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# Chapter 1

## Introduction

### (A) Purpose of the Checklist

The purpose of this checklist is to facilitate the specified operator to obtain a licence for its existing treatment centre under the Drug Dependent Persons Treatment and Rehabilitation Centres (Licensing) Ordinance (Cap. 566) [the Ordinance].

### (B) The Checklist

The checklist only provides a general guidance and reference. The compliance with the advice therein does not constitute the issue of licence under the Ordinance. Licence will only be issued for the premises as a treatment centre upon the compliance with the licensing requirements in accordance with the Ordinance and the Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres [Code of Practice].

If there is doubt in rectifying the irregularities, you may consult relevant professionals or to seek advice/information from relevant Government departments. The list of contact points of these relevant Government departments is at [Annex 1](#).

### (C) Points to Note

Please refer to the Schedule of the valid certificate of exemption issued to the treatment centre for checking the items as listed in the following chapters. If you are not sure with the answers in relation to the possibilities for the treatment centre to conduct upgrading/improvement works in the existing premises for obtaining a licence or those items relating to the building safety, please approach an Authorized Person (an architect, engineer or surveyor registered under the Buildings Ordinance) for consultancy services. The list of Authorized Persons registered under the Buildings Ordinance is available at the website of the Buildings Department (<http://www.bd.gov.hk>) or the Buildings Department for viewing.

## Chapter 2

### Part A Land Lease

**A1. Have the treatment centre premises complied with condition(s) of the Government lease that restricts the use of the place?**

☺ **Yes [please go to Part B]**

☹ **No [please refer to Question A2]**

**A2. How to comply with condition(s) of the Government lease?**

- ✍ The registered owner(s) of the property concerned or his/their authorized persons should apply for a waiver from the Lands Department to temporarily relax the restriction(s) under the lease.
- ✍ If the development restrictions set out in the relevant Outline Zoning Plan are repeated in the lease and if your treatment centre falls within the zone in which welfare facility is not permitted to exist, the registered owner(s) of the property concerned or his/their authorized persons should submit an application to the Town Planning Board for planning permission under Section 16 of the Town Planning Ordinance (Cap. 131) for regularization.
- ✍ If the permitted plot ratio or total site coverage has exceeded the condition(s) set out in the lease, the registered owner(s) of the property concerned or his/their authorized persons should:-
  - (i) reduce the coverage of the centre premises; or
  - (ii) approach the Lands Department to apply for such increase of the permitted plot ratio or total site coverage, subject to approval with conditions and payment of a premium and administration fee as appropriate.

## Chapter 3

### Part B Reprovisioning

**B1. Is it possible for the treatment centre to conduct upgrading/improvement works in the existing premises for obtaining a licence?**

☺ Yes [please go to Part C]

☹ No [please refer to Question B2]

**B2. Is any alternative site / set of premises suitable and available for reprovisioning of the treatment centre which cannot meet the lease condition or the licensing requirements by upgrading works?**

☺ Yes [please go to Part C]

☹ No [please refer to Question B3]

**B3. How to search for and secure an alternative suitable site / set of premises?**

✍ *Searching for Site*

#### Self-approach

- The specified operator can self-approach the respective District Offices of the Planning Department (Please refer to [Annex 1](#)) for site within the district of the treatment centre or other districts. All site search exercise will only be conducted with policy support from the Security Bureau.

#### By Administration

- The Social Welfare Department has included those treatment centres in need of reprovisioning to its existing mechanism of searching site for non-governmental organizations. The Social Welfare Department will liaise with individual specified operator accordingly if suitable site is available.

- The specified operator may write to the Narcotics Division requesting for a site search by the Planning Department. The Narcotics Division will liaise with the specified operator accordingly if a site is available for operation of treatment centre.

