106 BAINES	Business Area	AVENUES
Home Telephone No.	0772309487	Business Town	HARARE
Home Area	AVENUES	Citizenship	ZIMBABWE
Home Town	HARARE	Any Conviction Details	
Will you undertake locum tenens on a full time basis?	<input type="radio"/> YES <input checked="" type="radio"/> NO	Expiry Date	6/30/2021
License Date	7/1/2020		

[Save Renewal Details](#) [Upload Supporting Documents](#) [Submit for Authorisation](#)

The pop up for Upload Supporting Documents visible go and press the document type drop down, select the relevant document type. Navigate to the select button which will show your device's storage select the relevant document which matches the document type you would have selected .Once selected, the document appears on the top of the select field, wait for the small orange/amber light to turn green, then press the upload file which reloads making your document appear on the grid below. Repeat that process until all relevant documents have been uploaded.



Click the “Close” button once finished. If you have uploaded all required documents, the “Submit for Authorisation” button will be available. Click it to send your application for review as shown below

APPLICATION FOR THE RENEWAL OF A LICENCE FOR A PERSONS (FORM M.C.4)

<b>Application Status:</b>	<b>Capturing</b>		
<b>Application No</b>	<b>PER_APP-003B-2021</b>	<b>Current Licence No</b>	<b>V01_0004-2021</b>
Type Of Licence	V01 VETERINARY SURGEON	Application Fees	\$720.00
Premises Type	DISPENSING VETERINARY PRACTICE	Present Place of Employment	FIVET ANIMAL HEALTH
First Names	MILDRED	Surname	SHUMBA
Title	DR	National ID	58-110991B49
Call No.	0774519943	Date Of Birth	198Nov1952
Home Street Address	16 CORSWOLD GROVE FLATS WESSEX DRIVE	Contact Email Address	mildred@vetprod.com
Position at place of employment	VET DOCTOR	Business Postal Address	106 BANES
Home Postal Address	106 BANES	Business Telephone No	0774518887
Home Telephone No	0772309487	Business Area	AVENUES
Home Area	AVENUES	Business Town	HARARE
Home Town	HARARE	Citizenship	ZIMBABWE
Will you undertake locum tenens on a full time basis?	<input type="radio"/> YES <input checked="" type="radio"/> NO	Any Conviction Details	
License Date	7/1/2020	Expiry Date	6/30/2021

[Save Renewal Details](#) [Upload Supporting Documents](#) [Submit for Authorisation](#)

After completing the process the application moves into the pending as depicted below

Logged into MCAZ Online Services as PAULSTINA MARCOMBE  
4-February-2021 12:43:58  
[Logout](#)

### Persons Dashboard

 New Persons Application	 Application for Persons Renewal	 Persons Applications in (Capturing) stage (0)	 Persons Applications(Pending) (0)
 Persons Applications (Approved)(0)	 Request Change Premises for supervision		

Tasks Messages

Subject	Notes	From	AssignedDate	DueDate	Action Status
No records to display.					

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In the pending it would be appearing like below



PENDING PERSONS APPLICATIONS

Search Ref No.

Page size: 10 Page 1 from 1, rows 1 to 1 from 1

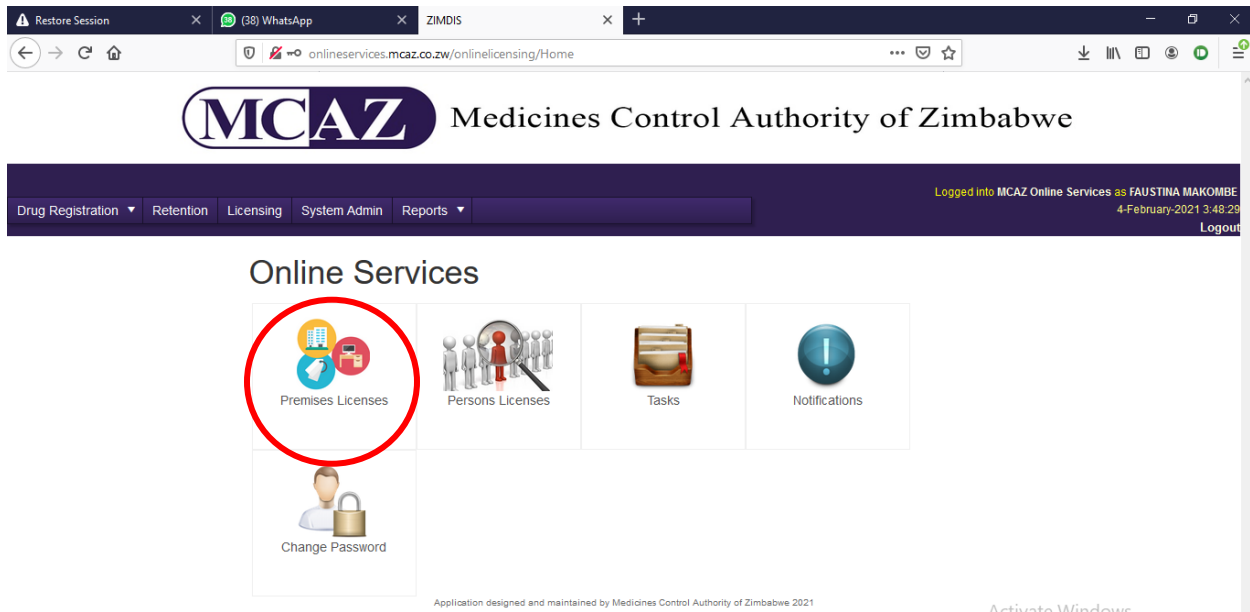
Ref No	Name	Address	Date Processed	Status	View Details
	MAKOMBE FAUSTINA		04 Feb 2021	P	<a href="#">Click to View</a>

