

**THE HOTELS ACT (CHAPTER 127)
THE HOTELS LICENSING REGULATIONS (REGULATION 41)**

APPLICATION FOR EXEMPTION BY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

STUDENT HOSTEL

CLUB

OTHER INSTITUTIONS : _____

1. This application form will take 5 minutes to complete.
2. Please enclose copies of the following with your application:
 - Grant of Written Permission from Urban Redevelopment Authority
 - ACRA business profile of the Applicant
 - ACRA business profile of the Student Hostel / Club / Institution
 - Registration documents with the Registry of Societies (if applicable)
 - Fire Safety Certificate from the Fire Safety Bureau
 - Brochures (if available)
3. Please refer to the Hotels Licensing Website for more information on Exemptions at www.hlb.gov.sg prior to filling up this form.
4. Applications should be submitted to :

**Hotels Licensing Board
c/o Singapore Tourism Board
Tourism Court
1 Orchard Spring Lane
Singapore 247729**

Applications could also be submitted via fax (6734 7226) or email (stb_hlb_info@stb.gov.sg).

Name and Address of Applicant (Organisation) :

Name and Address of Proposed Student Hostel / Club / Institution *

Telephone No:

Email Address :

Fascimile No:

Website URL :

** Please delete accordingly*

Facilities & Services provided (please attach brochures, if applicable):	
Profile of students/members: (e.g countries of origin, age group etc. Please attach Annex, if applicable)	Membership fees: (if applicable)
	Proposed date on commencement of operation:

Room Type	No of Rooms	No of Beds Per room	Room Tariff Per Night / Term*	Duration of Term (Please tick if applicable)	
				a.	b.
Single				1 month	
Twin				2 months	
Suite				3 months	
Others				6 months	
Total				Others _____	

Authorised Personnel's Full Name:	NRIC / FIN No:
Designation:	Contact No:
	Email Address:
Signature:	Date :

* Please delete accordingly

UNDERTAKING AND AGREEMENT

I, [Full name]..... NRIC/Passport No*.....

[Designation]..... for and on behalf of

[Organisation].....hereby warrant

undertake and agree that:

1. I am duly authorised to act for and on behalf of the above organisation.

2. The information submitted in the application and attachments for exemption under the Hotels Act (Chapter 127) is correct.

3. The student hostel / club / institution* shall comply with all the requirements of the Urban Redevelopment Authority and any other relevant authorities.

4. The exemption, if granted by the Hotels Licensing Board may at any time be reviewed, withdrawn, revoked or modified whether by imposition of any terms and conditions or otherwise at the absolute discretion of the HLB without assigning any reasons whatsoever.

5. The student hostel / club / institution* shall update the Hotels Licensing Board in writing should there be any change in details (name, address, ownership etc) of the student hostel / club / institution* or any cessation of operations.

Signature: _____

Contact No: _____

E-mail Address: _____

Date: _____

Organisation Stamp: _____

** Please delete accordingly*