#### ***Necessary Procedures for Securing a Site***

- If a site is identified, the specified operator has to follow up with the necessary logistics as below –
  - (i) getting consent from local community through consultation together with departments concerned
  - (ii) getting approval for appropriate documents from the Lands Department if the site is on government land
  - (iii) getting approval for appropriate documents from the Lands Department if the site is on private land
  - (iv) getting approval for Planning Permission from the Town Planning Board if the treatment centre falls within the zone in which welfare facility is not permitted to exist

#### ***Searching for Premises***

##### Self-approach

- The specified operator can search for vacant public housing units of the Hong Kong Housing Authority at <http://www.housingauthority.gov.hk> and liaise with the Hong Kong Housing Authority direct on unit identified.

##### By Administration

- The Social Welfare Department has included those treatment centres in need of reprovisioning to its existing mechanism of searching government premises for non-governmental organizations. The Social Welfare Department will liaise with individual specified operator accordingly if a suitable set of premises is available.

- The specified operator may write to the Narcotics Division requesting for a search of government premises by relevant departments. The Narcotics Division will liaise with the specified operator accordingly if a set of premises is available for operation of treatment centre.

✍ *Necessary Procedures for Securing a Set of Premises*

- If a set of premises is identified, the specified operator has to follow up with the necessary logistics which include –
  - (i) getting consent from local community through consultation together with departments concerned
  - (ii) getting approval for appropriate documents from the Lands Department if the set of premises is on government land
  - (iii) getting approval for appropriate documents from the Lands Department if the set of premises is on private land

## Chapter 4

### Part C Building Safety

**C1. Are the buildings/structures within the licensed area of the treatment centre not regarded as unauthorized building works (UBWs)?**

☺ Yes [please go to Question C3]

☹ No [please refer to Question C2]

**C2. How to comply with the licensing requirement if UBWs are involved?**

✍ Premises / structures of the treatment centres which were constructed without having obtained prior approval and consent necessary under the Buildings Ordinance (Cap. 123) are objectionable UBWs and are unsuitable for licensing, unless these premise / structures are exempted under the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121). Prior to the issue of a licence, all objectionable UBWs affecting the treatment centre should be removed.

**C3. Has the treatment centre complied with the requirements on means of escape?**

☺ Yes [please go to Question C5]

☹ No [please refer to Question C4]

**C4. How to comply with the requirements on means of escape?**

✍ The specified operator should make reference to the Code of Practice for the Provision of Means of Escape in Case of Fire 1996 published by the Buildings Department and any subsequent amendments or revisions made.

**C5. Has the treatment centre complied with requirements on fire resisting construction?**

☺ **Yes [please go to Question C7]**

☹ **No [please refer to Question C6]**

**C6. How to comply with the requirements on fire resisting construction?**

✍ The specified operator should make reference to the Code of Practice for Fire Resisting Construction 1996 published by the Buildings Department and any subsequent amendments or revisions made.

✍ In addition, in case where fire resisting walls, doors and construction are newly installed, a duly completed Form LODTC 6 at Appendix 2(g) together with Annex A.2 and Annex A.3 in the Code of Practice from an Authorized Person/Registered Structural Engineer shall be submitted on behalf of the specified operator to the Building Authority or Housing Authority where appropriate to substantiate the building materials and products are acceptable under relevant building regulations.

**C7. Has the treatment centre complied with the requirements on lighting and ventilation?**

☺ **Yes [please go to Question C9]**

☹ **No [please refer to Question C8]**

**C8. How to comply with the requirements on lighting and ventilation?**

✍ The specified operator should make reference to the Building (Planning) Regulations.

**C9. Has the treatment centre complied with the requirements on the provision of sanitary fitments?**

☺ **Yes [please go to Question C11]**

☹ **No [please refer to Question C10]**

**C10. How to comply with the requirements on the provision of sanitary fitments?**

✍ The specified operator should make reference to the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations.

**C11. Has the treatment centre complied with the requirement on the locking device?**

☺ **Yes [please go to Part D]**

☹ **No [please refer to Question C12]**

**C12. How to comply with the requirement on the locking device?**

✍ The locking device installed to any exit door shall be of the type which is capable of being readily opened from the inside without the use of a key. A locking device which is electrically operated is acceptable provided that such lock is capable of being readily opened from the inside, and upon power failure, the electrical locking device shall also be released automatically. The specified operator should make reference to the Code of Practice for the Provision of Means of Escape in Case of Fire 1996.

