

IMAGE [IMA Goes Eco friendly]

Procedure for Changing the Name and Address of the Healthcare Establishment

- A. Submit an online application through the customer portal through the link <https://customer.imaimage.biz/ownerchangerequest> BY USING the IMAGE AFFILIATION NUMBER as your username & password.
- B. Fill up all necessary fields on the request page and upload the following documents along with the request and submit.
 - ❖ Form C [Format used for Name/Address & Ownership Change] - which has to be downloaded from the IMAGE website, duly filled, and signed with the 'official seal' of the Healthcare Establishment.
 - ❖ Proof of the changes in the Name & Address of the Healthcare Establishment

*Proof of the new address of the HCE such as:-

a). If it is own building of the HCE- upload proof of the address like Electricity bill, Water bill, Panchayath license, Tax Receipt, etc.,

b). If the building of the HCE is for rent - upload a copy of the rental agreement

* Proof of the new Name of the HCE

Letter Head / Seal or any documents including the new name of the HCE