



**REQUIREMENTS FOR REGISTRATION AS A SERVICE PROVIDER FOR  
AFA ADMINISTERED SCHEMES**

1. APPLICATION LETTER WITH THE FOLLOWING PARTICULARS PROVIDED
  - POSTAL ADDRESS
  - PHYSICAL ADDRESS
  - TELEPHONE NUMBER
  - FACSIMILE NUMBER
  - E-MAIL ADDRESS
  - ID NUMBER OF APPLICANT
2. LETTER OF AUTHORIZATION TO SET UP, PRIVATE PRACTICE LICENSE AND INSPECTION REPORT FROM HEALTH INSPECTORATE
3. VALID REGISTRATION CERTIFICATE AND BLUE CARD FROM BHPC OR NMCB CERTIFICATE AND WORK PERMIT FOR FOREIGNERS
4. PROFESSIONAL ACADEMIC CERTIFICATES FOR PROFESSIONAL STAFF.
5. CERTIFICATE OF INCORPORATION WHERE A COMPANY NAME IS PROVIDED.
6. INSPECTION REPORT FROM MINISTRY OF HEALTH/DRUG REGULATORY UNIT WILL BE REQUIRED FOR CLINICAL LABORATORY, RADIOLOGY AND PHARMACY PRACTICES (Please note that as part of the assessment for registration, our technical team will visit your practice to do an assessment of the facility)
7. BANKING DETAILS: CANCELLED CHEQUE or LETTER FROM THE BANK
8. C.V
9. COPY OF ID OR PASSPORT FOR FOREIGNERS

10. PARTNERSHIP DOCUMENTS/SHARE CERTIFICATE

**PLEASE PROVIDE CERTIFIED COPIES**