



NABH POLICY AND PROCEDURE FOR CHANGE OF NAME OF AN ACCREDITED/ CERTIFIED HEALTHCARE ORGANISATION (HCO)

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1.0 OBJECTIVE

To formulate the policy and procedure(s) for “Change in the name of Health Care Organization (HCO) accredited/ certified with NABH” upon receiving request from the HCO and issue of certificates by NABH in the new name.

2.0 SCOPE

1. The policy shall be applicable to all the NABH accredited/ certified Health Care Organization (HCO) when there is a change in the registered name of the HCO due to-acquisition, merger, de-merger, take over, amalgamation and purchase/ selling of HCO or any other such situation. New certificate along with the scope of services document shall be issued by NABH upon such changes. The provisions of this policy shall be applicable to all NABH accreditation/ certification programmes.
2. The policy shall not be applicable to Applicant HCOs.
3. The provisions of this policy shall not be applicable to the requests submitted to NABH post expiry of accreditation/ certification cycles of Accredited/ Certified HCOs wherein there is change in name due to change in the ownership (Refer Point II at Page No 4: **Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of HCO**)

Note: For point No 2 & 3, the HCOs will be required to apply afresh and request for the change in name shall not be considered.

3.0 RESPONSIBILITY

Upon receipt of the request from the HCO, programme officer/an NABH officer designated by CEO, NABH shall review and process the request. The programme officer/ the officer designated by CEO, NABH shall be responsible for making recommendations based on the documentary evidences submitted by the HCO. CEO, NABH shall be the approving authority for the change in name.

NABH Secretariat shall be responsible for implementation of the policy and monitoring of the implementation of the said policy and procedure(s).

4.0 PROCEDURE

I. Dealing with change in Name/ Legal Identity under same ownership

If an accredited/ certified HCO desires to change its name under the same ownership; the following procedure shall be followed.

- a) Inform NABH about the name change in writing mentioning the reason for the request for issuance of certificate in changed name of HCO, along with relevant documents (such as legal identity/ resolution, registration certificate issued by local/state authority etc.) and applicable fee for the name change. If the documents are found satisfactory; NABH shall issue the certificate with new name but with the same certificate number. The effective date of issue of certificate shall be the date of approval from the competent authority and the validity of accreditation shall remain the same as that of the previous certificate. HCO shall return the existing accreditation certificate to NABH.
- b) HCO shall not claim to be NABH accredited/ certified in the new name and shall not use NABH mark with the new name till the new name is approved by NABH.

II. Dealing with Acquisition, Merger, De-Merger, Take-over, Amalgamation and Purchase / Selling of HCO

In cases of acquisition/ takeover/ merger/ De-merger/takeover/amalgamation of any accredited/ certified HCO by or with a different firm / company/ entity, the following procedure shall be followed.

- a) On completion of acquisition, amalgamation or merger, the original HCO/ business entity shall inform NABH with respect to change in name/ legal status within 30 days' time and shall discontinue all claims related to NABH accreditation/ certification.
- b) The new entity shall also apply to NABH in the prescribed format for change in name. The new entity shall be responsible for clearing all the applicable and outstanding dues of NABH, if any.

- c) The new firm/ company/ entity acquiring the HCO or merging with the accredited/ certified HCO, desires to continue NABH accreditation of the HCO; the new top management shall submit the declaration within 30 days as specified in **Appendix-A** and submit the enclosures as per **Appendix-B**. In this case – accreditation/ certification certificate as the case may be, if necessary, with same certificate number. The effective date of issue of certificate shall be the date of approval from the competent authority and the validity of accreditation shall remain the same as that of the previous certificate. HCO shall return the existing accreditation certificate in original to NABH before the new ones are processed.
- d) If the new firm/ company/ entity fails to submit the declarations as specified in Appendix A & B; the accreditation/ certification status of the HCO shall be withdrawn and HCO file shall be closed by NABH. If the new firm/ company/ entity desires to get their HCO accredited/ certified by NABH; they may apply afresh. In such cases, NABH shall process the application as a fresh application.
- e) Whenever there is a change in the name of the Health Care Organization (HCO), it shall submit the following documents:
1. Copy of document/ agreement specifying the nature and mode (**Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of HCO**) of change in new HCO (Applicable to II only)
Document citing the current Legal status of the accredited/certified HCO post change (Applicable to II only).
 2. Certificate of registration/ Incorporation or Memorandum and Articles of Association of the new HCO. (As Applicable).
 3. Copy of undertaking by Authorised Signatory specifying that the new HCO shall accept all liabilities arising out of the accredited/ certified activities of the existing accredited/ certified HCO/ entity. (Applicable to II only). (Applicable to II only).
 4. Registration certificate with the local/state authority with changed name.
 5. Copy of the statutory licenses/ NOC including BMW authorization, Fire etc in old name along with application duly acknowledged by the respective regulatory authority in the name of new HCO.