✍ In addition, before installing any locking device, the specified operator can write, with description on the proposed locking devices, to the Licensing Office of Drug Dependents Treatment Centres [Licensing Office] of the Social Welfare Department for consultation with the relevant Government departments.

## Chapter 5

### Part D Fire Safety

**D1. Has the treatment centre complied with the requirements on fire service installations and equipment?**

☺ **Yes [please go to Question D3]**

☹ **No [please refer to Question D2]**

**D2. How to comply with the requirements on fire service installations and equipment?**

✍ For existing treatment centre, the specified operator should make reference to the Schedule of the valid certificate of exemption issued to the treatment centre.

✍ For the treatment centre which requires reprovisioning, the specified operator should make reference to the current requirements as specified in Chapter 6 of the Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres and paragraph 4.31 or 4.32 of the Code of Practice for Minimum Fire Service Installations and Equipment issued by the Fire Services Department for setting up the new treatment centre.

**D3. Is valid Certificate of Fire Service Installations and Equipment (F.S.251) available?**

☺ **Yes [please go to Question D5]**

☹ **No [please refer to Question D4]**

**D4. How to get a valid Certificate of Fire Service Installations and Equipment (F.S.251)?**

✍ All fire service installations and equipment should be installed, maintained, repaired or inspected by registered contractors. According to Fire Services

(Installations and Equipment) Regulations (Cap. 95B), whenever a registered contractor installs, maintains, repairs or inspects any fire service installations or equipment in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Director of Fire Services.

✍ The specified operator can browse at the website of the Fire Services Department (<http://www.hkfsd.gov.hk>) for details of the registered contractors.

**D5. Is valid Work Completion Certificate – Form WR1 or Periodic Test Certificate – Form WR2 under the Electricity (Wiring) Regulations (Cap. 406E) available?**

☺ **Yes [please go to Question D7]**

☹ **No [please refer to Question D6]**

**D6. How to get a valid Form WR1 or Form WR2?**

✍ The specified operator should get a valid Form WR1 or Form WR2 certified by the registered electrical worker and contractor after the fixed electrical installations have been installed, inspected and tested.

✍ The specified operator can browse at the website of the Electrical and Mechanical Services Department (<http://www.emsd.gov.hk>) for details of the registered electrical contractors and workers.

**D7. Is a valid Certificate of Completion / Annual Inspection / Maintenance of Gas Installations available?**

☺ **Yes [please go to Question D9]**

☹ **No [please refer to Question D8]**

**D8. How to get a valid Certificate of Completion / Annual Inspection / Maintenance of Gas Installations?**

- ✍ All gas installation/alteration work and/or inspection should be carried out by registered gas installers (registered to the appropriate class) employed by registered gas contractors with a copy of the above certificate / certificate of completion submitted as proof of compliance with the Gas Safety Ordinance (Cap. 51). The specified operator should make reference to the leaflets of “Safe Use of LPG Cylinders” and “Gas Installation Work and Registered Gas Contractors” issued by the Electrical and Mechanical Services Department.
- ✍ The specified operator can browse at the website of the Electrical and Mechanical Services Department (<http://www.emsd.gov.hk>) for the above leaflets and details of the registered gas contractors.

**D9. Has the treatment centre complied with the requirements on the using and storage of kerosene or diesel?**

- ☺ **Yes [please go to Question D11]**
- ☹ **No [please refer to Question D10]**

**D10. How to comply with the requirements on the using and storage of kerosene or diesel?**

- ✍ Any intended storage or use of dangerous goods as defined in the Dangerous Goods Ordinance (Cap. 295), including kerosene and diesel, should be notified to the Director of Fire Services. All dangerous goods (other than explosive and Liquefied Petroleum Gas (LPG)) can only be used and/or stored in excess of the exempt quantity in accommodation approved and licensed by the Director of Fire Services. Application shall be made to the Dangerous Goods Division of Fire Services Department.

