

Forms 20B & 21B Drug License — Distributor Checklist

Category	Document / Requirement	Required for	Status
Applicant Identity	PAN Card (Applicant / Firm)	20B & 21B	■
Applicant Identity	Aadhaar Card	20B & 21B	■
Applicant Identity	Passport Size Photos	20B & 21B	■
Business Proof	GST Registration Certificate	20B & 21B	■
Business Proof	Firm Constitution Documents	20B & 21B	■
Business Proof	Incorporation Certificate / Partnership Deed	If applicable	■
Authorization	Board Resolution / Authority Letter	Company/LLP	■
Premises	Rent Agreement / Lease Deed	20B & 21B	■
Premises	Ownership Proof (if owned)	If applicable	■
Premises	Owner NOC	If rented	■
Premises	Latest Electricity Bill	20B & 21B	■
Premises	Premises Layout / Floor Plan	20B & 21B	■
Qualified Person	Pharmacist Degree / Experience Proof	Mandatory	■
Qualified Person	Pharmacy Council Registration	If pharmacist	■
Qualified Person	Appointment Letter	20B & 21B	■
Storage	Storage Racks & Shelves Installed	Inspection	■
Storage	Medical Refrigerator Invoice	21B mandatory	■
Storage	Digital Thermometer & Temperature Log	21B	■
Infrastructure	Proper Lighting & Ventilation	Inspection	■
Records	Purchase Register	Post-license	■
Records	Sale Register	Post-license	■
Records	Batch Tracking System	Post-license	■
Compliance	Invoice Format with Batch Number	Post-license	■
Digital Filing	Class 3 Digital Signature (DSC)	Online filing	■
Forms	Form 20B Application	Mandatory	■
Forms	Form 21B Application	Recommended	■
Inspection Ready	Original Documents File	Inspection day	■
Inspection Ready	Qualified Person Present	Inspection day	■
Inspection Ready	Fridge Running & Logged	Inspection day	■

This Forms 20B and 21B checklist helps pharma distributors and franchise applicants verify documentation and infrastructure readiness before wholesale drug license inspection. Requirements may vary slightly by state drug authority portal. Always cross-verify with your State FDA guidelines before submission.