



National Environment Agency
 Hawker Centres Division
 HDB Hub
 East Wing #26-01
 480 Lorong 6 Toa Payoh
 Singapore 310480

FOR OFFICIAL USE	
Received & Checked by: CCC	Counterchecked by: TM Officer
Date:	Date:

APPLICATION TO REGISTER HAWKER ASSISTANT

IMPORTANT

1. This form may take you 5 minutes to fill in.
2. Please complete and submit this form to Hawker Centres Division, HDB Hub, East Wing #26-01, 480 Lorong 6 Toa Payoh Singapore 310480 You are also required to furnish the following:
 - a. NRIC of Stallholder and Proposed Hawker Assistant
 - b. 2 recent passport size photographs of the proposed Hawker Assistant
 - c. Any other relevant in support of the application to appoint the Hawker Assistant.
 - d. Basic Food Hygiene Course certificate for cooked food stall applicants.
3. The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

Stall Address	Trade	
PART A – PARTICULARS OF STALLHOLDER		
Name of Stallholder	NRIC No.	
Residential Address		
Contact No.	Email	
PART B – PARTICULARS OF PROPOSED HAWKER ASSISTANT		
Name	NRIC No.	
Residential Address		
Contact No.	Email	
Date of Birth	Sex	Citizenship:
	Male / Female*	Singapore Citizen / Permanent Resident *
Pass Date of Food Hygiene Course (for cooked food stalls)		Relationship to Stallholder

* Please delete accordingly

PART C – TERMS & CONDITIONS

1. The hawkler assistant must be a Singapore Citizen or a Permanent Resident of 13 years and above.
2. The hawkler assistant must not be a stallholder or nominee of any subsidised hawkler stall in any NEA-managed centre.
3. The hawkler assistant must not be debarred / blacklisted from operating a hawkler stall by NEA.
4. The stallholder is required to produce documentary proof of employment as and when required to do so.
5. The stallholder must personally conduct the business and is not allowed to sublet the stall (applicable for stallholders paying subsidised rent).
6. The stallholder must maintain a list of registered foodhandlers at the stall.
7. The NEA reserves the right to reject any application without assigning any reason whatsoever.
8. All assistants of cooked food stalls must possess a valid Basic Food Hygiene Course certificate.

PART D – UNDERTAKING BY STALLHOLDER

I, Mr / Mdm* _____ NRIC No. _____
 hereby undertake that:

- a. All the particulars given in this form are true and correct. I have not suppressed any information important to this application.
- b.
 - I will not sublet my stall (applicable for stallholders paying subsidised rent).
 - I will not sublet my stall without prior approval from NEA (applicable for stallholders paying market/tendered rent)
- c. I will personally conduct the business at my stall and the hawkler assistant will only assist me in operating the stall (applicable for stallholders paying subsidised rent).
- d. The proposed hawkler assistant is not a stallholder or nominee of any subsidised stall in a market/hawker centre managed by NEA.
- e. I will furnish documentary proof regarding my employment of the proposed hawkler assistant as and when required to do so, and **will inform NEA immediately when I cease to employ the hawkler assistant.**
- f. I note and accept all the terms & conditions stated in Part C. I will comply with whatever subsequent requirements by NEA with regard to this approval granted to me.
- g. The hawkler assistant shall observe and comply with the provisions of the Environmental Public Health (Food Hygiene) Regulations and the terms and conditions of the Tenancy Agreement.

 Signature / Date

PART E – FOR OFFICIAL USE ONLY

Screening	Proposed hawkler assistant: a. is / is not* an existing subsidised stallholder / stall nominee* in HDB/NEA/ hawkler centre; b. is / is not* debarred / blacklisted from operating a hawkler stall by NEA. Name & Designation: _____ Signature / Date: _____		
Approval	Name/Designation	Decision	Signature / Date
	Officer-in-charge Tenancy Management Section	Approved / Reject *	

* Please delete accordingly