

**– Enrolment Form –
For Clinics with Medical Practice**

**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)**

Please complete and submit the enrolment form by fax (2117 0436) or email (orphf.pds@dh.gov.hk, with email subject 'Briefing enrolment'). For enquiries related to the briefing enrolment, please call 3107 3131 (Office for Regulation of Private Healthcare Facilities).

In parallel, briefing sessions for clinics with dental practice are being conducted from June to September 2025. For details, please call 2631 1782 (Dental Regulatory and Law Enforcement Office) or visit https://www.orphf.gov.hk/en/whats_new/events/acrlrespcdp.

(1) Please tick '✓' the appropriate box. (Choose ONE briefing session only)

		Date	Time	Venue	Deadline
<input type="checkbox"/>	C.	21 August 2025 (Thursday)	2:00 – 3:30pm	Webinar session	7 August 2025 (Thursday)
<input type="checkbox"/>	D.	10 September 2025 (Wednesday)	2:00 – 3:30pm	Webinar session*	27 August 2025 (Wednesday)

* Simultaneous interpretation in English is provided at the webinar session on 10 September 2025.

(2) Participant information[#]

Profession	<input type="checkbox"/> Doctor <input type="checkbox"/> Dentist <input type="checkbox"/> Others (please specify): _____	
Name	(Surname)	(First name)
Name of clinic/organisation		
Type of practice of clinic/organisation	<input type="checkbox"/> Medical <input type="checkbox"/> Medical & Dental <input type="checkbox"/> Others (please specify): _____	
Telephone number		
Email address (for receiving confirmation email)		
Please provide the following information if you wish to apply for CME/CPD		
CME/CPD	<input type="checkbox"/> HKAM – College (please specify): _____ <input type="checkbox"/> Practising doctors who are not taking CME programme for specialists <input type="checkbox"/> Practising dentists	
MCHK/DCHK Registration No.		

[#] If more than one person in your clinic/organisation would like to attend the briefing, each person should submit a separate enrolment form. Each person should provide a **separate email**.

Important points to note

1. Confirmation email will be sent to participants upon successful enrolment **no later than one week before the briefing date**. Application will be deemed unsuccessful if confirmation email has not been received.
2. All briefing sessions will be conducted in Cantonese.
3. CME and CPD application are in progress.

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 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)