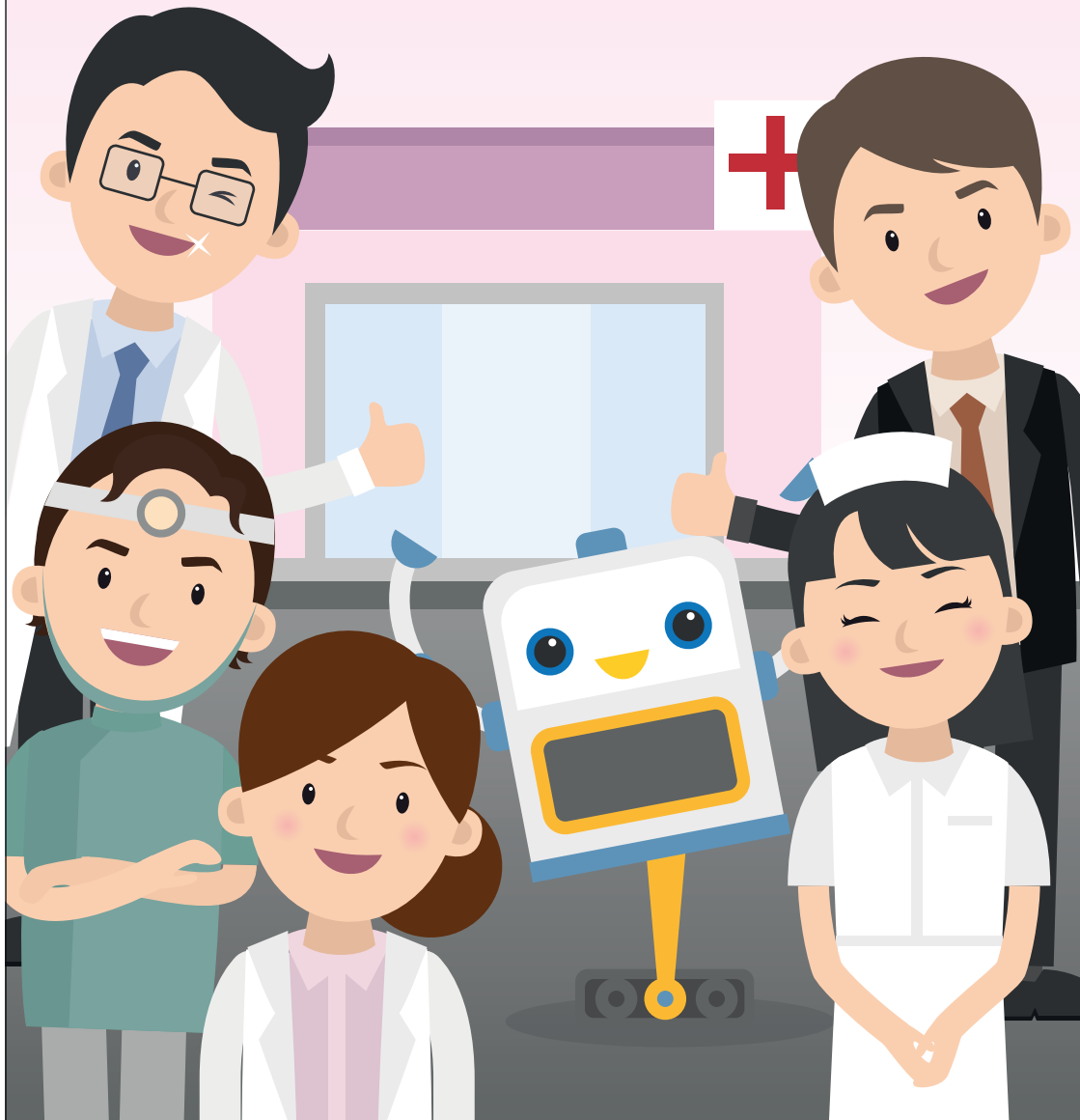


# Private Healthcare Facilities Ordinance

## Small Practice Clinics



### Small Practice Clinic (SPC)

- Under the “Private Healthcare Facilities Ordinance” (Cap. 633) (the Ordinance), an SPC may request for exemption from licensing. An SPC is a clinic operated only by registered medical practitioner(s) or by registered dentist(s). Whether they are operated under sole proprietorship, partnership or a company, except for the sole proprietor, partners or directors, no other medical practitioners or dentists serve the clinic.
- In addition, to meet the definition of an SPC, the following three conditions, including the number of medical practitioners or dentists, the right to use the premises, and the locum arrangement must also be met. Please refer to the following table for details:

	Number of medical practitioner or dentist	The right to use the premises		Locum arrangement
A sole proprietorship clinic	<ul style="list-style-type: none"> <li>• operated by 1 registered medical practitioner or registered dentist</li> </ul>	<ul style="list-style-type: none"> <li>• the sole proprietor</li> </ul>	<ul style="list-style-type: none"> <li>• have the exclusive right to use the premises</li> </ul>	<ul style="list-style-type: none"> <li>• Not exceeding 60 days in a calendar year</li> </ul>
Clinic operating as a partnership or company	<ul style="list-style-type: none"> <li>• operated by a partnership of up to 5 partners or a company of up to 5 company directors</li> <li>• all partners or company directors must be registered medical practitioners or registered dentists</li> </ul>	<ul style="list-style-type: none"> <li>• at least 1 partner or 1 company director</li> </ul>		<ul style="list-style-type: none"> <li>• Not exceeding 60 days in a calendar year per medical practitioner/dentist</li> <li>• Not exceeding 180 days for all partners or company directors in a calendar year</li> </ul>

### Request for Letter of Exemption

- The operator of an SPC may request for a letter of exemption from licensing.
- Whether operating an SPC under a sole proprietorship, a partnership or a company, each registered medical practitioner or registered dentist may request for exemption for up to 3 SPCs at the same time. The operator is required to apply for a licence for the 4th and each of the subsequent clinics.
- A “Scheduled Clinic” is required to apply for a licence. There is no exemption arrangement.
- Details of requests for letters of exemption for small practice clinics will be announced in due course.

### Responsibilities of the Operator of an SPC

- The operator of an exempted clinic must notify the Department of Health in writing not less than 14 days of any intended change of the clinic’s operators or address; any intended cessation of the clinic’s operation or any intended cessation of the clinic’s operation as an SPC.
- To comply with the “distinct and separate premises” and “separate entrance” requirements under the Ordinance. The operator of an SPC must ensure that the premises of the SPC is separated from any premises in which the services provided therein are not “reasonably incidental to the purpose of the medical/dental practice”, for example haircut, manicure, etc. The SPC is also required to have its own direct entrances and exits. Please refer to the information on “Requirements for governance and premises of private healthcare facilities” for details.

### Validity Period of the Letter of Exemption

- There is no expiry date for a letter of exemption. It remains valid unless the SPC is moved, the operator is changed, or the exemption letter is revoked by the Department of Health.

### Other information

- Materials on the following subjects under the Ordinance are available:
  - Introduction of the Private Healthcare Facilities Ordinance
  - Day Procedure Centres
  - Clinics
  - Requirements for governance and premises of private healthcare facilities
- Further details are available at [www.orphf.gov.hk](http://www.orphf.gov.hk) (accessible by scanning this QR code).

