



GARISPANDU BAGI PERMOHONAN LESEN RACUN

Garispandu ini memberikan panduan mengenai prosedur permohonan Lesen Racun daripada Jabatan Perkhidmatan Farmasi. Permohonan untuk mendapatkan lesen ini adalah terbuka semua jenis pemohon yang berhajat untuk mengimport, menyimpan dan menjual racun secara borong dan runcit.

Akta Racun adalah akta yang mengawalselia aktiviti pengimportan, pemilikan, pengilangan, *compounding*, penyimpanan, pengangkutan, penjualan dan penggunaan bahan racun yang disenaraikan dalam akta. Terdapat empat jenis lesen racun iaitu:

- i. Lesen A-Lesen untuk mengimport dan menyimpan racun-racun
- ii. Lesen B-Lesen untuk pengendalian am racun secara runcit dan borong
- iii. Lesen C-Lesen untuk menyimpan dan menjual racun secara borong
- iv. Lesen D-Lesen untuk menyimpan dan menjual racun secara runcit

I. PROSEDUR PERMOHONAN LESEN RACUN

I.1 Permohonan baru

Permohonan hendaklah dibuat menggunakan **Borang A**. Borang ini boleh diperolehi daripada:

**Tingkat 3, Pejabat Pentadbiran Farmasi,
Bangunan Jabatan Perkhidmatan Farmasi,
Spg: 433, Kg Madaras, Mukim Gadong A.**

atau Laman sesawang: www.moh.gov.bn

Borang permohonan Borang A yang lengkap hendaklah disertakan bersama-sama dua (2) Salinan borang permohonan yang lengkap dan hendaklah dihadapkan ke alamat berikut:

**Pengarah Perkhidmatan Farmasi
Tingkat 3, Pejabat Pentadbiran Farmasi
Bangunan Jabatan Perkhidmatan Farmasi,
Spg: 433, Kg Madaras, Mukim Gadong A.**

I.2 Bayaran

Pemohon perlu mengemukakan bayaran semasa mengambil Sijil Lesen Racun yang dikeluarkan oleh Jabatan Perkhidmatan Farmasi, Kementerian Kesihatan.

Bayaran bagi lesen racun adalah seperti berikut:

Jumlah Lesen	Bayaran
1 Lesen	\$15
2 Lesen	\$25
3 Lesen	\$40

I.3 Permohonan Tidak Lengkap

Permohonan yang tidak lengkap akan dikembalikan semula kepada pemohon untuk dilengkapi. Jika pemohon gagal mengemukakan apa-apa maklumbalas dalam tempoh **dua (2) bulan**, permohonan akan terbatal dengan sendirinya, dan pemohon perlu mengemukakan permohonan baru.

I.4 Semakan Borang Permohonan

Borang permohonan yang diterima akan disemak dengan menggunakan senarai semak seperti yang dilampirkan bersama dengan Borang A.

I.5 Pemeriksaan

Dua orang pegawai daripada Jabatan Perkhidmatan Farmasi akan menjalan pemeriksaan terhadap stor yang akan digunakan untuk menyimpan racun. Pemeriksaan juga akan dijalankan oleh pegawai daripada Jabatan Bomba dan Penyelamat bagi aspek keselamatan stor.

Jabatan Pertanian dan Agrimakanan juga akan menjalankan pemeriksaan terhadap stor bagi mana-mana permohonan yang melibatkan agrokimia atau produk-produk veterinar,

Jika sekiranya terdapat ketidakpatuhan semasa pemeriksaan dijalankan, tindakan pembetulan oleh Syarikat yang memohon perlu dilakukan. Pemeriksaan susulan akan dibuat setekah pembetulan dilaksanakan.

I.6 Keperluan tambahan

I.6.1 Kedai Farmasi

Pemohon hendaklah seorang Ahli Farmasi yang berdaftar dengan Lembaga Ahli Farmasi Negara Brunei Darussalam. Borang permohonan bagi pendaftaran boleh diperolehi daripada:

**Tingkat 3, Pejabat Pentadbiran Farmasi,
Bangunan Jabatan Perkhidmatan Farmasi
Spg: 433, Kg Madaras, Mukim Gadong A.**

I.6.2 Klinik-klinik Perubatan dan Pergigian

Pemohon hendaklah seorang doktor atau doktor gigi yang berdaftar dengan Lembaga Perubatan Brunei, Kementerian Kesihatan.

