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.