



Controlled Drugs Licensing

User Manual



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1. Registration

You can create or register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:

Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:


You can select an account type by simply clicking on any of them.



1.1 Register an Individual Account

To register an individual account, follow the steps below:




1. Click on , and following page appears:

Individual Registration

Person Identity

ID Card Number ID Expiry Date *

[Verify](#)

2. Enter your resident card number and expiry date.
3. Click , and the system will retrieve your information automatically as shown below:

Person Identity

ID Card Number ID Expiry Date *

[Verify](#)

Personal Information

Full Name (En) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village

Contact Details

E-mail address Send OTP

Mobile * Send OTP

Communication Preferences

Language * English Arabic

Method SMS Email

[Save](#)

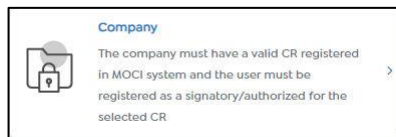
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click **Save**, and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

2. Enter the CR number and then click the **Verify Q** button, and the system will retrieve your company's information as shown below:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

Corporate Information

Company Name (En) <input type="text" value="██████████"/>	Company Name (Ar) <input type="text" value="██████████"/>
CR Status <input type="text" value="Valid"/>	CR Expiry Date <input type="text" value="04/23/2024"/>

Person Identity

ID Card Number ID Expiry Date *

Verify Q

3. Then you need to enter the person's information by entering the resident card number and expiry date, then click **Verify Q** and the system will retrieve the person's information automatically as shown below:



Person Identity

ID Card Number ID Expiry Date *

Verify

Personal Information

Full Name (En) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village

Contact Details

E-mail address OTP

Send OTP

Mobile * OTP *

Send OTP

Communication Preferences

Language * English Arabic

Method SMS Email

4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.



2. Login

You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:

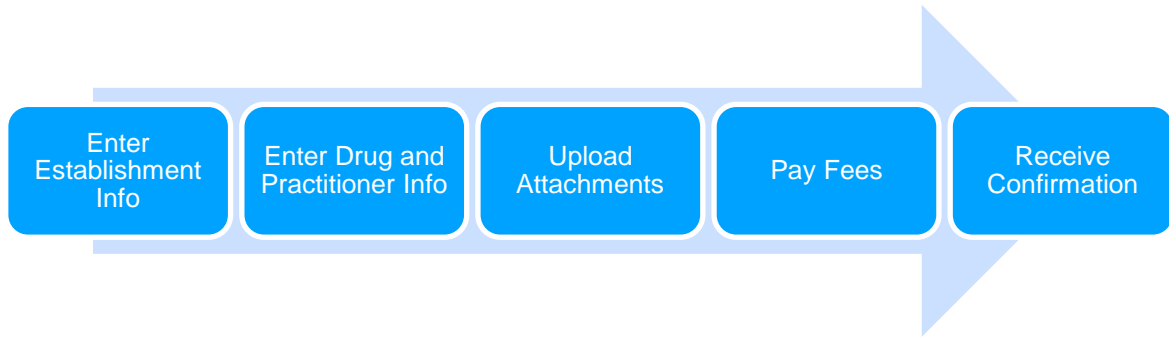
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card icon and a 'Login' button. Both options have a 'Learn More' link above their respective 'Login' buttons.

- For **Mobile PKI**, you enter your mobile number then you click **Login** button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click **Login** on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.



3. Controlled Drugs Licensing Service

Through this page you apply for controlled drugs license. The process is as follows:



The Controlled Drugs Licensing page appears as shown below:

Controlled Drugs Licensing

Fill e-Form Pay Online Receive Confirmation

Establishment Information

Applicant Details

Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	98773686
Role	Owner		

Select Establishment

Establishment * Select Establishment Providers * Select Provider Verify Q

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
License Number	License Number	License Status	License Status
Legal Form/Category	Category	Sub Category	Sub Category
Governorate	Governorate	Willaya	Willaya
P.O. Box	P.O. Box	Address	Address


To apply for the service, follow the steps below:


1. Select the establishment from the dropdown list.
2. Select the provider from the establishment you have selected.
3. Click **Verify Q** button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:

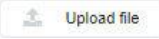

Establishment & Provider Details is Valid and Active

4. Click **Next >** and the following page appears:



5. Select practitioner from the dropdown list then click , and the following details appear:

6. Enter governorate, wilaya, postal code, and P.O. Box.
7. Select the controlled drug type If it is narcotic or psychotropic.
8. Click  and the following page appears:

9. Upload the required attachments using the  button.
10. Click  and the following page appears:



Fee Details	
Validity Period	12 Months
Fees to be paid	10 OMR

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[Next](#)

11. View the validity period and the service fees then click [Next](#) and the following page appears:

Applicant Details			
Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	[REDACTED]
Role	Owner		

Establishment Details			
Establishment	[REDACTED]	Provider	KHASAB CLINIC
CR Number	[REDACTED]	CR Status	Active
Phone Number		Email	
License Number	84	License Status	Opended
Legal Form/Category	Private Hospital	Sub Category	Medical Fitness Center
Governorate	Musandam	Willaya	Khasab
P.O. Box	24817698	Address	Khasab

Practitioner's Details	

Fee Details	
Validity Period	12 Months
Fees to be paid	10 OMR

Declaration

COMMITMENT TO ABIDE BY THE ARTICLES OF NARCOTIC COMBAT LAW 17/99 & ITS EXECUTIVE REGULATIONS 98/2001 & GUIDE TO MANAGEMENT OF NARCOTIC & PSYCHOTROPIC WHICH ISSUED ON AUGUST/2016.

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[Continue to Payment](#)

12. Review all the details. Once done, add a tick to the checkbox to declare that you abide by the narcotic combat law and regulations.

13. Click [Continue to Payment](#) and the following message appears:



Confirmation

Are you sure you want to Confirm and Proceed for Payment?

[Confirm](#) [Cancel](#)

14. Click [Confirm](#) button, and the following page appears:

Fill e-Form Pay Online Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner User
Application Reference Number	CDLS1100222458406P
Payment Reference Number	POCDLS20002327206112401
Application Fees	10.000 OMR
Total Fees :	10.000 OMR

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15. Click [Pay Now](#), you will be transferred to the payment page.

Once done, you will receive the receipt as shown below:

Payment Transaction Information

Application Number:	CDLS1100222458406P
Application issue Date:	06-11-2024 11:57:10

Payment Id 600202431139986407	Order Reference Number POCDLS20002327206112401	Transaction Date Time 06-11-2024 11:58 AM
Transaction Ref 439357*****5381	Payment Status Description Success - CAPTURED	Transaction Amount 10.000 OMR
Card Number	Track ID 15417	

[My Applications](#) [Download Receipt](#)

You can view your applications using the [My Applications](#) button.



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