

# Clinic Licence Applications under the Private Healthcare Facilities Ordinance (Cap. 633)

Office for Regulation of Private Healthcare Facilities  
Department of Health  
The Government of the Hong Kong Special Administrative Region  
26 June 2025



# Private Healthcare Facilities Ordinance (PHFO) (Cap. 633)

- Regulates private healthcare facilities (PHFs) where registered medical practitioners and/or dentists practise
- Private Healthcare Facilities:
  - Private Hospitals
  - Day Procedure Centres
  - Clinics
  - Health Services Establishments



# Operators of a clinic must:

- hold a **Clinic LICENCE** or request a **Small practice clinic LETTER OF EXEMPTION** to operate the premises

When the first batch of clinic licences take effect (date to be confirmed), the Medical Clinics Ordinance (Cap. 343) will be repealed.



# Are you applying for the right licence?

**Clinic  
LICENCE**

Performance of  
Scheduled Medical  
Procedures?

Yes

**Day Procedure Centre  
LICENCE**  
if Scheduled Medical  
Procedures are performed

Day Procedure Centre



No

Eligible for exemption  
as small practice clinic?

Yes

**Small Practice Clinic  
LETTER OF EXEMPTION**

Small Practice  
Clinic



Letter of  
exemption

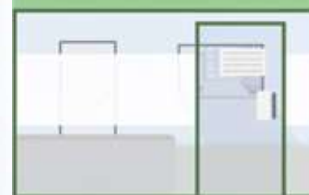


No

**Clinic  
LICENCE**

\*in operation on 30 Nov 2018 may be  
eligible for a provisional licence

Clinic



Sole proprietor /  $\leq 5$  partners  
or directors who are ALL  
medical practitioner/dentist  
with full registration

AND

No other doctor/dentist  
practise in the clinic

AND

Limits on locum days

*Each registered medical  
practitioner/ dentist may operate  
up to three SPCs with valid  
exemption at the same time.*

Chemotherapy



Endoscopic procedure



Dental procedure



Haemodialysis



Scheduled  
Medical  
Procedures  
(Column 2 of  
Schedule 3  
to Cap.633)

Anaesthetic procedure



Interventional  
radiology and  
lithotripsy



Radiotherapy



Surgical  
Procedure



Day Procedure Centre



**Must** apply a  
Day Procedure Centre  
LICENCE



5





# Prohibition on operating facility without licence



- **Penalty provision** pertaining to the operation of a hospital and a DPC without a licence has commenced on 1 January 2021 and 30 June 2022 respectively.
- Any person operating a **hospital** without a licence commits an offence and is liable on conviction to a fine of **HK\$5,000,000 and to imprisonment for five years**.
- Any person operating a **DPC** without a licence commits an offence and is liable on conviction to a fine of **HK\$100,000 and to imprisonment for three years**.
- The commencement of penalty provision pertaining to the operation of a clinic without a licence will be announced later.



# Is your clinic eligible for a provisional licence?

## Provisional Licence

Applicable to clinics  
in operation on 30 Nov 2018 **only**

Documentary proof of operation of the relevant  
services at the premises on 30 Nov 2018 and  
after considering the circumstances

Followed by processing of full licence  
application

Valid until 1) a full licence is issued,  
2) the application of full licence is refused or  
withdrawn (by licensee);  
3) a date specified by Secretary for Health

## Full Licence

Applicable to **ALL** clinics

Proof of compliance of **all** licensing  
requirements and the Code of Practice

Validity period of licence:  
not more than 5 years



# Licensee 持牌人 of a clinic must:

- Appoint a **Chief Medical Executive (CME)** 醫務行政總監 for clinic administration
- Be wholly responsible for the operation of the clinic to ensure that it complies with the **requirements of the PHFO, licence conditions and the Code of Practice for Clinics** which sets out the licensing standards in respect of the accommodation, staffing and equipment for operating a clinic
- Setting up and enforcing rules, policies and procedures relating to the quality of care for, and the safety of, patients in the clinic
- Putting in place complaints handling procedures





# Who can be Chief Medical Executive (CME)?

**CME** is a person appointed by the licensee, who take charge of the **day to day administration** of the facility, include adoption and implementation of rules, policies and procedures concerning healthcare services provided in the clinic.

