



## **IMPORTANT NOTICE**

✚ **Please note the following forms have to be filled completely if you wish to initiate inspection of your institution for issue of license**

- A) Particulars of Governing body/management
- B) Particulars of inmates/Residents
- C) Particulars of Staff

✚ **Please note the Incomplete application do not qualify for inspection**

✚ **If you have completely filled in the information required in each form, please complete the process by “ **Ticking the Confirmation Statement**” at the main screen after you have logged in.**