Page size: 10 Page 1 from 1, rows 1 to 1 from 1

Application designed and maintained by Medicines Control Authority of Zimbabwe 2021




When your account has been activated, login with your user credentials. The first page you see will have all processes you have access to. Click the “Premises Licenses” button.



Restore Session × (38) WhatsApp × ZIMDIS × +






← → ↻ 🏠 onlineservices.mcaz.co.zw/onlinelicensing/Home

 Medicines Control Authority of Zimbabwe

Drug Registration ▾ Retention Licensing System Admin Reports ▾

Logged into MCAZ Online Services as FAUSTINA MAKOMBE  
4-February-2021 3:48:29  
Logout

### Online Services

-  Premises Licenses
-  Persons Licenses
-  Tasks
-  Notifications
-  Change Password

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Activate Windows



### 3. Application for Premises Licence

There are 2 types of applications for Persons Licence, i.e.

- iii. **Application for Premises Licence Issue,**
- iv. **Application for Premises Licence Renewal**

#### iii. Application for Premises Issue

After clicking the “Person Licence” button you will be directed to the Persons dashboard. Click the “New Persons Application” icon as shown below



Logged into MCAZ Online Services as CAROLINE CHIEZA  
4-February-2021 15:18:52  
Logout

Premises Dashboard

New Premises Application

Application for Premises Renewal

Premises Applications in (Capturing) stage (0)

Premises Applications in (Pending) (0)

Premises Applications (Approved) (0)

Tasks Messages

Subject	Notes	From	AssignedDate	DueDate	Action Status
No records to display.					

When you have clicked the icon, you will be directed to the “Application for Issue of a License for a Premises (Form MC 1)” page. Fill in all the information required accurately and click “Save Details” once done. This is shown below:



APPLICATION FOR ISSUE OF A LICENCE FOR A PERSON (FORM M.C.2)

Application Status:

Application No

Current Licence No

Type Of Licence	<input type="text" value="P01 PHARMACIST"/>	Application Fees	<input type="text" value="\$600.00"/>
Present Place of Employment	<input type="text" value="ARAVAS PHARMACEUTICALS"/>	Position at place of employment	<input type="text" value="SUPERVISOR"/>
First Names	<input type="text" value="FAUSTINA"/>	Surname	<input type="text" value="MAKOMBE"/>
Title	<input type="text" value="Select Title"/>	National ID	<input type="text" value="63-765647P27"/>
Cell No.	<input type="text" value="0775292992"/>	Date Of Birth	<input type="text" value="23/Aug/1995"/>
Home Street Address	<input type="text" value="345 DERBSHIRE"/>	Contact Email Address	<input type="text" value="aravaspharm@gmail.com"/>
Premises Type	<input type="text" value="PHARMACY IN ANY OTHER LOCATION"/>	Business Postal Address	<input type="text" value="67 CONNAGER ROAD"/>
Home Postal Address	<input type="text" value="345 DERBSHIRE"/>	Business Telephone No	<input type="text" value="+263345938"/>
Home Telephone No.	<input type="text" value="+263345938"/>	Business Area	<input type="text" value="+263345938"/>
Home Area	<input type="text" value="WATERFALLS"/>	Business Town	<input type="text" value="HARARE"/>
Home Town	<input type="text" value="HARARE"/>	Citizenship	<input type="text" value="ZIMBABWE"/>
Will you undertake locum tenens on a full time basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Any Conviction Details	<input type="text" value="N/A"/>
License Date	<input type="text" value="3/1/2020"/>	Expiry Date	<input type="text" value="2/28/2021"/>



The next stage is to Add Shareholders and this is done by clicking the “Add Shareholders” button as shown below.

