Documents for Issuing a License for the Technical Manager of Factories, Workshops and Home Businesses

- Written request from the Managing Director (typed)
- Resignation and final settlement (in case of change of the technical manager) and submission of the original license of the previous technical manager (in case of change or extension of the technical manager)
- Images of all pages of identity card
- Image of both sides of national card
- Image of End of Military Service card or Exemption from Military Service card
- Temporary Academic Certificate or Diploma (Settlement of accounts from the Student Welfare Fund for graduates of state universities)
- Two pieces of 3 × 4 photo, which are endorsed
- Bank receipt of 840,000 Rials to account number 4001035203015489, which must be paid exclusively through the poses installed in Deputy of Food and Drug or covered Health and Treatment networks, along with 2 copies of it (The text of "Issuance of the license of the technical manager of the company ..............." must be written in the receipt and a copy.)
- Completing the employment contract form of the technical manager and the employer (typed)
- Oath of technical manager (notarized) (typed)
- Oath of employer (notarized) (typed)
- Questionnaire and commitment form of the manager and technical manager of the institutions (typed)
- Letter of commitment of the manager and technical manager of the institutions (notarized) (in typed form)
- Written letter of commitment from the Managing Director and Technical Manager regarding the observance of Article 11 of the Food, Beverage, Cosmetics and Hygiene Law (notarized) (typed)
- Image of the last Health Exploitation License of the institute
- Settlement of test costs

Note: "The required forms are on the website of Semnan University of Medical Sciences (www.semums.ac.ir)."