

REPUBLIC OF KENYA

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KENYA MEDICAL PRACTITIONERS
AND DENTISTS COUNCIL
KMPDC COMPLEX
WOODLANDS RD, OFF LENANA RD
P.O BOX 44839 –00100, NAIROBI

Ref No: KMPDC/REN/2023/ (1)

Date: 25th October, 2023

**TO ALL DIRECTORS/PROPRIETORS/ACCOUNTING OFFICERS OF
HEALTH INSTITUTIONS**

RE: RENEWAL NOTICE FOR THE YEAR 2024

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

In this regard, Renewal of Health Institutions License is done online on osp.kmpdc.go.ke. This is to notify you that the Portal for renewal of medical institution licenses is now **OPEN**. You are therefore required to renew your **2024** institution license before **31st December 2023**

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 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 – e-Citizen Paybill Number 222222

The Account Number for the Paybill will be the Unique Invoice Number generated by the system indicating the amount payable.

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

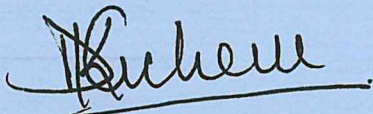
Upon successful payment and authentication by the Council, the Health Institution's System Administrator shall receive a Short code message (SMS) and email notification informing him/ her that the license is ready for download and printing from the portal.

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.

SUPPORT

A dedicated team to assist in ensuring improved service delivery at the Council is available on +254 727 666 444 or email osp@kmpdc.go.ke. Follow this link - <https://kmpdc.go.ke/application-for-annual-license> for more details.



**DR. DAVID G. KARIUKI
CHIEF EXECUTIVE OFFICER / REGISTRAR
KENYA MEDICAL PRACTITIONERS AND DENTISTS COUNCIL**