**D11. Has the treatment centre complied with the requirement on drawing up evacuation plan?**

☺ **Yes [please go to Question D13]**

☹ **No [please refer to Question D12]**

**D12. How to comply with the requirement on drawing up evacuation plan?**

✍ The specified operator should make reference to the elements listed in the information sheet at [Annex 2](#).

**D13. Has the treatment centre complied with the requirement on fire drill?**

☺ **Yes [please go to Part E]**

☹ **No [please refer to Question D14]**

**D14. How to comply with the requirement on fire drill?**

✍ The specified operator should conduct the fire drill at least annually and keep proper record on it.

## Chapter 6

### Part E Operation and Management

**E1. Has the treatment centre complied with the licensing requirements on operation and management including display of certificate of exemption, admission of residents, staff matter, medical and health care, record keeping, furniture and equipment?**

☺ **Yes [please go to Part F]**

☹ **No [please refer to Question E2]**

**E2. How to comply with the licensing requirements on operation and management?**

- ✍ The specified operator should make reference to paragraph 3.8 of the Code of Practice for compliance with the requirement on display of certificate of exemption.
- ✍ The specified operator should make reference to paragraph 4.1.2 to 4.1.5 of the Code of Practice for compliance with the requirements on admission of residents.
- ✍ The specified operator should make reference to paragraph 4.4 and 8.1 of the Code of Practice for compliance with the requirements on staff matter.
- ✍ The specified operator should make reference to paragraph 4.5.3, 4.5.4, 4.5.6 and 4.5.7 of the Code of Practice for compliance with the requirements on medical and health care.
- ✍ The specified operator should make reference to paragraph 4.7.1, 4.7.2, 4.7.2(a), 4.7.2(b), 4.7.2(f), 4.7.2(g) and 8.2.1(b) of the Code of Practice for compliance with the requirements on record keeping.

- ✍ The specified operator should make reference to paragraph 7.1.1 to 7.1.3 of the Code of Practice for compliance with the requirements on furniture and equipment.
  
- ✍ The specified operator may consult the social workers of the Licensing Office on the details of compliance with the requirements on operation and management.

## Chapter 7

### Part F Others

**F1. Has the treatment centre complied with the requirement on the submission of building plans of the centre premises for obtaining a licence under the Ordinance?**

☺ **Yes [please go to Question F3]**

☹ **No [please refer to Question F2]**

**F2. How to comply with the requirement on the submission of the above building plans?**

✍ The specified operator should make reference to the items listed in Appendix 1(b) of the Code of Practice for preparation of the above building plans.

**F3. Has approval been obtained from the relevant departments for proposed change of the building or layout plan?**

☺ **Yes or Not Applicable [please go to Part G]**

☹ **No [please refer to Question F4]**

**F4. How to get approval for the proposed change of the building or layout plan?**

✍ Prior to any change in the layout, the specified operator should apply to the Licensing Office in writing together with the proposed plan(s). Upon receiving such application, the Licensing Office will forward it to the relevant Government departments for comments which will subsequently be conveyed to the specified operator.

✍ If there is alteration or addition works involved, the permission of the Building Authority or the Housing Authority, and the Lands Department where appropriate, should also be obtained for compliance with the requirements.

## Chapter 8

### Part G Funding

**G1. Is any funding resource adequate for upgrading/reprovisioning of the treatment centre?**

☺ **Yes or Not Applicable**

☹ **No [please refer to Question G2]**

**G2. How to secure funding resources?**

✍ Available Funding Sources -

- (i) The Hong Kong Jockey Club Charities Trust
- (ii) Chief Executive's Community Project List
- (iii) The Board of Management of the Chinese Permanent Cemeteries Charity Donation
- (iv) Sir Murray MacLehose Trust Fund
- (v) Sir Robert Ho Tung Charitable Fund
- (vi) Lotteries Fund
- (vii) Beat Drugs Fund Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres

✍ The specified operator can consider applying for the above-mentioned funds for upgrading or reprovisioning of existing treatment centres for meeting licensing requirements. Summary of information of the funds is at [Annex 3](#).

