

– Enrolment Form –  
For Clinics with Medical Practice

**Briefing Session 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](mailto: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).

**(I) Briefing session**

Date	Time	Venue	Application Period
25 November 2025 (Tuesday)	2:00 – 3:30pm	Lecture Room 1, Tuen Mun Town Hall, 3 Tuen Hi Road, Tuen Mun, N.T.	Starting from 13 October 2025 on a <b>first-come, first-served</b> basis

**(II) Participant information\***

<b>Profession</b>	<input type="checkbox"/> Doctor <input type="checkbox"/> Dentist <input type="checkbox"/> Others (please specify): _____	
<b>Name</b>	(Surname)	(First name)
<b>Name of clinic/organisation</b>		
<b>Type of practice of clinic/organisation</b>	<input type="checkbox"/> Medical <input type="checkbox"/> Medical & Dental <input type="checkbox"/> Others (please specify): _____	
<b>Telephone number</b>		
<b>Email address (for receiving confirmation email)</b>		

\* 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 **on or before 18 November 2025**. Application will be deemed unsuccessful if confirmation email has not been received.
2. The briefing session 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 Session 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 handling the 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 to handle the 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)