Medical Practice only	Combined Practice	Dental Practice only (send application to DRLEO <sup>^</sup> )
Registered medical practitioner	Registered medical practitioner (with a registered dentist appointed to assist CME)	Registered dentist

- Must possess the necessary qualifications and experience
- Must be physically and mentally fit to administer a PHF
- Must be of integrity and good character

*Please refer to the Guidance Notes for Assessing Fitness and Properness of Applicants / Chief Medical Executives for Licence Application (PHF(E) 81A).*

**Licensee** is **wholly responsible** for the operation of the facility.

<sup>^</sup>DRLEO: Dental Regulatory and Law Enforcement Office



# Who can be Chief Medical Executive (CME)?

	CME of individual clinics	CME for group of $\geq 4$ clinics with <u>same Licensee</u>
<b><u>Maximum</u> number of PHFs to serve as CME at the same time</b>	<ul style="list-style-type: none"> <li>• 2 DPCs (if only serve DPC);</li> <li>• 3 clinics (if only serve clinics);</li> <li>• 1 DPC and 1 clinic (if serve both)</li> </ul>	<ul style="list-style-type: none"> <li>• No limit of maximum number of clinics within this group</li> <li>• Does <u>not</u> serve at the same time as a CME of another private healthcare facility</li> </ul>
<b>Experience (Registered in HK)</b>	$\geq 4$ years	$\geq 8$ years
<b>Additional requirements for licensee</b>		<ul style="list-style-type: none"> <li>• Establish a <b>Medical Advisory Committee (MAC)</b> 醫務顧問委員會</li> <li>• To appoint a doctor and/or dentist for <u>each</u> clinic to assist the CME to carry out day-to-day administration</li> </ul>



# Have you checked for the right requirements?

**Clinic  
LICENCE**

**Clinic  
LICENCE**

\*in operation on 30 Nov 2018 may be eligible for a provisional licence

**Medical Practice only**

**Combined Practice**

**Dental Practice only**  
(applications processed by DRLEO)

**Requirements for dental procedures must be met**



# Who can be members of the Medical Advisory Committee?

## • Chairperson:

Medical or Combined Practice	Dental Practice
Registered medical practitioner	Registered dentist



## • Members:

- A number of other members decided by the licensee
- $\geq$  Half must be registered medical practitioners or registered dentists
- At least one registered medical practitioner not employed by, or practising in, the facility.

# Code of Practice for Clinics

- Gazetted on 23 May 2025
- Sets out the **licensing standards** for clinics
  - Governance
  - Physical conditions
  - Service delivery and care process
  - Infection control
  - Risk management and contingency
  - Other matters related to the operation of a clinic
- **Compliance to the Code of Practice** as one of conditions for issuance and renewal of licences

Code of Practice  
for Clinics



Department of Health



## Requirements on premises setting (s66, s67)

- Any clinic covered by a licence or an exemption shall:
  - be a **distinct and exclusive unit** 獨立和單獨運作的單位 that is able to perform its functions independently;
  - **physically separated** from any premises that serve a purpose **not reasonably incidental** 非為合理附帶的目的而設 to the facility; and
  - has a **direct and separate entrance** 直接而分開的入口.

Services considered as “**reasonably incidental**” are subject to any specific circumstances pertaining to those practices in individual cases.





# Clinical supporting services in a clinic

Clinic  
LICENCE



Occupational  
therapy



Physiotherapy



Pharmacy or  
dispensing



Medical laboratory



Radiology or  
imaging



Optometry



Chinese medicine



Chiropractor



Other allied health  
professionals



# Clinical supporting services in a clinic

Clinic  
LICENCE

The operator has the responsibility to **justify the reasonableness of any incidental service** to be provided in the facility.

The CME has the responsibility to **take charge of the day to day administration of the facility**, including ALL clinical supporting services provided.