I.6.3 Klinik Haiwan

Pemohon hendaklah seorang doktor haiwan yang berdaftar dengan oleh Jabatan Pertanian dan Agrimakanan, Kementerian Sumber-sumber Utama dan Pelancongan.

I.6.5 Ubat-ubatan veterinar

Pemohon hendaklah seorang doktor haiwan yang bertauliah dan diiktiraf oleh Jabatan Pertanian dan Agrimakanan, Kementerian Sumber-sumber Utama dan Pelancongan **ataupun** seorang Ahli Farmasi yang berdaftar dengan Lembaga Ahli Farmasi Negara Brunei Darussalam.

I.6.4 Kimia-kimia Pertanian

Permohonan akan dihadapkan ke Jabatan Pertanian dan Agrimakanan bagi pandangan dan ulasan mengenai penggunaan bahan-bahan berkenaan di negara ini.

I.6 Tempoh Sahlaku

Tempoh sahlaku Lesen Racun adalah satu (1) tahun daripada tarikh lesen dikeluarkan iaitu sehingga 31 Disember pada tahun.

1.7 Keperluan Penyimpanan

- i. Sebarang racun hendaklah disimpan di tempat yang kering dan mempunyai saluran udara yang baik di samping jauh dari matahari, kawasan perumahan, saluran air (sungai dan sebagainya) atau sumber makanan termasuk makanan haiwan dan bahan mudah terbakar.¹
- ii. Tempat stor penyimpanan hendaklah berkunci dan jauh daripada kanak-kanak
- iii. Stor penyimpanan dilabel
- iv. Dalam bekas yang asal dengan label asal produk

2. PROSEDUR PEMBAHARUAN LESEN RACUN

2.1 Permohonan bagi pembaharuan lesen

Lesen perlu diperbaharui setiap tahun. Bagi tujuan pembaharuan, pemeriksaan premis akan dijalankan ke atas stor syarikat. Pemohon perlu mengemukakan **Borang B** beserta bayaran pembaharuan lesen.

Bayaran bagi pembaharuan lesen racun adalah seperti berikut:

Jumlah Lesen	Bayaran
1 Lesen	\$15
2 Lesen	\$25
3 Lesen	\$40

2.2 Permohonan Tidak Lengkap

Permohonan yang tidak lengkap akan dikembalikan semula kepada pemohon untuk dilengkapi. Jika pemohon gagal mengemukakan apa-apa maklumbalas dalam tempoh dua (2) bulan, permohonan akan terbatal dengan sendirinya, dan pemohon perlu mengemukakan permohonan baru.

2.3 Semakan Borang Permohonan

Borang permohonan yang diterima akan disemak dengan menggunakan senarai semak seperti yang dilampirkan bersama dengan Borang B.

3. PEMBATALAN LESEN

Lesen akan terbatal dengan sendirinya sekiranya pemohon gagal mematuhi apa-apa syarat dan keperluan yang telah ditetapkan oleh Akta Racun. Ini termasuklah larangan melakukan aktiviti perniagaan berkaitan dengan penjualan racun sekiranya lesen terbatal.

4. PERTANYAAN

Maklumat lanjut berkaitan lesen racun boleh dirujuk daripada:

Bahagian Komplians dan Perlesenan
Tingkat 1, Bangunan Jabatan Perkhidmatan Farmasi,
Spg: 433, Kg Madaras, Mukim Gadong A.

Tel: 2393301 ext 208

Email: pharmacy.enforcement@moh.gov.bn



GUIDELINES FOR APPLICATION OF POISONS LICENSE

This guideline contains procedure or the application of Poisons License issued by the Department of Pharmaceutical Services. The application is open to those who wish to import, possess and sale poisons by wholesale or retail.

