

**Panel on Welfare Services**

**Subcommittee to study issues relating to the  
strategy and measures to prevent and tackle family violence**

**Follow Up to the Joint Meeting of Panel on Welfare Services and  
Panel on Security on 24 May 2004**

**Purpose**

This paper provides information in response to the points raised in the letter of 25 May 2004 from the Clerk to Panel on Welfare Services.

**Background**

2. At the joint meeting of the Panel on Welfare Services and Panel on Security on 24 May 2004, Members requested the following from Hong Kong Police Force -

- (a) audio tape on the '999' call made by Madam JIN in the evening of 9 April 2004;
- (b) video tape on Madam JIN seeking assistance at the Tin Shui Wai Police Station prior to her death in the evening of 11 April 2004;
- (c) latest edition of the Police guidelines for handling domestic violence; and
- (d) written response to the suggestion of inviting friends and/or non-governmental organisations (NGOs) who/which know about all the incidents of Madam JIN seeking assistance prior to the homicide to attend the death inquest, if held.

**Response**

**Audio Tape and Video Tape**

3. The '999' audio tape and the Report Room video tape are case exhibits gathered in connection with the investigation into the Tin Shui Wai Homicide case. We have referred Members' request to the Coroner for his direction.

The Coroner was concerned that pre-mature disclosure of the materials sought would prejudice any coronial inquest. Accordingly permission has not been given for providing the said materials.

### **Police Guidelines for Handling Domestic Violence**

4. The latest edition of the Police guidelines for handling domestic violence is enclosed at **Annex A**.

### **Inviting Friends of the Deceased and NGOs to attend the Death Inquest**

5. Since the investigation into the Tin Shui Wai Homicide, the Police have interviewed over 50 witnesses. These included friends of the deceased, staff of NGOs and others. Their statements have already been submitted to the Coroner and, if necessary, they may be called to testify in the subsequent death inquest, if held. If any person holds information relating to the Tin Shui Wai Homicide but has not been approached by the Police, he is advised to contact Regional Crime Unit, New Territories North Police Region direct. Any additional information collected under such circumstances will be reported to the Coroner.

6. Furthermore, the Coroners Ordinance (Cap. 504) provides for a “properly interested person” to attend a death inquest and examine a witness in person or by counsel or solicitor. A “properly interested person” in relation to the death of a person, means a person who belongs to a class or description of persons specified in Schedule 2 of the Ordinance (**Annex B**) in respect of the deceased.

**Hong Kong Police Force**  
**June 2004**

**Police Guidelines****Handling Domestic Violence**

6/03

**Definition of Domestic Violence**

For the purpose of Police intervention, Domestic Violence is defined as "any incident involving an assault, or breach of the peace between parties who could generally be described as married or having a family relationship". This includes co-habitants or lovers, and a relationship includes spouses who are separated or divorced. Definition of breach of the peace and the Police power to deal with breach of peace can be referred to Police Manual 33-01.

**Role and Responsibilities of Police Officers Attending Scene of Domestic Violence Incidents**

2. The primary concerns of the police as a law enforcement agency are:-
  - (a) to protect the victim and his/her children from attack;
  - (b) to ensure that they are not subject to any risk of further violence, at least in the short run;
  - (c) to take firm and positive action against the alleged offender and to investigate any offences that may have been committed;
  - (d) to serve a Domestic Incidence Notice on the alleged offender; and
  - (e) to refer the victim and/or the alleged offender to appropriate government departments /other Non-Governmental Organizations (NGOs) for assistance.

**Action by RCCC/DO**

3. On receipt of a report of domestic violence, RCCC/DO should alert the beat officer and whenever practicable, two police officers, one of either gender, should attend the scene. Supervisory officers should attend scene when their subordinates require support and assistance.

**Action by Officers at the Scene of Domestic Violence**

4. Officers should arrange for the victim to be taken to the Accident and Emergency department of the nearest hospital by ambulance if medical treatment is needed.

