



Pharmacist License Request

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:

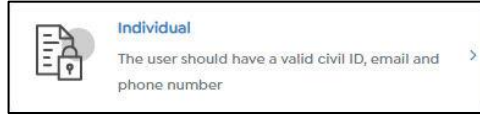
You can select an account type by simply clicking on any of them.



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](#)

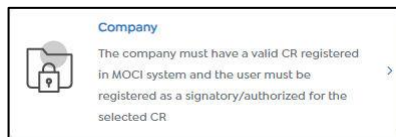
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.



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 **Save**, 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	Valid	CR Expiry Date	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:

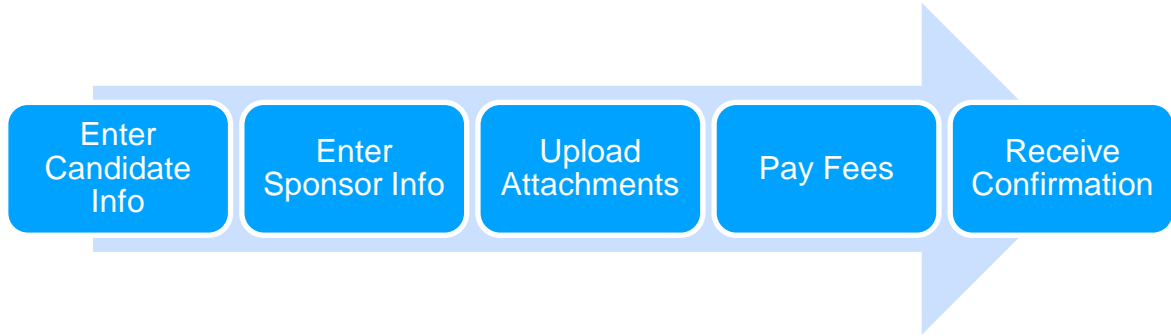
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a 'Learn More' link, a text input field labeled 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card icon, a 'Learn More' link, and a 'Login' button. Both options require a PKI-enabled device (SIM card or national ID card).

- 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 License Service

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



The Request Pharmacist License Service page appears as shown below:

Pharmacist Licensing Request e-Service

Fill e-Form Print Receipt

Candidate Information

Search By Civil Id

Applicant's Civil Id Expiry Date Verify

Candidate Information

Name (En)	<input type="text" value="Applicant Name (En)"/>	Name (Ar)	<input type="text" value="Applicant Name (Ar)"/>	
Gender	<input type="text" value="Gender"/>	Date Of Birth	<input type="text" value="dd-mm-yyyy"/>	
Nationality	<input type="text" value="Nationality"/>	Passport Number	<input type="text" value="Passport Number"/>	
Civil ID	<input type="text" value="Civil ID"/>	Civil ID Expiry Date	<input type="text" value="dd-mm-yyyy"/>	

Interview (VIVA) Details

Interview Application Number	<input type="text" value="ApplicationNumber"/>	Interview Results	<input type="text" value="InterviewResult"/>
Interview Date	<input type="text" value="dd-mm-yyyy"/>	Result Expiry	<input type="text" value="dd-mm-yyyy"/>
Speciality	<input type="text" value="Speciality"/>	Interview Status	<input type="text" value="InterviewStatus"/>
Sub Speciality	<input type="text" value="Sub Speciality"/>		

[Next >](#)

To apply for the service, follow the steps below:

1. Enter Applicant's civil ID and expiry date, then click [Verify](#), and the details are fetched from NRS as shown below:



Candidate Information

Search By Civil Id

Applicant's Civil Id Expiry Date * 19-05-2025

Candidate Information

Details are valid

Name (En)	<input type="text"/>	Name (Ar)	<input type="text"/>	
Gender	Male	Date Of Birth	03-01-1986 <input type="text"/>	
Nationality	JORDANIAN	Passport Number	<input type="text"/>	
Civil ID	<input type="text"/>	Civil ID Expiry Date	19-05-2025 <input type="text"/>	

Interview (VIVA) Details

Interview Application Number	PIRE0210062594718U	Interview Results	Passed
Interview Date	20-02-2025 <input type="text"/>	Result Expiry	18-02-2026 <input type="text"/>
Speciality	Pharmacy	Interview Status	Valid
Sub Speciality	Sub Speciality		

