

# **Applicant User Manual**

**For**

**Form MD-41**

**Version: 1.0**

**Release Date: 17/11/2022**

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## 1. Introduction

Online system for Sell, stock, exhibit or offer for sale and distribution (Form MD41).  
The following sections details about the various steps

### User Registration

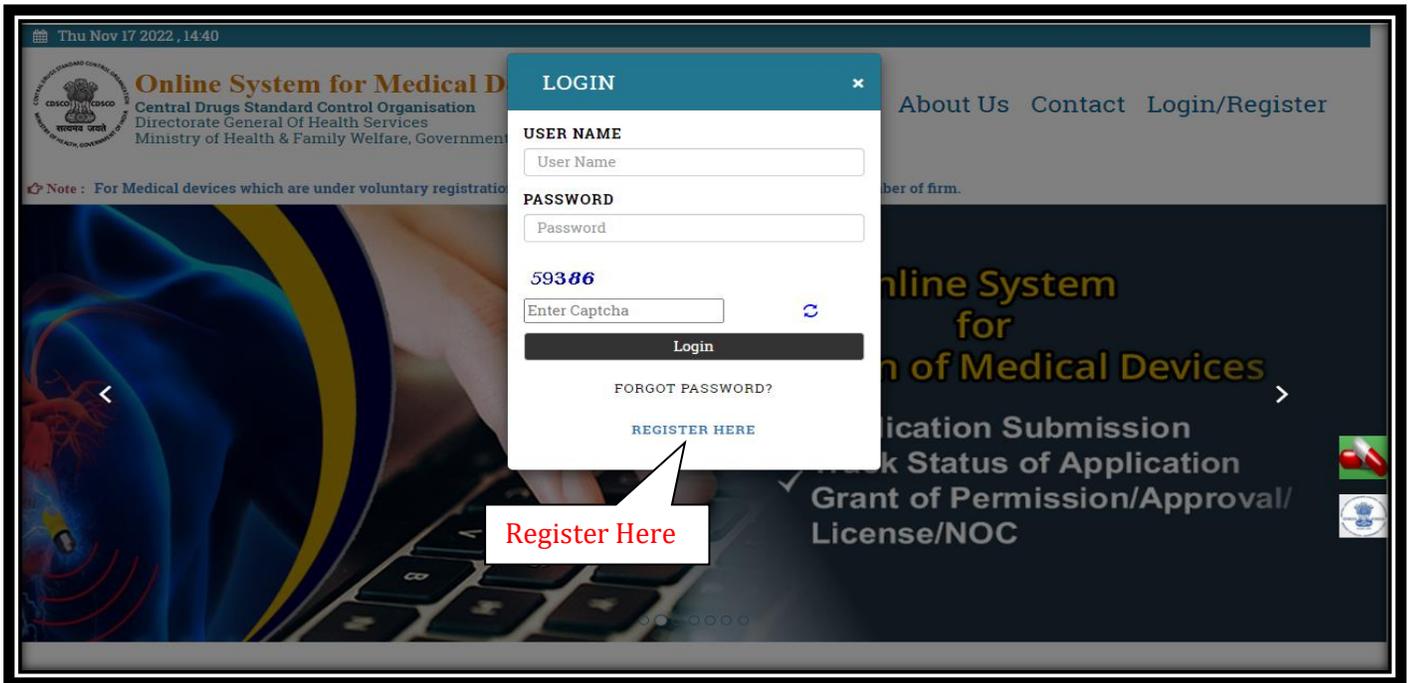
- How to Register a New user into the form MD-41?
- User can directly search [www.cdscsonline.gov.in](http://www.cdscsonline.gov.in) and a Page should be visible same in **Figure 1**.
- This Registration is OTP based registration for fresh User, and Existing User no need to register for the Form MD-41.



