**Application for Approval for Exemption under the**

**Hotels Act 1954 and Hotels Licensing Regulations**

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| This Application seeks the approval of the Hotels Licensing Board (HLB) for an exemption from the Hotels Act and Hotels Licensing Regulations for a Premises that is a *(please tick)*: |
|[ ]  Student Hostel |
|[ ]  Residential Club or Other Institution |

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| **Part 1 – Organisation Details** |
| Organisation Name |  |
| Organisation Unique Entity No. (UEN) |  |

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| **Part 2 – Premises Details** |
| Name of Student Hostel / Residential Club or Other Institution |  |
| Address |  |
| Telephone No. |  |
| Email Address |  |
| Website Address  |  |
| Breakdown of total no. of rooms | *Single:* | *Shared:* |
| Room Rate (S$)/duration*Examples:** *$1,000 for single room/month*
* *$800 for twin-sharing/month*
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| Brief description of persons to whom accommodation will be offered*Examples:** *Only to foreigners holding a student pass issued by the Immigration & Checkpoints Authority*
* *Only to members of the club*
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| Proposed commencement date of operations |  |

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| **Part 3 – Contact Person** |
| Name |  |
| Designation |  |
| Contact No. | *Office:* | *Mobile:* |
| Email Address |  |

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| **Part 4 – Checklist of Supporting Documents** |
| Please submit the following documents, where applicable:  |
| 1. Grant of Written Permission issued by Urban Redevelopment Authority (URA)
 | [ ]  Submitted | [ ]  NA |
| 1. Tenancy Agreement issued by Singapore Land Authority (SLA)
 | [ ]  Submitted | [ ]  NA |
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| 1. A copy of the Accounting and Corporate Regulatory Authority (ACRA) Business Profile
2. Other relevant supporting documents, please list:
 | [ ]  Submitted | [ ]  NA |

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| **Part 5 – Declaration** |
| 1. I, ……………………………………….……………. *(full name)*, declare that I am authorised to act for the Organisation for the purposes of this Application.
2. The documents submitted, if any, in support of this Application are true, complete and correct.
3. The Organisation has complied with all the requirements of all relevant public authorities in relation to the Premises.
4. I understand that the HLB reserves the right not to approve the exemption if there is any declaration or statement made in relation to this Application that is false or inaccurate in any material particular or misleading by reason of a material omission.
5. The exemption, if approved by HLB, may at any time be reviewed, withdrawn or modified, whether by imposition of any conditions or otherwise, at the absolute discretion of the HLB without assigning any reasons whatsoever.
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| --------------------------------------------------------Signature  | -------------------------------------------------------Date |