

Guidelines for letters requesting Controlled Drugs

1. Letters of request are addressed to :
Dr. Fatma Al Braiki,
Director of Drug Control and Quality Department
Ministry of Health
2. Mention the time of commencement:

Dear Dr. Fatma Al Braiki,

We at..... Clinic are proud to announce the commencing of our service at the beginning of200.

3. Scope of our practice/ Scope of Services:
 - The objective of the clinic
 - The services provided and
 - The type of practice.

4. Insert a table with drugs requested with the following fields :

We are requesting the permission of using and dispensing controlled drugs, the following is a list of these drugs,

Trade Name	Generic Name	Form/Dosage	Quantity Requested

5. Insert quantity of stationary requested (Controlled Drug Register A Book4) + Prescription Pads
6. Name of Authorized Doctor “ as per the license ”
7. Specialty “ as per the license ”
8. Signature of Doctor as per the Signature Approval Form
9. Name of the Clinic Manager “ As per the license ”
10. Signature
11. Stamp of the clinic