5. Officers should contact DO CRB by telephone or via their RCCC/Report Room to check on all parties concerned. Should this disclose the existence of a Domestic Violence Injunction issued by a court under the Domestic Violence Ordinance, Cap. 189, action should be taken in accordance with para. 49 to 57 below.

6. If the victim is a female it will be helpful to have a woman officer, if available, to speak to her. The victim and the alleged offender should be interviewed separately so that the victim will not feel pressurised into relating the incident in front of the alleged offender. They should be kept apart from the other for as long as the situation requires. The victim should never be asked in the presence or hearing of the alleged offender if she/he wants to bring a criminal complaint against the alleged offender and whether she/he would be prepared to give evidence at court hearing.

7. Officers should not interview either the alleged offender or victim at a location where implements are available which may be used to cause injury, for example in a kitchen.

8. If there is evidence of a crime, the alleged offender should be arrested and the case be passed to a crime unit for investigation, irrespective of the wishes of the victim. In order to assist in any criminal investigation, officers are reminded of the need to:-

- (a) record details of any questions they ask and the answers of

the parties involved;

- (b) caution the alleged offender if there is evidence which would afford reasonable grounds for suspecting the person has committed an offence. Details of any admissions and the reply under caution should be recorded as soon as practicable;
- (c) make a written record of evidence indicating violence, a struggle, injuries, and the emotional state of all parties;
- (d) record details of any witnesses; and
- (e) preserve the scene for scenes of crime officers/photographers if it would assist in a prosecution.

9. If the alleged offender is arrested for any offence, the arresting officer should explain the procedure to the victim and inform the victim of the arresting officer's number and the name of the Police Station to which the alleged offender will be taken.

### **Domestic Incident Notice (Pol. 915 Rev. 2003)**

10. Initial action at the scene of a domestic violence incident should be carried out in accordance with the above paragraphs. If there is insufficient evidence to support the allegation against the alleged offender, the situation and reasons should be explained to the victim. Officers should first ask the victim whether she/he wishes to have the Domestic Incident Notice (Pol. 915 Rev. 2003), a copy is at **Annex M**, served on the alleged offender or not. This question should never be asked in the hearing or presence of the alleged offender.

11. If the victim replies affirmatively, the form should be completed by the officer, and signed by both the officer and the victim to signify her/his consent to this course of action. The upper portion is to be given to the alleged offender and the lower perforated portion torn off and given to the victim. No copy is required to be kept by the issuing officer.

12. If the victim replies negatively, the alleged offender will still be served with the completed upper portion of the Domestic Incident Notice but without the name of the victim entered. The lower portion will be given to the victim with the words 'with my consent' crossed out. The victim will not be asked to sign it.

13. If the alleged offender refuses to accept the upper portion of the form, this fact should be written on the form and the entire form be given to the victim. If the victim refuses to accept it, it will be returned to the Duty Officer who will file it for future reference. If the offender rips up the upper portion of the form after it has been given to him, this fact should be recorded in the officer's notebook.

14. Domestic Incident Notice is a Police administrative document, it is not part of a legal process and is not established under any legislative provisions. **It is not a warning notice.** It is a record of a victim making an allegation against the alleged offender. It notifies the alleged offender that an allegation has been made but the Police do not have sufficient evidence to initiate a prosecution. It draws the offender's attention to legislation that he/she may contravene if he/she commits such acts again.

15. Children living in families where there is evidence of domestic violence are also at risk of abuse. If it is suspected or established that a criminal offence has been committed in respect of a child/children of the family, action should be taken in accordance with FPM 34-04 and immediate steps should be taken to locate the alleged offender. A Domestic Incident Notice is not to be served in respect of any incident involving assaults on children or juveniles.

16. Domestic Incident Notices should be kept in every Report Room. They are to be carried on all mobile patrol and EU vehicles. In case the officers handling domestic violence incident do not have a copy of the Domestic Incident Notice, the Duty Officer should arrange a copy of the form be promptly delivered to scene for use by the officers to ensure that there is no unnecessary delay. The document is in Chinese and English and may be completed in either language. If the victim/alleged offender speaks a language other than Chinese or English, an interpreter should be arranged.

