

Residential Care Homes (Elderly Persons) Ordinance

Application for a Licence

(Please study Chapter 3 of the Code of Practice for Residential Care Homes (Elderly Persons) and the guidance notes for application for a licence before submission)

Attention: Please put a “✓” in the appropriate box

Section I Details of Application

Application for a licence for setting up a new residential care home for the elderly (RCHE) (please fill in Section II)

Tentative date of commencement of the proposed RCHE:

_____ / _____ / _____ (dd/mm/yyyy)

Application for a licence by a licensed RCHE

Date of commencement of the existing RCHE:

_____ / _____ / _____ (dd/mm/yyyy)

Reasons for an application for a new licence (may choose more than one item):

Change of name of the RCHE

Existing name of the RCHE: _____

Proposed name of the RCHE: _____

Change of address of the RCHE

Existing address of the RCHE: _____

Proposed address of the RCHE: _____

Change of licence holders/licensed corporation

Existing licence holders/licensed corporation of the RCHE:

Proposed licence holders/licensed corporation of the RCHE:

Change of type of the RCHE

Existing Type of the RCHE: Care and Attention home

Aged home

Self-care hostel

Proposed Type of the RCHE: Care and Attention home

Aged home

Self-care hostel

Change of the maximum number of persons that the RCHE is capable of accommodating

Existing maximum number of persons that the RCHE is capable of accommodating –

Proposed maximum number of persons that the RCHE is capable of accommodating –

Section II Particulars of the RCHE (Continued)

Number of places in the RCHE Care and Attention places _____ Aged Home places _____ Self-care places _____ Total _____
Area of floor space of the RCHE (shall be the same as shown on the layout plan submitted with this application form) _____ m ²
Type of applicant of the RCHE <input type="checkbox"/> Sole proprietorship [Please fill in Section III(A)] <input type="checkbox"/> Partnership [Please fill in Section III(A)] <input type="checkbox"/> Body corporate [including a non-governmental organisation (NGO)] [Please fill in Section III(B)]

Section III (A) A Sole Proprietorship or Partnership

Name of the operator(s) (shall be the same as shown on the Hong Kong Identity Card) (1) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms _____ (_____) English (surname first, then other names) Chinese
Hong Kong Identity Card number
(2) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms _____ (_____) English (surname first, then other names) Chinese
Hong Kong Identity Card number
(3) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms _____ (_____) English (surname first, then other names) Chinese
Hong Kong Identity Card number
(4) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms _____ (_____) English (surname first, then other names) Chinese
Hong Kong Identity Card number
(Please use supplementary sheets if necessary)

Section III (B) A Body Corporate (including an NGO)

Name of the company/NGO (English)	
Name of the company/NGO (Chinese)	
Business Registration Certificate number (if applicable)	Certificate of Incorporation number (if applicable)
Address of the company/NGO (English)	
Address of the company/NGO (Chinese)	
Telephone number	Email address

Section IV Correspondence of the Applicant/Representative of the Applicant

(A partnership or body corporate (including an NGO) shall authorise a representative of the applicant in writing. Please refer to the guidance notes for application of a licence for details)

Name of the applicant/representative of the applicant (shall be the same as shown on the Hong Kong Identity Card) <input type="checkbox"/> Mr / <input type="checkbox"/> Ms _____ (_____) English (surname first, then other names) Chinese	
English correspondence address of the applicant/representative of the applicant (applicable to a sole proprietorship/partnership)	
Chinese correspondence address of the applicant/representative of the applicant (applicable to a sole proprietorship/partnership)	
Mobile phone number	Office phone number
Email address	
Position of the applicant/representative of the applicant held in the company/NGO/RCHE (if applicable)	

Section V Declaration

I declare that:

1. the information I have given on this application form is true and correct to the best of my knowledge and belief; and
2. the operation, keeping, management or other control of the RCHE above is under my continuous supervision.

Signature of the applicant/
Date: _____ representative of the applicant: _____

Company/Organisation stamp
(if applicable): _____

WARNING

1. Under section 21(6)(a) of the Residential Care Homes (Elderly Persons) Ordinance, any person who in or in connection with this application makes any statement or furnishes any information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular commits an offence. The provision of such false information may also prejudice this application and the existing licence.
2. Under section 6 of the Residential Care Homes (Elderly Persons) Ordinance, any person who on any occasion operates, keeps, manages or otherwise has control of a residential care home that a licence has neither been issued or renewed and is not for the time being in force commits an offence and is liable to a fine at level 6 and to imprisonment for 2 years and to a fine of \$10,000 for each day during which the offence continues.
3. Licensing of a RCHE does not prejudice the power of other government departments to take enforcement or regulatory actions, neither release or affect any contract, covenant or deed of mutual covenant in respect of the premises or building. The applicant/representative of the applicant shall be responsible for ensuring that the premises used for the purpose of RCHE comply with the relevant legislations, statutory plans, land lease conditions, deed of mutual covenant and tenancy conditions.

Residential Care Homes (Elderly Persons) Ordinance

Guidance Notes for Application for a Licence

1. An “applicant” includes a sole proprietorship, partnership and body corporate (including an NGO).
2. A partnership and body corporate (including an NGO) shall authorise a “representative of the applicant” to sign on this application form, and submit a written authorisation together with this application form.
3. The applicant/representative of the applicant shall forward the original copy of a completed application form by dispatch or by registered post to the Licensing Office of Residential Care Homes for the Elderly (LORCHE) of the Social Welfare Department at the following address –
6/F, THE HUB, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong
4. Any person applying for an RCHE licence shall submit the following documents at the same time –

(a) Applicable to all applications

- layout plans of the RCHE (please refer to Annex 3.3 of the Code of Practice for Residential Care Homes (Elderly Persons) for the requirements of layout plans)
- photocopy of the tenancy agreement of the RCHE premises (applicable to rented premises)
- photocopy of the deed of assignment of the RCHE premises (applicable to self-owned premises)
- certified copy of the Business Registration Application (applicable to applications of private RCHEs)
- photocopy of the Business Registration Certificate (applicable to applications of private RCHEs)
- photocopy of the Branch Registration Certificate (applicable to applications of private RCHEs) (if applicable)
- staff list of the RCHE
- photocopy of the relevant documents related to fire safety and precautionary measures [please refer to Annex 5.1 of the Code of Practice for Residential Care Homes (Elderly Persons)]
- photocopy of the letter issued by the Buildings Department regarding the change in use of a building (applicable to RCHE premises situated at non-domestic premises or non-domestic part of composite buildings)
- documentary proof of planning permission issued by the Town Planning Board (if applicable)
- waiver issued by the Lands Department (if applicable)

Besides the items in (a) above, the following documents shall be submitted –

(b)(i) Applicable to an application of a sole proprietorship

- photocopy of Hong Kong Identity Card of the applicant

(b)(ii) Applicable to an application of a partnership

- photocopies of Hong Kong Identity Card of all partners
- original copy of the written authorisation for the representative of the applicant

(b)(iii) Applicable to an application of a body corporate (including an NGO)

- original copy of the written authorisation for the representative of the applicant
- photocopy of the Incorporation Form (NNC1)
- photocopy of the Certificate of Incorporation
- Memorandum of Association and/or Articles of Association
- photocopy of the Annual Return (NAR1) (applicable to an existing body corporate)
- photocopy of the Notice of Change of Company Name (NNC2) (if applicable)
- photocopy of the Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A) (if applicable)