

## 1 Submit your application on ADWEYA

The documents should be submitted by the new local agent through ADWEYA.  
The new agent submits the required documents for agency transfer

### The Required documents for agency transfer are:

1. Legalized Contract between the agent with List of the products.
2. Termination letter for the current agent.
3. Products list.
4. Appointment letter for the new agent.
5. Pharmacy License/Health Product shop license.
6. Certificate of registration of the company from the Ministry of Industry & Commerce.



## 2 Assessment of the application & Final Approval

The assessor reviews the submitted documents and, if they comply, approves the agency transfer application through ADWEYA, after which the application is forwarded to the Head of Unit for final approval.

## 3 Fees

**If the agent wishes** to obtain the updated license reflecting their agency, they must also pay the required fees through the online system.  
License Update Fees – 25 BD.

