

**Workflow on submission and processing of applications of
Limited Registration (LR)/Special Registration (SR)**

Step 1: The employing institutions to collect the application form from the Non-locally Trained (NLT) dentists, together with the necessary supporting documents (as set out in the Guidance Note of the application form) for LR/SR application.



Step 2: Upon receipt, the employing institutions to check and ensure the application form and required supporting documents have been submitted by the applicants.



Step 3: Pass the application form, required supporting documents and Annexes I and II to Notes to Employers by batches to DCHK Secretariat.



Step 4: DCHK Secretariat to advise the employing institutions whether the supporting documents are in order or any supplementary information/supporting document or clarification from the applicants is required.



Step 5a: If the application form and supporting documents are in order

Upon notifications from DCHK Secretariat, the employing institutions to inform:-

1. local applicants to make statutory declaration at DCHK Secretariat or Central Registration Office; and pay the prescribed fees.
2. non-local applicants to make statutory declaration before a Notary Public and submit the notarized documents with the prescribed fees to DCHK.



Step 5b: If supplementary information/ supporting documents are required

The employing institutions to inform the applicants to submit the required supplementary information/supporting documents.



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Step 6: DCHK to consider the applications. Upon approval and receipt of the prescribed fee, an approval letter (with a copy to the employing institution), a certificate of registration and practising certificate will be issued to the applicant.