وزارة الصحـــــة العامـــــة
Ministry of Public Health
State of Qatar • دولـــة قطـــر

CONTROLLED MEDICINES SYSTEM

This document helps to understand the process regarding getting approval permit for travelers who are travelling with these Controlled Medicines to/from the state of Qatar.

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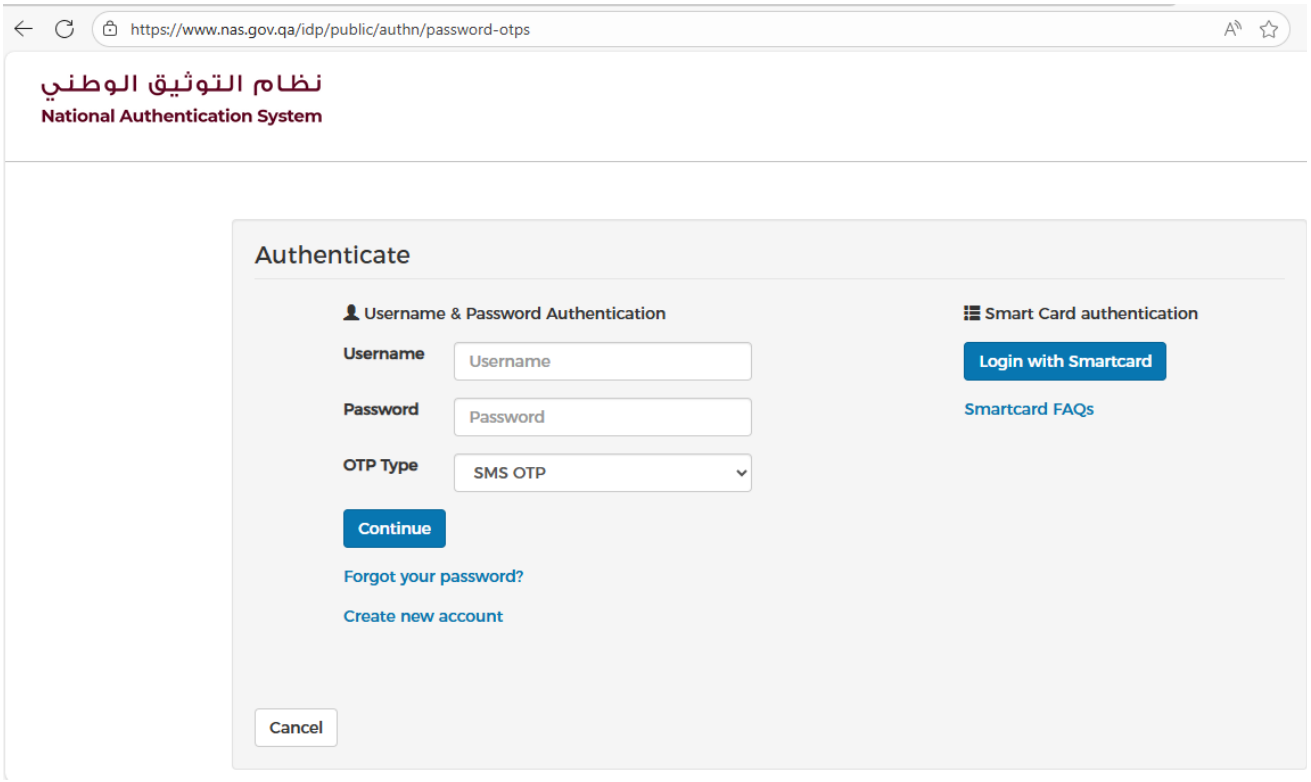
A. Purposes of this document

This guide provides instructions for travellers carrying Narcotic/Psychotropic medicines for personal use on the process of submitting a Controlled Medication Permit application via the Controlled Medicines System. This applies to travellers entering or departing Qatar with personal use of these medications.

B. How to access the Controlled Medicines System

- Open the Website: - https://fli.moph.gov.qa
- Login / Register yourself as Traveller by clicking on the button below:

- Once you click on the above button, the system will redirect you to the page below, where you can register or log in. Refer to the "Create a new account" option in the image below,



- New Users must register their accounts in the National Authentication System (NAS) system with the required details, such as Passport number, Mobile Number, Email ID, Name, etc. as per the mandatory details on the registration form.