17. In any event, the officer shall record details of the incident in his/her notebook and whether he/she has served a Domestic Incident Notice on the alleged offender or not. On return to the station, he/she should record the details in the FICS.

### **Family Support Service Information Card (Pol. 917 Rev. 2003)**

18. If no arrest is made or the parties are not brought back to station for further enquiries, the officers at scene should serve the victim and the alleged offender with a copy of the Family Support Service Information Card, Pol. 917 (Rev. 2003), if one is available. The upper portion of the Information Card contains useful telephone numbers and addresses of the agencies providing family support services in both Chinese and English. The lower portion of the Information Card includes a Consent for Referral to SWD. A copy of the Information Card is at **Annex N**. If no Information Card is available, the officer should arrange through the Duty Officer to have one delivered to them as soon as practicable.

19. In order that the victim and/or the alleged offender can receive appropriate services from concerned professionals, they should be encouraged to seek service and assistance from SWD or other agencies. If they agree to the referral to SWD, the lower portion of the Information Card should be completed by the officer, and signed by the victim and/or the alleged offender to signify the consent. The upper portion of the Information Card is to be given to them and the Consent for Referral should be retained by the handling officer. On return to the station, the handling officer should hand over the Consent for Referral to the Duty Officer for subsequent referral to SWD.

20. If the victim and/or the alleged offender does not give the consent to referral, the officers should record the details. Nevertheless, they will be informed that the Police have the authority and responsibility to refer them to SWD without their consent and consideration may be so taken in respect of the case.

### **Action by the Duty Officer in a Police Station**

21. If a victim reports domestic violence to a Police Station, the Duty Officer will record the victim's allegation. If there is sufficient evidence to substantiate the allegation, the case should be passed to the crime unit for further enquiry. If there is insufficient evidence to support the allegation, the situation and reasons should be explained to the victim. Actions will then be taken in accordance with para. 10 to 20 above. The same also applies to cases in which the parties were brought back to station for enquiries. If the alleged offender is not present, the upper portion of the Domestic Incident Notice and a Family Support Service Information Card should be sent as soon as possible thereafter by post to the address of the alleged offender; the lower portion should be given to the victim. If the victim does not wish to have the Domestic Incident Notice sent to the alleged offender, the completed upper portion will still be posted without the name of the victim entered.

### **Action by Crime Officers**

22. Crime officers should explain in detail the process of criminal investigation and court proceedings to the victim and address her/his concerns on giving evidence in criminal proceedings. If there is sufficient evidence to support a charge, the appropriate criminal charges should be preferred against the alleged offender. If the victim later changes her/his mind and does not wish to give evidence in subsequent criminal proceedings, the OC Case may consider the provisions under Section 57 of the Criminal Procedure Ordinance, Cap.221 to compel her/him to give evidence for the prosecution. Legal advice should be sought if in doubt. Curtailment of active investigation into domestic violence incidents should be authorized by an officer of the rank of SP or above.

23. Where the OC Case considers that a binding over application is the appropriate course of action, she/he must explain the procedure to both the victim and the alleged offender in accordance with the Police Manual 33-02, and they should be separately interviewed.

24. In crime cases including those classified as NOD/NCD, the OC Case is responsible for serving the Family Support Service Information Card on the victim/alleged offender and arranging the referrals to SWD.



## Victim Care

25. Police officers should handle all cases of domestic violence with empathy, compassion and impartiality and should not take side with either party. Whether or not the alleged offender is arrested or charged with criminal offence(s), police officers handling domestic violence incidents should always consider the safety of the victim and his/her children.

## Refuge Centres for Women

26. The officers at scene, the Duty officer or the OC Case should advise the female victims of the services provided by the refuge centres for women. The offer of Police transport, if available, to take the victim and the children to a refuge centre for women or, if the victim declines, her local friend or relative is to be made.