✍ The Narcotics Division, Social Welfare Department and other departments concerned will provide comments on the specified operators' applications to the respective funding organizations as requested from policy, service, licensing and technical works perspectives.

**Licensing Scheme for Drug Dependent Persons  
Treatment and Rehabilitation Centres  
Contact Points of Relevant Government Departments**

<b>Department</b>	<b>Telephone No.</b>
<b>Social Welfare Department</b> Licensing Office of Drug Dependents Treatment Centres	2116 3592
<b>Buildings Department</b> Licensing Unit	2191 4452
<b>Housing Department</b> Independent Checking Unit	3162 0488
<b>Architectural Services Department</b> Project Management 3, Division 3, Property Services Branch	2773 2469
<b>Fire Services Department</b> Licensing and Certification Command Hong Kong and Kowloon West Regional Office Dangerous Goods Division	2549 8104 2417 5768
<b>Lands Department</b>	Appendix 1
<b>Planning Department</b>	Appendix 2

## **Lands Department**

### **District Lands Office, Hong Kong East**

Address 19<sup>th</sup> floor, Southorn Centre, 130-150 Hennessy Road, Wan Chai, Hong Kong  
Tel. No. 2835 1684  
Fax 2834 4324

### **District Lands Office, Hong Kong West and South**

Address 20<sup>th</sup> floor, Southorn Centre, 130-150 Hennessy Road, Wan Chai, Hong Kong  
Tel. No. 2835 1711  
Fax 2833 1945

### **District Lands Office, Kowloon East**

Address 10<sup>th</sup> floor, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon  
Tel. No. 2300 1764  
Fax 2782 5061

### **District Lands Office, Kowloon West**

Address 10<sup>th</sup> floor, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon  
Tel. No. 2300 1764  
Fax 2782 5061

### **District Lands Office, Islands**

Address 19<sup>th</sup> floor, Harbour Building, 38 Pier Road, Central, Hong Kong  
Tel. No. 2852 4265  
Fax 2850 5104

### **District Lands Office, North**

Address 6<sup>th</sup> floor, North District Government Offices, 3 Pik Fung Road, Fanling, NT  
Tel. No. 2675 1809 2675 1502  
Fax 2675 9224 2676 6432

### **District Lands Office, Sai Kung**

Address 3<sup>rd</sup> and 4<sup>th</sup> floors, Sai Kung Government Offices, 34 Chan Man Street,  
Sai Kung, NT  
Tel. No. 2791 7019  
Fax 2792 0706

### **District Lands Office, Sha Tin**

Address 11<sup>th</sup> floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT  
Tel. No. 2158 4700  
Fax 2602 4093

### **District Lands Office, Tai Po**

Address 1<sup>st</sup> floor, Tai Po Government Offices, Ting Kok Road, Tai Po, NT  
Tel. No. 2654 1263  
Fax 2650 9896

### **District Lands Office, Tsuen Wan and Kwai Tsing**

Address 10<sup>th</sup> and 11<sup>th</sup> floors, Tsuen Wan Station Multi-storey Carpark Building, 174 – 208 Castle Peak Road, Tsuen Wan, NT  
Tel. No. 2402 1164  
Fax 2415 0703 2412 0505

### **District Lands Office, Tuen Mun**

Address 6<sup>th</sup> and 7<sup>th</sup> floors, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, NT  
Tel. No. 2451 1176  
Fax 2459 0795

### **District Lands Office, Yuen Long**

Address 9<sup>th</sup> - 11<sup>th</sup> floors, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, NT  
Tel. No. 2443 3575  
Fax 2473 3134 2479 9736 2478 8554

## **Planning Department**

### **Hong Kong District Planning Office**

Address 14<sup>th</sup> floor, North Point Government Offices, 333 Java Road, Hong Kong  
Tel. No. 2231 4957  
Fax 2895 3957

### **Kowloon District Planning Office**

Address 14<sup>th</sup> floor, North Point Government Offices, 333 Java Road, Hong Kong  
Tel. No. 2231 4979  
Fax 2894 9502