APPLICATION FOR ISSUE OF A LICENCE FOR PREMISES (FORM M.C.1)

**Application Status:**

**Application No** PRE-APP-0080-2021      **Licence No**

**Type of Licence**       **Application Fees**

**Name of Company (Licensee)**       **Physical Address of company**

**Registered Office**       **Name of Premises**

**Physical Address of Premises**       **Area / location of Premises**

**Town**       **Postal Address of Premises**

**Contact Email Address**       **Postal Address of business**

**Telephone No**       **Position Of Applicant In The Company**

**Name of Nearest Police Station**       **Street Address of Police station**

**Closest licensed Pharmacy**       **Distance from licensed Pharmacy(km)**

**License Date**       **Expiry Date**

**Comments**

A pop up page with fields to fill in shareholders details will appear and you are required to fill in the shareholders details including the shares they hold .After fill in all the fields press the save button which will reload the add shareholders pop up page loading the captured information on the bottom grid. Repeat the process until all the shareholders are captured .As shown below

**Application No** PRE-APP-0080-2021      **Licence No**

**License**       **Application Fees** \$1,500.00

**Name of Company (Licensee)**

**SHAREHOLDERS DETAILS**

**Full Names(start with Surname)**       **Physical Address**

**Distribution of Shares or nominees**

Drag a column header and drop it here to group by that column

FullName	Address	Distribution_of_Shares
BONDA BLESSINGS	64 HOMBARUME RD ZENGEZA 2	200

frmShareHolders.aspx

After capturing all documents press close.

When the main page reloads the “Add Directors” button appears.

APPLICATION FOR ISSUE OF A LICENCE FOR PREMISES (FORM M.C.1)

Application Status:

Application No	PRE-APP-0080-2021	Licence No	
Type of Licence	Select	Application Fees	
Name of Company (Licensee)	SMT	Physical Address of company	106 BAINES
Registered Office	HARARE	Name of Premises	SMT
Physical Address of Premises	106 BAINES	Area / location of Premises	HARARE
Town	HARARE	Postal Address of Premises	106 BAINES
Contact Email Address	mildred@vetprod.com	Postal Address of business	106 BAINES
Telephone No	04785544	Position Of Applicant In The Company	PHARM TECH
Name of Nearest Police Station	AVONDAL POLICE STATION	Street Address of Police station	BOND STREET
Closest licensed Pharmacy	BARBOURFIELDS PHARMACY SHOP...	Distance from licensed Pharmacy(km)	10
License Date	10/1/2020	Expiry Date	9/30/2021
Comments			

Submit Renewal Details +Add Shareholder **+Add Directors** Declaration

Click the “Add Directors” button then the pop up page appears with fields to be filled in with the details of the directors .Fill in all the fields then press save button once you are done, the pop up page will reloads saving the captured information on the grid below .Repeat the process to capture all directors information and is appearing on the bottom grid. As shown below

Application Status:

Application No

Type of Licence

Name of Company (Licensee)

Registered Office

Physical Address of Premises

Town

Contact Email Address

Telephone No

Name of Nearest Police Station

Closest licensed Pharmacy

License Date

Comments

Add Directors

### DIRECTORS DETAILS

Full Names(start with Surname)	Physical Address
Citizenship	Reg No.(Healthy Professions)
Email Address	Phone No.

Save Close

Drag a column header and drop it here to group by that column

FULLNAME	CITIZENSHIP	EMAIL ADDRESS
CHIMUSORO FARAI	ZIMBABWEAN	FARA@GMAIL.COM

fmAddDirectors.aspx

Submit Renewal Details +Add Shareholders **+Add Directors** Declaration

After capturing all the directors and saving, you then press close .The system reloads to the main application.

APPLICATION FOR ISSUE OF A LICENCE FOR PREMISES (FORM M.C.1)

**Application Status:**

<b>Application No</b>	PRE-APP-0080-2021	<b>Licence No</b>	
<b>Type of Licence</b>	Select	<b>Application Fees</b>	
<b>Name of Company (Licensee)</b>	SMT	<b>Physical Address of company</b>	106 BAINES
<b>Registered Office</b>	HARARE	<b>Name of Premises</b>	SMT
<b>Physical Address of Premises</b>	106 BAINES	<b>Area / location of Premises</b>	HARARE
<b>Town</b>	HARARE	<b>Postal Address of Premises</b>	106 BAINES
<b>Contact Email Address</b>	mildred@vetprod.com	<b>Postal Address of business</b>	106 BAINES
<b>Telephone No</b>	04785544	<b>Position Of Applicant in The Company</b>	PHARM TECH
<b>Name of Nearest Police Station</b>	AVONDAL POLICE STATION	<b>Street Address of Police station</b>	BOND STREET
<b>Closest licensed Pharmacy</b>	BARBOURFIELDS PHARMACY SHOP..	<b>Distance from licensed Pharmacy(km)</b>	10
<b>License Date</b>	10/1/2020	<b>Expiry Date</b>	9/30/2021
<b>Comments</b>			

[+Submit Renewal Details](#) [+Add Shareholders](#) [+Add Directors](#) [+Declaration](#)