27. SWD and three NGOs offer temporary accommodation for up to three months for battered women and their dependent children. Their contact telephone numbers are:-

Name of Organization	Name of Refuge Centre	Hotline
SWD	Wai On Home	2343 2255
Harmony House	Harmony House	2522 0434
Christian Family Service Centre	Serene Court	2787 6865
Po Leung Kuk	Sunrise Court	2890 8318

28. If the victim requests contact with one of these refuge centres, the DO/OC Case should telephone the hotlines and briefly outline the circumstances of the case. He/She should then hand the telephone to the victim who can then make arrangements for her admission with the staff of the refuge centre. They all accept 24-hour admissions. For admission outside office hours, a referral letter should be given to the victim, a copy of which is attached at **Annex O**.

29. The locations of the refuge centres are confidential and should not be made known to either the alleged offender or to the general public. Any telephone calls made to the refuge centres should be made in private, and not in

the hearing of the alleged offender, in the Report Room or in the presence of members of the general public.

30. On occasions, in spite of police referral, the victim may change her mind, for example, she may not go to the pick up point as arranged by the refuge centre, or may decline admission at the refuge centre. The DVC or equivalent shall take appropriate action to ensure that the victim who accepts police referral has actually been accommodated in a safe place, for instance, encouraging the victim to confirm with the officers concerned after admission, so that he/she can make an informed decision when assessing the need for follow-up visits to the victim in accordance with para. 42 and 43 below.

### **Assistance for Men**

31. Not all victims of domestic violence are women. In the event of a man making an allegation against a woman, the same action as in the case of a report by a woman victim should be taken. The above refuge centres do not accept male residents, if a male victim requires refuge, temporary accommodation services can be obtained from:

<b>Name of Organization</b>	<b>Name of Hostel</b>	<b>Hotline</b>
Neighbourhood Advice-Action Council	Jockey Club Lok Fu Hostel	2336 6860
The Salvation Army	Sunrise House	2307 8001
Family Crisis Support Centre	Caritas-Hong Kong	2383 2122

If assistance is not immediately available, he should be asked if he wishes to remain in the Police Station whilst subsequent arrangements are made with SWD.

### **Counselling Hotlines**

32. The Family Crisis Support Centre operated by Caritas-Hong Kong provides counselling and temporary accommodation service for parties of either sex. Its address is open and it is suitable for a victim who does not need secluded accommodation. Furthermore, SWD and other NGOs also offer a variety of services for people who are in need of assistance. The following are only some of the useful telephone numbers, details of others can be obtained

from SWD or the Victim Support Webpage at [www.info.gov.hk/swd/vs](http://www.info.gov.hk/swd/vs) :-

<b>Name of Organization</b>	<b>Hotline</b>
SWD	2343 2255
HKCSS Mutual Aid Hotline	1878 668
Caritas – Hong Kong Hotline	18288
Harmony House Man's Hotline	2295 1386
Christian Family Service Centre Man's Hotline	2787 1355
Caritas Extra-marital Affairs Support Service	2537 7247
Against Child Abuse	2755 1122

### **Referrals to Social Welfare Department**

33. Experience shows that cases of domestic violence involving minor disputes or assaults may escalate and develop into serious crimes. Victims and their children are at risk of violence or attack if the family's problems or causes of the violence are not identified and properly dealt with. Police officers handling domestic violence cases should always consider whether follow-up social services provided by SWD for the victim, the alleged offender and their child(ren) are necessary.

### **Referrals with Consent**

34. For non-crime cases in which the victim and/or the alleged offender has/have given the consent to referral, the Duty Officer should arrange a copy of the Consent for Referral form at the lower portion of Pol. 917 (Rev. 2003), together with the completed Referral Memo (sample at Annex P) to be sent by fax to the appropriate Family and Child Protective Services Unit (FCPSU) of SWD as stipulated in para. 36 as soon as possible. The original documents should also be forwarded to the SWD, preferably within three days of the report. Officers of FCPSU will contact the parties concerned and provide the service or information they need.

