



本署檔號 Our Ref.: (3) in DH/ORPHF/18/25/22 Pt.5

By email

來函檔號 Your Ref.:

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23 May 2025

Dear Doctor/Dentist,

**Application for Clinic Licence and Request for Letter of Exemption for Small Practice Clinic
under the Private Healthcare Facilities Ordinance**

We write to inform you that the provisions pertaining to application for clinic licence and request for letter of exemption for small practice clinic under the Private Healthcare Facilities Ordinance (Cap. 633) (the Ordinance) will commence on **13 October 2025**.

The Ordinance, passed in November 2018, provides a new regulatory regime for private healthcare facilities. Under the Ordinance, all premises where registered medical practitioners and/or registered dentists practise, including hospitals, day procedure centres (DPCs), clinics and health services establishments, are required to obtain a licence or a letter of exemption from the Department of Health. The Ordinance is being implemented in phases based on the types of private healthcare facilities and their risk levels. Applications for hospital and DPC licences have already commenced since 2019 and 2020 respectively.

Clinics

Under the Ordinance, clinic refers to a premises that do not form part of the premises of a hospital, a DPC or an outreach facility; and that are used, or intended to be used, for providing medical services to patients or carrying out minor medical procedures on patients, without lodging. The application for clinic licence will start from **13 October 2025**.

The Code of Practice (CoP) for Clinics is published in the Gazette today and will also take effect on 13 October 2025. Operators are required to comply with all the requirements under the Ordinance and the CoP for Clinics in order to obtain a clinic licence.

As a transitional arrangement, clinics in operation on 30 November 2018 and apply for a licence within the period from **13 October 2025 to 13 April 2026 (both dates inclusive)** will be issued with a provisional clinic licence, if the conditions under section 136(2) of the Ordinance are

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met. Clinics issued with a provisional clinic licence may continue to operate legally until the application for full licence is approved, withdrawn or rejected, or the Secretary for Health appoints by notice published in the Gazette the date on which the transitional arrangement expires.

Small practice clinics (SPC)

An SPC is a clinic operated only by registered medical practitioners and/or registered dentists, and meeting the conditions set out under section 41 of the Ordinance including the number of medical practitioners or dentists as operator(s) of the SPC, the exclusive right of operator(s) to use the premises and locum arrangement. If a facility falls under the meaning of an SPC, the operator may request for a letter of exemption, which permits the person to operate the SPC without a licence under the Ordinance. The letter of exemption will be issued if the clinic and the operator(s) fulfill the conditions as stipulated in the Ordinance and in the “Guidance Notes for Considering Inappropriateness for a Person to be Issued with a Letter of Exemption for Small Practice Clinic to Carry on Practice in a Clinic Without a Licence” ([https://www.orphf.gov.hk/files/file/PHF\(E\)_52A_Guidance_Notes_for_Considering_Inappropriateness.pdf](https://www.orphf.gov.hk/files/file/PHF(E)_52A_Guidance_Notes_for_Considering_Inappropriateness.pdf)).

Briefing sessions

With a view to introducing the application procedures for clinic licence, the transitional arrangements for provisional clinic licence and the requirements for obtaining a letter of exemption for SPCs, four identical briefing sessions for clinics with medical practice (two on-site and two online) will be conducted from June to September 2025. In parallel, briefing sessions for clinics with dental practice will also be held during the same period. Please visit website of the Office for Regulation of Private Healthcare Facilities or scan the QR Code below for details and the enrolment procedures of the briefing sessions.

For enquiries, please contact us at 3107 8451 or visit our website at <https://www.orphf.gov.hk>. For dental related enquiry, please contact Dental Regulatory and Law Enforcement Office at 2631 1782.

Yours faithfully,



(Dr Joanna SO)
for Director of Health

Simple Guide to the Ordinance



Code of Practice for Clinics



Briefing sessions



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