

MINISTRY OF GENDER EQUALITY & FAMILY WELFARE

Planning and Research Unit

Licensing and Enforcement Section

Checklist for New CDCC

Building documents to be submitted:

SN	Documents	Original (for verification purposes)	Copy
1	Application Form for Registration	✓	
2	Fire Certificate and Attached Condition sheets	✓	✓
3	Site Plan	✓	✓
4	Location Plan	✓	✓
5	Building and Land Use Permit	✓	✓
6	Health Clearance	✓	✓

Staff documents to be submitted:

SN	Staff	Documents	Original (For verification)	Copy
1	Manager	Certificate of Character (not more than 3 months)	✓	✓
		Medical Certificate (not more than 6 months)	✓	✓
		National Identity Card	✓	✓
		Vaccination Card	✓	✓
2	Caregivers	Certificate of Character (not more than 3 months)	✓	✓
		Medical Certificate (not more than 6 months)	✓	✓
		National Identity Card	✓	✓
		Academic Qualifications	✓	✓

		Professional Qualifications	✓	✓
		Vaccination Card	✓	✓
3	Cook	Certificate of Character (not more than 3 months)	✓	✓
		Medical Certificate (not more than 6 months)	✓	✓
		National Identity Card	✓	✓
		Vaccination Card	✓	✓
		Food Handler Certificate	✓	✓
4	Cleaner /Attendant	Certificate of Character (not more than 3 months)	✓	✓
		Medical Certificate (not more than 6 months)	✓	✓
		National Identity Card	✓	✓
		Vaccination Card	✓	✓