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**SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE**

(Chapter 359)

**OCCUPATIONAL THERAPISTS (REGISTRATION  
AND DISCIPLINARY PROCEDURE) REGULATIONS**

Particulars of a Company carrying on the Business of Practising Occupational Therapy

Presented by .....  
(Name of Company)

of .....  
(Registered Business Address)

.....  
(Business Registration Certificate No.)

Particulars of the names and addresses of all persons who are professionally qualified directors, other directors or managers of the above company in respect of the business of occupational therapy carried on by it at

.....  
.....

under the name of .....

Name in full	Position	Cert. of Reg. No. and Date of Reg. where Directors are registered under Part I of the Register	Residential Address

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and of persons who practise occupational therapy in connection with the business of the said company in the above.

Name in full	Residential address	Occupation	Qualifications	Cert. of Reg. No. and Date of Reg.	Duties Performed

Dated this ..... day of ..... 20.....

Signature .....

(State whether director or manager or secretary)

For the sake of easy contact, please provide the contact telephone number and the name of the responsible person of the company:

Name of the responsible person: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Guidance Notes**

1. Completed forms should be sent to the Secretary of the Occupational Therapists Board within 14 days after 1 July in each year by the following means:-
  - by post or in person to 2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong; or
  - by e-mail to [smpb@dh.gov.hk](mailto:smpb@dh.gov.hk)
2. If there are branch offices, the address of each of these offices should also be included in the second paragraph.
3. Both Chinese and English names (if any) of the directors and employees should be entered in the form. All other particulars may be entered in one language only, either Chinese or English.
4. For the "Occupation" column on Page 2, just fill in the position of the employee in the company. For the "Duties performed" column, a simple description of the duties of the employee will do.
5. In case of enquiries, please contact the Secretariat at 2527 8369.