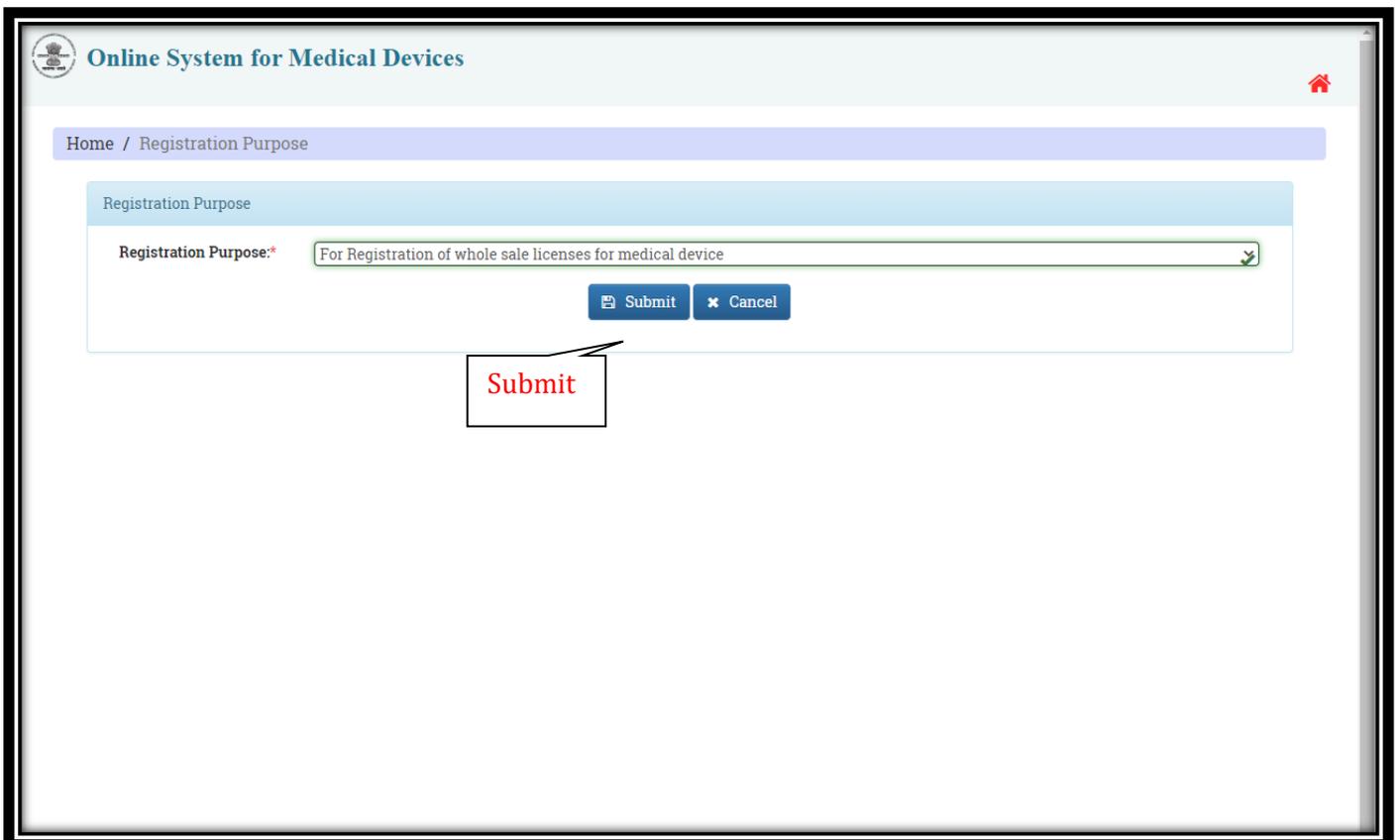
Figure 1: Login Screen

### Registration Page

- **Dash Board Screen:** After clicking on Login/Register a page is visible where User have to select **REGISTER HERE** shown in **Figure 2**.