### **Tsuen Wan and West Kowloon District Planning Office**

Address 27<sup>th</sup> floor, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan,  
NT  
Tel. No. 2417 6261  
Fax 2412 5435

### **Sai Kung and Islands District Planning Office**

Address 15<sup>th</sup> floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT  
Tel. No. 2158 6177  
Fax 2367 2976

### **Sha Tin, Tai Po and North District Planning Office**

Address 13<sup>th</sup> floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT  
Tel. No. 2158 6274  
Fax 2691 2806

### **Tuen Mun and Yuen Long District Planning Office**

Address 14<sup>th</sup> floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT  
Tel. No. 2158 6301  
Fax 2489 9711

**Elements required for Fire Safety Evacuation Plan**

1. Legend and Location of the Manual Fire Service Installations  
(e.g. Fire Extinguisher, Fire Blanket, Hose Reel, Manual Fire Alarm Actuation Point)
2. Highlighted Exit Routes
3. Possible Evacuation Direction
4. The Assembly Point Outside the Premises
5. The Location of the Switch Room and Kitchen
6. The Division of Works for the Staff When in case of Fire or Emergency

## Summary of Funding Information

<b>Name</b>	<b>HKJCCT</b>	<b>CECPL</b>	<b>BMCPCCD</b>	<b>SMMTF</b>	<b>SRHTCF</b>	<b>LF</b>	<b>BDF(FS)</b>
<b>Details</b>							
<b>When to Apply</b>	All year round	July/ August	Yearly, with no fixed schedule	No regular exercise	February	All year round	All year round
<b>How to Apply (Contact Organization)</b>	Direct to Hong Kong Jockey Club (HKJC)	Through ND to HWFB	Through Government departments	Through Government departments	Through ND to HWFB	Direct to Lotteries Fund Projects Section, SWD	Direct to secretariat of BDF Association
<b>Telephone No. / Website</b>	29667259 / www.hkjc.com	29738137	25115259 www.bmcpc.org.hk	28915854	29738137	28324319 / www.swd.gov.hk	28672286 / 28672737
<b>Ceiling of Grant</b>	Nil	At least \$10 Million	Maximum \$1 Million	Nil	Nil, but normally not exceed \$0.5 Million	Nil	Not normally exceed \$3 Million for each centre and \$6 Million for each non-governmental organization with two or more centres
<b>Project Nature</b>	Capital works/ renovation/ fitting-out works/purchase of furniture and equipment, vehicles	Capital works	Capital works/ renovation/ fitting-out works/ purchase of furniture and equipment	No specification. Can be capital works/renovation / fitting-out works etc. subject to the theme	Capital works/ purchase of durable equipment	Capital works/ renovation/ fitting-out works/ purchase of furniture and equipment	Capital works, furniture and equipment which are essential to meet licensing requirements
<b>Acknowledgement</b>		(to HKJC)				√ (to LF, but can exempt on very exceptional grounds)	
<b>Remarks</b>	-	-	-	Theme changes for each invitation for application	-	-	Applicant should have demonstrated difficulties in seeking funding support from other sources

**NOTES:**

<b>Name of Funding (in English)</b>	<b>Name of Funding (in Chinese)</b>
The Hong Kong Jockey Club Charities Trust (HKJCCT)	香港賽馬會慈善信託基金
Chief Executive's Community Project List (CECPL)	行政長官社會資助計劃
The Board of Management of the Chinese Permanent Cemeteries Charity Donation (BMCPCCD)	華人永遠墳場管理委員會慈善捐款
Sir Murray MacLehose Trust Fund (SMMTF)	麥理浩爵士信託基金
Sir Robert Ho Tung Charitable Fund (SRHTCF)	何東爵士慈善基金
Lotteries Fund (LF)	獎券基金
Beat Drugs Fund Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres (BDF(FS))	禁毒基金資助藥物倚賴者治療康復中心撥款計劃

<b>Name of Contact Organization (in abbreviation)</b>	<b>Name of Contact Organization (in full name)</b>
HWFB	Health, Welfare and Food Bureau
ND	Narcotics Division
SWD	Social Welfare Department