

**List of documents for registration as pharmacists for applicant possessing registrable qualification (Diploma in pharmacy-D pharm/Degree in pharmacy-B Pharm/Doctor in pharmacy -Pharm D from PCI approved college as per section 12 of the Pharmacy Act 1948) from out of Maharashtra State or is a registered pharmacist of other state (Reciprocal transfer of registration)**

**Mandatory Appointment & Physical Verification:**

1. Online Request: Applicants must first submit an appointment request via the MSPC online portal- <https://online.mspcindia.org/>
2. In-Person Attendance: It is mandatory for the applicant to be present in person at the MSPC office.
3. Schedule Adherence: Verification will only be conducted on your allotted date and time. Please bring all original documents for verification. (Refer documents list on MSPC online portal and website)

**IMPORTANT**

- ❖ **Applicant's name and date of birth in all documents must be same. -**  
In case of any disparity in same, applicant should get it corrected from appropriate authority **before sending appointment request to MSPC office.**
- ❖ As per PCI circular registrable qualification for registration as pharmacist is D Pharm/B Pharm/Pharm D and M Pharm and Ph.D is treated as additional qualification.
- ❖ In case of **lady applicants** who want to have marital name on registration certificate should submit **marriage certificate issued by Registrar of marriage** and Aadhar card with new name.
- ❖ **Applicant's Adhar card address must be of Maharashtra State.**
- ❖ Applicants who are Registered pharmacists of other state and are seeking transfer in MSPC, are informed to submit original registration certificate , ID card (if issued ) by other state pharmacy council **and submit up to date/latest renewal receipt along with above mentioned list of documents .**Also submit Affidavit on Rs 100 /- stamp paper solemnly affirming educational details and other facts, duly notarized **(format B available in download section of online portal )**
- ❖ **Registrar MSPC reserves the right to ask for additional documents and/or call the applicant in person at any stage of processing of application for registration and/or carry out additional necessary verification from concerned appropriate authorities as per nature of case.**

<b>Diploma in Pharmacy (D Pharm)</b>	<b>Degree in Pharmacy (B Pharm)</b>	<b>Doctor of Pharmacy (Pharm.D)</b>
<ul style="list-style-type: none"> <li>✓ Original First, second year pass mark list of D pharm</li> <li>✓ Original Final Diploma certificate (provisional diploma certificate is not accepted)</li> <li>✓ Original practical training form as per ER -91 duly filled in and all 5 sections duly completed</li> <li>✓ Original Pharmacy College Leaving Certificate/transfer certificate</li> <li>✓ Original SSC certificate, domicile certificate, PAN card, birth certificate for date of birth proof</li> <li>✓ Original HSC /12<sup>th</sup>/ Intermediate Certificate <b>(Out-of-Maharashtra State SSC and or HSC-science (10<sup>th</sup> and or 12<sup>th</sup> ) Candidates:</b> Applicant must provide a Digi Locker result copy or an official online verification printout from your respective Board of Education.)</li> <li>✓ <b>Proof of residence in Maharashtra State Like Aadhar card,</b> passport, domicile certificate, ration card</li> <li>✓ Identity slip duly attested by gazette officer of Maharashtra State (attached file)</li> <li>✓ Affidavit on Rs100/- stamp paper solemnly affirming</li> </ul>	<ul style="list-style-type: none"> <li>✓ Original Final year B Pharm mark list (<u>DO not attach first 3 years mark lists</u>)</li> <li>✓ Original Final degree convocation certificate (provisional degree certificate is not accepted)</li> <li>✓ Original Pharmacy College Leaving Certificate/transfer r certificate</li> <li>✓ Original SSC Certificate, domicile certificate PAN card, birth certificate for date of birth proof</li> <li>✓ Original HSC /12<sup>th</sup>/Intermediate Certificate <b>(Out-of- Maharashtra State SSC and or HSC-science (10<sup>th</sup> and or 12<sup>th</sup> ) Candidates:</b> Applicant must provide a Digi Locker result copy or an official online verification printout from your respective Board of Education.)</li> <li>✓ <b>Proof of residence in Maharashtra State Like Aadhar card,</b> passport, domicile certificate, ration card,</li> <li>✓ Identity slip duly attested gazette officer of Maharashtra State (Attached file)</li> <li>✓ Affidavit on Rs 100/- stamp paper solemnly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Original Final year Pharm D mark list and internship certificate</li> <li>✓ Original Final degree convocation certificate (provisional degree certificate is not accepted)</li> <li>✓ Original Pharmacy College Leaving Certificate/ transfer certificate</li> <li>✓ Original SSC certificate, domicile certificate PAN card , birth certificate for date of birth proof</li> <li>✓ HSC/12<sup>th</sup>/Intermediate Certificate <b>(Out-of- Maharashtra State SSC and or HSC-science (10<sup>th</sup> and or 12<sup>th</sup> ) Candidates:</b> Applicant must provide a Digi Locker result copy or an official online verification printout from your respective Board of Education.)</li> <li>✓ <b>Proof of residence in Maharashtra State Like Aadhar card,</b> passport, domicile certificate, ration card,</li> <li>✓ Identity slip duly attested by gazette officer of Maharashtra State Attached file</li> <li>✓ Affidavit on Rs 100/- stamp paper solemnly affirming educational details and other facts, duly notarized (Format A attached)</li> </ul> <p>Also submit copy of approval to</p>