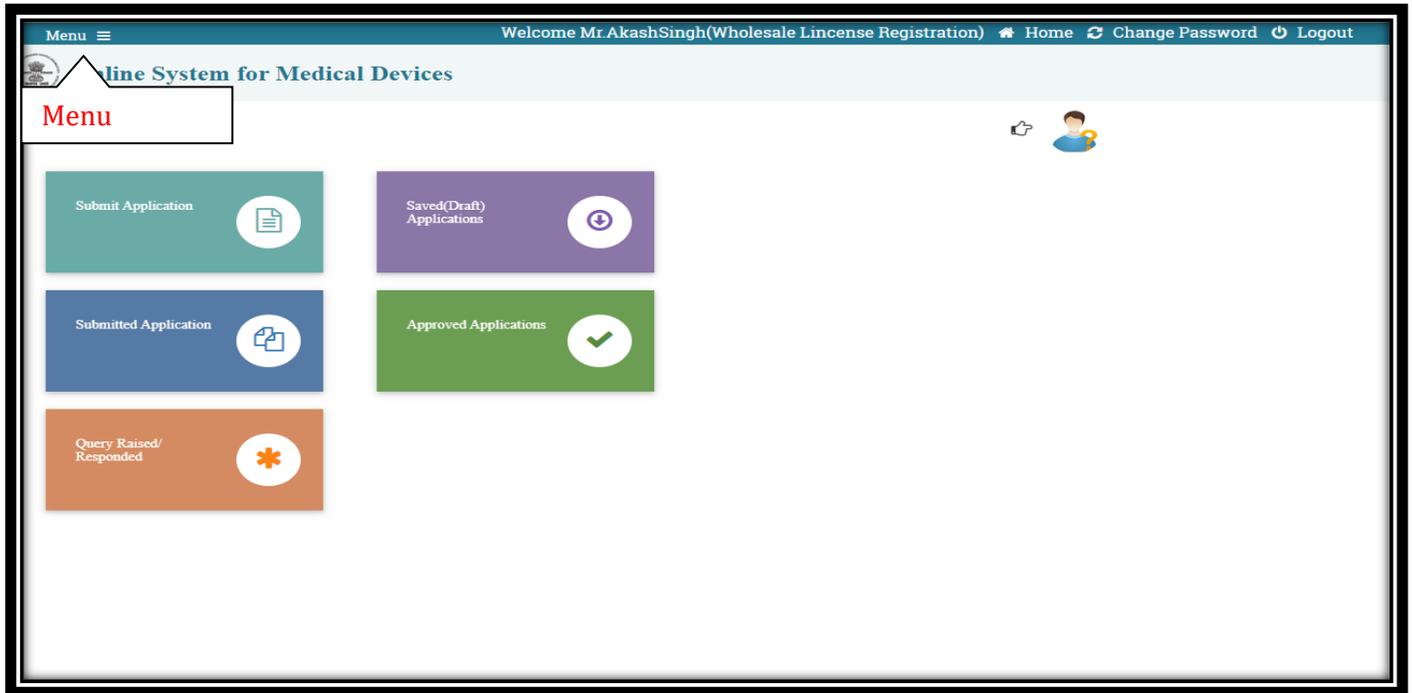


- After clicking a new window will open where you can select the purpose of Registration, as shown in **Figure 3**.



