

## Appendix C

### Checklist of the Required Supporting Documents

An applicant should submit the application form (at **Appendix A**) together with the following required supporting documents **in duplicate**:

<b>(i) Information on the religious practitioner</b>	
1	A copy of the identity document of the religious practitioner
2	A copy of the residential address proof of the religious practitioner
3	A copy of the supporting proof of the religious practitioner's status (e.g. documents of ordination, induction and recognition as well as the information of the temple)

<b>(ii) Documents related to a natural person (if the applicant is a natural person)</b>	
1	A copy of the identity document of the applicant

<b>(iii) Documents related to a body corporate (if the applicant is a body corporate)</b>	
1	A copy of the Certificate of Incorporation issued under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) (in force before 3 March 2014) and certified as a true copy by the Registrar of Companies; or any other documents proving the corporate status of the company
2	A copy of the Notice of Change of Address of Registered Office showing the latest registered address of the body corporate (if applicable)
3	A copy of the latest Annual Return or the Incorporation Form (for a new

	company which has not filed any Annual Returns before) certified as a true copy by the Registrar of Companies if the applicant is incorporated under Cap. 622 or the former Companies Ordinance
4	A resolution in writing passed by the Board of Directors to authorise a person to act for and on behalf of the body corporate, in which the name and identity card number of and the position held by the authorised person must be stated
5	A Notice of Acceptance of the Authorisation signed by the authorised person
6	A copy of the Memorandum and Articles of Association of the body corporate (for a new company incorporated under Cap. 622, only a copy of the Articles of Association is required)
7	A copy of the Business Registration Certificate
8	A copy of the identity document of the authorised person
9	A copy of the identity documents of all directors, managers, company secretaries or other comparable senior officers concerned in the management of the body corporate

**(iv) Documents related to a partnership** *(if the applicant is a partner in a partnership)*

1	A written authorisation signed by all partners in a partnership to authorise one of the partners to act for and on behalf of the partnership
2	A Notice of Acceptance of the Authorisation signed by the authorised partner
3	A copy of the identity document(s) of the authorised partner or any other partners in the partnership or any other persons concerned in the management of the partnership
4	A copy of the Business Registration Certificate

**(v) Proposed layout plans**

The applicant must submit layout plans **in duplicate** based on the specified template according to the type(s) of specified instruments under application. Only the **parts pertaining to the religious ash pagoda** in the layout plans with clear information on its location and the niches provided therein are required. For details, please refer to **item (iv) of part (A) in Chapter 8, item (i)(9) of part (C) in Chapter 17, and Annexes 13, 14 and 15** of the Application Guide for Private Columbarium Licence and Other Specified Instruments.