

No	Process	Timelines	Responsibility
1.	New Pre-Registration Application Submission/acknowledgment	1Day	Applicant/PPB
2	New Premise Pre-registration screening	Within 7 days of receiving application	The Board
3	New Premise Application Submission	0 Days	The Applicant
4	First Review /Approval – forwarding for a second review or decline with a reason	Within 15 days of receiving application	The Board
5	Pre-registration Inspection	14 Days from first reviewer approval	The Board
6	Inspection Report Review	Within 7 days of Inspection	The Board
7	Second Review /Approval - issuance business unit license(s)/ practice license or a decline notification with a reason	Within 15 days of receiving of inspection	The Board
	Issuance of New License	Downloadable immediately after second reviewer approval	The Board

NB: The total processing time for new establishments is estimated as **not more than 90 days**. However, this may vary taking into consideration the time taken for responding to queries.