35. For crime cases, it is the responsibility of the Officer-in-Charge of the case to arrange for the Consent for Referral form to be completed by the victim/alleged offender and the subsequent referral to the appropriate FCPSU of SWD as stipulated in para. 36.

36. SWD also provides 24-hour outreaching service to carry out immediate investigation and crisis intervention in domestic violence cases. If urgent services are considered necessary, the following numbers can be called during the operating hours as and when appropriate :-

(a) **Family and Child Protective Services Unit (FCPSU)**

<b>Units</b>	<b>Tel. No.</b>	<b>Fax No.</b>	<b>Police Formations Covered</b>
FCPSU (Hong Kong)	2231 5858	2164 1771	HKI region, LTDIST and Marine
FCPSU (East Kowloon)	2707 7681	2717 7453	KE region
FCPSU (West Kowloon)	2247 5373	2729 6613	KW region
FCPSU (New Territories East)	2158 6679	2681 2557	STDIST, TPDIST, BORDIST and YLDIV
FCPSU (New Territories West)	2940 7350	2940 6421	TWDIST, KWTDIST, TMDIST and TSWDIV

Operating hours :                            0845 – 1715 hours (Mon – Fri)  
    0900 – 1200 hours (Sat)

(b) **SWD Departmental Hotline** Tel. No. 2343 2255

Operating hours:                            0900 – 2200 hours (Mon – Sat)  
    1300 – 2200 hours (Sun & PH)

37. Outside the operating hours of the SWD FCPSUs and departmental hotline mentioned above, officers may contact the appropriate SWD District Social Welfare Officers (DSWOs) if they consider that the domestic violence case warrants immediate attention. In this regard, an officer, preferably of the rank of inspector or above, should contact the concerned DSWOs. The contact list of the DSWOs is provided to the Police on a monthly basis and maintained at the four RCCCs and HQCCC.

## **Referrals Without Consent**

38. The collection of personal data by the Police in domestic violence cases is generally for the purposes specified in the Police Force Ordinance (PFO), Cap. 232:

- (a) the prevention or detection of crimes and offences (Section 10 (b)); and/or
- (b) the prevention of injury to life and property (Section 10 (c)).

If the referral to SWD is made for the same purposes, the victim/alleged offender/child(ren) may then be referred for social services. The Data Protection Principle 3 under the Personal Data (Privacy) Ordinance (PDPO), Cap. 486, will not be contravened if the personal data is used for a purpose for which it was to be used at the time of their collection.

39. Under exceptional circumstance, if the personal data of the victim/alleged offender/child(ren) was collected by the Police for a purpose other than that set out in para. 38 above, referral to SWD without consent may still be effected. The referral will be exempted under Section 58(2) of the PDPO, if the Police have reasonable ground to believe that failure to disclose the subject's personal data to SWD would be likely to prejudice the prescribed purposes specified in Section 58 (1) of the PDPO:

- (a) the prevention or detection of crime (Section 58(1)(a)); and/or
- (b) the prevention, preclusion or the remedying (including punishing) of unlawful or seriously improper conduct, or dishonesty or malpractice by persons (Section 58(1)(d)).

Such cases should be considered on a case by case basis, taking into account factors such as seriousness of the injuries suffered by the victim/child(ren), the alleged offender's propensity to violence and the services or assistance SWD is able to offer etc.

40. The general guideline is that for cases classified as crime or dealt with by court proceedings/binding over applications, the victim and/or the alleged

offender should be referred to SWD in the absence of their consent by the OC Case as soon as practicable. For other cases, and all cases in which exemption under Section 58 (2) of PDPO apply, an officer of SP rank of the formation where the domestic violence incident occurs, or his/her delegate in emergency situation, should assess the risk of further violence and the needs of the victim/alleged offenders/child(ren) and decide whether to refer the case to SWD without their consent.