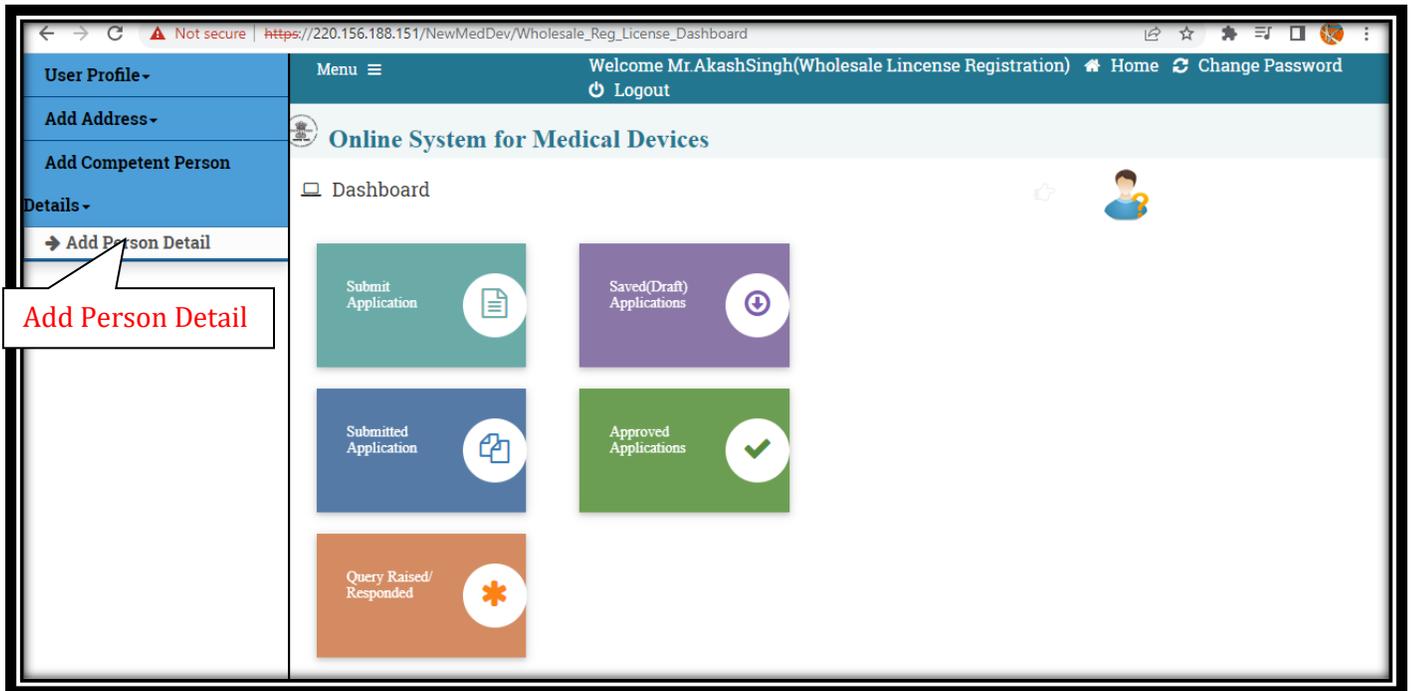
- After clicking on submit Button A registration Page will be opened where User have to fill a Valid email Id and document that is required on specific field and document should be in PDF format, and User can create there on password. After compliance the process a OTP will be sent on email id and after entering the OTP registration will be successful. Then User may proceed through login while filling user id and password. Then a user Dashboard will be visible which shown in **Figure 4**.

## ➤ Dashboard



## Adding Competent Person details

- After successful login, the system will be re-directed to the user dashboard where user can click the "**Menu-→Add Competent Person details→Add person details**" as shown in **Figure 5**.



➤ After clicking the Add Person Details User have to add person name qualification experience and valid Aadhar no.

## Add Address

➤ For new user applicant can add their address by clicking on Menu → Add Address → Add **Indian Addresses** the added address is will be we used further while filling the application as shown **Figure 6**.

**Add Indian Addresses**

Dashboard

- Submit Application
- Submitted Application
- Query Raised/ Responded
- Saved(Draft) Applications
- Approved Applications