Now we proceed to Declarations were you press again the “Declarations” button ,a pop up will appear with check box you should fill in responding to the questions listed ,as shown below ,

Application Status: **Declaration Form**

**DECLARATION**

Have you previously held a licence to manufacture, pack or sell medicines?  Yes  No

Has any application made by you for a licence been refused or cancelled?  Yes  No

Are the directors of the company or a majority thereof citizens or ordinarily resident in Zimbabwe?  Yes  No

Has the company or any of the directors to the company within the preceding three years of this application been convicted inside or outside Zimbabwe of an offence involving the wrongful dealing in or supply or possession of medicines, or an offence involving dishonesty?  Yes  No

[Save](#) [Close](#)

frmDeclarations.aspx

[+Submit Renewal Details](#) [+Add Shareholders](#) [+Add Directors](#) [+Add Supervisors](#) [Upload Supporting Documents](#) [Declaration](#) [Submit for Authorisation](#)



After successfully ticking the relevant tick circles press save then the pop up page reloads showing your choices on the grid below then close. Reloading again to the main application .as shown below

APPLICATION FOR ISSUE OF A LICENCE FOR PREMISES (FORM M.C.1)

Application Status:

Application No: PRE-APP-0080-2021      Licence No:

Type of Licence: Select      Application Fees:

Name of Company (Licensee): SMT      Physical Address of company: 106 BAINES

Registered Office: HARARE      Name of Premises: SMT

Physical Address of Premises: 106 BAINES      Area / location of Premises: HARARE

Town: HARARE      Postal Address of Premises: 106 BAINES

Contact Email Address: mildred@vetprod.com      Postal Address of business: 106 BAINES

Telephone No: 04785544      Position Of Applicant in The Company: PHARM TECH

Name of Nearest Police Station: AVONDAL POLICE STATION      Street Address of Police station: BOND STREET

Closest licensed Pharmacy: BARBOURFIELDS PHARMACY SHOP      Distance from licensed Pharmacy(km): 10

License Date: 10/1/2020      Expiry Date: 9/30/2021

Comments:

Submit Renewal Details   Add Shareholders   Add Directors   Add Supervisors   Declaration

With all declarations done you move on to add supervisors .Press the “Add Supervisors” button which will pop up the add supervisors page as shown below.

Application Status:

Application No:

Type of Licence:

Name of Company (Licensee):

Registered Office:

Physical Address of Premises:

Town:

Contact Email Address:

Telephone No:

Name of Nearest Police Station:

Closest licensed Pharmacy:

License Date:

Comments:

Submit Renewal Details

**Add Supervisors**

**SUPERVISORS DETAILS**

Supervisor Name: Select supervisor

Category: Select Category      Time Ranges: 6am to 10 pm

Monday       Tuesday       Wednesday       Thursday

Friday       Saturday       Sunday

Save Supervisors

Close

Drag a column header and drop it here to group by that column

Supervisor Name	SupervisorsDays	CreatedDate
MS TSITSI SHARON CHIMAMISE	Monday Tuesday Wednesday Thursday Friday	2/4/2021 1:48:00 PM

fmAddSupervisors.aspx



Fill all the details pertaining to the supervisor .Select the relevant category on the drop down .When all information is filled in and tick boxes ticked press “Save Supervisors” this will reload the pop up page such that the information captured will be appearing on the grid on the bottom.

