



APPLICATION FOR AND ACTUAL REGISTRATION WITH THE BOARD (MEDICAL LABORATORY REGISTRATION)

- Application form (Form M) (also downloadable from the website - www.kmlttb.org) is made to the board by the Medical superintendent and or the director of the laboratory, and a fee of 2,000/= & 10,000/= for each application and part inspection is charged respectively. Payment is made directly either at equity or national bank (Account details are provided below)

EQUITY BANK ACC NAME: K.M.L.T.T.B BRANCH: COMMUNITY ACC NO.:0170296759439	NATIONAL BANK OF KENYA ACC NAME: K.M.L.T.T.B BRANCH: HOSPITAL ACC NO.: 01020058193500
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The accounts departments receive the payments and issue an original receipt.

- Application form is filled and the applicants bring the following requirements (**NB:Original copies are required for verification**).
- For the laboratory superintendent;
 1. Certificate of KMLTTB registration
 2. Current renewal licence
 3. Superintendent licence
 4. Document(s) showing **Three years** of work experience under supervision (College Certificate).
 5. Curriculum vitae
 6. Appointment letter
 7. Acceptance Letter
 8. Copy of ID/Passport
 9. KRA Tax compliance certificate for the laboratory superintendent
- For the laboratory
 10. Sketch map of the laboratory location
 11. List of individual tests(menu)
 12. List of equipment
 13. Certificate of registration (**from AG**)/letter of incorporation/Gazette Notice
 14. CR 12 Certificate
 15. KMDPB/PPB/COC Registration certificate (**for the attached laboratory**)
 16. KRA Tax compliance certificate for the laboratory director
 17. Waste management certificate /contract for waste disposal
 18. List of all laboratory staff and copies of current renewal licenses for each.
- These tests are checked with the KMLTTB classification checklist, and temporary class is given to enable payment of inspection, **NB:** class may change after inspection.
- The laboratory is then scheduled for inspection; inspection fee is based on the number of individual tests being done.

It is after the inspection report and recommendation that the laboratory is registered (registration fee varies with class) Ensure that the inspector leaves you a copy of inspection report.

NB: Integrated Medical laboratory should be located within a health facility that has the following support units; outpatient services and/or inpatient facilities)