**Status / Form Wise Applications Detail**

**Status Wise Applications**

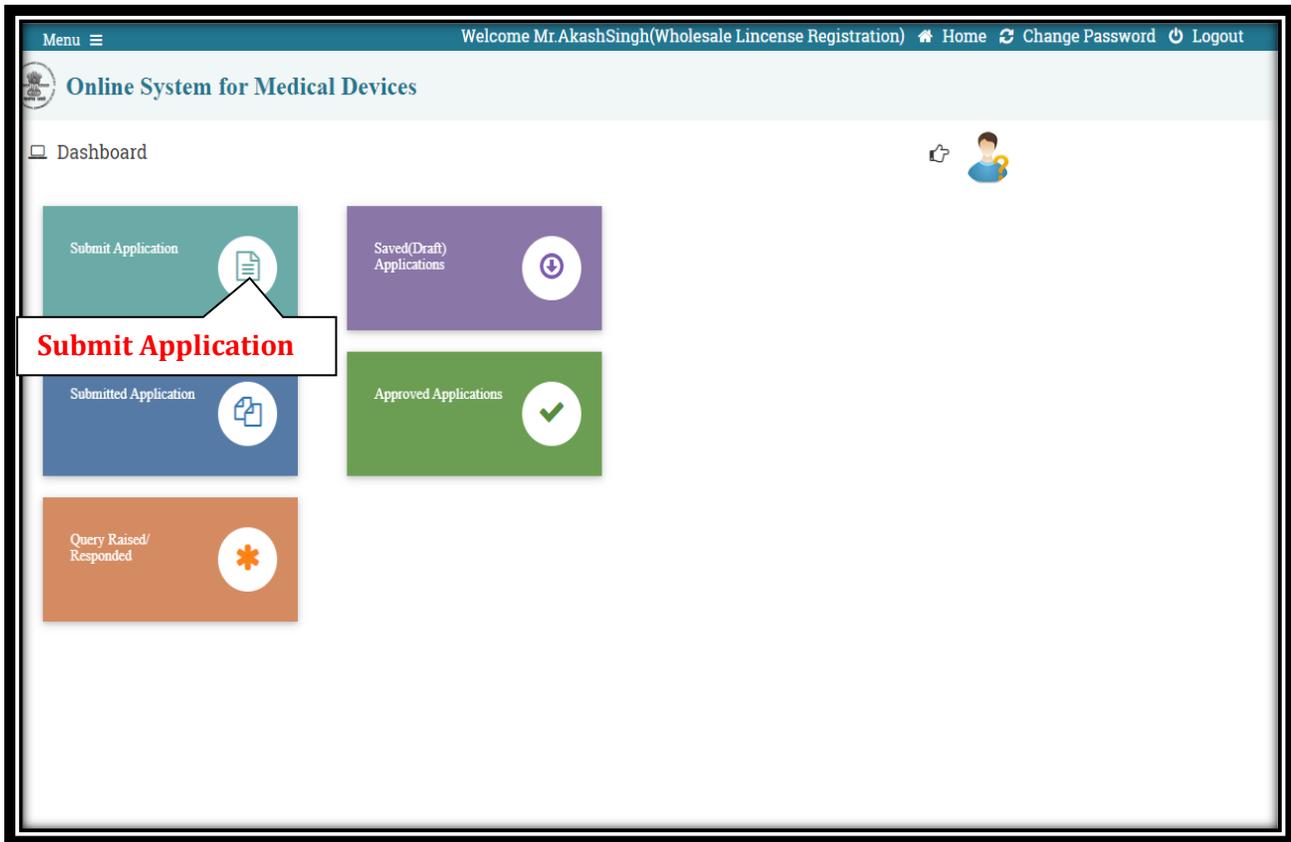
Status	Number of Applications
Save As Draft	1
Submitted	1

**Form Wise Applications**

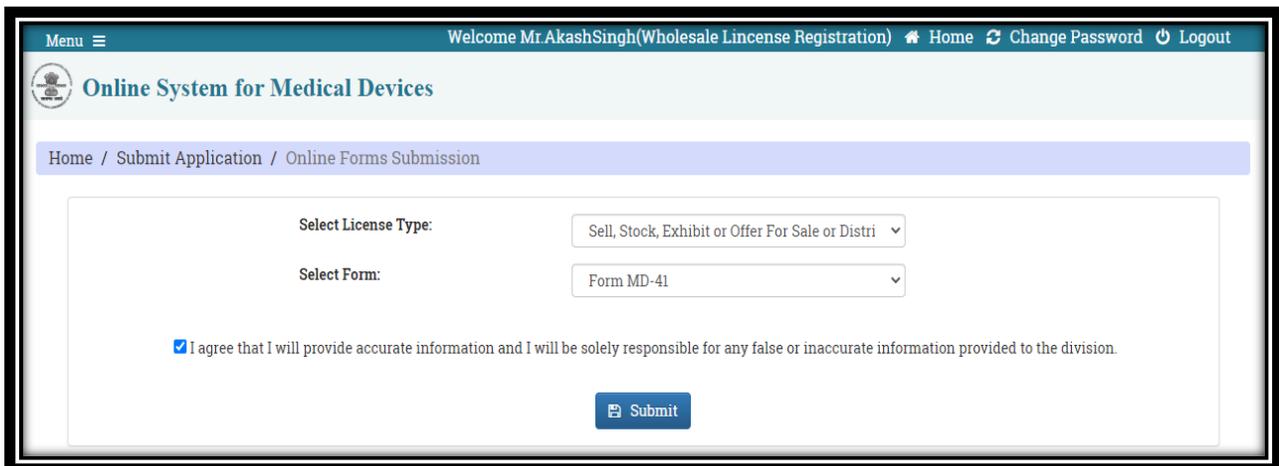
Form No	Number of Applications
Form MD-41	2