6. Original copy of the accreditation/ certification certificate and scope document issued to the HCO.
7. NABH-Standard Agreement' document (duly signed copy in new name to be enclosed).
8. Applicable Fee of Rs 6000/- + 18% GST for re-issue of accreditation certificate in the new name (to be submitted upon approval of new name by NABH).

For both I & II, the HCO shall also submit to NABH the action plan and timeline for phasing out the earlier name from all its printed and public display material (including but not limited to, website, hoardings, all stationery, patient formats, visiting cards, envelopes, letterheads, writing pads, prescription pads, calendars and other marketing material etc.), advertising and other promotional material. However, under no circumstances, the HCO shall continue to use old name on any of the above specified beyond six months.

In case of any doubt with respect to the documents submitted by HCO, NABH may conduct a focus assessment for the verification of change in name for which the expenses shall be borne by the HCO.

5.0 CHARGES

Applicable Fee of Rs 6000/- + 18% GST for re-issue of accreditation certificate in the new name (to be submitted upon approval of new name by NABH).

6.0 RECORDS

NABH shall maintain the records for the name change of an accredited/ certified HCO in respective file.

- Name of HCO
- Address of HCO
- Earlier name of the HCO
- New name of the HCO
- Original accreditation certificate along with the scope received
- New accreditation certificate along with the scope issued
- Remarks

All the correspondence in respect to the said change and decisions thereafter shall also be filed in order in the respective file of HCO. The collated information of all name changes along with the evidence shall also be maintained in a central registry under the care a deputed official.

7.0 Appendix A

DECLARATION

Note: The declaration is to be printed on a Stamp Paper of Rs. 100/-

Name of the new HCO:	
Address of the new HCO:	
Name of the Accreditation/ Certification Programme	
Current Accreditation/ Certification Cycle:	
Nature/ mode/ manner of the change in name and legal status of the HCO (Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of HCO)	

I/We, _____ (name) _____, _____ (Designation) _____ /
Authorised Signatory of (.....name of new entity.....), having office at
_____ (address) _____ hereby confirm, agree and declare that:

1. There is no change in the scope of accreditation/ certification, key managerial and technical personnel, responsibilities, authorities, or any other specific changes affecting existing accreditation/ certification and functioning of the HCO post change of its name/ status.
2. I undertake to bear all the responsibilities and liabilities pertaining to existing accredited/ certified HCO.
3. I undertake to accept responsibility for any complaints that NABH is investigating with respect to the existing accredited/ certified HCO.
4. I certify that there is no pending prosecution or litigation against the existing accredited/ certified HCO before any Court or any other authority with respect of its accredited/ certified services.
5. I undertake to comply with and abide by all contractual, legal, financial and other obligations pertaining to the accredited/ certified activities of the existing accredited/ certified HCO/ Entity.
6. I undertake to duly abide with and adhere to the Terms and Conditions for maintaining NABH accreditation/ certification as specified in '**NABH-Standard Agreement**'.
7. I ensure that there have been no changes other than the changes indicated above.
8. I ensure that NABH shall be duly notified in case of subsequent change of status and composition of the management of the Entity, if any.

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9. I declare and undertake that all the information given in this Form are true, updated and correct and no information has been withheld or concealed in this respect.
 10. I acknowledge that in case any information provided here is found to be false, incomplete or misleading, NABH shall reserve the right to reject the application and/or take appropriate legal action against the entity.
 11. I certify and declare that I am authorised and competent to verify and sign this undertaking/ declaration on behalf of (.....name of new entity).

Name & Designation of Top Management

Signature & Date.....