C. Logging into the system

Once Registration is completed successfully then please open the link and Log in using the registered user credentials with one of the following details used during registration:

- Email/ Passport number
- QID number

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D. Create Request

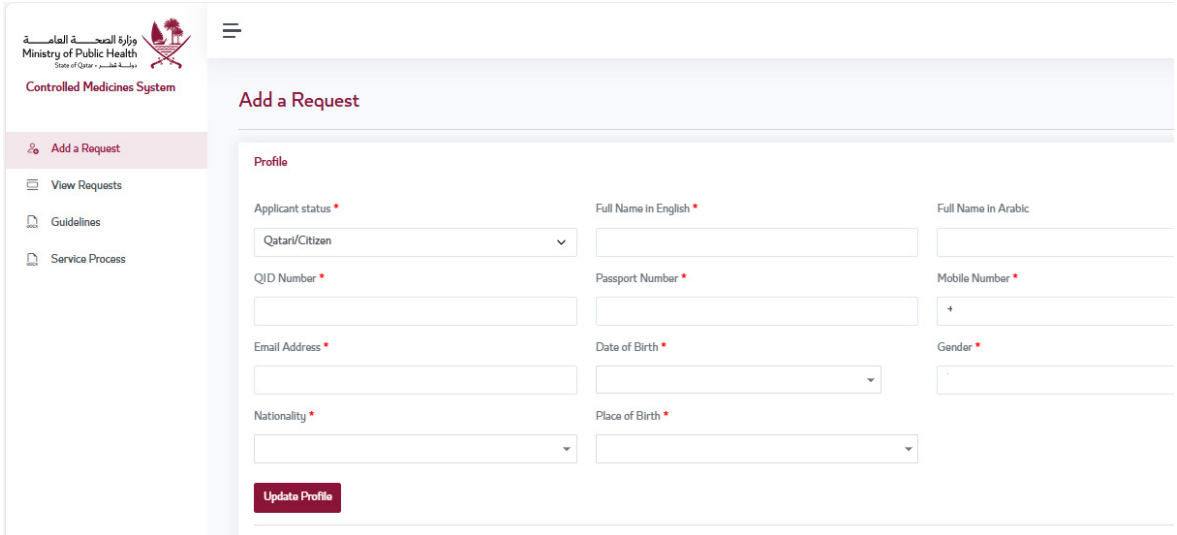
To Create a new request please click on the link below:

E. Complete Your Profile

Once you are successfully authorised, you can view the home page of the application as shown below, here, please fill in the patient profile details as follows:

- Patient Name in English / Arabic
- QID or Passport Number
- Phone Number
- Email Address
- Date and Place of Birth
- Gender
- Nationality

After entering above data, click on Update Profile will save the patients' details in the system.



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F. Add companion Person Details (If Applicable)

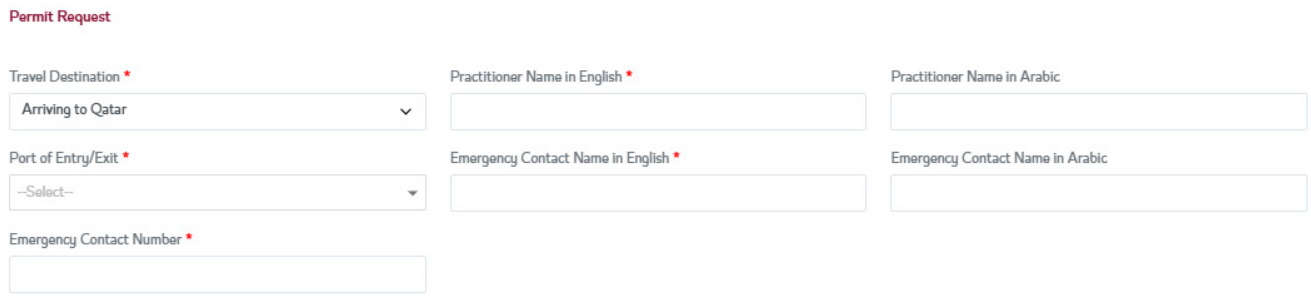
Provide information about any person travelling along with the patient,

