

There are two cases in which change in firm name is required

1. Data entry mistake
2. Official Request by Drugs Manufacturer- an application by the firm

Case-1 Data Entry Mistake

In this case just put a formal request to the competent authority to correct the firm name.

The FDCA is suppose to do the correction in Firm name through a option provided in DMLA portal.

Case-2 Official Request by manufacture to the FDCA to change the firm name

This may due to change in firm name by the firm constitution and not due to the data entry mistake. In this case firm will apply on line to change the firm name.

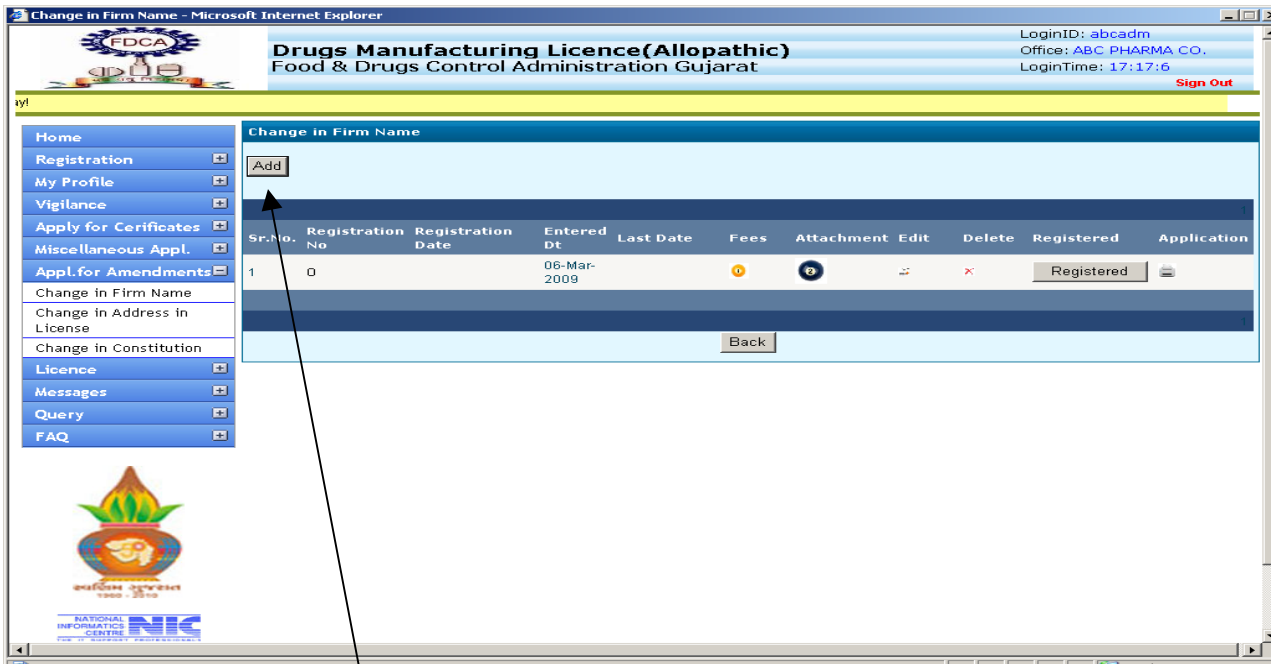
The application is then processed by the FDCA and at last while approving the firm name gets automatically updated in the record.