## Filling form of MD41

- After adding the competent person details and address now user have to start the filling form of MD41 while clicking on submit Application tile shown on **figure 7**.



- After clicking on submit user will be directed to next page where user have to select select License Type (Sell, stock, exhibit or offer for sale and distribution) and Form MD-41 as shown in **Figure 8**.



- After clicking on submit user have to Redirect to next page Where he have to select the type of Application (Fresh) and firm address details shown in **figure 9**.
- Here firm details you have to select in figure 6.

Sell, Stock, Exhibit or Offer For Sale or Distribute

\* All fields are mandatory

1. Applicant Detail 2. Competent Person Detail

Type of Application

Type of Application: \* Fresh

Applicant details(These Details Are Fetched From The User Profile)

1. Name of Applicant/Firm: Sfslskijs  
2. Nature and constitution of Authorised agent: Government

Corporate/ registered office address:

Cdsco , East Delhi , Delhi-566363, India  
P: 9668443353  
F: 8953635874  
Email: sdfsdjdfhj@gmail.com

Address of Premises to be Registered

Select Applicant/Firm Details: Medical Devices ,Room NO 1, 6th Floor,Hamilton Building, B-wing  
Address in this section are fetched from sites added under menu

Activate Windows  
Go to PC settings to activate Windows.

Save and Continue

## Adding competition Person Details

- In Next user to select the Competition person details which he have filled the previously shown in **figure 5**.
- **Figure 10**.

Menu ☰ Welcome Mr.AkashSingh(Wholesale Lincense Registration) [Home](#) [Change Password](#) [Logout](#)

**Online System for Medical Devices**

Home / Dashboard / Online Forms Submission / MD Form 41

### Competent Person Detail Importer site(s)

Competent Person Details

Select Competent Person Detail(s):

Kindly add competent person details in User Menu >> Add Person Details(MD-41)

[← Previous](#) [Save](#)

- After clicking on save User will redirect to next page where User have to option to edit Form and proceed to checklist as show in **Figure 11**.

Form MD-41

### Form MD-41

[See sub-rule (2) of rule 87A]  
*APPLICATION FOR GRANT OF REGISTRATION CERTIFICATE TO SELL, STOCK, EXHIBIT OR OFFER FOR SALE OR DISTRIBUTE A MEDICAL DEVICE INCLUDING IN VITRO DIAGNOSTIC MEDICAL DEVICE*

1.Name of Applicant: **Medical Devices**

2.Address of the premises to be registered: **Room NO 1, 6th Floor,Hamilton Building, B-wing, Mumbai City Maharashtra ,400607, India**

3.Contact details of applicant : **02261322601**

4.Nature and constitution of applicant: **Government**

5.Name, qualification and experience of competent person appointed:

Person Name	Qualification	Experience
XYZ	Graduation	2 years

Showing 1 to 1 of 1 entries

6.Fee paid on receipt/challan/transaction id .

7.I have enclosed the documents as specified in the sub-rule (3) of rule 87A of the Medical Devices Rules, 2017.

Place:

Date: **11-Nov-2022**

Name, designation & signature of Director/Proprietor/Partner

[Edit Form](#) [Proceed To Checklist](#)



## Checklist

- After proceeding to the checklist User we will be directed to checklist page where he have fill the checklist all the checklist should be mandatory as shown in **figure 12**.