2. Click and the following page appears:

Sponsor Information

Select Company and Pharmaceutical Establishment

Company Name * Pharmaceutical Establishment *

Company Information

CR Number	<input type="text"/>	CR Status	<input type="text"/>
Company Name (En)	<input type="text"/>	Company Name (Ar)	<input type="text"/>

Pharmaceutical Establishment

Establishment Name (En)	<input type="text"/>	Establishment Name (Ar)	<input type="text"/>
Establishment Type	<input type="text"/>	Licence Number	<input type="text"/>
Licence Status	<input type="text"/>	Governorate	<input type="text"/>
Willaya	<input type="text"/>	Village	<input type="text"/>
Branch Location Details (En)	<input type="text"/>	Branch Location Details (Ar)	<input type="text"/>

Applicant Information

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

Hiring Details

Is In-Charge Pharmacist ? *

3. Select company name and pharmaceutical establishment, and their details appear.
4. Select if the pharmacist is In-charge or not.
5. Click and the following page appears:



- [Candidate Info](#)
- [Sponsor Info](#)
- [Interview Preference](#)
- Attachments
- [Preview](#)

Attachments

Pharmacists Interview(VIVA) Documents

Requried Attachment	Description	File Name	Action
Passport Copy *	<ul style="list-style-type: none"> Copy of candidates Passport(Mandatory for expatriates) Allowed FileTypes (pdf) & size must not exceed 5 MB 		Upload file
Police Clearance Certificate *	<ul style="list-style-type: none"> Police Clearance Certificate Allowed FileTypes (pdf) & size must not exceed 5 MB 		Upload file
Professional Exam Report *	<ul style="list-style-type: none"> Proof of Passing the Required professional Exam Allowed FileTypes (pdf) & size must not exceed 5 MB 		Upload file

[Back](#) [Next](#)

6. Upload the required attachment using the button.

7. Click and the following page appears:

- [Candidate Info](#)
- [Sponsor Info](#)
- [Attachments](#)
- Preview

Candidate Info

Details are valid

Name (En)		Name (Ar)	
Gender	Male	Date Of Birth	03-01-1986
Nationality	JORDANIAN	Passport Number	
Civil ID		Civil ID Expiry Date	19-05-2025

Interview (VIVA) Details

Interview Application Number	PIRE0210062594718U	Interview Results	Passed
Interview Date	20-02-2025	Result Expiry	18-02-2026
Speciality	Pharmacy	Interview Status	Valid
Sub Speciality	Sub Speciality		

Sponsor Information

CR Number	1197509	CR Status	Active
Company Name (En)	Al Madina Development and Supply	Company Name (Ar)	شركة المدينة للتنمية والتجهيز

Pharmaceutical Establishment

Establishment Name (En)	ADS Public Pharmacy	Establishment Name (Ar)	صيدلية المدينة العامة
Establishment Type	Public Pharmacy	Licence Number	00001732



Attachments

Pharmacist Licensing Attachments

Required Attachment	Description	File Name
Malpractice Insurance *	<ul style="list-style-type: none"> Copy of a valid QMS Certificate Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB 	download.pdf
ResidentCard *	<ul style="list-style-type: none"> Both Side Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB 	file - Copy.jpg

Declaration

I here by declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the re of my registration application.

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Confirm

8. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.
9. Click Confirm and the following message appears:

Confirmation
✕

Are you sure you want to submit the application?

Confirm
Cancel

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

Fill e-Form
Pay Online
Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner
Application Reference Number	PLRN0205412538127B
Payment Reference Number	POPLRN30001381727022501
Application Fees	100.000 OMR
Total Fees :	100.000 OMR

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Pay Now >

11. Click Pay Now >, you will be transferred to the payment page.

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



Fill e-Form Pay Online Receive Confirmation

Payment Transaction Information

Application Number:	PLRN02054125381278
Application Issue Date:	27-02-2025 15:34:53

Payment Id 600202505871939888	Order Reference Number POPLRN30001381727022501	Transaction Date Time 27-02-2025 03:35 PM
Transaction Ref 	Payment Status Description Success - CAPTURED	Transaction Amount 100.000 OMR
Card Number	Track ID 40154	

[My Applications](#)

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



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