



Flow chart for Emergency Guardianship Application (during office hours)

An application for normal guardianship order must first or simultaneously file (Regarding procedure for applying a normal guardianship order, please see leaflets “Application Procedure for a Guardianship Order”, “Flow chart for a normal guardianship application” and “This Guide helps you to fill out the application form for guardianship”).

Applicant telephones Board’s staff about the emergency guardianship application

Applicant confirms that he/she can be applicant, i.e. relative/ public officer of Social Welfare Department or social worker of NGO/doctor

Applicant obtains the application form (Form 4) from website or office of Guardianship Board

Applicant completes Form 4 with information to justify the application: -
(i) the person concerned is in danger, maltreated or exploited;
(ii) he/she has mental incapacity to make reasonable decisions; and
(iii) in need for immediate protection.

A case summary or statement in support is required from the applicant.

Applicant tells the person concerned about the application (if appropriate)

Applicant confirms contact details of the person concerned & his/her families (if possible)

Applicant identifies proposed guardian, if any, with contact details provided and he/she should sign on Form 4

Applicant faxes completed Form 4 to the Board

Date, time and venue of hearing is fixed

Hearing conducted (the person concerned present or interviewed in advance)

Normally, Board’s written order handed over to applicant and guardian immediately after hearing

For more information, contact the Guardianship Board:

Address : Unit 807, 8/F, Hong Kong Pacific Centre, 28 Hankow Road,
Tsimshatsui Kowloon, Hong Kong

Tel : 2369 1999

Fax : 2739 7171

E mail : gbenquiry@adultguardianship.org.hk

Webstie : www.adultguardianship.org.hk

Important notes : The information in this leaflet is for general guidance only and does not purport to be legal advice given by the Guardianship Board.

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