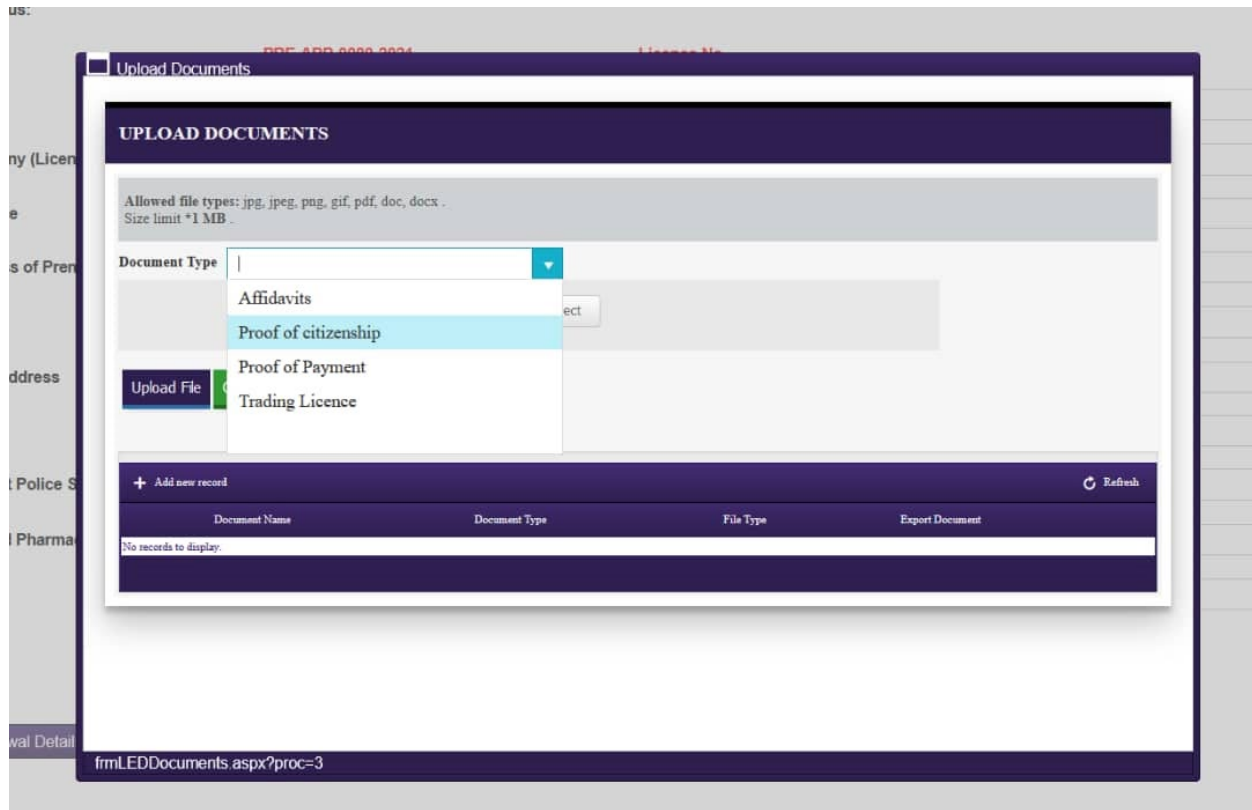
When you are sure that the information is correct press close. Reloading to the main application

APPLICATION FOR ISSUE OF A LICENCE FOR PREMISES (FORM M.C.1)

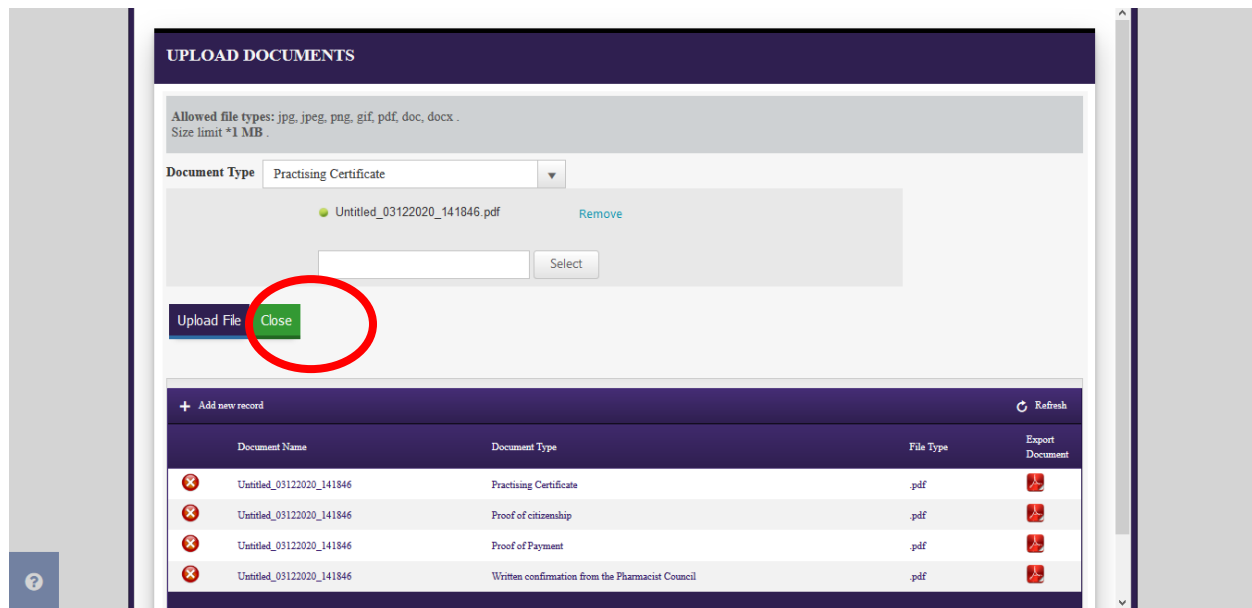
<b>Application No</b>	PRE-APP-0081-2021	<b>Application Status:</b>	<b>ApplicationStatus</b>
<b>Type of Licence</b>	103-CLINICS - CLASS C	<b>Application Fees</b>	\$1,500.00
<b>Name of Company (Licensee)</b>	SMT	<b>Physical Address of company</b>	106 BAINES
<b>Registered Office</b>	HARARE	<b>Name of Premises</b>	SMT
<b>Physical Address of Premises</b>	106 BAINES	<b>Area / location of Premises</b>	HARARE
<b>Town</b>	Select town	<b>Postal Address of Premises</b>	TEST
<b>Contact Email Address</b>	admin@wmtpharma.co.zw	<b>Postal Address of business</b>	106 BAINES
<b>Telephone No</b>	04785544	<b>Position Of Applicant in The Company</b>	MANAGER
<b>Name of Nearest Police Station</b>	AVONDAL POLICE STATION	<b>Street Address of Police station</b>	BOND STREET
<b>Closest licensed Pharmacy</b>	AMBIKA PHARMACY HARARE CENT ...	<b>Distance from licensed Pharmacy(km)</b>	10
<b>License Date</b>	10/1/2020	<b>Expiry Date</b>	9/30/2021
<b>Comments</b>			

