

Renewal of Registration

(Please read the checklist before uploading)

Application Checklist: Upload All Original Certificates.

Note: All the uploaded scanned documents should be in right direction and to see the complete document including all edges and corners, any images/photographs and able to read text clearly. (Cell phone camera photos should not be uploaded).

1. Original Registered Pharmacist Certificate front side upto edges and corners.
2. Original Registered Pharmacist certificate back side with registration number and your signature with clear visible background (Photo of Original RPC back side taken under focused light).

Note: a. Latest and clear endorsement of Drug inspector on the back of registered Pharmacist certificate about the working in medical shop with joining/relieving dates.
b. If you are working in any organization other than as registered pharmacist in Medical shop, Get endorsement of organization head with Sign, stamp, seal, joining/relieving dates.
(If uploaded some others Registered pharmacist certificate backside, the application will be rejected).

3. Original Renewal Pass Book (Address page & Validity Page) Or Renewal Certificate.
4. Original S.S.C or SSLC or HSC or Matriculation or Equivalent pass certificate.
5. D Pharmacy pass Certificate issued by Board/ B Pharm Original Degree / Pharm D Certificate issued by University whichever is applicable.
6. Appointment letter/ Valid Drug licence copy if working any field (Medical Shop/College or industry/ Government Job) **or** If not Working upload Notary Affidavit in **Rs.20/- Non Judicial Stamp paper.**(Download prescribed format in this website)
7. Recently taken clear color passport size photo not older than one month with white background(Scan and upload only the photo without any other writing on the photo, not the whole page. This will appear in certificate).
8. Signature horizontally.(Scan and upload only the signature, not the whole page. This will appear in certificate).
9. Candidate Verification form By Gazetted officer with date seal.(Download Prescribed format in this website)
10. Self Declaration with all study details with proofs and working details from date of registration(Download Prescribed format in this website)
11. Permanent Address Proof of the candidate in AP, any of the following (Aadhar card/Election card/Driving licence/Passport /Ration card) or any photo identity card with address issued by Government of AP.
12. Present address proof of the candidate in place of working(if not same as the above) (Rental agreement along with the(Aadhar/Voter Id/ Passport of the house owner)

If there is any changes of address, update that to council within one month with proof.

If Living or Working/Studying in Abroad:

1. Permanent address proof of the candidate(Passport page showing the citizenship and address page.)
2. Present address proof.
3. Visa copy and Immigration stamped pages.
4. Employment/studying proof: (appointment proof with designation or certificate on a letterhead from the organization/institution/company/college-ID card etc..)

Note: If not in accordance with the above check list and if not clear visibility and not filling the relevant paras and forms of required details the application will be rejected and you have to upload again and so the renewal becomes late for which you are responsible.