



《申請註冊續期指引》(只適用於 2021 年 1 月 31 日至 12 月 31 日註冊期滿之申請)

Guidelines on Application for Registration Renewal (only applicable to applications with expiry due within 1 January to December 2021)

<p>1. 為什麼要申請？</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 若註冊社工未能為註冊續期，從註冊期滿日期開始，其姓名將會不再列入註冊紀錄冊上。之後有關人士：</p> <ol style="list-style-type: none">(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；(2) 無權使用《條例》第 34 條內的名銜；(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。 <p>2. 如何申請？</p> <p>2.1 遞交已填妥的註冊局指明註冊續期申請表。</p> <p>2.2 註冊局指明註冊續期申請表格：-</p> <ol style="list-style-type: none">(1) 申請表格隨提示函附上；(2) 於註冊局網頁有下載版本；(3) 註冊局網上註冊系統即時版本 https://www.swrb.org.hk/intranet/tc/。 <p>2.3 豁免 2021 年續期註冊費用(只適用於 2021 年 1 月 31 日至 12 月 31 日註冊期滿之申請)。</p> <p>4. 如何提交？</p> <p>4.1 可透過以下方式提交：</p> <ol style="list-style-type: none">(1) 註冊局網上註冊系統； https://www.swrb.org.hk/intranet/tc/(2) 電郵至 info@swrb.org.hk；(3) 傳真(傳真號碼：2591 1411)；或(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>4.2 閣下須確保續期申請表不會因郵遞、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均在限期前已由</p>	<p>1. Why to apply?</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 may be removed from the Register after the expiry date. Upon such removal:-</p> <ol style="list-style-type: none">(1) The person concerned is statutorily required to return within 14 days the Certificate of Registration to the Board Office;(2) The person concerned is not entitled to use the titles specified in Section 34 of the Ordinance;(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. <p>2. How to apply?</p> <p>2.1 You must apply by submitting the completed renewal form specified by the Board.</p> <p>2.2 The specified form:-</p> <ol style="list-style-type: none">(1) A hardcopy is attached to the reminder letter;(2) Web and download versions are available at the homepage of the Board;(3) Online form can be used via the Online Registration System at: https://www.swrb.org.hk/intranet/en/. <p>2.3 Renewal fee in 2021 WAIVED (only applicable to applications with expiry due within 1 January to December 2021)</p> <p>4. Where to submit?</p> <p>4.1 Please send to:</p> <ol style="list-style-type: none">(1) Online Registration System at: https://www.swrb.org.hk/intranet/en/;(2) Email to info@swrb.org.hk;(3) By fax: 2591 1411; or(4) By post or by hand: 27/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong. <p>4.2 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</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

註冊局辦事處收訖。

5. 何時提交？

- 5.1 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)；
- 5.2 若註冊社會工作者沒有在申請續期窗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。

6. 跟進工作

- 6.1 在一般情況下，註冊局於收妥註冊續期申請表後約十個工作天內完成申請程序及審批，並以平郵寄出註冊證往申請人的註冊地址。
- 6.2 若沒有在申請續期窗內提交註冊續期申請：-
 - (1) 註冊局將在續期窗後的首個工作天，以掛號郵件，根據《條例》第 22(4)條發出在註冊紀錄冊內註銷有關註冊社工的姓名的意向通知書；及
 - (2) 如在註冊期屆滿前一星期，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，註冊局將於該日發出電郵及手機短訊提示。

the form before the prescribed deadline will be required to prove your case when in dispute.

5. When to submit?

- 5.1 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);
- 5.2 The Board may extend the time for renewal of registration at its own discretion.

6. What's next?

- 6.1 In normal circumstances, the Board would complete the processing and approval of application in about 10 working days after receiving the form and send the new registration card as evidence of your registration status.
- 6.2 If no application is submitted within the renewal window:-
 - (1) The Board will send to the RSW next work day 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
 - (2) Provided that the applicant has supplied his/her email address and mobile phone number to the Board, a week before the expiry, we will send him/her a courtesy email or SMS reminder.