

To:	Dental Regulatory and Law Enforcement Office, Department of Health
Email:	drleo@dh.gov.hk

**October to December Briefing Sessions on Application for
Clinic Licence and Letter of Exemption for Small Practice Clinic
(For Clinics with Dental Practice)**

Enrolment Form

(Deadline for Enrolment: 2 December 2025)

Date: 12 December 2025 (Friday)
Time: 1:00 – 2:30 pm (registration starts at 12:45 pm)
Venue: Dental Regulatory and Law Enforcement Office,
Room 1801, 18/F, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong
Topic: WE CONNECT

**Please input your information to complete the form. Enrolment form with
handwritten information may NOT be processed successfully.**

*Salutation: -Please choose- For others, please specify:

*Surname:

*Given name:

*Contact no.:

*#Email:

*Post: -Please choose- For others, please specify:

Clinic Name (Chinese):

Clinic Name (English):

Remarks:

- * *Mandatory fields.*
- # **One email address** is **applicable for one enrolment** only. Confirmation email will be sent to the above email address upon successful enrolment on or before **8 December 2025**. Application will be deemed unsuccessful if confirmation email has not been received.
- *All briefing sessions will be conducted in Cantonese.*
- *Adverse weather arrangement:*
If a Pre-No. 8 Special Announcement, Tropical Cyclone Warning Signal No. 8 or above, the Black Rainstorm Warning, or "Extreme Conditions" announced by the Government is issued or remains in force at 9:00 am on that day, the briefing will be cancelled.
- *For enquiry, please contact the Dental Regulatory and Law Enforcement Office by calling at 2631 1782 or via email to drleo@dh.gov.hk.*

Personal Information Collection Statement

Purpose of Collection

1. *The Department of Health (DH) collects personal data during the course of processing your enrolment in the Briefing Sessions on Application for Clinic Licence and Request for Letter of Exemption for Small Practice Clinic under the Private Healthcare Facilities Ordinance (Cap. 633) ('the Briefing'). The personal data provided will be used by DH for processing your enrolment in the Briefing and related matters.*
2. *The personal data collected will be disposed of according to our record disposal schedule. The provision of personal data is voluntary. If you fail to provide the required information, DH may not be able to process your enrolment in the briefing and related matters.*

Classes of Transferees

3. *The personal data you provided are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in item 1 above, if required.*

Access to Personal Data

4. *You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided under item 1. A fee may be imposed for complying with such a data access request.*

Enquiries

5. *Enquiries concerning personal data provided, including the making of a request for access to and/or corrections of the personal data, should be addressed to:*

*Senior Executive Officer (Private Healthcare Facilities)
Office for Regulation of Private Healthcare Facilities, Department of Health
Room 402, 4/F, 14 Taikoo Wan Road
Taikoo Shing, Hong Kong
(Enquiry Telephone Number : 3107 8965)*