



**KARNATAKA STATE PHARMACY COUNCIL**  
514/E, I Main, II Stage, Vijayanagar, Bangalore – 560 104  
Ph: +91-80-46729800 (800 to 899 lines)  
E-mail: kspcreg@gmail.com, Web: www.kspcdic.com

## Renewal of Registration

### General Instructions:

**Online Renewal Registration system- Scan and keep ready the following documents before applying for Renewal of your Registration.**

1. Photo - Scan your recent passport size colour photo (Specifications: Image Extension: jpg, png, Maximum Size: 2mb).
2. Signature - Scanned or digital image of your signature (Specifications: Image Extension: jpg, png , Maximum Size: 2mb)
3. Aadhar Card- Scan and upload (Specifications: Image Extension: jpg, png , Maximum Size: 2mb)

### Professional Status

**Scan and keep ready the following documents in .pdf format.**

#### a. Employed

- Organization/Institution/Company etc. – Certificate on a letterhead from the Organization/ Employer/ Institution / Company etc., that you are employed and currently working.

#### b. Retail/Pharmacy Outlet / Wholesale Pharmaceutical Distribution (License form type 20, 20-A, 20-G, 20-F, 21, 21-A, 21-B etc ))

- **Owner/QP** -License Certificate showing validity issued from the Office of Assistant Drugs Controller of concerned Jurisdiction.
- **Chain Pharmacy**–Certificate on a Company letterhead with seal and signature that you are employed and currently working + ID Card issued by the Company.
- **Hospital /Nursing home** – License Certificate showing validity issued from the Office of Assistant Drugs Controller of concerned Jurisdiction **OR** Certificate on letterhead of the Hospital / Nursing home duly signed by the Head of the institution that you are employed and currently working + ID Card.

- **Retail Outlets** - License Certificate showing validity issued from the Office of Assistant Drugs Controller of concerned Jurisdiction + Employer or Proprietors Aadhar card.

**c. Unemployed – Affidavit on Rs.20/- Non-Judicial Bond Paper**

**Attested by Notary** (Click the below link to download the affidavit format)

<https://kspcdic.com/pdf/affidavits/Affidavit%20for%20Unemployed%20Registered%20Pharmacist%20-%2024-01-2018.pdf>

- **House Wife**
- **Retired**
- **Senior Citizen**
- **Others**

**d. Working other than Pharmacy Profession**

Certificate issued from the Employer.

**e. Self-employed - consultant for a firm / industry etc**

License with validity / GST Certificate issued by the Government.

**f. Pharmacists working Abroad**

- Certificate on a letterhead from the Organization/ Employer/ Institution / Company etc., that you are employed and currently working + Copy of the Passport.

**g. Student**

- Certificate on a letterhead from the college that you are a student + your College ID Card.