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| Name of the Company |
| Address of the Company | |
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| LORCHE No. | : | L |
| Tel. No. | : |  |
| Fax No. | : |  |
| Email address | : |  | |

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| Date |

To: Director of Social Welfare

(Attn: LORCHE inspector concerned)

Dear Sir/Madam,

**Notice of Change of Director(s)’ Information**

Our company/organisation is writing to inform you that the information of director(s) of the company holding the licence of (name of residential care home for the elderly) has been changed since (date). For details, please refer to the form(s) specified by the Companies Registry [Form ND2A “Notice of Change of Company Secretary and Director (Appointment/Cessation)” and/or Form ND2B “Notice of Change in Particulars of Company Secretary and Director”].

For any enquiry, please contact me/our staff on (telephone number).

Yours faithfully,

Signature

Name of the company representative

Post title

Company’s chop