- Name in English / Arabic
- Passport Number
- Mobile Number
- Email Address

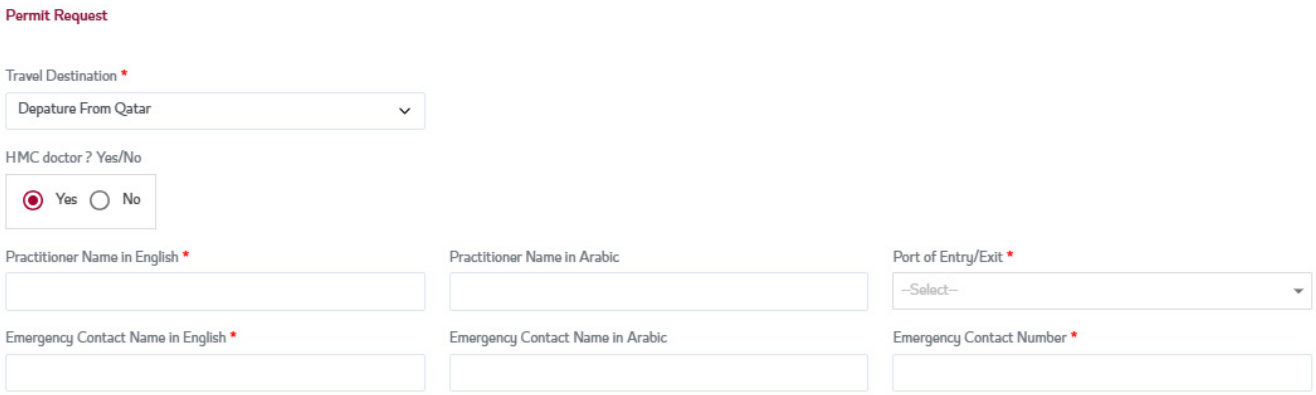
G. Travel Information

Please fill in the travel details under the permit application section as per your travel itinerary details:

- Travel Destination
  - If the destination is arriving to Qatar, please fill in the details as shown in the form below.



  - If destination is departing from Qatar, you will need to provide additional details of the prescribing doctor from Hamad Medical Corporation (HMC) or Private Health Facility. If you have visited to any of HMC facilities, please fill in the doctors name in the form below; otherwise, enter the doctor's (Practitioner's) license number if the doctor works in a private healthcare facility.



Note: The doctor's license number is written on the stamp used by the doctor to stamp the prescription or medical report.

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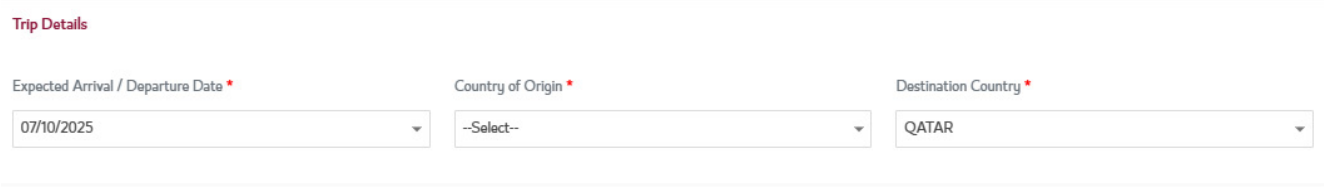
- Practitioner Name (doctor's Name) English and Arabic
- Port of entry/exit
- Emergency contact name in English / Arabic
- Emergency contact number

H. Other Travel Details

In this section, please fill in the information related to your travel:

