



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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INSTRUCTIONS FOR PRELIMINARY REGISTRATION OF A MANUFACTURER, REPACKER OR WHOLESALE OF DRUGS AND/ OR DEVICES

NAME TO REGISTER: _____

PLEASE USE THIS FORM AS A CHECK OFF LIST TO INDICATE WHAT IS ENCLOSED. MAKE A COPY AND RETURN THIS LIST WITH THE APPLICATION.

- _____ 1. Completed "Application for Initial Registration or Transfer of Ownership of M/W" Form (MW-100)
- _____ 2. Completed "M/W Information Form" (MW 111)
- _____ 3. Complete Diagram on MW 111, indicate total registered area (highlight registered area if not the whole building). Indicate surrounding businesses on this diagram.
- _____ 4. Complete the M/W Supervisor Application (M/W 104)
- _____ 5. Check for \$825.
- _____ 6. The Certificate of Incorporation (corporation) or Articles of Organization. (LLC) or Partnership Agreement stating the name and purpose of the corporation/LLC/partnership. **THIS IS THE NAME YOU MUST REGISTER. PLEASE IDENTIFY YOUR ESTABLISHMENT BY THIS NAME WHENEVER YOU CORRESPOND WITH THIS OFFICE.**
- _____ 7. Filing Receipt from Secretary of State for Certificate of Incorporation or Articles of Organization.
- _____ 8. Documentation/ Minutes indicating the officers or partners. (please highlight this area of the document or minutes)
- _____ 9. Documentation/ Minutes indicating the stock distribution, number of shares must be shown for principle owners of more than 10% of stock. (please highlight this area of the minutes)
- _____ 10. Copies of signed and dated issued share certificates.
- _____ 11. Photo ID's: copy of Driver's License or Passport of owners/officers/partners
- _____ 12. Certificate of Occupancy
- _____ 13. Photos of all outside signs on the registered establishment
- _____ 14. Photo of the **REGISTERED NAME OF THE CORPORATION, LLC OR PARTNERSHIP ON THE EXTERIOR.**

DEED, LEASE OR ASSIGNMENT OF LEASE MUST BE TO THE REGISTERED ESTABLISHMENT:

- _____ 15. Deed or Lease **TO THE REGISTERED NAME OF THE CORPORATION, LLC OR PARTNERSHIP**

IF A LEASE IS TO A PARENT COMPANY OR PREVIOUS OWNER:

- _____ Assignment of lease for the premises where applicable to the **NAME OF THE CORPORATION YOU ARE REGISTERING**

LABEL IS NEEDED FOR MANUFACTURERS, PRESCRIPTION REPACKERS, AND REPACKERS OF GASES.

- _____ Final product label with **REGISTERED NAME OF THE CORPORATION, LLC OR PARTNERSHIP**

MANUFACTURES AND REPACKERS:

- _____ Verification that the establishment is properly registered with the Food and Drug Administration (FDA), if required. (Copy of Form 2656 or 2656e)

TRANSFER OF OWNERSHIP:

- _____ "Bill of Sale" before the registration can be issued
- _____ a merger requires legal papers indicating the merger
- _____ transfer of ownership to an estate requires a letter of testamentary or letter of administration from the Surrogate's Court.

BUSINESSES USING AN ASSUMED NAME:

- _____ Certificate of Assumed Name.
- _____ Filing Receipt for Assumed Name.

OUT OF STATE BUSINESS:

- _____ Filing receipt for authority to do business in New York State.
- _____ Filing receipt to do business in the state of origination.

AFTER YOUR APPLICATION IS REVIEWED BY THIS OFFICE, YOU WILL BE MAILED A LETTER WITH INSTRUCTIONS TO CALL THE OFFICE OF PROFESSIONAL DISCIPLINE TO SCHEDULE AN APPOINTMENT FOR AN INSPECTION OF YOUR ESTABLISHMENT. EVERY ESTABLISHMENT MUST BE INSPECTED.