Step:-1 Manufacturer will login in iDMLA portal through their login ID

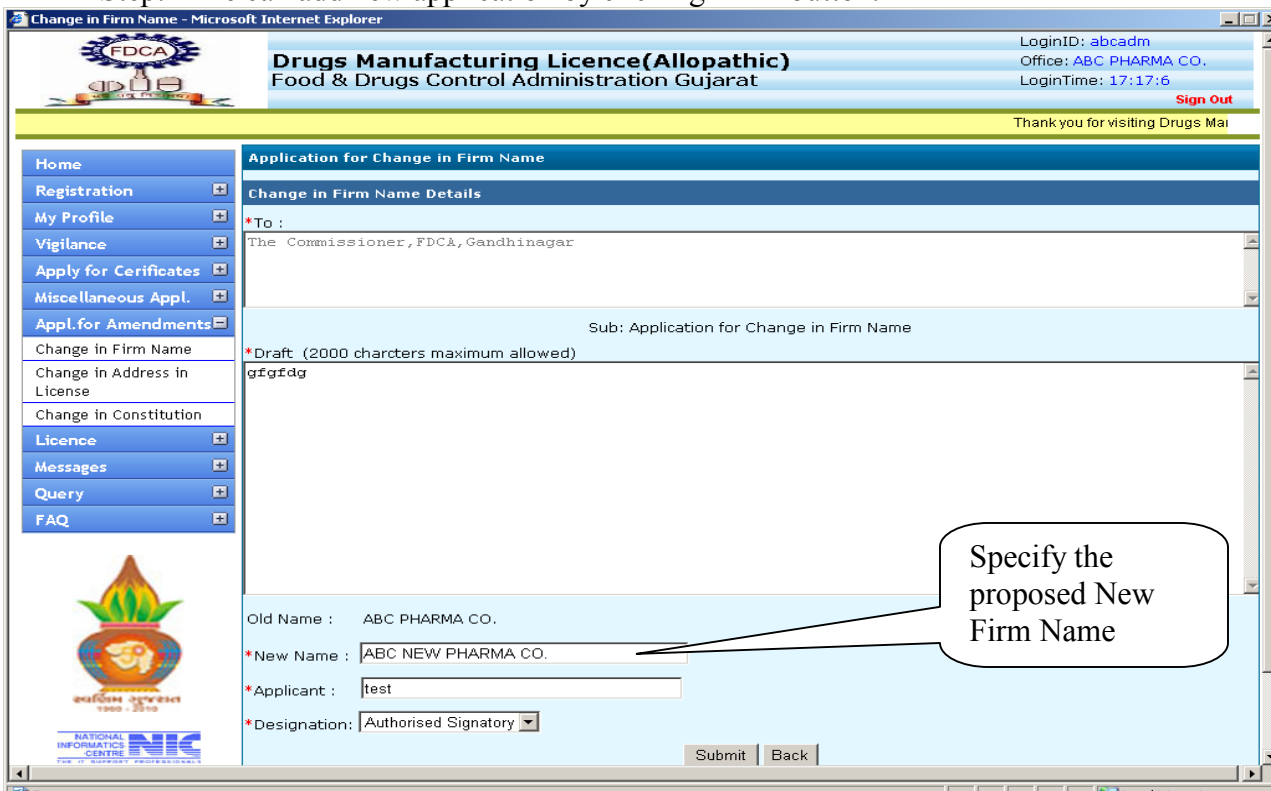
Step:-2 Select Change in Firm Name option under Apply for Amendments menu

The screenshot shows the iDMLA portal interface. The top navigation bar includes the FDCA logo, the text 'Drugs Manufacturing Licence(Allopathic) Food & Drugs Control Administration Gujarat', and user login information: 'LoginID: abcadm', 'Office: ABC PHARMA CO.', and 'LoginTime: 17:15:31'. A 'Sign Out' button is visible. Below the navigation bar is a welcome message: 'Thank you for visiting Drugs Manufacturing Licence(Allopathic) Food & Drugs Control Administration Gujarat Enjoy your stay!'. The main content area is divided into a left sidebar menu and a main content pane. The sidebar menu includes options like 'Home', 'Registration', 'My Profile', 'Vigilance', 'Apply for Certificates', 'Miscellaneous Appl.', 'Appl. for Amendments', 'Change in Firm Name', 'Change in Address in License', 'Change in Constitution', 'Licence', 'Messages', 'Query', and 'FAQ'. The 'Appl. for Amendments' menu is expanded, showing 'Change in Firm Name' as the selected option. The main content pane displays a table of news items with columns for 'Publish Date' and 'Subject'. The table contains several entries, including 'Loan firm Registration Regarding', 'Regarding LOAN firm registration and re-print of registration slip', and 'REVISIED PRODUCT PERMISSION-How to apply? and what it is exactly?'. Below the table, there are two green text announcements: 'Loan firm Registration (05/06/2009)' and 'Re-print of registration slip is now available on Left menu under Registration'. The bottom of the page features the logo of the National Informatics Centre (NIC) and the text 'NATIONAL INFORMATICS CENTRE FOR GOVERNMENT PROFESSIONALS'.

Step:-3 It will list out the application(if it exist) all manufacturer has done in past.



Step:-4 He can add new application by clicking ADD button.



In this application manufacturer will specify the new firm name he wants.

Step:-5 Submit the application

Step:-6 Fees and Attachments are optional. If it is applicable then enter it other wise leave it.

Step:-7 Manufacturer will register this application through his administrator login id. As a result a registration id will be generated for that application. Now the application is available to the FDCA for further processing

Step:-7 This registered application will be available at DMLA side where it is processed by the FDCA officials.