

## Residential Care Homes (Elderly Persons) Ordinance

### Application for Renewal of a Licence

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

(Attention: Please put a "✓" in the appropriate box)

#### Section I Particulars of the Residential Care Home for the Elderly (RCHE)

LORCHE number	
Name of the RCHE	
Address of the RCHE	
Telephone number	Fax number
Email address	
<p>The premises of the RCHE is:</p> <p><input type="checkbox"/> self-owned property</p> <p><input type="checkbox"/> rented premises (please specify the validity of tenancy agreement below)</p> <p><input type="checkbox"/> rented government land</p> <p><input type="checkbox"/> partly self-owned and partly rented (please specify the validity of tenancy agreement below)</p> <p style="padding-left: 40px;">details of self-owned part _____</p> <p style="padding-left: 40px;">details of rented part _____</p> <p>Validity of tenancy agreement (1) From _____ to _____</p> <p>Validity of tenancy agreement (2) From _____ to _____</p> <p>Validity of tenancy agreement (3) From _____ to _____</p> <p>(Please use supplementary sheets if necessary)</p>	
<p>Number of places in the RCHE</p> <p style="padding-left: 40px;">Care and Attention places _____</p> <p style="padding-left: 40px;">Aged Home places _____</p> <p style="padding-left: 40px;">Self-care places _____</p> <p style="padding-left: 40px;">Total _____</p>	
<p>Type of Applicant of the RCHE</p> <p><input type="checkbox"/> Sole proprietorship [Please fill in Section II(A)]</p> <p><input type="checkbox"/> Partnership [Please fill in Section II(A)]</p> <p><input type="checkbox"/> Body corporate [including a non-governmental organisation (NGO)] [Please fill in Section II(B)]</p>	

**Section II (A) A Sole Proprietorship or Partnership**

Name of the applicant/representative of the applicant of partnership (shall be the same as shown on the Hong Kong Identity Card) (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 for renewal of a licence.) <input type="checkbox"/> Mr/ <input type="checkbox"/> Ms  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">English (surname first, then other names)</div> <div style="width: 5%; text-align: center;">(</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Chinese</div> <div style="width: 5%; text-align: center;">)</div> </div>	
Hong Kong Identity Card number	

**Section II (B) A Body Corporate (including an NGO)**

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

**Section III Correspondence of the Applicant/Representative of the Applicant**

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  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">English (surname first, then other names)</div> <div style="width: 5%; text-align: center;">(</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Chinese</div> <div style="width: 5%; text-align: center;">)</div> </div>
English correspondence address of the applicant/representative of the applicant (applicable to a sole proprietorship/partnership)

### Section III Correspondence of the Applicant/Representative of the Applicant (Continued)

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 IV 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**

- 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.
- 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.

## **Residential Care Homes (Elderly Persons) Ordinance**

### **Guidance Notes for Application for Renewal of 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 renewal shall submit the following documents at the same time –

(a) Applicable to all applications

- 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) (Code of Practice)]
- layout plans of the RCHE (applicable to RCHEs which have undergone the addition and alteration works as mentioned in paragraph 4.13 of Chapter 4 in the Code of Practice. Please refer to Annex 3.3 of the Code of Practice for the requirements of layout plans)

**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 Certificate of Incorporation
- photocopy of the Annual Return (NAR1)
- 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)