



## 《申請註冊續期指引》

### Guidelines on Application for Registration Renewal

<p><b>1. 為什麼要申請？</b></p> <p>1.1 註冊社工可自行決定申請註冊續期與否。</p> <p>1.2 若註冊社工沒有為其註冊續期，於註冊期滿日期後，其姓名將不再列入註冊紀錄冊上。之後有關人士：</p> <ol style="list-style-type: none"><li>(1) 須在註冊被取消後的 14 天內，交回已發他/她的註冊證明書；</li><li>(2) 無權使用《條例》第 34 條內的名銜；</li><li>(3) 欲恢復名列於註冊紀錄冊，他/她需重新申請，並提交註冊申請表、相關文件(包括但不限於有關曾否被定罪的法定聲明)及繳付重新申請註冊費，現為港幣五百元。</li></ol> <p><b>2. 如何申請？</b></p> <p>2.1 必須同時遞交已填妥的註冊局指明註冊續期申請表及繳付註冊續期費，現為港幣四百元。</p> <p>2.2 註冊局指明註冊續期申請表格：-</p> <ol style="list-style-type: none"><li>(1) 申請表格隨提示函附上；</li><li>(2) 於註冊局網頁有下載版本；</li><li>(3) 註冊局網上註冊系統即時版本 <a href="https://www.swrb.org.hk/intranet/tc/">https://www.swrb.org.hk/intranet/tc/</a>。</li></ol> <p>2.3 繳付續期費用：-</p> <ol style="list-style-type: none"><li>(1) 網上信用卡付款；</li><li>(2) 用劃線支票，抬頭請寫「<b>社會工作者註冊局</b>」，期票恕不接受；</li><li>(3) 透過繳費靈(註冊局的商戶編號為「9329」，賬戶號碼 = 註冊號碼。)； 或</li><li>(4) 以現金於 7-11 便利店繳付(請出示印於此通知書首頁的二維碼)。</li></ol> <p><b>3. 如何提交？</b></p> <p>3.1 可透過以下方式提交：</p> <ol style="list-style-type: none"><li>(1) 註冊局網上註冊系統； <a href="https://www.swrb.org.hk/intranet/tc/">https://www.swrb.org.hk/intranet/tc/</a></li><li>(2) 電郵至 <a href="mailto:info@swrb.org.hk">info@swrb.org.hk</a> (只限表格)；</li></ol>	<p><b>1. Why to apply?</b></p> <p>1.1 The RSW is at liberty to apply or not.</p> <p>1.2 If the RSW fails to renew the registration, his/her name will be removed from the Register after the expiry date. Upon such removal:-</p> <ol style="list-style-type: none"><li>(1) The person concerned is statutorily required to return within 14 days the Certificate of Registration to the Board Office;</li><li>(2) The person concerned is not entitled to use the titles specified in Section 34 of the Ordinance;</li><li>(3) If the person concerned wishes to be registered again, he/she will be required to re-apply afresh, by submitting the form and all supporting documents (including but not limited to a fresh original statutory declaration) and to pay a re-application fee currently at HK\$500.</li></ol> <p><b>2. How to apply?</b></p> <p>2.1 You must apply by submitting <b>BOTH</b> the completed <b>renewal form</b> specified by the Board <b>AND</b> the renewal fee currently at <b>HK\$400</b>.</p> <p>2.2 The specified form:-</p> <ol style="list-style-type: none"><li>(1) A hardcopy is attached to the reminder letter;</li><li>(2) Web and download versions are available at the homepage of the Board;</li><li>(3) Online form can be used via the Online Registration System at: <a href="https://www.swrb.org.hk/intranet/en/">https://www.swrb.org.hk/intranet/en/</a>.</li></ol> <p>2.3 The fee can be paid by/via:-</p> <ol style="list-style-type: none"><li>(1) Online payment via credit card;</li><li>(2) Crossed cheque payable to: <b>Social Workers Registration Board</b>, post-dated cheque will not be accepted;</li><li>(3) PPS (merchant code of the Board: "9329", bill a/c no. = registration no.); or</li><li>(4) Cash payment at 7-Eleven Stores (use the QR Code on this letter)</li></ol> <p><b>3. Where to submit?</b></p> <p>3.1 Please send to:</p> <ol style="list-style-type: none"><li>(1) Online Registration System at: <a href="https://www.swrb.org.hk/intranet/en/">https://www.swrb.org.hk/intranet/en/</a>;</li><li>(2) Email to <a href="mailto:info@swrb.org.hk">info@swrb.org.hk</a> (form only);</li></ol>