Menu ☰ Welcome Mr.AkashSingh(Wholesale Lincense Registration) 🏠 Home 🔄 Change Password 🚪 Logout

**Online System for Medical Devices**

Home / Dashboard / Online Forms Submission / Applicant Checklist

Show 25 entries Search:

S.No	CheckList Item	Document Upload Status
1	* Details of the applicant or firm including its constitution, along with identification proof, such as, Aadhar card or PAN card	✘
2	* Documentary evidence in respect of ownership or occupancy on rental of the premises	✘
3	* Educational Qualification Details of competent technical staff	✘
4	* Experience Details of competent technical staff	✘
5	* Brief description on other activities carried out by applicant, namely, storage of drugs, medical items, food products, stationeries, etc., or any other activities carried out by the applicant in the said premises	✘
6	* Self-certificate of compliance with respect to Good Distribution Compliance	✘
7	* An undertaking to the effect that the storage requirements to sell, stock, exhibit or offer for sale or distribute a medical device will be complied with	✘

1 to 7 Previous 1 Next

## Payment

- After submitting the checklist challan Page should be reflected to Payment page .Where you have to enter your challan details and PDF of your challan which you have to submitted Your Concern state FDA, shown on **Figure13**.
- Payment should be done in state FDA and User have to submit challan details in the portal shown in **figure 13**.

Menu Welcome Mr.AkashSingh(Wholesale Lincense Registration) [Home](#) [Change Password](#) [Logout](#)

**Online System for Medical Devices**

### Payment Details

[Click here to view Fees Details\(Fees as per second schedule of MDR 2017\)](#)

Mode of Payment \*  ✓ Purpose \*  ✓

Challan Details

Challan No. *	Challan Date *	Currency*	Amount*
<input type="text" value="563324"/> ✓	<input type="text" value="11/07/2022"/> ✓	<input type="text" value="INR"/> ✓	<input type="text" value="3000"/> ✓
Bank Name *	Branch Code *	Upload Challan *	
<input type="text" value="ICICI BANK"/> ✓	<input type="text" value="0075"/> ✓	<input type="button" value="Choose file"/> Form.pdf	

Total Amount of Uploaded Challans **3000**

## Final Print of form MD41

- After clicking on submit button Form MD41 Page should be reflected where you have to download your legal form and signed the legal form manually at your End shown in **Figure 14**.

Form MD-41

### Form MD-41

[See sub-rule (2) of rule 87A]  
APPLICATION FOR GRANT OF REGISTRATION CERTIFICATE TO SELL, STOCK, EXHIBIT OR OFFER FOR SALE OR DISTRIBUTE A MEDICAL DEVICE INCLUDING IN VITRO DIAGNOSTIC MEDICAL DEVICE

1.Name of Applicant: Medical Devices

2.Address of the premises to be registered: Room NO 1, 6th Floor,Hamilton Building, B-wing, ,Mumbai City Maharashtra, 400607, India

3.Contact details of applicant : 02261322601

4.Nature and constitution of applicant: Government

5.Name, qualification and experience of competent person appointed:

Person Name	Qualification	Experience
XYZ	Graduation	2 years

Showing 1 to 1 of 1 entries

6.Fee paid on 07/Nov/2022 INR 3000 receipt/challan/transaction id 563324.

7.I have enclosed the documents as specified in the sub-rule (3) of rule 87A of the Medical Devices Rules, 2017.

