HOW TO GET RENEWAL CERTIFICATE

SURAT MUNICIPAL CORPORATION
HOSPITAL REGISTRATION SYSTEM
PROCESS FLOW

User Registration
User Login
Hospital/Laboratory Registration or Renewal
Payment and Receipt
Site Visit and Approval/Rejection
Click on this
Enter username and password
Enter captcha code
Click on login
# APPLICATION LIST

<table>
<thead>
<tr>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>In-progress</td>
</tr>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Rejected</td>
</tr>
</tbody>
</table>

**Note:** Please make sure to fill all the details regarding staff and attachments to avoid the rejection of the application.

**Note:** Please look into **Recent Transactions** for your online payment transaction history and receipts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Group Name</th>
<th>Application Type</th>
<th>Active?</th>
<th>Total Beds</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMC TEST HOSPITAL</td>
<td></td>
<td>Nursing Home/Hospital</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPLICATION TRACK**

RENEWAL - SMC TEST HOSPITAL
After Successful login Application List page will open, where you can find **RENEW** option

On Clicking Renew button, you can do following-
- Add/Change staff details if any
- Update attachments if any
- Renew Now
- View Details

Make sure before Renew your registration Check Hospital/Laboratory details.
• On Clicking Renew Now-
  • you can update bed details
  • you can renew up to
    • 1 Years
    • 5 Years
• By default Renewal option is selected for 1 year
• If there is no change in bed details than click on RENEW NOW
• If you have change bed details than click on UPDATE & RENEW NOW
• After Clicking on **UPDATE & RENEW NOW** or **RENEW NOW** button you are redirected to Payment details.

• Check the details on this page after clicking on **MAKE PAYMENT** button, payment gateway will be open.
THANK YOU

VISIT
https://www.suratmunicipal.gov.in/hrs/
E-MAIL YOUR QUERY AT
info.hrs.smc@gmail.com