

## Notification of Changes (HKAS 009 Annex V)

(Please tick the box or boxes below as appropriate and provide the information / supporting documents as required.)

*For Office Use*

- (5) **Change in Registered Address or Any Premises of the Organisation where Accredited Activities are Carried Out**

**5.1 Description and details of the change**

*(e.g. laboratory relocation/ renovation/ expansion, etc.)*

**5.2 Please provide the following information, where applicable, with this form before the start of the change except otherwise specified.**

*Before relocation/ renovation/ expansion:*

- (i) New address of the organisation
- (ii) Expected relocation/ renovation/ expansion start and end dates
- (iii) Proposed floor plan with the affected areas highlighted
- (iv) Assessment of how the operation will be affected

*After relocation/ renovation/ expansion:*

- (i) Final floor plan with the affected areas highlighted
- (ii) Report validating that the affected areas are suitable for their intended use(s)
- (iii) a copy of its business registration certificate at the new premises

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