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<p>(3) 傳真(傳真號碼：2591 1411) (只限表格)；或</p> <p>(4) 郵寄或親自交回註冊局辦事處(地址：香港筲箕灣南安街 83 號海安商業中心 27 樓)</p> <p>3.2 閣下須確保續期申請表及費用不會因郵遞、電郵或傳真失誤以致延誤或遺失；如有爭拗，閣下負舉證之責，提供文件證明申請表及費用均在限期前已由註冊局辦事處收訖。</p> <p><b>4. 何時提交？</b></p> <p>4.1 註冊續期申請必須於提示函上所註明的申請續期窗內，送抵社會工作者註冊局辦事處(若以郵寄方式申請，請預留 1-2 個工作天辦理)；</p> <p>4.2 若註冊社會工作者沒有在申請續期窗(不早於現有註冊期滿日期前 3 個月及不遲於該日期前 28 天)內提交註冊續期申請，註冊局可酌情延展其申請註冊續期的時限。</p> <p><b>5. 跟進工作</b></p> <p>5.1 在一般情況下，註冊局於收妥註冊續期申請表及費用後約十個工作天內完成申請程序及審批，並以平郵寄出以下項目往申請人的註冊地址：</p> <p>(1) 註冊證；</p> <p>(2) 正式收據 - 已繳付續期費的憑證</p> <p>5.2 若沒有在申請續期窗內提交註冊續期申請：</p> <p>(1) 註冊局將按第 22(4)條的規定，在續期窗後，以掛號郵件發出註銷有關註冊社工的姓名的意向通知書；及</p> <p>(2) 如在註冊期屆滿前，註冊局仍未收到他/她的註冊續期申請，而他/她又曾向註冊局提供電郵地址和流動電話號碼，註冊局將於該日前發出電郵及手機短訊提示。</p>	<p>(3) By fax: 2591 1411 (form only); or</p> <p>(4) By post or by hand: 27/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.</p> <p>3.2 It is the onus on you to ensure no delay or omission caused by errors in postal delivery, email or fax transmission; documentary proof showing the due receipt by the Board office of both form and fee before the prescribed deadline will be required to prove your case when in dispute.</p> <p><b>4. When to submit?</b></p> <p>4.1 The submission shall reach the Board Office within the renewal window as specified in the reminder letter (please allow 1-2 extra work days if submission is by post);</p> <p>4.2 If the RSW does not apply for renewal registration within the renewal window (not earlier than 3 months and not later than 28 days prior to the expiry of the current registration), the Board may extend the time for renewal of registration at its own discretion.</p> <p><b>5. What's next?</b></p> <p>5.1 In normal circumstances, the Board would complete the processing and approval of application in about 10 working days after receiving the form and renewal fee. And the followings will be sent to the RSW's registered address by ordinary post:-</p> <p>(1) The new registration card;</p> <p>(2) Receipt as evidence of settlement of the renewal fee</p> <p>5.2 If no application is submitted within the renewal window:</p> <p>(1) The Board will send to the RSW after the renewal window by registered post a notice of intention to remove the RSW's name from the Register as required under section 22(4) of the Ordinance; and</p> <p>(2) Provided that the applicant has supplied his/her email address and mobile phone number to the Board before the expiry, we will send him/her a courtesy email or SMS reminder.</p>
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