

## IMAGE [IMA Goes Eco friendly]

### Procedure for Changing the ownership of the IMAGE affiliation

- A. Submit an online application through the customer portal through the link <https://customer.imaimage.biz/ownerchangerequest> BY USING the IMAGE AFFILIATION NUMBER as the 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: Name/Address & Ownership Change] to be downloaded from the IMAGE website, duly filled, and signed with the 'official seal' of the Healthcare Establishment.
  - ❖ No objection letter - signed by the previous owner with the 'Official seal' of the Healthcare Establishment
  - ❖ Copy of the Agreement / Sale deed - Between the Previous Owner & Present Owner
  - ❖ Proof of the changes in the Name & Address of the Healthcare Institution [if having any changes]

#### \*Proof of the new address 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

- ❖ IMAGE Terms and conditions [to be downloaded from the IMAGE website] should be signed on each page by the Authorized signatory [New Owner] with the 'Official Seal' of the Healthcare Establishment.
- ❖ The Ownership change fee of Rs.6,000/- + 12% GST [Total Rs.6,720/-] has to be remitted online by NEFT/RTGS & upload the transaction details.

#### IMAGE Account Details

Account No. : 0236073000050584

Account Name : IMAGE IMA

Account Type : Current Account

IFSC Code : SIBL0000236

Name of the Bank : South Indian Bank

### **Relaxation on the “Ownership Change Fee” in the following cases**

- a. Relaxation on the fee is applicable, to the Legal Heirs on the demise of the original owner of the Healthcare Establishment.
- b. Relaxation on the fee is applicable, in the case of change among the partners (who were existing during the time of affiliation)
- c. Relaxation on the fee is applicable, in the case of ownership change between the spouse.

***Online Request is not needed to the HCE in case of the above circumstances. Please send an Email request [through the registered email id] with the following documents.***

- ❖ Form C [Format: Name/Address & Ownership Change] to be downloaded from the IMAGE website, duly filled, and signed with the ‘official seal’ of the Healthcare Establishment [Applicable to all the 3 of the above]
- ❖ IMAGE Terms and conditions [to be downloaded from the IMAGE website] should be signed on each page by the Authorized signatory [New Owner] with the ‘Official Seal’ of the Healthcare Establishment [Applicable to all the 3 of the above]
- ❖ Self-attested Aadhaar copy of the new owner [Applicable to all the 3 of the above]
- ❖ Copy of the Death Certificate of the Original Owner & the Certificate of ‘Legal Succession’; in case of point [a] as referred above.
- ❖ Copy of the Partnership Deed during the period of IMAGE Affiliation taken by the HCE & the revised partnership deed; in case of point [b] as referred above.