41. Before making the written referral, the referring police officer should initiate discussion on the case with the Senior Social Work Officer of the corresponding FCPSU. Referral procedures stipulated in para. 34 to 37 should then be followed and the Referral Memo at **Annex P** be duly completed. Reasons/grounds justifying the application of the relevant exemption under the PDPO must be properly documented for future reference and to rebut any possible challenge to the Force for non-compliance with the provisions of the PDPO.

### **Follow-up Visits by Police**

42. In all cases of domestic disputes/violence and disregarding whether or not an arrest is made, the DVC or equivalent should assess each case on its own merit and decide whether or not follow-up visits to the victim/alleged offender/child(ren) are required and how it should be conducted. Under normal circumstances, no police follow-up is required if the victim has moved to a safe place or refuge centre for women, or the case has been referred to SWD for social services in accordance with the above paragraphs.

43. The objectives of follow-up visit are:-

- (a) to reaffirm the police commitment to provide quality service for the family;
- (b) to ensure that the victim and his/her child(ren) are not subject to further violence;
- (c) to reassure them that the police is taking the matter seriously; and
- (d) to remind the alleged offender that he/she should stop resorting to

violence.

### **Multi-disciplinary Case Conference (MDCC)**

44. The main objective of a MDCC is to bring together the professionals handling the case to help formulate a welfare plan for the victim through sharing of their professional knowledge, information and concern on the family. Under most circumstances the key social worker handling the case, will assume the chairmanship of a Multi-disciplinary Case Conference (MDCC). The criteria for convening a MDCC are as follows:-

- (a) Cases involving suspected child abuse;
- (b) Cases in which the formulation and implementation of welfare plan for the victim/alleged offender/children involve three or more service units, e.g. Family Services Centres/Integrated Family Service Centres/Family and Child Protective Services Units, clinical psychologists, refuge centre for women, police, etc; and there are different views amongst the concerned service units and the victim over the welfare plan;
- (c) Cases in which the formulation and implementation of welfare plan for the victim/alleged offender/children involve three or more service units and are complicated in nature (e.g. with risk of homicide/suicide or in need of statutory protection of the children and mentally incapacitated person, etc.)

45. When called upon to attend the case conference, the OC Case or in his/her absence, an officer of the rank of Sergeant who is familiar with the case, shall attend the conference. Police officer attending the MDCC may have to explain police procedures and action taken to assist the conference in working out their welfare plan.

46. Police officer attending the MDCC has to observe the rules of the Personal Data (Privacy) Ordinance. As the Police is responsible for the investigation of the case, police officer attending the MDCC should remain neutral during the discussion. Information which is sub-judice in nature should not be provided.

47. Where MDCC is not needed, the case manager would still facilitate multi-disciplinary collaboration through case consultation, sharing and meeting

with individual workers etc. to ensure the smooth formulation and implementation of welfare plan for the victim and his/her family. OC Case should likewise offer assistance in accordance with para. 45 and 46 above.

### **Legal Aid Department**

48. In the course of handling domestic violence incident, officers should also advise the victim of the services offered by the Legal Aid Department. A victim who wishes to seek legal aid in connection with his/her matrimonial problems may apply for legal aid directly. In an urgent case they should attend in person to the Hong Kong Office or Kowloon Office of the Department without delay. The addresses and telephone numbers of the offices are included in the Family Support Service Information Card (Pol. 917 Rev. 2003).

### **Domestic Violence Injunction Order**

49. Under the Domestic Violence Ordinance, Cap. 189, where a party to a marriage makes an application to the District Court or the Court of First Instance, the court may grant an injunction which either:-

- (a) restrains the other party to a marriage from using violence against the applicant or a child living with the applicant; or
- (b) excludes the other party from the matrimonial home or from a specified part of the matrimonial home or from a specified area.

50. The terms of the injunction and its validity are limited to three months, and prior to its expiry, it may be extended for a further period, provided that the total period of validity does not exceed six months.

