

## **DOCUMENTS REQUIRED**

### **NEW RMI LICENCE**

1. Covering Letter
2. E-Chalan for Rs.4725/-(For Private institutions Only)
3. Form 3F
4. Form 3J
5. Certificates of Medical Officer –
  - (1) Copies of educational qualification certificate.
  - (2) Copy of Medical Council Registration Certificate
  - (3) Copies of Training certificates, if any (Basic certificate course in Palliative Medicine).
6. Constitution details of the firm,
7. Copies of drug licence

### **RENEWAL**

1. Covering letter
2. Form 3F
3. Form 3J
4. Declaration of Medical Officer
5. If Company - Constitution Declaration
6. E-Chalan for Rs.4725/-(For Private institutions only)
7. Late Fee of Rs.2000/- every month
8. Original RMI

### **MEDICAL OFFICER CHANGE**

1. Covering letter
2. Copies of educational qualification, Medical Council registration & Training certificates (if any) of new Medical Officer
3. Appointment details of new Medical Officer
4. Original R M I

### **ALLOTMENT**

1. Covering letter
2. Form 3J
3. Form 3I
4. Copy of RMI Certificates

### **ESSENTIALITY CERTIFICATE**

1. Covering letter
2. Drug licence Copy
3. ND3 Permit Copy
4. Chalan for Rs.1105/-