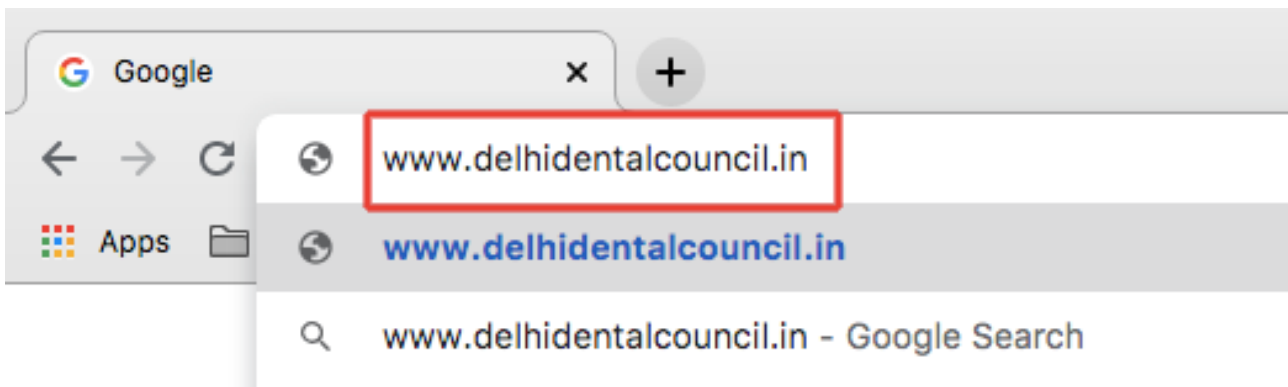


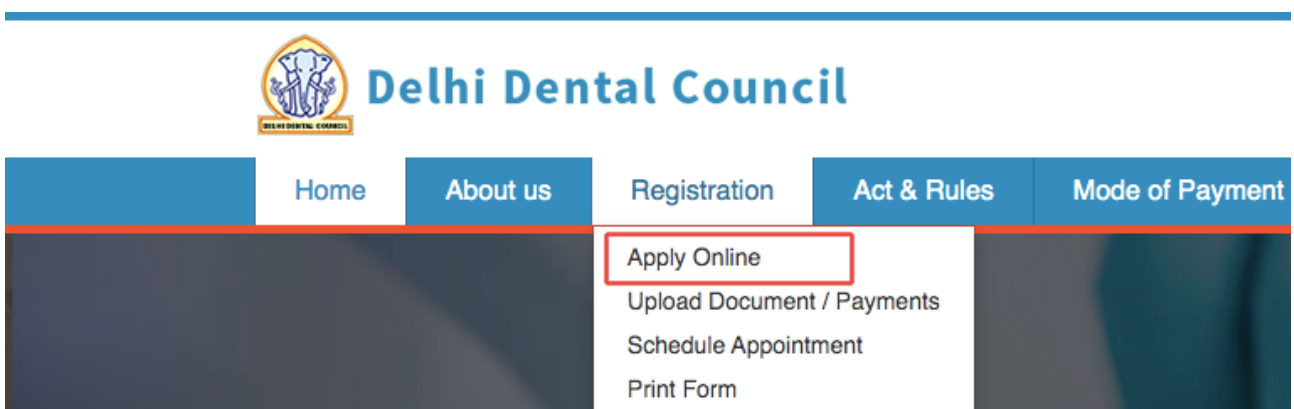
DELHI DENTAL COUNCIL

Manual for Renewal of Registration

STEP 1: Go to website www.delhidentalcouncil.in



STEP 2 : Click on **Apply Online** under Registration Tab



STEP 3 : Click on blue button inside “Renewal of Registration” section.

The screenshot shows the Delhi Dental Council website. At the top left is the logo and name 'Delhi Dental Council'. To the right are links for 'Download Formats', 'List of Documents', and 'Admin Login'. Below this is a navigation bar with 'Home', 'About us', 'Registration', 'Act & Rules', 'Mode of Payment', 'Public Notice', 'Defaulter List', and 'Contact Us'. The main content area is titled 'Online Registration' and contains four boxes: 'First Registration', 'Transfer of Registration', 'Renewal of Registration', and 'Apply For Smart Card'. The 'Renewal of Registration' box is highlighted with a red border. It contains the text: 'Candidates already registered with Delhi Dental Council, who want to renew their membership, should click below to proceed.' and 'Please enter your registration number without any alphabet (A) or special symbol (@, -,). Only numeric number are required'. Below this text is a blue 'Click Here' button.