Licensed / exempted premises



Beauty services (e.g. haircut, manicure)



Sales promotion of medical insurance

**Separate entrance NOT shared with a licensed/exempted premises**



Selling health supplements, skin care products, proprietary Chinese medicines and herbs without prescription



Selling daily necessities

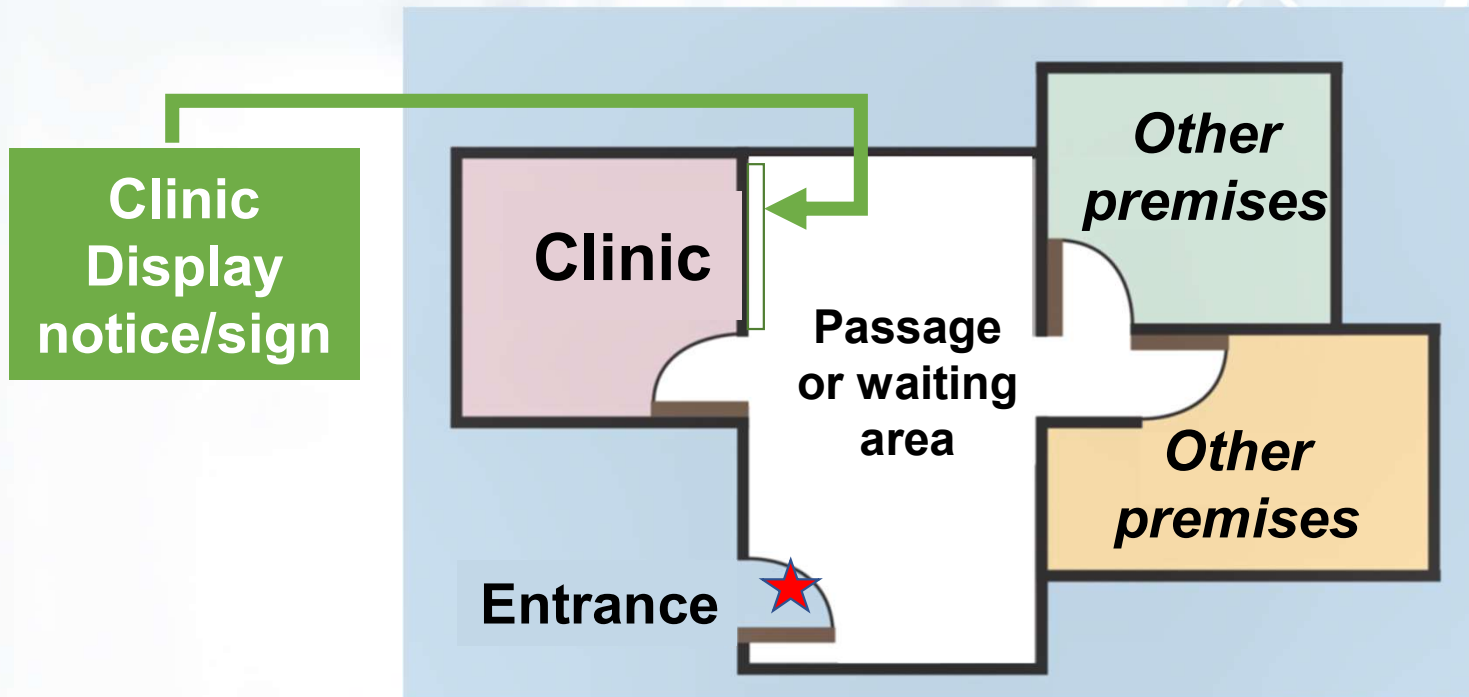


# Shared entrance acceptable in some cases (s138)

**Clinic  
LICENCE**

## **ONLY** for Clinic covered by a **Provisional Licence**

- Shared entrances allowed but...



Clinic having a private entrance that is shared with premises ([shared entrance](#)) that serve a purpose that is not reasonably incidental to the clinic (other premises) should satisfy:

- ✓ The other premises are also managed or controlled by the licensee
- ✓ Clinic notice/sign is only displayed only at, or in the immediate vicinity of, the direct entrance to the clinic;
- ✓ The passage area is not designated for a purpose other than passage or waiting
- ✓ The passage area is clear from obstruction that blocks access to the clinic
- ✓ Access to the other premises does not involve passing through the clinic

After considering the circumstances, the DH may issue a provisional licence.

If the requirements in s.138 is not complied with, provisional licence may not be granted.





# Process of application

Apply

e-Licensing



Refer to “[Guidance Notes for Application for Clinic Licence](#)” available later on ORPHF website for details.

Submit **all** the  
**Required Documents**

Clinic was in operation on 30 Nov 2018:  
Submit evidence / make declaration

Receipt of general demand note

Submit Payment for Application

Site Inspection(s)\*

Submit follow-up documents

Receipt of Full / Provisional Clinic Licence#

\* Operators should ensure that the clinic fulfils the standards set out in the “Code of Practice for Clinics” and get ready the required documents prior to site inspection.