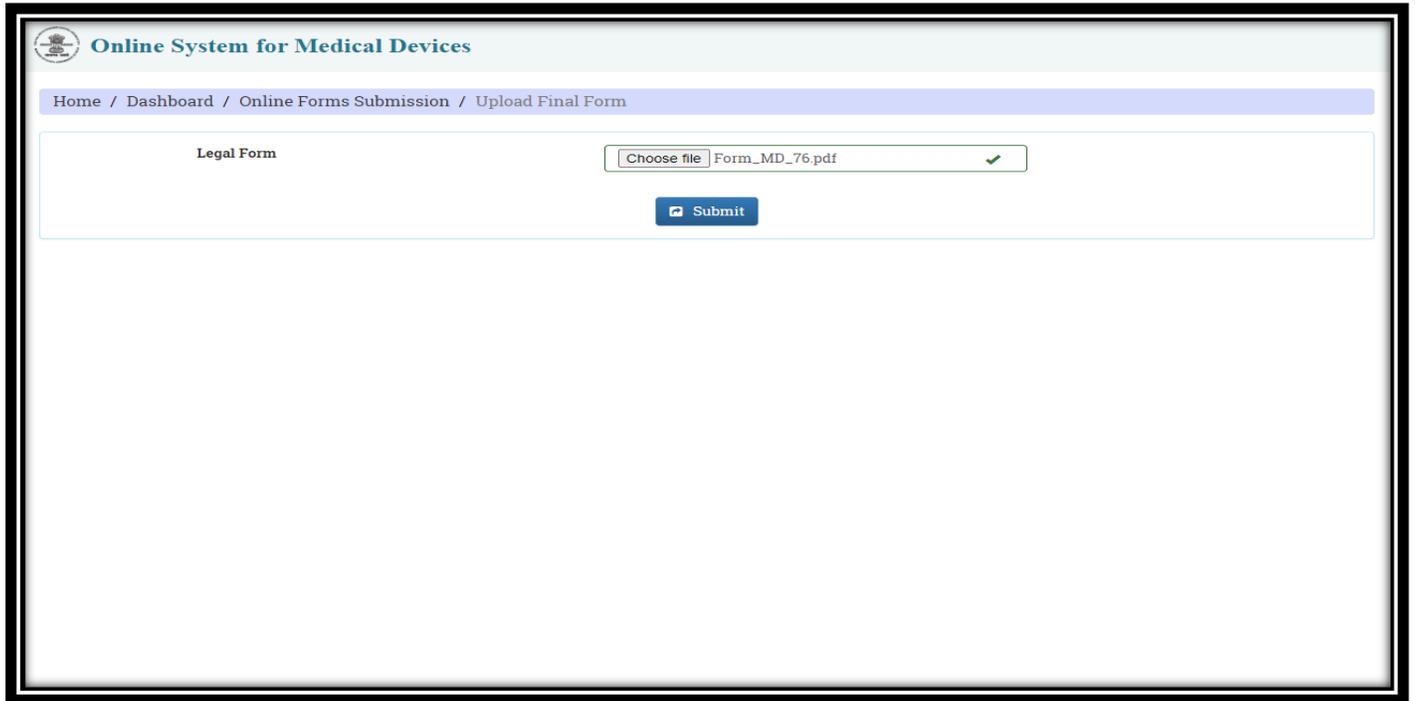
Place:

Date: 11-Nov-2022

Name, designation & signature of  
Director/Proprietor/Partner

## Uploading of signed legal form MD-41.

- After clicking on next you have to upload your signed legal form which you have downloaded and signed in previous step shown in **Figure 14** and uploading of form in **figure 15**.



The screenshot displays the 'Online System for Medical Devices' interface. At the top, there is a navigation bar with the text 'Home / Dashboard / Online Forms Submission / Upload Final Form'. Below this, a form titled 'Legal Form' is visible. The form contains a file upload field with the text 'Choose file' and the filename 'Form\_MD\_76.pdf' next to a green checkmark. Below the file field is a blue 'Submit' button with a white arrow icon.

- After clicking on submit Button your Application will be submitted and file no will be generated shown in **figure 15**.
- After the generation of file no then application is successful done and submitted.
- The submitted application will be shown in submitted application tab.

MD-Medical Devices x Email: Search results x Medical device - Google S... x Fwd: FW: MEDICAL DEVICE x MD - Medical Devices x

Not secure | <https://220.156.188.151/NewMedDev/FinalSubmission>

Menu Home Change Password Logout

Welcome Mr.AkashSingh(Wholesale Lincense Registration)

### Online System for Medical Devices

Your Application has been submitted successfully.  
Kindly note your file no. **MH/MUM/MD41/2022/76** for future correspondence.

Activate Windows  
Go to PC settings to activate Windows.

Designed, Developed and Maintained by CDAC

Windows taskbar: File Explorer, Edge, Chrome, Word, PDF Reader, System tray: 1:13 PM, 11/11/2022