51. At the time of granting the injunction, or at any subsequent time during the validity of that injunction, the court may also attach a Power of Arrest that enables a Police officer to enter, arrest and detain the offender. The Power of Arrest will normally be attached to the injunction if the other party has previously caused actual bodily harm to the applicant or child.

52. Where a Power of Arrest has been attached to an injunction, an officer may arrest, without warrant, any person whom he reasonably suspects of being



in breach of the injunction by reason of that person's use of violence or his entry into any premises or area specified in the injunction. The officer shall also have all necessary powers including the power of entry by the use of reasonable force to effect the arrest.

53. When the District Court or the Court of First Instance issues a Power of Arrest in connection with an injunction, a copy will be served on the CP (SP CRB). SP CRB will ensure that details of the Power of Arrest are included in the Free Text Area of EPONICS record. A copy of the Power of Arrest will be retained in CRB.

54. When it is determined that such a Power of Arrest exists and the person named in the injunction is in breach of the conditions, the officer will arrest the person immediately. However, an officer should not use force to enter a premises for these purposes unless he/she has received confirmation from the DO CRB of the existence and continuing validity of a Domestic Violence Injunction to which Power of Arrest has been attached and been informed of the instructions contained therein.

55. The arrested person should be brought before the Duty Officer of the nearest Police Station. The Duty Officer should inform DO CRB and make arrangements to obtain a copy of the relevant Power of Arrest from CRB. The arrested person will be detained.

56. Upon receipt of information that a person has been arrested in accordance with the Power of Arrest attached to an injunction, DO CRB will advise Chief Bailiff (Operations) of the Judiciary on telephone no. 2825 4232 if the Injunction Order is issued by the Court of First Instance, or Assistant Chief Bailiff (Hong Kong) on telephone no. 2582 3088 if the Injunction Order is issued by the District Court.

57. As soon as practicable, but in any case within one working day, DO CRB will make arrangements for the arresting formation to hand over the arrested person and copy of the Injunction Order to Chief Bailiff (Operations) or Assistant Chief Bailiff (Hong Kong). The office of Chief Bailiff (Operations) is located at LG 3 of the High Court Building, 38 Queensway, Hong Kong. The office of Assistant Chief Bailiff (Hong Kong) is located at Bailiff Office, 26/F, Wanchai Tower, 12 Harbour Road, Hong Kong. If necessary, Duty

Officer of the Police Station will liaise directly with Chief Bailiff (Operations) or Assistant Chief Bailiff (Hong Kong) to arrange a suitable time for delivery.

**Annex B****Schedule 2 of Coroners Ordinance (Cap. 504)  
Properly Interested Persons**

1. Any person who is a parent, spouse, sibling or child of the deceased.
2. Any person who is the registered medical practitioner of the deceased.
3. Any person who is a personal representative, within the meaning of section 2 of the Wills Ordinance (Cap 30), of the deceased.
4. Any person who is a beneficiary under a policy of insurance on the life of the deceased.
5. Any person who is an insurer who has issued a policy of insurance on the life of the deceased.
6. Any person who is appointed by a trade union, within the meaning of section 2 of the Trade Unions Ordinance (Cap 332), to which the deceased at the time of his death belonged if the death may have been caused by an injury received in the course of his employment or by an occupational disease, within the meaning of section 3 of the Employees' Compensation Ordinance (Cap 282), or pneumoconiosis, within the meaning of section 2(1) of the Pneumoconiosis (Compensation) Ordinance (Cap 360), or any other disease (whether described as an occupational disease or otherwise) which may have been contracted in the course of his employment.
7. Any representative of any department of the Government which is concerned with the death of the deceased and who is authorized by the head of that department to be such representative for the purposes of this Ordinance.
8. Any person whose act or omission or that of his agent, servant or employee may, in the opinion of a coroner, have caused the death of the deceased.
9. Any other person who, in the opinion of a coroner, should be regarded as a properly interested person by reason of any particular interest in the circumstances surrounding the death of the deceased.