Instruction for Renewal of MMC Registration

1. Click on **RMP Login** button to login into application system
2. When you click on RMP Login you will be redirected to login page
3. If the you don't have any account on the website you can create new account by clicking on **Create new account** button.
   
   A. In **Create new Account** form please enter your MMC registration number and registration date, Last Name, First Name, Middle Name, Date of birth, **registered email id and registered mobile No** and password.
   
   B. Then Click on **Register** button to create new account.

   **Note:**
   
   Please Enter Registered Mobile no and Registered email ID while creating new account. Once account is created successfully you will be redirected to login page.

4. In the login page please enter your registered email id as user name , password and registration number.
5. Once login is done successfully. You will be redirected to **User's Home Page**.
6. Click on **Renewal of Registration** application
7. Fill up the **Renewal of registration** form online
8. Upload
   
   a) passport size photograph
   
   b) Signature,
   
   c) MMC registration certificate,
   
   d) Undertaking certificate ,
   
   e) Upload original CME Certificates one by one .
   
   f) Upload Additional Qualification Certificates.(if already registered with MMC)
   
   g) If more than 90 days delay for renewal of registration then upload notarized affidavit on non judicial stamp paper.
   
   h) If more than 90 days delay for renewal of registration then upload notarized indemnity bond on non judicial stamp paper.
   
   i) Please upload original Bond free certificate issued by Directorate of Medical Education and Research for those RMP who had passed MBBS or Post graduation degree/diploma from Government and Municipal colleges.
9. Click on submit button
10. Once application has been submitted successfully you will get an email on your registered email id for payment of renewal of registration
11. You can make payment online.
12. To make payment click on **Online payment** Button.
13. You will be redirected to **SBI portal**.
14. On SBI Portal select Payment category as **'MMC Registration Fees'**
15. Then enter your application number and Click on submit button to make payment
16. Take print out of original submitted application form and sign it with date.
17. Take photocopies of CME Certificates and attest them on your own. With remarks "Attested by me " and sign with your name below signature and date
18. The original Undertaking certificates with your signature & date.
19. Submit the original renewal application form with self attested photocopies of the CME certificates and Undertaking certificate And original affidavit and indemnity bond original (if 90 days delay) and self attested photocopies of bond free certificate issued by Directorate of Medical Education and Research by post/Courier/personally at MMC office.

Note:

➢ As per MCI/MMC guidelines you are expected to be update with information and best practices in medicine in the chosen field by attending relevant CMEs and collect atleast 30 Credit points in five years prior to renewal. You are requested to submit Undertaking to that effect.
➢ In the Undertaking, in case you are short of few credit points you may undertake to collect in next year and fulfill your commitment by submitting the undertaking.
➢ The RMPs who are over 65 years of age have been exempted from the requirement of credit points for renewal
➢ You do not need to visit MMC office for verification of your documents.

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