8.0 Appendix B

Name of the new HCO:	
Address of new the HCO:	
Name of the Accreditation/ Certification Programme	
Current Accreditation/ Certification Cycle:	
Nature/ mode/ manner of change in name and legal status of the entity (Acquisition, Merger, De-Merger, Take over, Amalgamation and Purchase / Selling of HCO)	

Following documents are attached:

1. Copy of document/ agreement specifying the nature and mode of change in new HCO (Applicable to II only).
2. Document citing the current Legal status of the accredited/certified HCO post change (Applicable to II only).
3. Certificate of registration/ Incorporation or Memorandum and Articles of Association of the new HCO (As Applicable).
4. Copy of undertaking by Authorised Signatory specifying that the new HCO shall accept all liabilities arising out of the accredited/ certified activities of the existing accredited/ certified HCO/ entity. (Applicable to II only).
5. Registration certificate with changed name of new HCO with the local/state authority.
6. Copy of the statutory licenses/ NOC including BMW authorization, Fire etc in old name along with application duly acknowledged by the respective regulatory authority in the name of new HCO.
7. Original certificate of accreditation/certification issued in the older name of the HCO.
8. Duly signed copy of NABH-Standard Agreement' with the new HCO
9. Proof of change in composition of management and nomination of Authorised Signatory
10. Applicable Fee of Rs 6000/- + 18% GST.

Name & Designation of Top Management.....

Signature & Date

9.0 Checklist for documents to be submitted by HCO along with the request for change in name

Sr No	Particular	Documents required to submitted	Submitted (Yes/No)
1	I: Change in Name/ Legal Identity under same ownership	Written application/ Request mentioning the reason for issuance of certificate in changed name of HCO	
2		Relevant documents such as legal identity/ resolution, etc	
3		Registration certificate with changed name issued by local/state authority	
4		Copy of statutory license/ NOC for BMW authorization in old name along with application duly acknowledged by the State Pollution Control Board authority in the name of new HCO.	
5		Copy of statutory license/ Fire NOC in old name along with application for change in name duly acknowledged by Local/State authority	
6		Copy of application for statutory license/ NOC for name change for other statutory licenses	
7		NABH-Standard Agreement' document (duly signed copy in new name).	
8		Applicable Fee of Rs 6000/- + 18% GST	
9		Original copy of the accreditation/ certification certificate and scope document issued to the HCO.	
10		Action plan and timeline for phasing out the earlier name from all its printed and public display material (including but not limited to, website, hoardings, all stationery, patient formats, visiting cards, envelopes, letterheads, writing pads, prescription pads, calendars and other marketing material etc.), advertising and other promotional material.	
11		Any other relevant document	
1	II: Dealing with Acquisition, Amalgamation, Merger, De-Merger, Take over and Purchase / Selling of HCO	Information by the original HCO/business entity with respect to change in name/ legal status to NABH within 30 days' time	
2		Written application/ request in the prescribed format for change in name by new entity within 30 days' time	
3		Declaration as specified in Appendix A submitted by new top management	

4	Copy of document/ agreement specifying the nature and mode of change in new HCO	
5	Document citing the current Legal status of the accredited/certified HCO post change	
6	Certificate of registration/ Incorporation or Memorandum and Articles of Association of the new HCO.	
7	Copy of undertaking by Authorised Signatory specifying that the new HCO shall accept all liabilities arising out of the accredited/ certified activities of the existing accredited/ certified HCO/ entity.	
8	Registration certificate with the local/state authority with changed name	
9	Copy of the statutory licenses/ NOC including BMW authorization, Fire etc in old name along with application duly acknowledged by the respective regulatory authority for change in the name of new HCO.	
10	Evidence of application for the name change for other statutory licenses	
11	Original copy of the accreditation/ certification certificate and scope document issued to the HCO.	
12	NABH-Standard Agreement' document (duly signed copy in new name).	
13	Proof of change in composition of management and nomination of Authorised Signatory	
14	Applicable Fee of Rs 6000/- + 18% GST	
15	Action plan and timeline for phasing out the earlier name from all its printed and public display material (including but not limited to, website, hoardings, all stationery, patient formats, visiting cards, envelopes, letterheads, writing pads, prescription pads, calendars and other marketing material etc.), advertising and other promotional material.	
16	Any other relevant document	

**NATIONAL ACCREDITATION BOARD FOR HOSPITALS
& HEALTHCARE PROVIDERS (NABH)**

Quality Council of India

World Trade Centre, K 100, Block K,
Nauroji Nagar, New Delhi-110029

Telephone: +91-11- 42600600, +91-11-42600700

Email: helpdesk@nabh.co

Website: www.nabh.co