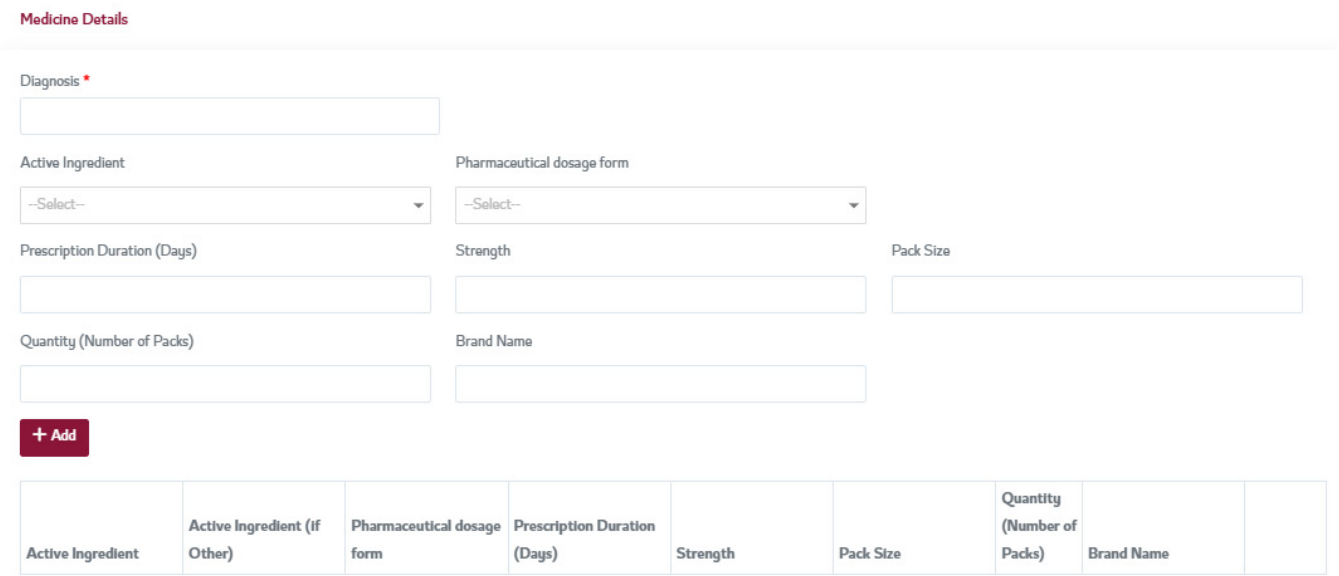
- Expected date of arrival/departure
- Country of departure
- Destination arrival



I. Medication Details

In this section, please enter the details related to the patient's medicines:

- Diagnosis
- Active ingredient of the medicine [this drop-down list will allow adding only pre-approved ingredients] (you may select "Other" and type the active ingredient if it is not available in the options)
- Pharmaceutical dosage form (select from the drop-down list, e.g. tablets, capsules, etc.)
- Duration of the prescription (in days)
- Concentration (as written on the medicine box or prescription)
- Pack size
- Quantity (number of packs)
- Trade name



The Add button will allow you to add multiple active Ingredients (a maximum of 5) in case the patient is consuming more than one ingredient. In case incorrect details are added, you can always use the remove button to delete them and then use the Add button again to enter new details into this table.

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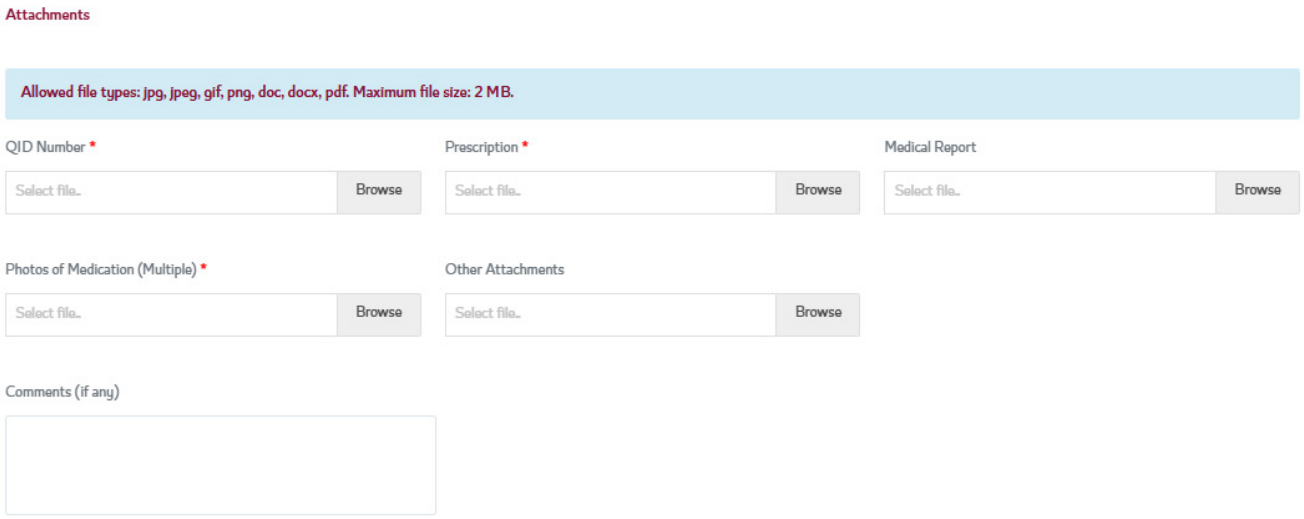
J. Upload Supporting Documents

