

### **Document required for approval of BA-BE center**

- 1) Covering letter.
- 2) Name and address of the organization to be registered along with its telephone no. , fax no. and email address.
- 3) Name and address of the proprietors/partners/directors.
- 4) An organogram of the organizational including brief CV of Key personnel.
- 5) Status of organization as legal identity ( Recent registration certificate/ Memorandum and article association of firm).
- 6) Brief profile of specific activity/services undertaken by the organization including facilities, resources and infrastructure.
- 7) List of equipment in the firm.
- 8) List of staff in firm.
- 9) List of SOP's and SOP for Informed Consent process with Inform Consent Form.
- 10) Lay out of facility.
- 11) All details of Ethics Committee including composition of ethics committee.
- 12) All major tie ups for ancillary services like ambulance, hospital etc.