



# Pharmacist Sponsor Change Request

User Manual



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## 1. Registration

You can create or a 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:

Login with Mobile PKI

To use this login method, you need a PKI enabled SIM card

[Learn More](#)

Enter Mobile Number

Login

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:

Select Account Type

**Individual**

The user should have a valid civil ID, email and phone number

**Company**

The company must have a valid CR registered in MOCI system and the user must be registered as a signatory/authorized for the selected CR


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](#)

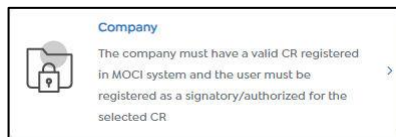
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click  Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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:

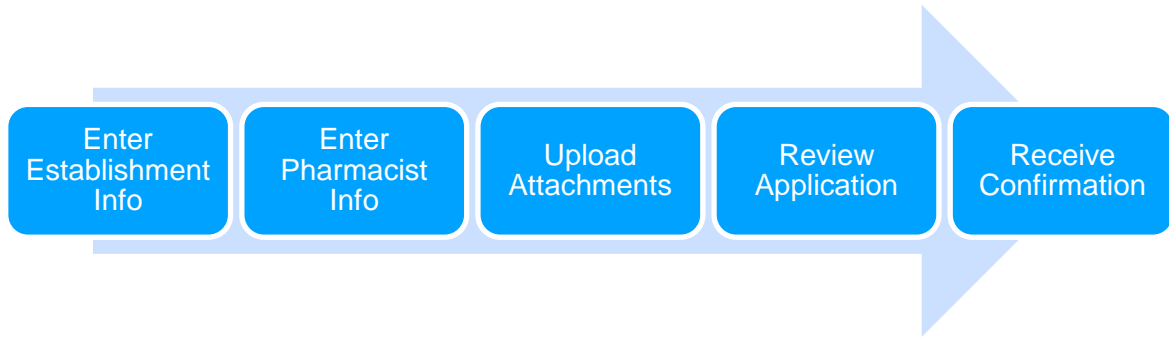
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon and a 'Login' button. Both options have a '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. Request Pharmacist Sponsor Change Service

Through this page you request for Pharmacist Sponsor Change. The process is as follows:



The Pharmacist Sponsor Change Request page appears as shown below:

Sponsor Change/ Re Registration of a Health Practitioner

Fill e-Form Receive Confirmation

**Establishment Information**

**Applicant Information**

Civil ID	EstablishmentOwner	Delegate Type	CR Signatory
Applicant Name (En)	Establishment Owner	Applicant Name (Ar)	ضبطضض
Applicant Email	shabnam@almadinagroup.net	Applicant Mobile Number	94898410

**Select Company and Pharmaceutical Establishment**

Company Name *	Select Company	Pharmaceutical Establishment *	Select Pharmaceutical Establishment
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**Establishment Details**

CR No.	CR Number	CR Status	CR Status
Phone No.	Phone Number	P.O Box	P.O Box
License Number	License Number	License Status	License Status
Pharmaceutical Establishment Type	Pharmaceutical Establishment Type	Governorate - Willaya	Governorate - Willaya

[Next >](#)

To apply for the service, follow the steps below:

1. Select company and the pharmaceutical establishment from the dropdown lists, and the details appear automatically.
2. Click [Next >](#) and the following page appears:


**Practitioner Information**

Search By Civil Id

Practitioner Civil No	Civil Id Number	Civil Id Expiry Date *	dd-mm-yyyy
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[Q Verify](#)



- Select practitioner from the dropdown list and enter ID expiry date, then click , and the details are fetched from NRS as shown below:

### Practitioner Information


**Search By Civil Id**

Practitioner Civil No  Civil Id Expiry Date \*  

[Q Verify](#)

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**Pharmacist Details**


Pharmacist Name (EN)	<input type="text" value="██████████"/>	Pharmacist Name (AR)	<input type="text" value="██████████"/>	
Pharmacist Civil ID	<input type="text" value="██████"/>	License Number	33-0014012	
License status	Active	Speciality	Pharmacist	
Pharmaceutical Establishment Name	ADS Public Pharmacy	Pharmaceutical Establishment License No.	00001732	
Nationality	JORDANIAN	Is Oman graduate	No	

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**Service Details**

Service Type

[← Back](#) [Next >](#)

- Click  and the following page appears:



- [Establishment Info](#)
- [Pharmacist Info](#)
- [Attachments](#)
- [Preview](#)

### Attachments

**Sponsor Change Documents**

Requried Attachment	Description	File Name	Action
Acceptance Letter from the Health Practitioner *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		<a href="#">Upload file</a>
Offer Letter from the new employer *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		<a href="#">Upload file</a>
Passport Copy of the Health Practitioner *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		<a href="#">Upload file</a>
Release Letter from the current employer	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		<a href="#">Upload file</a>

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- Upload the required attachment using the  button.
- Click  and the following page appears:



- Establishment Info
- Pharmacist Info
- Attachments
- Preview

#### Establishment Information

##### Applicant Information

Civil ID	EstablishmentOwner	Delegate Type	CR Signatory
Applicant Name (En)	Establishment Owner	Applicant Name (Ar)	ضضضض
Applicant Email	shabnam@almadinagroup.net	Applicant Mobile Number	94898410

##### Establishment Details

Company	Al Madina Development and Supply	Pharmaceutical Establishment	ADS Public Pharmacy
CR No.	1197509	CR Status	Active
Phone No.	94898410	P.O Box	+1234
License Number	00001732	License Status	Active
Pharmaceutical Establishment Type	Public Pharmacy	Governorate - Willaya	Muscat - Boushar

#### Practitioner Details

##### Pharmacist Details

### Attachments

#### Sponsor Change Documents

Requried Attachment	Description	File Name
Acceptance Letter from the Health Practitioner *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	<a href="#">download.pdf</a>
Offer Letter from the new employer *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	<a href="#">file - Copy.png</a>
Passport Copy of the Health Practitioner *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	<a href="#">download.pdf</a>
Release Letter from the current employer	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB	<a href="#">file - Copy.png</a>

#### Declaration

I hereby declare that all the information provided in this application form is true and accurate. I understand that providing incorrect or misleading information will result in the rejection of my application, and the Drug Safety Center will take the necessary actions.

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Submit →

7. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.

8. Click Submit → and the following message appears:

### Confirmation

✕

Are you sure you want to proceed?

Confirm
Cancel

9. Click Confirm button, and the following page appears:



Fill e-Form Receive Confirmation

**Application Information**

Application Number:	PSCE0300752583704W
Application Issue Date:	04-03-2025 11:20:50

[My Applications](#)

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



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Ministry of Health

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