

| No | Process | Timelines | Responsibility |
|---------------------------------|--|---|----------------|
| Renewal of Licenses | | | |
| 1 | <p>Renewal Application Submission/ Acknowledgement</p> | 1 Day | The Applicant |
| 2 | <p>First Review /Approval – forwarding for a second review or a decline notification with a reason</p> | Within 15 days of receiving of application | The Board |
| 3 | <p>Second Review /Approval - issuance of business unit license(s)/ practice license or decline notification with a reason</p> | Within 15 days of first reviewer approval | The Board |
| 4 | <p>License Issued / Downloaded</p> | Downloadable immediately after second reviewer approval | The Board |
| Post-licensure variation | | | |
| 1 | <p>Variation Application/ acknowledgement</p> | 1 Day | The Applicant |
| 2 | <p>Variation First Review /Approval - issuance of license(s), or forwarding for a second review, or a decline notification with a reason</p> | Within 15 days of variation application | The Board |
| 3 | <p>Variation Inspection</p> | Within 14 days of first reviewer approval | The Board |
| 4 | <p>Variation Second Review /Approval - issuance of a certificate of registration of premises or a letter of rejection</p> | Within 15 days of receiving of inspection report | The Board |
| 5 | <p>Issuance of New License, or Addendum to the License post-variation</p> | Downloadable immediately after second reviewer approval | The Board |

NB: Total processing time is estimated as **not more than 30 days for renewal**, and **45 days for variations requiring inspection**. However, this may vary taking into consideration the time taken for responding to queries.