# First batch of clinic licences take effect tentatively around 12 months after commencement of application.





**e-Licensing**

Department of Health

The Government of the Hong Kong Special Administrative Region

**e-Licensing**

EN

繁

**Clinic  
LICENCE**

 **SIGN IN**

User ID



**LOGIN**

[Forgot Password?](#)



Continue with IAM Smart

[More Info](#)



**USER GUIDE**



**REGISTER**

REGISTER ACCOUNT FOR  
LICENCE APPLICATION

**REGISTER**



**Register Account for Licence Application**

Please fill in your information.

User ID

(4 - 20 characters)

Name (English)

,   
(Surname) (Given Name)

Email

Confirm Email

(Notifications will be sent to this email throughout the application process)

Last 4 Digits of Phone No.

Confirm Last 4 Digits of Phone No.

(This 4-digit number will be used for verification during account activation)

- ✓ **Register a User ID** for your clinic or clinic group
- ✓ **Activate your e-Licensing account** via emails from **orphf.system**
- ✓ **Apply Licence / Letter of Exemption**
- ✓ **Track application processes**
- ✓ **View Licence / Exemption Profiles**



# Create a clinic licence application (PHF 32)

**Clinic  
LICENCE**

**e-Licensing**  
Department of Health  
The Government of the Hong Kong Special Administrative Region

Menu

- My Application
- Licence / Exemption Profile
- User Guide
- Useful Documents

EN 鑒 APPLICANT, Logout

## Licence Application

**New Licence** [Simple Guide for licence / exemption types](#)

I would like to apply for

- ☐ Hospital Licence
- ☐ Day Procedure Centre Licence
- ☐ Clinic Licence (Provisional and Full Licence) ①  
For Clinics in operation on 30 November 2018
- ☐ Clinic Licence (Full Licence) ②

### Choose ONE

#### 1. **Provisional and Full Licence**

Clinics already operating on  
**30 Nov 2018**

#### 2. **Full Licence**

Any clinics

# Fill in the application form (PHF 32) at e-Licensing

**Clinic  
LICENCE**

## Application for Clinic Licence

Reference No. C2500132P

 [Forms / Documents](#)

Print Draft 

Section I	Section II	Section III		Section IV	Section V	Section VI	Confirmation
Particulars of Clinic (To be displayed for public)	Scale and Scope of Services provided in the Clinic	Particulars of Applicant (Part 1)	Particulars of Applicant (Part 2)	Particulars of CME	Particulars of Medical Advisory Committee	Particulars for Provisional Licence of Clinic	Confirm Information

**Clinic operated in a group of 4 or more clinics under the SAME operator & CME**

**Clinic already operated on or before 30 Nov 2018 (Provisional Licence)**



# Check and confirm information in the application form

Clinic  
LICENCE



## Important Notices

The information you have input are now displayed below for confirmation. The information cannot be amended online once it is confirmed. Any subsequent amendment must be submitted through written request.

### Section I - Particulars of Clinic (To be displayed for public)

- a. Name of the Clinic in Chinese: 示範健康診所
- b. Name of the Clinic in English: Demo Healthy Clinic
- c. Address of the Clinic in Chinese: 九龍旺角加列山道100號新陽光商業大樓10A至C室
- d. Address of the Clinic in English: Flat A-C, 10, New Sunshine Commercial Building, 100 Mount Kellett Road, Mongkok, Kowloon
- e. Telephone Number of the Clinic: 22002200 (Telephone Number 1)  
22009988 (Telephone Number 2)
- f. Fax Number of the Clinic: (Not provided)
- g. E-mail Address of the Clinic: info@newclinic.com
- h. Website of the Clinic: (Not provided)
- i. Type(s) of practice of the Clinic: Medical Practice  
Dental Practice

### Section II - Scale and Scope of Services provided in the Clinic

- a. Scale of Services provided in the Clinic:

Room type	Number
Operating room	8

☒ I understand that the information cannot be amended online once it is confirmed.

