

**RESIDENTIAL CARE HOMES (ELDERLY PERSONS) ORDINANCE
APPLICATION FOR A LICENCE**

(Please read Chapter 3 of the Code of Practice for Residential Care Homes (Elderly Persons) (Code of Practice) and the note on pages 7 and 8 of this application form before submission)

Applicant ^{Note 1}/representative of applicant ^{Note 2} should complete Sections I, II, III or IV, V(A) or V(B) and VI in Chinese or English. The completed application form together with the required documents and plans should be sent to the Licensing Office of Residential Care Homes for the Elderly (LORCHE) by hand or by registered post ^{Note 3}. Should there be any changes to the information contained therein, the applicant is required to inform LORCHE in writing at the earliest possible time. For enquiries, please contact LORCHE at 2961 7211 or 2834 7414.

Section I Please tick as appropriate

- [] Application is hereby made for a Licence under Section 8(1) of the Residential Care Homes (Elderly Persons) Ordinance.
- [] Application is hereby made for a renewal of Licence under Section 9 of the Residential Care Homes (Elderly Persons) Ordinance.

LORCHE No.: _____ Existing Licence No.: _____

Section II Particulars of the Residential Care Home for the Elderly (RCHE) Applying for a Licence

(1) Name of the RCHE (English): _____

(2) Name of the RCHE (Chinese): _____

(3) Address of the RCHE (please state in detail the address which should tally with the Business Registration Certificate, Business Registration Application and Demand Note for Rate):

Flat/Room	Floor	Block	Name of Building
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Number and Name of Street/Estate and/or Number of Lot	District
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Hong Kong/Kowloon/New Territories*

- (4) Telephone No.: _____
- (5) Fax No.: _____
- (6) Email address (if applicable) : _____
- (7) Number of floors of the building occupied by RCHE: _____ floor(s)
- (8) Number of units of the building occupied by RCHE: _____ unit(s)
- (9) Financing nature of the RCHE: (please tick as appropriate)
- Subvented
 - Self-financing and non-profit-making
 - Private
 - Contract Home
 - Others (please specify): _____
- (10) Type of the RCHE: (please refer to Chapter 2 of the Code of Practice for classification of RCHEs and tick as appropriate)
- a care-and-attention home
 - an aged home
 - a self-care hostel
- (11) The premises of RCHE is: (please tick as appropriate and provide documentary proof specified in Note (c)(6) and (7) on page 7 below)
- a self-owned property
 - a rented premises
 - partly self-owned and partly rented
- self-owned unit(s): _____
- rented unit(s): _____

(12) Maximum capacity of the RCHE: _____

Existing number of beds and residents of the RCHE:

	<u>Existing no. of beds</u>	<u>Existing no. of residents</u>
care-and-attention places	_____	_____
aged home places	_____	_____
self-care places	_____	_____
Total	_____	_____

(13) Net floor area of the RCHE: (it should be the same as marked on the layout plan submitted with this application form)

_____ square meters

(14) The RCHE is: (please tick as appropriate)

a proposed service/business an existing service/business

(15) Date/Tentative date* of commencement of service/business :

Date Month Year

(16) Does the RCHE comply with the statutory plans, land lease conditions, Deed of Mutual Covenant and tenancy agreement? (please refer to paragraph 4.2 of Chapter 4 of the Code of Practice and tick as appropriate)

Yes No Others (please specify): _____

(17) Monthly fee charged per resident:

Minimum: \$ _____

Maximum: \$ _____

Section III Ownership of Business (for completion if the RCHE is a private establishment registered with the Inland Revenue Department according to the Business Registration Ordinance)

(1) Ownership of business: (please tick as appropriate)

Sole proprietorship

Partnership

Corporate body

(2) Name of operator(s):

For completion if the operator is a sole proprietorship or partnership:

(i) Mr/Miss/Ms* _____
(English, surname first) (Chinese)

Hong Kong Identity Card (HKIC) No.: _____

(ii) Mr/Miss/Ms* _____
(English, surname first) (Chinese)

