

Social Welfare Department
Application for Extension of Validity Period of Registration as
Registered Home Manager (Provisional)

[only applicable to pre-material-date home manager¹ who applies for registration as a
registered home manager (provisional) on or before 15 December 2024]

Please put a “✓” in the appropriate box

(I) Personal Particulars
<p>1. Name: _____ (English) (in BLOCK LETTERS) _____ (Chinese)</p> <p>2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>3. Hong Kong Identity Card number: _____</p> <p>4. Telephone number: _____</p>

(II) Type of Application and Reason for Extension of Validity Period
<p>1. Type of Application</p> <p><input type="checkbox"/> Application for extension of the validity period of the registration as a registered home manager (provisional) under section 3R of the Residential Care Homes (Elderly Persons) Regulation</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 35%;">Registered Home Manager (Provisional) of Residential Care Homes for the Elderly</div><div style="width: 65%;">Registration number: _____ Registration date: _____ (dd/mm/yyyy) Expiry date: _____ (dd/mm/yyyy)</div></div> <p><input type="checkbox"/> Application for extension of the validity period of the registration as a registered home manager (provisional) under section 3R of the Residential Care Homes (Persons with Disabilities) Regulation</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 35%;">Registered Home Manager (Provisional) of Residential Care Homes for the Persons with Disabilities</div><div style="width: 65%;">Registration number: _____ Registration date: _____ (dd/mm/yyyy) Expiry date: _____ (dd/mm/yyyy)</div></div>

¹ A pre-material-date home manager refers to a person who was employed as a home manager in a Residential Care Home for the Elderly or Residential Care Home for the Persons with Disabilities immediately before the material date (i.e. 16 June 2024)

2. Reason for Submitting Application for Extension of the Validity Period (please attach copy of the supporting documents, if any)

(Please use additional sheet of paper if the space above is not sufficient)

☐ () sheet of paper attached

Important notes - The application for extension of the validity period of each registration type can only be made once and before the expiry of the registration.

Signature of the Applicant: _____ Date: _____ (dd/mm/yyyy)

(III) Important Notes

- (1) In accordance with section 3R of the Residential Care Homes (Elderly Persons) Regulation (Cap. 459 sub. leg. A) and Residential Care Homes (Persons with Disabilities) Regulation (Cap. 613 sub. leg. A), the Director of Social Welfare (DSW) may extend the validity of the registration for a period of not more than 2 years only if satisfied that there are exceptional circumstances that justify the extension. The application must be made before the expiry of the registration.
- (2) In accordance with section 3X of the Residential Care Homes (Elderly Persons) Regulation (Cap. 459 sub. leg. A) and Residential Care Homes (Persons with Disabilities) Regulation (Cap. 613 sub. leg. A), DSW must keep a Register of Home Managers containing the names and correspondence addresses of the registered home managers/registered home managers (provisional) registered under these Regulations and other particulars that he considers appropriate. The register shall be available for inspection by the public free of charge. If any person uses the personal data of the registered home managers/registered home managers (provisional) collected from the register for direct marketing purposes without their consent, this may contravene Principle 3 of Data Protection Principles in Schedule 1 under the Personal Data (Privacy) Ordinance. The registered home managers/registered home managers (provisional) concerned may lodge complaints to the Office of the Privacy Commissioner for Personal Data.
- (3) The applicant may submit the completed application form to the following address. Please mark “Application for Extension of Validity Period of Registration as Registered Home Manager (Provisional)” on the envelope –

Development Section
Licensing and Regulation Branch
Social Welfare Department
5/F, THE HUB, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong

- (4) Please attach the following documents when submitting this application form –
 - (a) photocopy of the Hong Kong Identity Card
 - (b) photocopies of relevant supporting documents (if any)
 - (c) Reporting Form (reporting of prosecution or conviction/professional or academic qualification being revoked) (if applicable)
- (5) Please make sure the mail item(s) is/are with sufficient postage. Underpaid mail item(s) are subject to the handling of Hongkong Post.
- (6) Completed application form and copy of supporting document(s), once submitted, are not returnable.
- (7) If the applicant fails to provide the required information or the information provided is insufficient, the application will not be processed.
- (8) If there is insufficient space in the application form to fill the information, please use additional sheet and state clearly in the relevant part(s) of the application form. The applicant should clearly write the name and sign on the additional sheet(s) and affix to the application form.
- (9) For enquiries, please call 3104 0776 during office hours.

(IV) Declaration and Undertaking

- (1) I understand the DSW may make any amendment to the register as he considers necessary for securing its accuracy in respect of the correspondence address or any other particulars relating to a person whose name appears therein. If I have any amendment on the information in the register, I will inform the SWD as early as possible.
- (2) I declare that to the best of my knowledge and belief, the information provided in this application form and the documents submitted are true. I understand that if I knowingly give any false information or make false statements, it will render the application invalid, and may constitute a criminal offence.
- (3) I agree that the SWD can make necessary enquiries on matters regarding my application for extension of validity period of registration as registered home manager (provisional) for verifying the above information. I give my consent to all Government departments and other organisations to disclose any relevant record and information upon receiving the SWD's enquiries [e.g. requesting details of my conviction records from the Hong Kong Police Force and/or court record from relevant court (if any)].

- (4) I hereby declare that –

I **DO NOT** have any of the following events that have occurred since my previous application for registration -

- (a) a prosecution is started against me for an indictable offence in Hong Kong;
- (b) being convicted of an indictable offence in Hong Kong;
- (c) a prosecution is started against me for an offence punishable with imprisonment (however described) in a place outside Hong Kong;
- (d) being sentenced to imprisonment (however described) in a place outside Hong Kong, whether or not the sentence is suspended; or
- (e) any professional or academic qualification(s) being revoked (whether or not relating to healthcare or social work).

Even if there have been any, I now submit the Reporting Form (reporting of prosecution or conviction/professional or academic qualification being revoked) to the DSW; or I have reported to the DSW and received a written notice that the matter is being processed by the SWD or does not need to be reported again. If there is a conviction against the reported prosecution record, the conviction must be reported.

- (5) I have read the Personal Information Collection Statement and the Guidance Notes, and understood the content.
- (6) I have read all the above information and declaration in details. I fully understand and agree the relevant content.

Signature of the Applicant: _____ Date: _____ (dd/mm/yyyy)

(V) Personal Information Collection Statement

Please read this notice before you provide any personal data² to the SWD.

Purposes of Collection

1. The personal data supplied by you will be used by the SWD to process your application for extension of validity period of registration as registered home manager (provisional) in residential care homes for the elderly or persons with disabilities, including (but not limited to) monitoring and reviewing the registration procedures, handling complaints related to the services provided to you, conducting research and surveys, preparing statistics, discharging statutory duties, etc. The provision of personal data to the SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the SWD on a need-to-know basis. Apart from this, it may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above –
 - (a) other parties such as government bureaux / departments / training institutes, if they are involved in –
 - (i) processing and/or assessing any application from you for the provision of service to you by the SWD;
 - (ii) monitoring and reviewing of the services provided by the SWD or preparing statistics;
 - (b) complaint handling authorities such as the Office of The Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services provided to you by the SWD;
 - (c) where such disclosure is authorised or required by law; or
 - (d) where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by the SWD in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by the SWD should be addressed to –

Post Title	: Executive Officer I (Licensing and Regulation) 2
Office	: Development Section, Licensing and Regulation Branch, Social Welfare Department
Address	: 5/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Email	: eoilr2@swd.gov.hk

² Under Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.