Back

Confirm Information

# Submit completed form (PHF 32) and supporting documents to DH

**Clinic  
LICENCE**

## Application for Clinic Licence (Provisional and Full Licence) - New Application

Reference No.	C2500132P
Application Type	Clinic Licence (Provisional and Full Licence) - New Application
Estimated Application Fee	HK\$ 10,900
Application Status	Pending Submission

[Forms / Documents](#)

Your application has NOT been completed yet. Please prepare the documents below and submit to the Office for Regulation of Private Healthcare Facilities through (i) electronic or (ii) paper channel.

#	Checklist of Documents	Submission channel	
		Electronic <sup>①</sup>	Paper <sup>①</sup>
1	Application Form for Clinic Licence PHF 32	<a href="#">Sign and Submit via "iAM Smart+"</a>	<a href="#">Print and Sign</a>
2	Declaration by the Chief Medical Executive of the clinic PHF 34	<a href="#">Sign and Submit via "iAM Smart+"</a>	<a href="#">Print and Sign</a>
3	Documentation substantiating authorization in respect of the authorized representative to represent the applicant in the application for licence	<a href="#">Upload</a>	
4	Layout plan of the clinic premises (drawn to the scale and format as specified in the Guidance note PHF(E) 32A)	<a href="#">Upload</a>	
5	Report for Application for Clinic Licence PHF 35	<a href="#">Upload</a>	
6	Proof of address on or before 30 November 2018 e.g. Photocopy of the Business Registration Certificate, bills issued by the utility companies (water, electricity, town gas)	<a href="#">Upload</a>	
7	Proof of providing clinic services issued no more than 1 year prior to 30 November 2018 e.g. Record of procurement or maintenance of drugs and medical equipment, licence issued under the Radiation Ordinance (Cap. 303) for radioactive substances and irradiating apparatus	<a href="#">Upload</a>	
8	<a href="#">Checklist of documents of healthcare engineering systems and summary of healthcare engineering standard(s) / code(s) PHF 212#</a>	<a href="#">Upload</a>	
9	Schematic diagram(s) of the electrical installations#	<a href="#">Upload</a>	



## Electronic submission

1. Sign the forms using iAM Smart +
2. Upload supporting documents to e-Licensing





# Healthcare engineering systems

Clinic  
LICENCE

- If a clinic has any of the following facilities, it is required to install healthcare engineering systems:
  - operating room;
  - critical care area other than the operating room (e.g. recovery area); or
  - medical gas pipeline system
- Healthcare engineering systems (HES) in clinics:
  - electrical installation in critical care areas (such as operating room and recovery area);
  - specialized ventilation system of operating room; and
  - medical gas pipeline system for medical gas supplies
- Where HES are installed in the facility, the design, installation, operation and maintenance of the HES comply with the relevant requirements in the *Code of Practice for Day Procedure Centres*<sup>#</sup>.
- The applicant is required to submit relevant technical submission for assessment.



<sup>#</sup> A Practical Guide for Healthcare Engineering Systems in Day Procedure Centres is available on ORPHF website: <https://www.orphf.gov.hk/s/hesdpc1>



# Proof for eligibility for provisional licence

- Clinics eligible for provisional licence are required to submit:



**proof of address AND proof of providing clinic services**

that the clinic has been in operation at the premises  
on **30 November 2018**.

- Alternatively, the applicant / authorized representative of the applicant shall make a **statutory declaration in person by appointment** at the ORPHF or DRLEO (applicable to dental clinic only)





# Key Dates for applying clinic licence



	Licence may apply for	Application period
Clinics in operation on <b>30 November 2018</b>	Full (with issuance of provisional) licence	<b>Between 13 October 2025 and 13 April 2026*</b> (both dates inclusive)
Clinics in operation or moved to another premises <b>after 30 November 2018</b>	Full licence	<b>On or after 13 October 2025</b>

\*Applicants who wish to be issued a provisional licence must pay the application fee on/before the due date stated on the general demand note and no later than 13 April 2026, whichever is the earlier.

Late applications will **not** be accepted.



# For more information...

- Website of the Office for Regulation of Private Healthcare Facilities:  
[www.orphf.gov.hk](http://www.orphf.gov.hk)



- For enquiries,
  - Tel: 3107 8451
  - Email: [orphf@dh.gov.hk](mailto:orphf@dh.gov.hk)
- For dental-related enquiries,
  - Tel.: 2631 1782
  - Email: [drleo@dh.gov.hk](mailto:drleo@dh.gov.hk)

