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| Checklist for Renewal of Registration |
| Health service establishments |

# Checklist for Application for Renewal of Registration

Please complete the checklist and return it with your application to:

The Manager  
Private Hospitals  
Department of Health and Human Services  
GPO Box 4057  
MELBOURNE VIC 3001

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| --- | --- |
| Facility name: |  |
| Facility address: |  |

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| Item | Mark with (x) when complete | If item not completed, please detail why (e.g. document not applicable) |
| Schedule 5 – Application for Renewal of Registration |  |  |
| Payment of prescribed fee (or copy of receipt of payment) attached |  |  |
| Please provide the appropriate information required for your kind of entity e.g. A, B or C | | |
| A. Natural person (sole trader including partnership) | | |
| Australian Securities and Investments Commission (ASIC) current business name extract obtained in previous one month showing business name holder details |  |  |
| B. Company | | |
| ASIC business name extract obtained in previous one month showing business name holder details |  |  |
| ASIC company extract search obtained in previous one month showing registered company office details and listing all directors and office holders |  |  |
| If subsidiary company, a company structure chart |  |  |
| Directors/Board Members or Office Bearers (REN1) form |  |  |
| C. Incorporated Association or other body corporate | | |
| Certificate of incorporation or other documents (e.g. ACIC register) |  |  |
| Directors/Board Members or Office Bearers (REN1) form |  |  |
| Most recent annual report or annual return |  |  |
| **For each sole proprietor, partnership or company director or board member or controlling office bearers include:** | | |
| Statutory Declaration – Fitness and Propriety (REN2) |  |  |
| Copy of police check certificate issued within the past twelve months (must be a certified copy- see Note 2 in the guidelines) |  |  |
| Statement by independent accountant (REN3) |  |  |
| Security of tenure |  |  |
| Confirmation of Bed Numbers (REN4) |  |  |
| Current quality accreditation certificate and most recent accreditation report |  |  |

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