REPUBLIC OF KENYA

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MEDICAL PRACTITIONERS
AND DENTISTS COUNCIL
KMPDC HOUSE,
WOODLANDS RD, OFF LENANA ROAD
P.O BOX 44839- 00100, NAIROBI

Ref No: KMPDC/REN/2020/ (1) **Date: 1st September, 2020**

TO ALL DIRECTORS/PROPRIETORS/ACCOUNTING OFFICERS OF HEALTH INSTITUTIONS

RE: RENEWAL NOTICE FOR THE YEAR 2021 TO ALL DIRECTORS/ PROPRIETORS/ACCOUNTING OFFICERS OF HEALTH INSTITUTIONS

The Kenya Medical Practitioners and Dentists Council (KMPDC) is committed to efficient and enhanced service delivery to our clients. To achieve this, the Council has launched an Online Services Portal known as osp.kmpdc.go.ke which is used to access services offered by the Council.

In this regard, Renewal of Health Institutions License is done online on osp.kmpdc.go.ke.

1. **FOR THOSE CREATING NEW ACCOUNTS**

You are required to nominate a System Administrator who shall have sole mandate of managing the licensing function of the Health Institution.

To nominate your preferred system administrator, kindly fill the data in the form below and forward to the Council by Wednesday 30th September, 2020 through our email osp@kmpdc.go.ke.

Health Facility Name	
Registration Number	
Administrator Name	
ID Number/Passport No	
Email Address	
Phone Number	

2. **FOR THOSE WITH EXISTING ACCOUNTS**

Those who already have existing accounts are required to log into the portal using their existing credentials and make the application.

3. **MODES OF PAYMENT**

All payments SHALL be made through:-

a. **MPESA PAYBILL – 992836**
The Account Number for the Paybill will be the Unique Invoice Number generated by the system.

b. **BANK ACCOUNT:**
Account Name: Kenya Medical Practitioners and Dentists Council
Bank: Kenya Commercial Bank, Account Number: 1103158643
Branch: Milimani Branch.

PLEASE NOTE NO PAYMENT SHALL BE MADE TO THE COUNCIL WITHOUT AN ACCOMPANYING INVOICE NUMBER AFTER A SUCCESSFUL APPLICATION IN THE PORTAL.

Upon successful payment and authentication by the Council, the Health Institution's System Administrator shall receive a Short code message (SMS) and email notification informing him/ her that the license is ready for download and printing from the portal.

NOTE:

a) In the event of any change in the details provided, or change of the preferred system administrator, the institution's director/proprietor or Accounting Officer shall promptly notify the Council in writing of the change.

b) The license generated from the portal will have a unique QR Code to be used to verify its authenticity. Once scanned, the QR Code will reveal the licensure details of the health institution.

A dedicated team is available to respond to any queries and address any challenges that may arise while using the online portal. The team can be reached through our mobile lines: **+254720771478, +254738504112, +254202724994, +254202728752, +254202711478, +254202731922** or **email osp@kmpd.go.ke.**

Follow this link https://kmpdc.go.ke/licensing-of-a-health-facility for more details.

Kind regards

DANIEL M. YUMBYA, MBS
CHIEF EXECUTIVE OFFICER/REGISTRAR
KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL