



Guidance Notes for Application for Clinic Licence

1. What is a clinic?

According to section 6 of the Private Healthcare Facilities Ordinance (the Ordinance), a clinic is defined as any premises –

- (a) that do not form part of the premises of a hospital, a day procedure centre or an outreach facility; and
- (b) that are used by registered medical practitioners or registered dentists for –
 - (i) providing medical services to patients, without lodging; or
 - (ii) carrying out minor medical procedures on patients, without lodging.

According to section 68 of the Ordinance, the operator of the facility must not provide to any person a medical procedure that may require the person's continuous confinement within the facility for more than 12 hours.

2. What types of clinics require Clinic Licence?

All clinics where registered medical practitioners and / or registered dentists practise must obtain a relevant licence or a letter of exemption in order to continue their operation. Please visit the [Office for Regulation of Private Healthcare Facilities \(ORPHF\) website](#) for more information.

A facility meeting the requirements of a Small Practice Clinic (SPC) may request for a letter of exemption. For details, please refer to the section 41 of the Ordinance and the [Frequently Asked Questions on the Request for a letter of exemption for SPC](#) for details.

3. Preparations before applying for a licence

You should read the Ordinance, the [Code of Practice for Clinics](#) (PHF(E) 31A), this Guidance Notes and relevant [information](#) at the ORPHF website, and create an account for “e-Licensing” at <https://apps.orphf.gov.hk/Submission/>.

The name of licensed private healthcare facilities (PHF), among others, are displayed to the public at the Private Healthcare Facilities Register (the Register). To avoid duplicating the name of a licensed PHF that might potentially cause confusion to the public, you are advised to conduct a search at the Register at <https://www.directory.orphf.gov.hk> to check whether the intended name of your Clinic is the same as a licensed PHF.

4. Who can submit the application?

Any individual (sole proprietor), partnership, company, body corporate other than a company, or society that operates or has control over a clinic, or that intends to operate or have control over a clinic shall apply for a clinic licence.

Applicant being a partnership is required to authorize a partner to represent the partnership. Applicant being a company, body corporate other than a company, or society is required to appoint an authorized representative **in writing** to represent the applicant. The authorized partner or representative is responsible for handling all matters related to the application and all subsequent matters related to the licence of the clinic.

For application for a licence for a scheduled clinic (as listed on Schedule 6 of the Ordinance), the applicant must be—

- (a) a person who was registered under section 5(2) of the Medical Clinics Ordinance (Cap. 343) immediately before its repeal in respect of the scheduled clinic; or
- (b) a registered medical practitioner—
 - (i) who is currently practicing in the scheduled clinic; and
 - (ii) whose name is not included in Part I of the General Register kept under section 6(1) of the Medical Registration Ordinance (Cap. 161) as at 1 April 2017.

5. When should I apply?

The Department of Health (“DH”) starts accepting applications for clinic licences **from 13 October 2025**. For clinics in operation on **30 November 2018**, if the application is made within the period **from 13 October 2025 to 13 April 2026** (both dates inclusive), the DH may issue a provisional licence after considering the circumstances. (Refer to para. 14-17 for details). To allow sufficient time for processing the applications, operators of clinics (including medical clinics currently registered under Cap. 343) should do so as early as practicable. The commencement date of penalty provision pertaining to the operation of a clinic without a licence or letter of exemption will be announced later.

6. Which office in the DH is responsible for handling clinic licence applications?

The Office for Regulation of Private Healthcare Facilities (ORPHF) handles applications of clinics of medical practice and combined (medical and dental) practice. The Dental Regulatory and Law Enforcement Office (DRLEO) handles applications of clinics with dental practice only.

7. How can I apply?

Applicant can complete the application form online via e-Licensing (<https://apps.orphf.gov.hk/Submission/>) and sign the application form using [iAM Smart+](#). By registering a user account at [e-Licensing](#), applicants could track their application status online.

For sole proprietor, authorized partner or authorized representative, please register a user account at [e-Licensing](#). You can submit the application by using [iAM Smart+](#) for digital signing and upload all required documents as listed in the checklist of documents (PHF 33) after completion of the application form through e-Licensing. The email registered in e-Licensing will also be used for the communications related to the application and the licence.

After submission of the application form and all required documents, you will be notified by email to obtain a general demand note at e-Licensing for payment of application fee.

A reference number will be generated automatically on your application form. Please quote your **reference number** on all subsequent submissions related to the application.

Please refer to the [User Guide](#) for the detailed procedures for applying clinic licence at e-Licensing.

8. How much is the application fee?

Fees payable in relation to application for licences are listed on [Schedule 4](#) of the Ordinance. Please note that any fee paid under this Ordinance is not refundable.

9. How and when to pay?

The amount of application fee and the payment methods are stated in the general demand note. Please settle the payment on or before the due date stated on the general demand note. After settling the application fees, our office would proceed to process your application.

For clinics in operation on **30 November 2018**, issuance of provisional licence will only be applicable to the applications with the payment for the general demand note settled on/before the due date stated on the general demand note and no later than 13 April 2026, whichever is earlier. **Late fee settlement (i.e., after 13 April 2026) will not be considered for provisional licence.**

10. Preparations after payment

You shall prepare –

(i) Your Clinic to be ready for site inspection

Please ensure that your clinic fulfils the standards set out in the [Code of Practice for Clinics](#) before the inspection and inform the DH when your clinic is ready for inspection. The DH will then arrange a mutually convenient date and time for inspection.

(ii) Documents to be submitted to the ORPHF / DRLEO **at least 10 working days** before site inspection

- *#For clinics with critical care area (e.g. operating room, recovery area), specialized ventilation system of operating room and/or medical gas pipeline system*
 - Certificate(s) of compliance in prescribed form issued by a registered professional engineer of the relevant discipline certifying that the

healthcare engineering systems have been designed, installed and completed in accordance with the specified internationally acceptable standard(s) and in compliance with the requirements of the Code of Practice for Clinics. For samples of the certificate of compliance, please visit the ORPHF website (https://www.orphf.gov.hk/en/useful_information/forms).

(iii) Documents to be ready for **on-site** inspection

- Written policies and procedures, records, documents and certificates as requested according to the standards enlisted in the Code of Practice and all other relevant documents as requested by ORPHF and DRLEO
- Written policies and procedures, documents related to critical and major equipment, records for staffing, and [#]documents related to healthcare engineering systems (if applicable)

Please refer to the **Report for Application for Clinic Licence (PHF 35)** for details.

[#]Note: Where healthcare engineering systems, namely electrical installation in critical care areas (such as operating room and recovery area), specialized ventilation system of operating room and medical gas supplies, are installed in the clinic, the design, installation, operation and maintenance of the systems shall comply with the relevant requirements in the Code of Practice for Day Procedure Centres. As a transitional arrangement, the requirements of the healthcare engineering systems as specified in Section 1.6 of the Code of Practice for Day Procedure Centres will take effect from 1 January 2028.

11. Possible follow-up action(s) after site inspection

You may be required to provide additional supporting documents, to make necessary amendment(s) to the application, or to make alteration(s) or improvement(s) to the premises for fulfilling the licensing criteria. A deadline for submission will be provided to you by the DH.

Furthermore, follow-up site inspection(s) after completion of all required alterations and improvements to the premises might be required.

12. How will I be notified of the application result?

Upon completion of inspection(s) and vetting of all documents required, DH will inform you of the application result through email and/or letter. A licence will be issued to you subject to compliance with the licensing requirements.

13. Display of the certificate of licence

The licensee must display the certificate of licence (including the annex) in its original paper form or in electronic form through electronic means (e.g. using flat panel display) in a conspicuous place in the clinic. The size and clarity of the electronic display should be comparable to that of the original certificate of licence in paper form. The certificate of licence and conditions in electronic form is available for download under “Licence / Exemption Profile” at [e-Licensing](#) if the licensee has registered an account at e-Licensing. Display of a photocopy of the certificate of licence or a printout of the electronic licence is **not** acceptable. Please note that failure to display the current certificate of licence in a conspicuous place in the clinic is an offence under the Ordinance.

Transitional Arrangements for Clinics in operation on 30 November 2018

14. What is a Provisional Licence and who is eligible for one?

Provisional licences allow clinics that were in operation at the premises by the operator on **30 November 2018** to continue operating during the transitional period under the new regulatory regime before being qualified for full licences. If a clinic comes into operation or has been relocated to another premises **after 30 November 2018**, the clinic will not be eligible for a provisional licence and the applicant will have to apply for a full licence. Provisional licence will only be issued to applications with application fee settled on/before due date of the general demand note or by 13 April 2026, whichever is earlier. **Late fee settlement (i.e., after 13 April 2026) will not be considered for provisional licence.**

You are advised to submit your signed application form and all required documents to ORPHF / DRLEO early and allow time for clarification on the application where necessary. Clinics with provisional licences will be issued full licence when considered fully compliant with the respective licensing requirements.

15. What should I do if my clinic is eligible for provisional licence?

DH starts accepting applications for clinic licences from **13 October 2025**.

Applicants with clinics eligible for provisional licence shall follow the procedures for full licence application. In addition, you must –

- (i) submit the application to ORPHF / DRLEO and settle the application fee according to the due date on the general demand note or by 13 April 2026, whichever is earlier; and
- (ii) provide the following documents –
 - proof of address for clinic in operation on 30 November 2018; and
 - proof of providing clinic services on the premises on 30 November 2018;OR
book an appointment to make a statutory declaration if the address and service proof could not be provided.

The following clinics are **not** required to provide documentary proof –

- The clinic is currently registered under the Medical Clinics Ordinance (Cap. 343);

or

- The clinic has been participating in any one of the following programmes since 30 November 2018: Cataract Surgeries Programme, Colon Assessment Public Private Partnership (PPP) Programme, or General Outpatient Clinic PPP Programme.

16. What documents can serve as address proof and service proof for a clinic operating on 30 November 2018?

Examples of proof of address –

- Bills or invoices issued by the utility companies (i.e. water, electricity or town gas suppliers) on or before 30 November 2018; or
- Copy of the Business Registration Certificate on or before 30 November 2018.

Examples of proof of providing clinic services –

- Record of procurement or maintenance of drugs and medical equipment; or
- Licence issued under the Radiation Ordinance (Cap. 303) for radioactive substances and irradiating apparatus.

Proof of providing clinic services must be **issued no more than 1 year prior to 30 November 2018.**

17. How can I book an appointment to make a statutory declaration for operating an existing clinic since 30 November 2018 if the address and service proof could not be provided?

For clinics with medical or combined practice, please contact:

Licensing Division, Office for Regulation of Private Healthcare Facilities (ORPHF), DH

Tel: 3107 8451

E-mail: orphf@dh.gov.hk

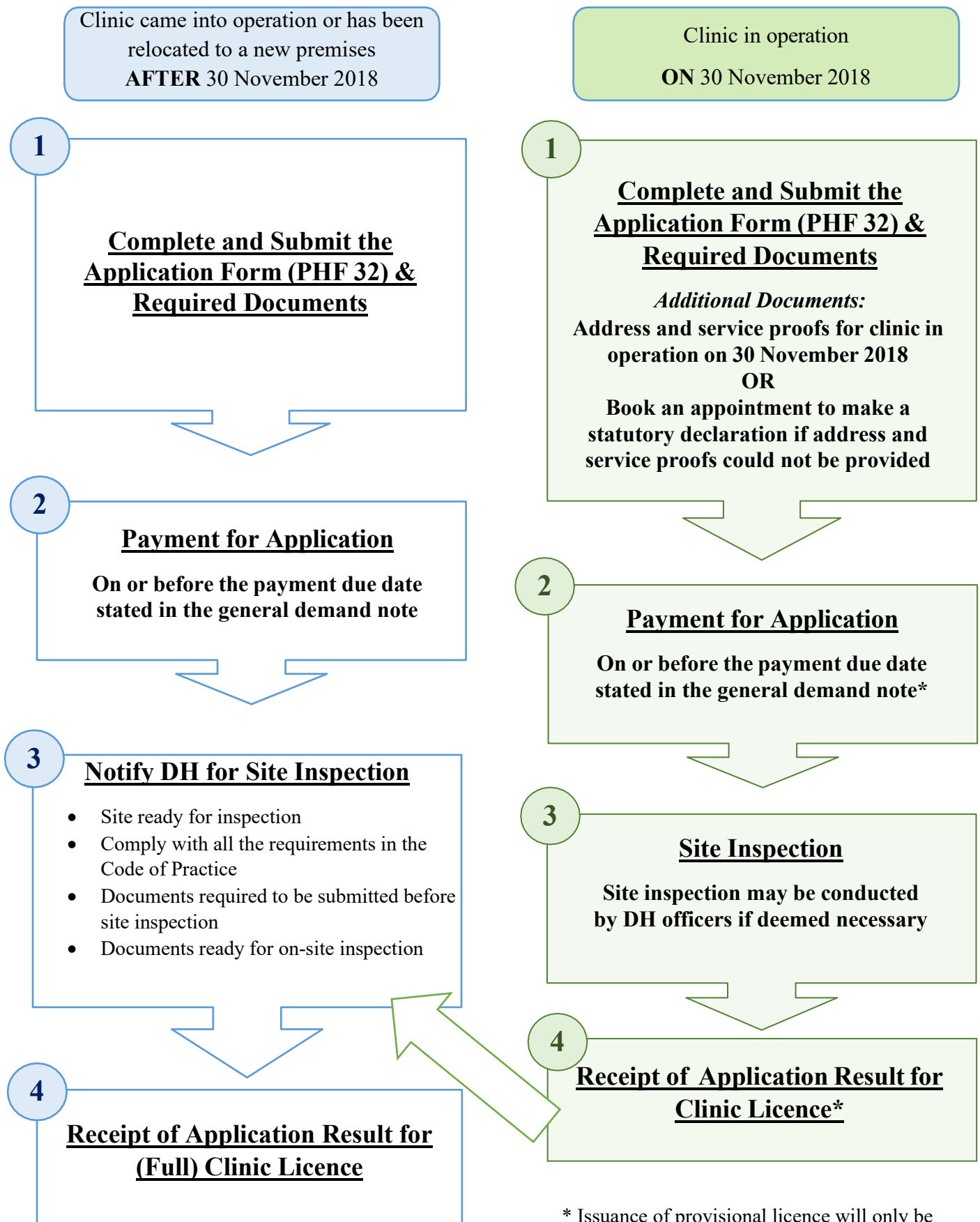
For clinics **with dental practice ONLY**, please contact:

Dental Regulatory and Law Enforcement Office (DRLEO), DH

Tel: 2631 1782

E-mail: drleo@dh.gov.hk

Flowchart for Application for Clinic Licence



Frequently Asked Questions

General requirements

Q1 What is the difference between a Day Procedure Centre and a Clinic?

A1 The key difference between a clinic and a “Day Procedure Centre” (DPC) is that “Scheduled Medical Procedures” specified under the Ordinance must **NOT** be carried out in a clinic. **It is an offence to carry out scheduled medical procedures on patients in an ambulatory setting without a day procedure centre licence.**

As specified in the Ordinance, “Scheduled Medical Procedures” are medical procedures that are carried out in ambulatory settings and entail a higher level of risk. (Please refer to Section 2 of the Ordinance on interpretation of “Scheduled Medical Procedures” and [Column 2 of Schedule 3 to the Ordinance on the particular medical procedures under classes of specialized services](#) or the information materials on “Day Procedure Centres” for details).

“Minor Medical Procedures” are medical procedures carried out in ambulatory settings, which are not “Scheduled Medical Procedures”. Minor medical procedures can be carried out in both DPCs and clinics.

Q2 Is there any restriction on confinement of a patient treated in a clinic?

A2 Clinics must not provide to any person a medical procedure that may require the person’s continuous confinement within the facility for more than 12 hours.

Q3 What is the interpretation of premises in relation to a clinic?

A3 Premises, in relation to a clinic, comprise the places –

- (i) that are physically connected by internal access among themselves; or physically attached or in close proximity to, or adjoining, one another; **and**
- (ii) that form a distinct whole for the clinic to function as a single entity.

The following are some scenarios which clinic may be considered as one premises and covered by one licence –

- (i) a clinic occupying 2 or more units connected with internal access
- (ii) a clinic occupying 2 or more adjoining units

- (iii) a clinic occupying 2 or more units within the same building

Q4 I am operating a clinic registered under Cap. 343, do I need to apply for a clinic licence?

A4 Yes. After clinic licences come into force, the existing Medical Clinics Ordinance (Cap. 343) will be repealed and replaced by the regime established under the Ordinance. Operators of medical clinics currently registered under Cap. 343 need to obtain a clinic licence in order to continue their operation. **They are advised to apply for clinic licence as soon as practicable.**

Q5 Can I operate a clinic sharing the same premises with other businesses?

A5 **No.** The operator must ensure that –

- (i) the clinic is a distinct and exclusive unit;
- (ii) the clinic has a direct and separate entrance not shared with, or involving passing through any other premises;
- (iii) the clinic is physically separated from any premises that serve a purpose not reasonably incidental to the clinic.

In a clinic, services such as those provided by dietitians and physiotherapists may in principle fall within the scope of being reasonably incidental to the services of a medical clinic, subject to any specific circumstances pertaining to those practices in individual cases. Services such as beauty services (e.g. haircut, manicure) are considered not reasonably incidental to the intended practice. The operator of a clinic must ensure that the premises are physically separated from any premises that serve a purpose not reasonably incidental to the type of facility/practice as specified on any licence/letter of exemption. The operator has the responsibility to justify the reasonableness of any incidental service to be provided in the facility. In general, conducting sales promotion of medical insurance, providing catering services and selling daily necessities, including but not limited to health supplements, skin care products, proprietary Chinese medicines and herbs without prescription, are not considered as being reasonably incidental to the medical or dental practices in a clinic (or SPC).

Remarks: During the validity period of a provisional clinic licence, shared entrance is acceptable in some cases. Please refer to section 138 of the Ordinance for details.

However, licensees of such clinics should fulfil the distinct and separate premises and separate entrance requirements as stipulated in section 66 and 67 respectively as soon as practicable to satisfy the requirements for obtaining a full licence.

Requirements on clinic management

Q6 What are the requirements and qualifications for the Chief Medical Executive (CME) of a clinic?

A6 The CME is responsible for taking charge of the day-to-day administration of the clinic, adopting and implementing the rules, policies and procedures concerning healthcare services provided in the clinic.

For a clinic with **medical practice**, the CME must be a registered medical practitioner. If the **clinic also provides dental practice**, the licensee must also appoint a registered dentist to assist the CME in carrying out the day-to-day administration of the dental practice. For clinic with **only dental practice**, the CME must be a registered dentist. The CME of a clinic must be a medical practitioner or a dentist who has been registered for **not less than 4 years** in Hong Kong; and must not serve at the same time as the CME of a hospital, nor at the same time serve for more than 3 clinics or more than 1 DPC and 1 clinic (if serving both).

Please also read the [Guidance Notes for Assessing Fitness and Properness of Applicants / Chief Medical Executives for Licence Application \(PHF\(E\) 81A\)](#).

If four or more clinics are operated at the same time by the same licensee, the licensee may appoint a single CME for that group of clinics provided that the licensee (i) has established a Medical Advisory Committee (MAC) for that group of clinics; and (ii) has appointed for each of the clinics under that group a medical practitioner and/or a dentist (if having dental services), who is/are serving the clinic to assist the CME in carrying out the day to day administration of the clinic.

Please note that if a single CME is appointed for four or more clinics, the CME must be a registered medical practitioner (for a group of medical clinics or a group of combined practice clinics) or a registered dentist (for a group of dental clinics) who has been registered for not less than 8 years in Hong Kong, and does not serve at the same time as a CME of another private healthcare facility.

For the group of clinics operated under a partnership, a company or an organisation, it is advised that the **same** authorized partner or authorized representative is appointed for **all** clinics under the clinic group to handle all matters related to the applications and all subsequent matters related to the licences under the clinic group.

Q7 For applicant which is a company, a body corporate other than a company or a society, a supporting document in respect of authorizing a representative to represent the applicant to handle all matters related to the application and all subsequent matters related to the clinic licence is required. What document should be provided?

A7 The supporting document can be (i) a resolution or minutes of the Board of Directors to appoint the authorized representative; or (ii) an authorization letter signed by **all** directors of the company.

The supporting document shall include the following information –

- name of the applicant (company / body corporate other than a company, or society)
- name and the Hong Kong Identity Card / Passport Number of the authorized representative
- name of the clinic
- the authorized representative appointed represents the company to handle all matters related to the application and all subsequent matters related to the clinic licence

A sample of authorization letter is at **Annex** for reference.

Q8 What are the roles and responsibilities of the licensee of a clinic?

A8 The licensee is wholly responsible for the operation of the clinic and to ensure that the clinic operation complies with the requirements set out in the Ordinance, the licence conditions and the Code of Practice. He / She is responsible for appointing a Chief Medical Executive (CME) for the clinic; setting up and enforcing rules, policies and procedures relating to the quality of care for, and the safety of, patients in the clinic; making available to the public information about the prices of chargeable items and services provided in the clinic; and putting in place complaint handling procedures. Also, he / she shall display the current certificate of licence of clinic (including the annex) in its original paper form or in electronic form through electronic means (e.g. using flat

panel display) in a conspicuous place in the clinic. The size and clarity of the electronic display should be comparable to that of the original certificate of licence in paper form.

The licensee is also responsible for applying for renewal of licence not less than 6 weeks before the expiry of the licence. Besides, he / she is responsible for applying to the DH any variation on the scale or scope of services specified in the licence.

Preparing for clinic licence application

Q9 What is the application fee?

A9 The application fee is based on the scale of services of the clinic and is listed as follows–

Type of Clinic	Application Fee* (HK\$)
Clinic with a total number of doctor or dentist consultation rooms and designated rooms for medical procedures (including operating room):	
- up to 5 rooms	8,840
- 6 to 10 rooms	9,860
- more than 10 rooms	10,900

*Fees payable in relation to applications for licences are specified in Schedule 4 of the Ordinance. Under Section 110 of the Ordinance, any application fee paid is not refundable.

Q10 How are rooms of clinics counted for clinic licence application?

A10 Regulation under the Ordinance is **premises-based**. One licence is issued for one premises. The Ordinance mainly regulates premises where registered medical practitioners and/or registered dentists practise. The premises may include areas / services which are reasonably incidental to a private healthcare facility.

The facility operator must ensure that the premises of the facility are physically separated from any premises that serve a purpose not reasonably incidental to the facility and the facility is a distinct and exclusive unit and is able to perform its functions independently.

A room means one of the separate sections or parts of the inside of a building having its own walls, ceilings, floors, and doors. In general, **ALL** rooms under (i) below inside a clinic, would be counted and enlisted in the licence, but not included those listed in (ii).

(i) Rooms to be counted for fee calculation and included in the licence

- consultation room for doctor
- consultation room for dentist
- designated room for medical procedures (including operating room)

Operating room is a room that meets the requirements of a restricted area and is designated and equipped with specialized ventilation, among others, for performing surgical or other invasive procedures that require aseptic surgical field, as stipulated in Annex II of the [Code of Practice for Day Procedure Centres](#) (PHF(E)21A).

Consultation rooms and designated rooms for medical procedures are a spectrum of different rooms where registered medical practitioners, registered dentists and their assisting healthcare professionals and workers involved in different stages of patient care.

(ii) Rooms **NOT** to be counted for fee calculation

- changing room
- dental technology room
- dirty utility room
- library
- office
- pantry
- seminar / conference room
- staff resting room
- store room (e.g. equipment, medical record, drug, sterile items, medical gases)
- toilet
- waiting area
- room where solely allied health professionals, social workers or pastors practice. Examples of allied health professionals:
 - audiologist
 - Chinese medicine practitioner
 - chiropractor
 - clinical psychologist
 - dietitian
 - nurse specialist (e.g. lactation consultant, DM nurse)
 - occupational therapist
 - optometrist
 - physiotherapist
 - podiatrist

- radiographer
- speech therapist

Q11 What information should be indicated on the layout plan of the premises?

A11 The layout plan of the clinic shall be drawn to a scale **not less than** 1:100 and expressed in metric units. Non-movable walls shall be indicated by double lines and the boundaries of the premises by coloured lines.

The following items shall be labelled on the layout plan (where applicable) –

- Entrance and exit
- Area for equipment reprocessing
- Hand-washing and sanitation facility
- Dirty utility room
- Consultation room for doctor, consultation room for dentist, operating room, designated room for medical procedures, recovery room, room for clinical and clinical supporting services e.g. Room for Physiotherapy
- Location of resuscitation equipment
- Location of major equipment required for the facility service, e.g. biosafety cabinet or isolator, imaging machine
- Reception and waiting area
- Door

Q12 What does it mean by medical gas pipeline system (MGPS) installed in a clinic setting?

A12 MGPS means a system comprising sources of supply, a pipeline distribution system, terminal units (to which the user connects and disconnects medical equipment), and a warning and alarm system. It applies to medical gases, medical vacuum and anaesthetic gas scavenging disposal systems.

Q13 I operate mobile clinic truck(s) in which registered medical practitioners and/or registered dentists practise, to provide health services across Hong Kong. Do I need to apply for a licence under the Ordinance?

A13 Yes. Mobile clinics where registered medical practitioners and /or registered dentists practise need to obtain clinic licence or request for letter of exemption. Under section 2(1) of the Ordinance, “premises” includes any place and, in particular, includes the following: (a) any land or building; (b) any vehicle or vessel (other than a sea-going ship as defined in the Merchant Shipping (Seafarers) Ordinance (Cap. 478)); (c) any part of any land or building or of any vehicle or vessel mentioned in paragraph (a) or (b).

For a mobile clinic truck, you should indicate on the licence application form or request for exemption the following motor vehicle licence information as the clinic address. Also, please indicate the major service area (e.g. Kowloon) and district (e.g. Yau Tsim Mong) in the clinic address.

- Clinic address in English

e.g. MOBILE CLINIC (MOTOR VEHICLE LICENCE REGISTRATION MARK:
AM 1000 AND CHASSIS NO./V.I. NO.: ITE12345678901234567)

- Clinic address in Chinese

e.g. 流動診所 (車輛牌照登記號碼：AM 1000 及底盤號碼/車輛識別號碼：
ITE12345678901234567)

Please also submit a copy of your vehicle registration document issued by the Transport Department as a supporting document. Subject to your condition, other documents may be required.

Preparing for inspection after submission of application

Q14 What should I prepare and what documents have to be ready for on-site inspection?

A14 Compliance with the [Code of Practice for Clinics](#) is a condition for issuance of licence. Clinic operators must comply with the licensing standards set out in the Code of Practice in respect of the governance, physical conditions, service delivery and care process, infection control, risk management and contingency, and other matters related to the operation of a clinic.

The following documents regarding relevant equipment, staffing, policies and procedures and #healthcare engineering systems (if applicable) have to be ready for on-site inspection –

- (i) Policies and procedures on relevant services as stipulated in relevant chapters in the [Code of Practice for Clinics](#)
- (ii) Critical and Major Equipment
 - Proof of fitness of the critical and major medical equipment supporting the services provided (e.g. satisfactory acceptance test report, temperature monitoring records for drug fridge)
 - Valid relevant certificate(s) to prove fitness for safe operation of the equipment (e.g. irradiating apparatus licence under the Radiation Ordinance Cap. 303)
 - Maintenance schedule as advised by the manufacturer and the record of last maintenance
 - Information on whether the equipment has means of alternative power supply other than normal power source (e.g. built-in battery)
- (iii) Staffing and Training
 - Training records and/or training plans of relevant staff for each service
 - Records of fire evacuation exercise
- (iv) #Healthcare Engineering Systems (*For clinic with critical care area (e.g. operating room, recovery area), specialized ventilation system of operating room, and/or medical gas pipeline system*)
 - A duly completed [Checklist of Documents of Healthcare Engineering Systems](#) (PHF 216) with relevant policies and documents as specified in the checklist.

#Note: Where healthcare engineering systems, namely electrical installation in critical care areas (such as operating room and recovery area), specialized ventilation system of operating room and medical gas supplies, are installed in the clinic, the design, installation, operation and maintenance of the systems shall comply with the relevant requirements in the Code of Practice for Day Procedure Centres.

Please refer to the **Report for Application (PHF 35)** for details.

Q15 When would the licence be issued to my clinic upon processing the application?

A15 The first batch of clinic licences will take effect tentatively around 12 months after commencement of application.

Q16 What would be the consequences if the application is incomplete?

A16 If documents required to be submitted are incomplete, the application will be considered as deemed withdrawn after the submission deadline and reminders. Unclaimed documents will be disposed of in accordance with DH procedures. Applicants may submit the application again when the application form is completed and all required documents are prepared. In case there is discrepancy of the information (such as the physical layout and document) as compared to those submitted in the application form after site inspection by DH, the applicant needs to supplement relevant document as required to proceed with the application.

Q17 How long is the validity of a clinic licence?

