

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).
(Offline application not entertained & Email ID, Mobile Number should be of Candidate not any other person).

1. Original Registered Pharmacist Certificate front side upto edges and corners.
2. Original Registered Pharmacist certificate back side (if not working) 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 discharging of Registered Pharmacist duties or not in the Medical shop with joining/relieving dates with stamp, seal and date. **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, action deemed fit will be taken as per Act).

3. Original S.S.C or SSLC or HSC or Matriculation or Equivalent pass certificate.
4. Original Intermediate Pass Certificate.
5. Original Renewal Pass Book (Address page & Validity Page) Or Renewal Certificate.
6. D Pharmacy pass Certificate issued by Board/ B Pharm Original Degree / Pharm D Certificate issued by University whichever is applicable.
7. **Employment proof:** if working in medical shop-Valid Drug licence copy, if working in any other field- Appointment Letter of College or Private or Government Hospitals or industry or Other Government Jobs **or** If not Working upload Notary Affidavit in **Rs.20/- Non Judicial Stamp paper.** (Download prescribed format in this website).
8. 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. This will appear in certificate).
9. Signature horizontally.(Scan and upload only the signature, not the whole paper. This will appear in certificate).
10. Candidate Verification form By Gazetted officer with date seal. Signature should be attested by Gazetted officer. (Download Prescribed format in this website).
11. Self Declaration form with all the study details with certificates and all working details from date of registration with full address, Signature and date. (Download Prescribed format in this website).
12. Permanent Address Proof of the candidate in AP, any of the following (Aadhar card/Electioncard/Driving licence/Passport /Ration card) or any photo identity card with address issued by Government of AP).
13. Present address proof of the candidate in present residing place (if not same as the above)your Latest (Aadhar card/Electioncard/Driving licence/Passport /Ration card) or any photo identity card with address issued by Government of AP or (Rental agreement along with the (Aadhar/Voter Id/ Passport of the house owner).

Note: 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 in AP(Aadhar card/Electioncard/Driving licence/Passport)
2. Passport pages(Passport page showing the citizenship and address page)
3. Present address proof in abroad.
4. Visa copy and Immigration stamped pages.
5. 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.