

Section II (A) A Sole Proprietorship or Partnership

Name of the applicant/representative of the applicant of partnership (shall be the same as shown on the Hong Kong Identity Card) (A partnership or body corporate (including an NGO) shall authorise a representative of the applicant in writing. Please refer to the guidance notes for application for renewal of a licence/certificate of exemption)	
<input type="checkbox"/> Mr/ <input type="checkbox"/> Ms	
_____	(_____)
English (surname first, then other names)	Chinese
Hong Kong Identity Card number	

Section II (B) A Body Corporate (including an NGO)

Name of the company/NGO
Business Registration Certificate number (if applicable)
Address of the company/NGO (English)
Address of the company/NGO (Chinese)
Telephone number
Email address

Section III Correspondence of the Applicant/Representative of the Applicant

Name of the applicant/representative of the applicant (shall be the same as shown on the Hong Kong Identity Card) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms	
_____	(_____)
English (surname first, then other names)	Chinese
English correspondence address of the applicant/representative of the applicant (applicable to a sole proprietorship/partnership)	

**Section III Correspondence of the Applicant/Representative of the Applicant
(Continued)**

Chinese correspondence address of the applicant/representative of the applicant (applicable to a sole proprietorship/partnership)	
Mobile phone number	Office phone number
Email address	
Position of the applicant/representative of the applicant held in the company/NGO/RCHD (if applicable)	

Section IV Declaration

<p>I declare that –</p> <ol style="list-style-type: none"> 1. the information I have given on this application form is true and correct to the best of my knowledge and belief; and 2. the operation, keeping, management or other control of the RCHD above is under my continuous supervision. <p style="text-align: center; margin-top: 20px;">Signature of the applicant/ Date: _____ representative of the applicant: _____</p> <p style="text-align: center; margin-top: 20px;">Company/Organisation Stamp (if applicable): _____</p>	
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WARNING

<ol style="list-style-type: none"> 1. Under section 22(6)(a) of the Residential Care Homes (Persons with Disabilities) Ordinance, a person commits an offence if the person in or in connection with any application makes any statement or gives any information, whether in oral or written form, which is false in any material particular and which the person knows or reasonably ought to know is false in the material particular. The provision of such false information may also prejudice this application and the existing licence/certificate of exemption. 2. Under section 4 of the Residential Care Homes (Persons with Disabilities) Ordinance, a person must not operate, keep, manage or in any other way have control of a residential care home for persons with disabilities otherwise than under a licence for the time being in force. A person who contravenes the above commits an offence and is liable to a fine at level 6 and to imprisonment for 2 years; and to a further fine of \$10,000 for each day during which the offence continues.

Residential Care Homes (Persons with Disabilities) Ordinance

Guidance Notes for Application for Renewal of a Licence / Certificate of Exemption

1. An “applicant” includes a sole proprietorship, partnership and body corporate (including an NGO).
2. A partnership and body corporate (including an NGO) shall authorise a “representative of the applicant” to sign on this application form, and submit a written authorisation together with this application form.
3. The applicant/representative of the applicant shall forward the original copy of a completed application form by dispatch or by registered post to the Licensing Office of Residential Care Homes for Persons with Disabilities (LORCHD) of the Social Welfare Department at the following address –

5/F, THE HUB, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong
4. Any person applying for an RCHD licence/certificate of exemption renewal shall submit the following documents at the same time –

(a) Applicable to all applications

- photocopy of the tenancy agreement of the RCHD premises (applicable to rented premises)
- photocopy of the deed of assignment of the RCHD premises (applicable to self-owned premises)
- certified copy of the Business Registration Application (applicable to applications of private RCHDs)
- photocopy of the Business Registration Certificate (applicable to applications of private RCHDs)
- photocopy of the Branch Registration Certificate (applicable to applications of private RCHDs) (if applicable)
- staff list of the RCHD
- photocopy of the relevant documents related to fire safety and precautionary measures [please refer to Annex 5.1 of the Code of Practice for Residential Care Homes (Persons with Disabilities) (Code of Practice)]
- layout plans of the RCHD (applicable to RCHDs which have undergone the addition and alteration works as mentioned in paragraph 4.13 of Chapter 4 in the Code of Practice. Please refer to Annex 3.3 of the Code of Practice for the requirements of layout plans)

Besides the items in (a) above, the following documents shall be submitted –

(b)(i) Applicable to an application of a sole proprietorship

- photocopy of Hong Kong Identity Card of the applicant

(b)(ii) Applicable to an application of a partnership

- photocopies of Hong Kong Identity Card of all partners
- original copy of the written authorisation for the representative of the applicant

(b)(iii) Applicable to an application of a body corporate (including an NGO)

- original copy of the written authorisation for the representative of the applicant
- photocopy of the Certificate of Incorporation
- photocopy of the Annual Return (NAR1)
- photocopy of the Notice of Change of Company Name (NNC2) (if applicable)
- photocopy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A) (if applicable)