A17 A clinic licence is valid for a period of **not more than 5 years**, while a licence for a clinic that is a scheduled clinic is valid for a period of not more than 1 year as specified in the licence.

Q18 When will the provisional licence expire?

A18 The provisional licence is valid for the period beginning on the date specified in the provisional licence and ending on the earlier of –

- (i) the issue of a full licence to the licensee of the provisional licence;
- (ii) the refusal to issue a full licence to the licensee of the provisional licence;
- (iii) the application for a full licence is withdrawn, or deemed to be withdrawn, by the licensee of the provisional licence
- (iv) the Secretary for Health appoints by notice published in the Gazette the date on which the transitional arrangement expires. (In order to provide sufficient preparation time for the industry, the expiry date of the transitional arrangement will be at least 1 year after the date on which the notice is published.)

Q19 How can I display the certificate of licence properly in electronic form?

A19 You shall display the certificate of licence (including the annex) through electronic means (e.g. using flat panel display) in a conspicuous place in the clinic. The size and clarity of the electronic display should be comparable to that of the original certificate of licence in paper form. Display of a printout of the electronic licence is **not** acceptable.

The certificate of licence in electronic form is available for download at e-Licensing.

If you have registered an e-Licensing account, you may log in [e-Licensing](#) to obtain the certificate of licence and conditions under “Licence / Exemption Profile”.

Q20 Can I make any variation on the scale and scope of services after the clinic licence is issued?

A20 Yes, you shall apply for a variation of service **at least 2 months** before the intended date of service commencement for the proposed variation(s). Further information will be available in due course.

Q21 Under what circumstances will my application for clinic licence be refused?

A21 Applications for licence can be refused by the Director of Health under any of the following grounds—

- the applicant is not a fit and proper person to operate or exercise control over the clinic
- the CME of the clinic is a not a fit and proper person to administer the clinic
- the applicant does not have the ability to operate or exercise control over the clinic in compliance with the Ordinance and the Code of Practice
- the premises (including the fittings and equipment in the premises) forming the facility are not suitable to be used as a clinic
- the applicant does not have suitable arrangements in place regarding the management and staffing of the clinic
- the applicant does not have suitable arrangements in place to monitor and maintain the safety and quality of healthcare services to be provided in the clinic
- the operation of the clinic by the applicant would be contrary to the public interest
- another ground the Director of Health considers appropriate

Other requirements to note for licensed clinic

Q22 Do I need to ensure the healthcare engineering systems in my clinic comply with Section 2.2 of the Code of Practice for Clinics (PHF(E) 31A)?

A22 Where healthcare engineering systems, namely electrical installation in critical care areas (such as operating room and recovery area), specialized ventilation system of operating room and medical gas supplies, are installed in the clinic, the design, installation, operation and maintenance of the systems comply with the relevant requirements in the Code of Practice for Day Procedure Centres.

Q23 What is the application procedure if I intend to alter the healthcare engineering systems after issuance of clinic licence?

A23 Where additions, alterations and / or improvement to the healthcare engineering systems are involved **after** the clinic licence is issued, an application for variation of service is required. Further information will be available in due course.

Q24 Do I need to ensure the dental compressed air and vacuum systems in my clinic follow the Guidelines for Dental Compressed Air and Vacuum Systems in the Code of Practice for Day Procedure Centres (PHF(E) 21A)?

A24 Where dental compressed air and vacuum systems are installed in the clinic, the CME may refer to the relevant requirements in the Code of Practice for Day Procedure Centres (i.e. the Guidelines for Dental Compressed Air and Vacuum Systems in Annex III of the Code of Practice for Day Procedure Centres) for a general guidance on the design and installation of such systems. The feasibility of implementing the Guidelines as a regulatory requirement would be reviewed as appropriate. You are encouraged to observe the requirements set out in the Guidelines in preparation for its implementation.

Authorization Letter

To: Department of Health

Dear Sir / Madam,

(name of the company / organization)

hereby authorizes _____ (Hong Kong
(name of authorized representative)

Identity Card / Passport number*: _____) to represent the
abovementioned company / organization* to handle all matters related to the licence
application of _____
(name of the clinic)

and subsequent matters related to its licence.

Yours faithfully,

List of all directors/officers/members/office-bearers of the company/organisation

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Signature

Name: _____

Date: _____

**Delete as appropriate*