Poisons Act is an act to control the importation, possession, manufacture, compounding, storage, sale and use of poisons listed under the Poisons List. There are four types of licenses issued under the Poisons Act:

- i. License A-License to import and store poisons
- ii. License B-License to deal generally in poisons by wholesale and retail
- iii. License C-License to keep and sell poisons by wholesale
- iv. License D-License to keep and sell poisons by retail

I. PROCEDURE FOR APPLICATION OF POISONS LICENSE

I.1 New application

Applicant must fill in Form A. The form can be obtained during office hours from the:

**3rd Floor, Pharmacy Administration Office,
Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.**

or website: www.moh.gov.bn

Two copies of the application form and supporting documents are required to be submitted with the original form and the complete set of supporting documents. These can be sent to the following address:

**Director of Pharmaceutical Services
3rd Floor, Pharmacy Administration Office,
Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.**

I.2 Fees

Payments can be made during the collection of Poisons License issued by the Department of Pharmaceutical Services. The following are the fees for poisons license:

Total number of licenses	Fees
1 License	\$15
2 Licenses	\$25
3 Licenses	\$40

I.3 Incomplete Application

Incomplete application will be returned back to applicant. If the applicant fails to submit any feedback within two (2) months, the application will be rejected and the applicant must submit a new application.

I.4 Checklist for Application form

Upon receiving the application form, it will be screened through using the checklist attached together with Form A.

I.5 Inspection

An inspection will be conducted by two officers from the Department of Pharmaceutical Services on the store to keep the poisons. Fire Safety and Rescue Department will also check on the structure of the store for fire safety compliance.

Department of Agriculture and Agrifood also inspects on the store for any application involving agrochemical or veterinary drugs.

If the company was found not comply with the term and conditions set by the Department of Pharmaceutical Services, the company must take corrective actions on the non-compliance. Follow-up inspection will be carried out soon afterwards.

I.6 Additional requirements

I.6.1 Retail Pharmacy

Applicant must be a pharmacist that registered with Brunei Darussalam Pharmacy Board. The application form can be obtained from:

**3rd Floor, Pharmacy Administration Office,
Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.**

I.6.2 Private clinic and dental clinic

Applicant must be a general practitioner or dentist that is registered with Brunei Medical Board.

1.6.3 Veterinary clinic

Applicant must be a veterinary surgeon that is registered with the Registrar of Brunei Darussalam Veterinary Council, Department of Agriculture and Agrifood, Ministry of Primary Resources and Tourism

1.6.5 Veterinary drugs

Any company that wants to import veterinary drugs, the applicant must be a veterinary surgeon that is registered with the Registrar of Brunei Darussalam Veterinary Council, Department of Agriculture and Agrifood, Ministry of Primary Resources and Tourism or a pharmacist registered with the Brunei Darussalam Pharmacy Board.

1.6.4 Agrochemical

Application will be forwarded to Department of Agriculture and Agrifood for comments on the use of the agrochemicals (for example herbicides, fungicides, fertilisers etc) in the country.

1.7 Validity period

Poisons license is valid for one (1) year until 31st December each year.

2. Procedure for renewal of Poisons License

2.1 Application for renewal of Poisons License

License must be renewed every year. Inspection will be carried out on the store. Applicant must submit **Form B** together with the payment of the renewed License. The form can be obtained during office hours from the:

**3rd Floor, Pharmacy Administration Office,
Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.**

or website: www.moh.gov.bn

Two copies of the application form and supporting documents are required to be submitted with the original form and the complete set of supporting documents. These can be sent to the following address:

**Director of Pharmaceutical Services
3rd Floor, Pharmacy Administration Office,
Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.**

2.2 Fees

The following is the fee for the renewal of poisons license.

Jumlah Lesen	Fees
1 License	\$15
2 Licenses	\$25
3 Licenses	\$40

2.3 Incomplete Application

Incomplete application will be returned back to applicant. If the applicant fails to submit any feedback within two (2) months, the application will be rejected and the applicant must submit a new application for renewal of poisons license.

2.4 Checklist for Application form

Upon receiving the application form, it will be screened through using the checklist attached together with **Form B**.

3. CANCELLATION OF LICENSE

License will be automatically cancelled if license holder failed to comply with the terms and conditions set out in the Poisons Act. This includes prohibition on the importation, store and sale of poisons.

4. ENQUIRIES

For more information on Poison License please refer to:

Compliance and Licensing Section
1st Floor, Department of Pharmaceutical Services Building
Spg: 433, Kg Madaras, Mukim Gadong A.

Tel: 2393301 ext 208
Email: pharmacy.enforcement@moh.gov.bn