To submit the application, clear copies of the following documents must be attached:

- Copy of QID / Passport
- Medical prescription
- Medical report
- Photos of the medication (multiple images are allowed)
- Other attachments (you are allowed to add any additional supporting documents not listed above)
- Add comments (if you want to describe any such details)

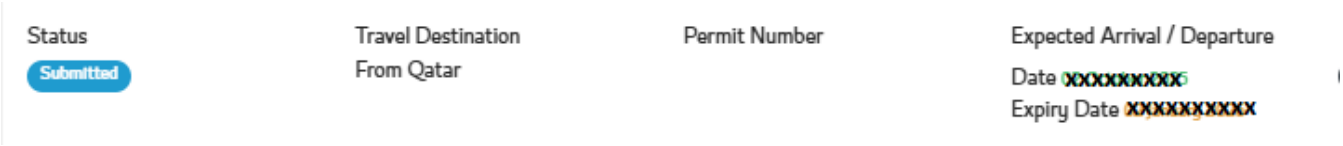


K. Reviewing the Pledge and Submit

Before submitting your application, please review the details, accept the pledges, and click on the Submit button.

L. After Submission

- Once Submitted, you will see the status of your application as "Submitted" as below, and there will be no permit number available at this stage, since it needs an approval process to be followed.



- Applications submitted by travellers are approved or rejected within three working days after all requirements have been met. Travellers are advised to submit their application at least five working days before their travel date.
- Make sure to attach a valid prescription and all required documents
- If approved, the status will be updated and an official permit letter containing the permit number will be issued. This can be seen at the bottom of the application page under the Application Review section (where you can see your attached documents)

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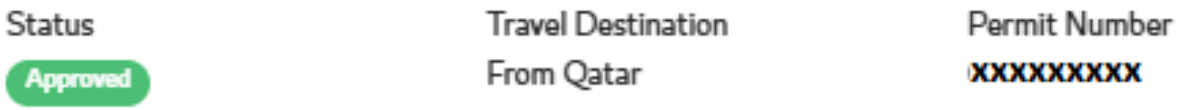

- This permit letter will be valid for 90 days from date of approval, and the traveller must utilise this permit within this given time frame to enter Qatar.
- If the permit is not utilised, it will expire, and the patient must obtain a new permit letter by submitting a new application.
- The Pharmacy and Drug Control Department, Ministry of Public Health, Qatar, has the authority to reject the entry of the medicine if it does not fall under the rules and regulations of the approval criteria.
- Once approved, the Department may release, partially release, or refuse entry of the medicine if it does not meet the approval criteria.
- The patient has the option to withdraw the application, and once it is withdrawn, the patient will not be permitted to travel using the same application and must obtain a new permit approval by submitting a new application.

- Patients can view their submitted application history from the "View Application" section.

M. Guidelines and Supporting Documents

- **Guidelines document**: Travellers can access the guidance and a list of approved medications.
- **Service process document**: includes the steps and procedures of the service.
- **User manual document**: The user manual is available for travellers' reference.

N. Important Notes

** The permit must be printed and carried along with the original medical prescription and medical report during travel.

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