



REPUBLIC OF KENYA  
MINISTRY OF HEALTH



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

- Application form (Form M) (also downloadable from the website - [www.kmlttb.org](http://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 inspection is charged respectively. Payment is made directly either at equity or national bank (Account details are provided below)

<b>EQUITY BANK</b> <b>ACC NAME: K.M.L.T.T.B</b> <b>BRANCH: COMMUNITY</b> <b>ACC NO.:0170296759439</b>	<b>NATIONAL BANK OF KENYA</b> <b>ACC NAME: K.M.L.T.T.B</b> <b>BRANCH: HOSPITAL</b> <b>ACC NO.: 01020058193500</b>
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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. Document(s) showing **five years** of work experience under supervision (College Certificate).
  4. Curriculum vitae
  5. Appointment letter
  6. Acceptance Letter
  7. Copy of ID/Passport
  8. KRA Tax compliance certificate for the laboratory superintendent
- For the laboratory
  9. Sketch map of the laboratory location
  10. List of individual testing procedures
  11. List of equipments
  12. Certificate of registration (**from AG** )/letter of incorporation/Gazette Notice
  13. KMDPB/PPB/COC Registration certificate (**for the attached laboratory**)
  14. KRA Tax compliance certificate for the laboratory director
  15. Waste management certificate /contract for waste disposal
  16. 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)

**NB: ENSURE THAT THE INSPECTOR LEAVES YOU A COPY OF INSPECTION REPORT.**