

Checklist of Documents required For Fresh Application for grant of Restricted (General) Allopathic license on Form 20A and 21A :

- (i) System Generated Online fee deposit receipts.
- (ii) System Generated Application Form No. 19A.
- (iii) System Generated Self Declaration of Proprietor / Partners / Director as applicable.
- (iv) Site plan and key plan of the premises.
- (v) Proof of Constitution of the firm:
 - a) Proprietorship : Declaration Form
 - b) Partnership Firm : Partnership deed with principle place of business, List of Partners with residential address in Format
 - c) Limited Liability Partnership : LLP deed, Registration Certificate of ROC, List of Partners with residential address in Format.
 - d) Pvt. Ltd. / Ltd. : Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution, List of Directors as on date with residential address.
 - e) Trust : Trust deed, List of trustees with residential address, Copy of Resolution / authorization passed.
 - f) Society : By Laws, Copy of Resolution passed, List of Governing Body members with residential address.
 - g) HUF : List of Members and Karta of HUF, HUF deed.
- (vi) Photo ID proof of proprietor / partner / director of the firm.
- (vii) Affidavit regarding non-conviction of Prop./Partner/Director as well as the firm under Drugs & Cosmetics Act, 1940.
- (viii) Affidavit regarding compliance of MPD 2021 as applicable.
 - 1. Small Shop
 - 2. Mixed use / Commercial use
 - 3. Allotted Commercial Plot in Industrial Area
 - 4. For Bhagirath Palace
- (ix) Applicable charges receipt like Registration, Conversion charge etc. issued by MCD with relevant documents in support of commercial use as per MPD 2021 viz; document indicating the Name of notified commercial / mixed use road/street.
- (x) Premises :
 - 1. If Owned: **either** Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.
 - 2. If Rented: Rent Receipt and **either** Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

* In case of village, Khasra Khatauni documents will be considered in support with copy of electricity bill/ water bill in favour of landlord.