



本署檔號 Our Ref.: (79) in DH/ORPHF/18/25/22 Pt.4

來函檔號 Your Ref.:

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17 March 2022

Dear Doctor / Dentist,

**Commencement of the Penalty Provision pertaining to  
the Operation of a Day Procedure Centre without a Licence  
under the Private Healthcare Facilities Ordinance**

Further to our letter of 13 December 2021, we write again to remind you that the penalty provision pertaining to the operation of a day procedure centre (DPC) without a licence under the Private Healthcare Facilities Ordinance (Cap. 633) (the Ordinance) will come into effect **on 30 June 2022**, on or after which operation of a DPC without a licence will be an offence.

The Ordinance, passed in November 2018, provides a new regulatory regime for private healthcare facilities. Under the Ordinance, operators of premises where registered medical practitioners and/or registered dentists practise, including (1) hospitals; (2) DPCs; and (3) clinics, are required to obtain either a licence or a letter of exemption from the Department of Health. The Ordinance is being implemented in phases. Applications for hospital and DPC licences have been accepted since July 2019 and January 2020 respectively. All hospital licences and the first batch of DPC licences came into effect on 1 January 2021. Commencement of clinic licence applications and requests for letters of exemption will be announced in due course.

DPCs are ambulatory facilities that are used, or intended to be used, for carrying out scheduled medical procedures (as stipulated in Column 2 of Schedule 3 to the Ordinance) on patients without lodging. Under the Ordinance, all DPCs are required to operate with a licence (either a provisional or full licence) and there is no exemption arrangement. With the commencement of the penalty provision pertaining to the

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operation of a DPC without a licence on 30 June 2022, any person operating a DPC without a licence will commit an offence and be liable on conviction to a fine of HK\$100,000 and to imprisonment for three years.

To allow sufficient time for processing licence applications, **operators of DPCs who have yet to apply for a licence should do so as soon as possible.** Operators are required to comply with all the requirements under the Ordinance and the Code of Practice for Day Procedure Centres in order to obtain a licence. You are advised to apply through our electronic platform (<https://apps.orphf.gov.hk/Submission/>). Details of the regulatory regime including the list of scheduled medical procedures, licence application procedures and relevant documents can be accessed via the QR codes below. Operators should pay special attention to the latest version of Guidance Notes for Application of Day Procedure Centre Licence, in particular, the provisions related to application procedures, application processing time and the list of frequently asked questions which provide suggested solutions to the common problems encountered by applicants.

For enquiries, please contact us at 3107 8451 or visit our website at [www.orphf.gov.hk](http://www.orphf.gov.hk).

Yours faithfully,



(Dr Addi CHAN)  
for Director of Health



Regulatory regime  
and licence application  
<https://www.orphf.gov.hk/s/1jQxm>



Guidance Notes for Application of  
Day Procedure Centre Licence  
[https://www.orphf.gov.hk/files/forms/PHF\(E\)\\_22A\\_Guidance\\_Notes\\_for\\_DPC.pdf](https://www.orphf.gov.hk/files/forms/PHF(E)_22A_Guidance_Notes_for_DPC.pdf)