

## **LIST OF DOCUMENTS REQUIRED FOR RMI REGISTRATION**

### **NEW RMI LICENCE**

1. Covering Letter
2. E-Challan for Rs.6000/- (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 License

### **RENEWAL**

1. Covering Letter
2. Form 3F
3. Form 3J
4. Declaration of Medical Officer
5. If Company - Constitution Declaration
6. E-Challan for Rs.6000/- (For Private Institutions Only)
7. Late Fee of Rs.2000/- (per 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
5. E-Challan for Rs.2500/-

### **ALLOTMENT OF MORPHINE TAB**

1. Covering Letter
2. Form 3J
3. Form 3I
4. Copy of RMI Certificates
6. E-Challan for Rs.1000/-

### **ESSENTIALITY CERTIFICATE**

1. Covering Letter
2. Copy of Drug License
3. Copy of ND3 Permit
4. E-Challan for Rs.2500/-

### **DUPLICATE RMI CERTIFICATE**

1. Covering Letter
2. Copy of RMI Certificate
3. E-Challan for Rs.1000/-