[Save Details](#) [+Add Shareholders](#) [+Add Directors](#) [+Add Supervisors](#) [Upload Supporting Documents](#) [Declaration](#) [Submit for Authorisation](#)

Now click “Upload Supporting Documents” button then a pop up page that allows you to attach supporting documents will appear and you can upload the required documents from the list provided. On the document type drop down provided select one document type navigate to the select button below then select the relevant document in your device .Once the document you have selected appears wait for the orange/amber small light to turn green then click upload file button which reloads such that your document now appears on the grid below



After all the documents have been successfully uploaded they will be listed in the grid below the “Upload File” button. If you have uploaded the wrong document, click the delete icon on the left side of each document as shown below.





Click the “Close” button once finished. If you have uploaded all required documents, the “Submit for Authorisation” button will be available. Click it to send your application for review as shown below

Home Postal Address	67 CONNAGER ROAD	Business Telephone No	+263345938
Home Telephone No.	+263345938	Business Area	+263345938
Home Area	WATERFALLS	Business Town	ARCTURUS
Home Town	HARARE	Citizenship	ZIMBABWE
Will you undertake locum tenens on a full time basis?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Any Conviction Details	N/A
License Date	3/1/2020	Expiry Date	2/28/2021

[Save Details](#) [Upload Supporting Documents](#) [Make Payment](#) [Submit for Authorisation](#)



#### iv. Application for Premises Renewal

To apply for this type of authorisation while on the Premises dashboard, click the “Application for Premises Renewal” icon. This is shown in the diagram below

**MCAZ** Medicines Control Authority of Zimbabwe

Logged into MCAZ Online Services as FAUSTINA MAKOMBE  
8-February-2021 12:05:23  
Logout

### Premises Dashboard

Subject	Notes	From	AssignedDate	DueDate	Action Status
No records to display.					

You will then be directed to the “Initialise Premises Application” page. Select the drop down button on the right of the select premises/other company field .On the dropdown there would be your premises name which you select and then press proceed

**MCAZ** Medicines Control Authority of Zimbabwe

Logged into MCAZ Online Services as FAUSTINA MAKOMBE  
8-February-2021 12:08:28  
Logout

### Initialise Premises Application

Select Premise / Other Company

ARAVAS PHARMACEUTICALS 4471 PROSPECT IND. AREA HARARE

After pressing proceed you are directed to the “Application for the Renewal of a Licence for a Premise



Form MC3” If you satisfied with the information presented or have amended, then press Save Renewal details Button which is at the bottom of the page .As shown below



Logged into MCAZ Online Services as FAUSTINA MAKOMBE  
8-February-2021 11:09:02  
[Logout](#)

APPLICATION FOR THE RENEWAL OF A LICENCE FOR PREMISES (FORM M.C.3)

Application Status:	Status		
Application No		Current Licence No	W01-P0061-2020
Type of Licence	W01-WHOLESALEERS	Application Fees	\$21,000.00
Name of Company (Licensee)	ARAVAS PHARMACEUTICALS (PVT) LTD	Physical Address of company	4471 PROSPECT IND. AREA
Registered Office		Name of Premises	ARAVAS PHARMACEUTICALS
Physical Address of Premises	4471 PROSPECT IND. AREA	Area / location of Premises	
Town	HARARE	Postal Address of Premises	4471 PROSPECT IND. AREA
Contact Email Address	ICHIPAK@YAHOO.CO.UK	Postal Address of business	4471 PROSPECT IND. AREA
Telephone No	0242 751 775	Position Of Applicant in The Company	DIRECTOR
Name of Nearest Police Station		Street Address of Police station	
Closest licensed Pharmacy	Select Pharmacy	Distance from licensed Pharmacy(km)	
License Date	4/1/2020	Expiry Date	3/31/2021
Comments			
	<a href="#">Submit Renewal Details</a>		

Application designed and maintained by Medicines Control Authority of Zimbabwe 2021

At this point the Declarations button appears, press it then the upload supporting documents appears.