HKIC No.: _____

(iii) Mr/Miss/Ms* _____
(English, surname first) (Chinese)

HKIC No.: _____

(iv) Mr/Miss/Ms* _____
(English, surname first) (Chinese)

HKIC No.: _____

(continue on a separate sheet if necessary)

For completion if the operator is a corporate body:

(i) Name of the company (English):

(ii) Name of the company (Chinese):

Section IV **Particulars of the Non-governmental Organisation (for completion if the RCHE is a subvented or self-financing non-profit-making establishment)**

(1) Name of the organisation (English):

(2) Name of the organisation (Chinese):

Section V(A) **For Completion if the Applicant is an Individual (see Note (a))**

(1) Full name of the applicant (English) (must be the same as shown on HKIC):

Mr/Miss/Ms* _____
(Surname first)

(2) Full name of the applicant (Chinese) (must be the same as shown on HKIC):

(3) HKIC No.: _____

(4) Residential address:

Flat/Room Floor Block Name of Building

Number and Name of Street/Estate District

Hong Kong/Kowloon/New Territories*

(5) Correspondence address (if different from (d)) :

Flat/Room Floor Block Name of Building

Number and Name of Street/Estate District

Hong Kong/Kowloon/New Territories*

(6) I select the [] residential address/[] correspondence address as the address to be shown on the Licence (Item 3(b) of the Licence refers) (please tick as appropriate)

(7) Telephone No.: _____(Residence) _____(Office)

(8) Position held by the applicant in the RCHE (if applicable):

- Note:**
- (a) “Applicant”/ “Individual(s)” refers to natural person(s).
 - (b) “Representative of applicant” refers to a person who completes this application form on behalf of a corporate body/non-governmental organisation.
 - (c) The applicant/representative of applicant should send the original copy of a completed application form together with the following documents by hand or by registered post to LORCHE at:

Room 2354, 23/F Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong

- (1) photocopy of the Hong Kong Identity Card of the applicant (applicable to application made by an individual)
- (2) photocopy of Certificate of Incorporation issued by the Registrar of Companies (applicable to application made by a corporate body)
- (3) certified copy of Business Registration Application issued by the Commissioner of Inland Revenue (applicable to applications of private RCHEs)
- (4) photocopy of the Business Registration Certificate issued by the Commissioner of Inland Revenue (applicable to applications of private RCHEs)
- (5) staff employment record of RCHE
- (6) photocopy of the tenancy agreement of the RCHE premises (applicable to rented RCHE premises)
- (7) photocopy of the deed of assignment of the RCHE premises (applicable to self-owned RCHE premises)
- (8) 4 sets of layout plans of the RCHE (6 sets for RCHEs situated in premises under or divested by the Housing Authority) (for requirements on layout plans, please refer to [Annex 3.3](#) of the Code of Practice)
- (9) photocopy of the fire service installation plan and relevant documents (please refer to paragraphs 5.4 and 5.5 of Chapter 5 and [Annex 5.1](#) of the Code of Practice)
- (10) For use of the location/premises for operation of RCHE subject to the planning permission from the Town Planning Board, the applicant/representative of applicant should submit proof of the planning permission to LORCHE.
- (11) For operation of RCHE in the subject premises violating the land lease conditions, the applicant/representative of applicant should submit a waiver issued by the Lands Department to LORCHE as a proof of waiving of the land lease conditions.
- (12) Upon receipt of the above required documents, and if all of them are in order, under general circumstances, LORCHE will take 8 weeks to complete processing an application for a licence and issue the licence.

WARNING

1. 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 or she knows or reasonably ought to know is false in such particular shall be guilty of an offence under section 21(6)(a) of the Residential Care Homes (Elderly Persons) Ordinance. The supply of such false information may also prejudice the application and an 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 an unlicensed RCHE commits an offence and is liable to a fine at level six and imprisonment for two years and to a fine of \$10,000 for each day during which the offence continues.