<p>educational details and other facts, duly notarized (format A attached)</p> <p>-----</p> <p>Eligibility letter from state pharmacy council from where applicant procured his registrable qualification. Tentative format given below</p> <p>(If applicant is registered with any other state pharmacy council, then eligibility letter is not required)</p>	<p>affirming educational details and other facts, duly notarized</p> <p>✓ (format A attached)</p> <p>-----</p> <p>Eligibility letter from state pharmacy council from where applicant procured his registrable qualification, Tentative format given below</p> <p>(If applicant is registered with any other state pharmacy council, then eligibility letter is not required)</p>	<p>Pharmacy institute under section 12 of Pharmacy Act- 1948 letter from college or PCI website</p> <p>-----</p> <p>Eligibility letter from state pharmacy council from where applicant procured his registrable qualification, Tentative format given below</p> <p>(If applicant is registered with any other state pharmacy council, then eligibility letter is not required)</p>
<p>Letter from local Police authority certifying (In the jurisdiction of applicant's stay period during completion of study of pharmacy course) regarding NO Adverse Antecedent of applicant during study period. The said letter or certificate should bear photo of applicant with seal of police authority</p> <p>(Rank of Police officer not less than Police Inspector)</p> <p>Tentative format given below</p>	<p>Letter from local Police authority certifying (In the jurisdiction of applicant's stay period during completion of study of pharmacy course) regarding NO Adverse Antecedent of applicant during study period</p> <p>The said letter or certificate should bear photo of applicant with seal of police authority</p> <p>(Rank of Police officer not less than Police Inspector)</p> <p>Tentative format given below</p>	<p>Letter from local Police authority certifying (In the jurisdiction of applicant's stay period during completion of study of pharmacy course) regarding NO Adverse Antecedent of applicant during study period. The said letter or certificate should bear photo of applicant with seal of police authority</p> <p>(Rank of Police officer not less than Police Inspector)</p> <p>Tentative format given below</p>

**Tentative Police clearance format**

**To be Certified from Respected Police authority with rank not less than Police Inspector**

**Outward No.**

**Date :- / /**

**Photo of applicant  
with round seal of  
Police authority**

**To,  
The Registrar,  
Maharashtra State Pharmacy Council,  
Mulund west Mumbai -400080**

**Sub: Police clearance**

Dear Sir/Madam,

It is to certify that Mr./ Ms \_\_\_\_\_ (name of applicant) was bonafide student of \_\_\_\_\_ (name of pharmacy institute) which comes under jurisdiction of this police station. During the pharmacy (D.Pharm./B.Pharm.) course of the said applicant from year \_\_\_\_\_ to \_\_\_\_\_ year his/her address is as below which is verified by this authority and is confirmed that during the said period, there are no adverse antecedents regarding said applicant.

Address of the applicant during D.Pharm./B.Pharm. course –

Permanent address of the applicant as per Aadhar Card –

This is for your information

Thanking you,

(Signature and Stamp of authorized officer not below rank of Police Inspector)

## Tentative format

### ELIGIBILITY LETTER from State Pharmacy Council from where Applicant passed his Diploma in Pharmacy on the letter head of State Pharmacy Council

To,

Date / /

The Registrar,

Maharashtra State Pharmacy Council,

Mulund west

Mumbai -400080

Dear Sir/Madam

It is seen from documents produced by \_\_\_\_\_

(name of the applicant) that he/she has completed Diploma in Pharmacy course from

\_\_\_\_\_

(name of pharmacy institute) during \_\_\_\_\_ to \_\_\_\_\_ (period of study of

D Pharm) which is approved by Pharmacy Council of India, New Delhi under section 12

of Pharmacy Act -1948 for the purpose of registration.

Thus, said applicant is eligible for registration under provisions of Pharmacy Act-1948 but as he/she is not residing or practicing the profession in this state this council has not granted any Registration number to said candidate.

This is for your information.

Thanking you,

Registrar

\_\_\_\_\_

State Pharmacy Council

(Signature and Stamp)