Town	HARARE	Postal Address of Premises	4471 PROSPECT IND. AREA
Contact Email Address	ICHIPAK@YAHOO.CO.UK	Postal Address of business	4471 PROSPECT IND. AREA
Telephone No	0242 751 775	Position Of Applicant in The Company	DIRECTOR
Name of Nearest Police Station	MBARE	Street Address of Police station	90 JABABVU RD
Closest licensed Pharmacy	COUNTRYSIDE PHARMACY 18 ..	Distance from licensed Pharmacy(km)	15KM
License Date	4/1/2020	Expiry Date	3/31/2021
Comments	<input type="text"/>		
<input type="button" value="Submit Renewal Details"/> <input type="button" value="Declaration"/> <input type="button" value="Upload Supporting Documents"/> <input type="button" value="Submit for Authorisation"/>			



Application designed and maintained by Medicines Control Authority of Zimbabwe 2021

The pop up page for declarations appears with a list of questions which should be answered by a yes/no check boxes as shown below.

Declaration Form

DECLARATION

Have any particulars contained in the original application for the licence changed?  Yes  No

Are the directors of the company or a majority thereof citizens or ordinarily resident in Zimbabwe?  Yes  No

Has the company or any of the directors to the company within the preceding three years of this application been convicted inside or outside Zimbabwe of an offence involving the wrongful dealing in or supply or possession of medicines, or an offence involving dishonesty?  Yes  No

Save Close

frmDeclarations.aspx

If the answer is yes to the first question i.e. if there are changes to particulars contained in the original application. A box appears for you to type in the details that changed then continue ticking other circles .If you have finished press save then the pop up reloads showing your

responses on the grid below the save and close button as shown below

Then press close if the information is accurate, if you selected yes to the question that there has been any changes to particulars contained in the original application the system will reload and the add directors, add shareholders, add supervisors button appears so that you can add the changed details as shown below.



Press each button from add shareholders to add supervisors open the pop up pages remove or add any new information

Town  Postal Address of Premises 4471 PROSPERITY  
 Contact Email Address  Postal Address of Premises 4471 PROSPERITY

**Add Shareholders Dialog**

Full Names(start with Surname)  Physical Address   
 Distribution of Shares or nominees   
 Save Close

Drag a column header and drop it here to group by that column

FullName	Address	Distribution_of_Shares
SMITH BEN	45 BAKER RD	50

frmShareHolders.aspx

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ADD NEW INFORMATION THEN PRESS SAVE AFTER COMPLETED

USE THE SMALL RED X TO REMOVE ANY SAVED ENTRY

IF THERE IS NO INFORMATION TO CHANGE JUST PRESS CLOSE

**Add Directors**

**DIRECTORS DETAILS**

Full Names(start with Surname)  Physical Address   
 Citizenship  Reg No.(Healthy Professions)   
 Email Address  Phone No.   
 Save Close

Drag a column header and drop it here to group by that column

FULLNAME	CITIZENSHIP	EMAIL ADDRESS
CHIPAKO I.	ZIMBABWEAN	<input type="text"/>
MAKOMBE F.	ZIMBABWEAN	<input type="text"/>

frmAddDirectors.aspx

ADD NEW INFORMATION THEN PRESS SAVE AFTER COMPLETED

USE THE SMALL RED X TO REMOVE ANY SAVED ENTRY

IF THERE IS NO INFORMATION TO CHANGE JUST PRESS CLOSE

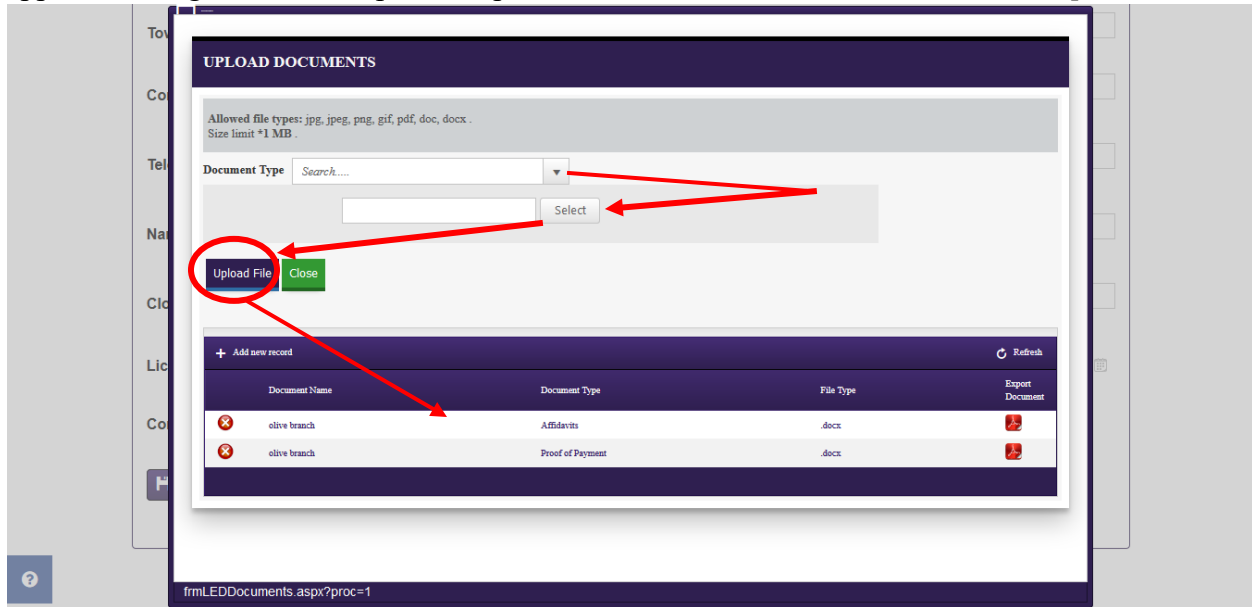
ADD NEW INFORMATION THEN PRESS SAVE AFTER COMPLETED OR USE THE SMALL RED X TO REMOVE ANY SAVED ENTRY OR IF THERE IS NO INFORMATION TO CHANGE JUST PRESS CLOSE

After completing the addition of new or remove of information you then close for the system to reload to the main application. Then now click the upload supporting documents .

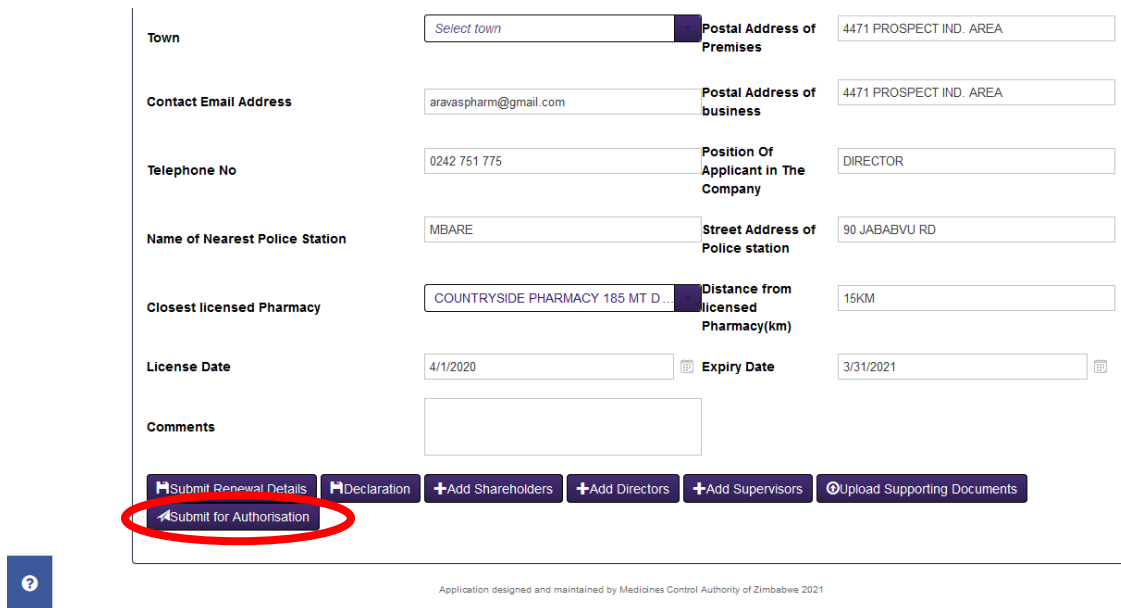


The pop up for Upload Supporting Documents visible go and press the document type drop down, select the relevant document type. Navigate to the select button which will show your device's storage select the relevant document which matches the document type you would have selected .Once selected the document appears on the top of the select field, wait for the small orange/amber light to turn green, then press the upload file which reloads making your document

appear on the grid below. Repeat that process until all relevant documents have been uploaded.



Click the “Close” button once finished. If you have uploaded all required documents, the “Submit for Authorisation” button will be available. Click it to send your application for review as shown below



After completing the process the application moves into the pending as depicted below



### Premises Dashboard

The dashboard features five overview cards in a grid. The first row contains 'New Premises Application' (house icon) and 'Application for Premises Renewal' (factory icon). The second row contains 'Premises Applications in (Capturing) stage (1)' (house with grid icon), 'Premises Applications in (Pending) (0)' (circular arrow icon), and 'Premises Applications (Approved) (0)' (globe icon). A red arrow points from the 'New Premises Application' card to the 'Premises Applications in (Capturing) stage (1)' card.

Tasks Messages

Subject	Notes	From	AssignedDate	DueDate	Action Status
No records to display.					