STEP 4 : Enter your registration number and click on GO button

The screenshot shows the 'Renewal of Registration' form. It has the title 'Renewal of Registration' and the text: 'Candidates already registered with Delhi Dental Council, who want to renew their membership, should click below to proceed.' Below this is the instruction: 'Please enter your registration number without any alphabet (A) or special symbol (@, -,). Only numeric number are required'. A large blue 'Click Here' button is positioned below the instruction. At the bottom, there is a label 'Enter Your Reg. No.' followed by an input field containing 'A-' and 'xxxx'. To the right of the input field is a 'Go' button.

STEP 5 : Fill up the form with all required information. Tick confirmation box and click on SUBMIT button.

Personal Information

| | |
|-----------------------------|---|
| Registration Number : ⓘ | Registration Renewed Upto : ⓘ |
| <input type="text"/> | Year <input type="text"/> |
| First Registration Date : ⓘ | Apply For : ⓘ |
| <input type="text"/> | RENEWAL REGISTRATION <input type="text"/> |
| Course Name : ⓘ | |
| B.D.S <input type="text"/> | |
| Name of Applicant : ⓘ | Father's Name : ⓘ |
| <input type="text"/> | <input type="text"/> |
| Mother's Name : ⓘ | Gender : ⓘ |
| <input type="text"/> | Male <input type="text"/> |
| Email ID : ⓘ | Mobile Number : ⓘ |
| <input type="text"/> | <input type="text"/> |

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-
-

I hereby certify that the information provided above is true and accurate upto my knowledge and I bear all responsibility of rejection of my application if any of the above information is found wrong. I understand that this application is a part of registration process and Delhi Dental Council is not bound to register me only by filling this form.

Submit

Note. Please fill accurate information in the required fields to avoid reject in form. After submission of form, you will receive an OTP on your phone. Use that OTP in next step to proceed.

STEP 6 : Feed OTP and upload all your documents as required on screen. After uploading the documents, click on “Submit application for Review”.

The screenshot displays the Delhi Dental Council website interface. At the top, there is a navigation bar with the council's logo and name, and links for 'Download Formats', 'List of Documents', and 'Admin Login'. Below this is a secondary menu with links: 'Home', 'About us', 'Registration', 'Act & Rules', 'Mode of Payment', 'Public Notice', 'Defaulter List', and 'Contact Us'. The main content area is titled 'Application Reference Number' and includes a text box for the reference number and a 'Search' button. A message below states: 'Please enter unique Application Reference Number received on your registered mobile number via SMS. Please wait upto 15 minutes if SMS not received.' A link is provided: 'Click here if reference number not received on registered mobile number.' The next section is 'Details Of Applicant', showing fields for Applicant's Name, Father's Name, Registration for, Mobile, Reference No, and Email ID. The 'Upload Your Scanned Documents' section lists six items, each with a 'File Uploaded Successfully' status and a 'Delete' button: 1. Residence Proof, 2. Upload Image, 3. Upload Signature, 4. Provisional / Final Degree Certificate (B.D.S), 5. Internship Completion Certificate, and 6. Registration Certificate. Below these is an 'Any Other Certificate/Document + Add More' section with a 'Check' button. A large blue button labeled 'Submit Application for Review' is highlighted with a red box. The footer contains four columns: 'QUICK LINKS' (Dental Council Of India, Government of Delhi, Health Department Delhi, Dentists Act 1948, Code of Ethics, Download Formats), 'OFFICE TIMINGS' (Working Days: Monday to Friday, Office Hours: 9:00 AM to 5:30 PM, Public Dealing Hours: 9:00 AM to 4:30 PM, Lunch Break: 1:30 PM to 2:00 PM), 'REGISTRATION' (Apply Online, Upload Document/Payments, Schedule Appointment), and 'CONTACTS' (Delhi Dental Council 6th Floor, C-Block, Vikas Bhawan-II, Civil Lines, Delhi-110054, (9:00 AM - 05:30 PM, Mon - Fri)). Social media icons for Facebook, Twitter, LinkedIn, and YouTube are present. A disclaimer at the bottom reads: 'Disclaimer Copyright © 2017 www.delhidentalcouncil.in . All Rights Reserved. The data displayed on website is for information purpose only and can not be used for any Government / Legal purpose. © Powered by : Veritas Infosolutions'.

You application for renewal of registration will be submitted to review at DDC office. DDC office will instruct you with next step of payment within 2 working days.

STEP 7 : Once you receive SMS by DDC office for payment, you can make payment via NEFT/IMPS in give account details.

STEP 8 : Upload the payment screenshot at DDC website at www.delhidentalcouncil.in/Registration/uploadpayment.aspx

NOTE : Do not make any payment until you receive confirmation SMS from DDC Office. Otherwise your payment may not be recognised.

YOU WILL NOW RECEIVE A CONFIRMATION MESSAGE OF SUCCESSFUL COMPLETION OF RENEWAL APPLICATION.