

## Guidelines for letters requesting Narcotic 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 of .....200.**

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 Narcotic drugs, the following is a list of these drugs,**

Trade Name	Generic Name	Form/Dosage	Quantity Requested

5. Insert quantity of stationary requested (PH20-PH18) + Prescription Pads
6. Then the below sentence must be added :

**“We would like to inform you that we have installed a safe cabinet for storing the narcotics and controlled drugs in the procedure room as instructed by the pharmacy federal law and regulations.**

7. Name of Authorized Doctor “ as per the license ”
8. Specialty “ as per the license ”
9. Signature of Doctor as per the Signature Approval Form
10. Name of the Clinic Manager “ As per the license ”
11. Signature
12. Stamp of the clinic