

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.
- ❖ NOC from the previous owner [only applicable for Ownership change between Spouses]