
**Guide to Application for Licence under the
Animals (Control of Experiments) Ordinance
(Cap. 340)**

**Department of Health
(November 2013 Edition)**

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Guide to Application for Licence under the Animals (Control of Experiments) Ordinance (Cap. 340)

Before applying for a licence to conduct animal experiments, all applicants are encouraged to read the Animals (Control of Experiments) Ordinance, Cap. 340 (“the Ordinance”), the Animals (Control of Experiments) Regulations, Cap. 340A (“the Regulations”) and this Guide, so as to be familiar with the requirements posed on the licensees as stipulated in the Ordinance and the Regulations.

I. Background

1.1. The Animals (Control of Experiments) Ordinance (Cap. 340) provides for the control of experiments on living vertebrate animals.

1.2. In the Ordinance, “*animal*” means *a living vertebrate animal*; “*experiment*” means *any experiment performed on an animal and calculated to give pain*; “*licensee*” means *a person licensed under section 7* of the Ordinance; and “*Licensing Authority*” means the *Director of Health*.

1.3. According to section 3(1) of the Ordinance, no person except a licensee shall perform any experiment. In this connection, any person who is involved in performing an experiment on animals should apply for a licence/ permit/ endorsement(s) for that specific experiment.

1.4. In accordance with section 7 of the Ordinance, the Licensing Authority may grant a licence to any person to perform any experiment for any purpose specified in such licence during such period and subject to such conditions, in addition to the conditions specified in the Ordinance, as he may think fit. It shall be a condition of any licence granted under section 7(1) that any experiment performed pursuant to such licence shall be performed at such place as may be specified in such licence.

II. Type of licence/ permit/ endorsement(s)

2.1. Depending on the nature of the experiment, an applicant may need to apply for (a) **Licence to Conduct Experiment** alone or together with (b) **Endorsement to Authorize Experiments to Attain Manual Skill** and/or (c) **Teaching Permit** and/or (d) **Endorsement to Authorize Experiments without Anaesthetics or without Destroying the Animal**. The purpose of different types of licence/ permit/ endorsements is explained as follows:

- (a) **Licence to Conduct Experiment:** under section 7 of the Ordinance, the Licensing Authority may grant a licence to any person to *perform experiment(s)* for any purpose(s) specified in such licence at such place(s) during such period and subject to such condition(s), in addition to the condition(s) specified in the Ordinance, as the Licensing Authority may think fit.
- (b) **Endorsement to Authorize Experiments to Attain Manual Skill:** under section 8 of the Ordinance, where the Licensing Authority is satisfied that it is desirable, he may, by endorsement of any licence, authorize the holder to perform experiment(s) for the purpose of *attaining manual skill* during such period and subject to such condition(s) as the Licensing Authority may think fit.
- (c) **Teaching permit:** under section 9 of the Ordinance, where the Licensing Authority is satisfied that it is absolutely necessary for the due instruction of persons attending any lectures for the purpose of acquiring physiological knowledge or any knowledge which will be used for saving or prolonging life, or alleviating suffering, or for combating any disease whether of human beings, animals or plants, for any such lecture to be illustrated by the performance of any experiment, the Licensing Authority may grant to a licensee a teaching permit to perform any experiment for the purpose of illustrating such lecture.
- (d) **Endorsement to Authorize Experiments without Anaesthetics or without Destroying the Animal:** under section 10 of the Ordinance, where the Licensing Authority is satisfied that the object of any experiment or series of experiments permitted to be performed by a licensee would necessarily be frustrated (i) by the performance of such experiment under any anaesthetic; or (ii) by killing the animal on which such experiment is performed before it recovers from the influence of any anaesthetic, he may, by endorsement of any licence, authorize the holder to perform such experiment or series of experiments without administering any anaesthetic to the animal or without killing the animal before it recovers from the influence of such anaesthetic, as

the case may be, during such period and subject to such conditions as the Licensing Authority may think fit.

2.2. Under normal circumstances, a Licence to Conduct Experiment with/ without endorsement(s) will be valid for two years while a Teaching Permit will be valid for one year.

III. Application Procedures

3.1. All applications shall be made in Form 1, the statutory application form, and the Annex to Form 1 (effective from 1 November 2013), which can be downloaded from the website of the Department of Health at http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html. The Personal Information Collection Statement (PICS) is also available at the given website. The completed Form 1 and Annex should be submitted to the Director of Health by post, fax or email.

Address: Special Health Services
Department of Health
21/F, Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong
(Re: Application for Licence under the Animals (Control of Experiments) Ordinance)

Tel: 2961 8975

Fax: 2127 7329

Email: ro_al@dh.gov.hk

3.2. Application for licence/ permit/ endorsement(s) under the Ordinance is free of charge. **Applicants are advised to read the PICS and fill in all items in Form 1 and the Annex, or the processing time for the application may be prolonged unnecessarily.** An acknowledgement letter will be sent to the applicant by fax upon receipt of his/ her completed Form 1 and Annex. Applicants are

advised to quote the reference number provided in the acknowledgement letter when making enquiries about the application.

3.3. Applicants are encouraged to submit their applications at least three months before the expected commencement date of the animal experiment so as to allow adequate time for processing.

3.4. If more than one person in the same or different departments of an institution are going to perform the same animal experiment, they are encouraged to submit their individual applications together and indicate such arrangement by writing in a covering letter or email.

IV. Renewal of licence/ permit/ endorsement(s)

4.1. If a licensee wishes to continue with the same animal experiment as specified in the existing/ previous licence, i.e. the same experimental procedures under the type of experiment(s) and the same purpose of experiment(s), the licensee shall indicate in the Annex as appropriate. The licensee shall quote the reference number of the licence he/ she wishes to renew and indicate whether the licence has expired or not. The licensee shall also declare in the Annex that he/ she will comply/ have complied with the requirements in the Ordinance and the Regulations as appropriate.

4.2. To allow adequate time for processing of renewal applications, licensees are reminded that they should submit the renewal applications at least three months before the expiry dates of the existing licences.

4.3. Licensees are also reminded that it would be a breach of the Ordinance if they continue to conduct the same experiments after the expiry dates of the existing licences and before new licences are issued.

V. Information that should be provided in the application form and the Annex

A. General application

5.1. Information on the following areas should be provided in Form 1:

(a) Type of licence/ permit/ endorsement(s)

- ✧ clear indication on the appropriate type of licence/ permit/ endorsement(s) you wish to apply for.

(b) Grounds for application

- ✧ background information on the proposed experiment including an explanation of how the proposed experiment advances scientific knowledge and provides benefits to human beings, animals and/or plants, or tests any former discovery alleged to have been made for the advancement of such types of knowledge; and reason(s) why living vertebrate animals have to be used for the experiment; or
- ✧ justification(s) for application for an Endorsement to Authorize Experiments to Attain Manual Skill and/or a Teaching Permit; and reason(s) why living vertebrate animals have to be used for the experiment; or
- ✧ information on the order if the proposed experiment is performed by the order of a judge or district judge for the purpose of justice in a criminal case to make such experiment.

(c) Type of experiment(s)

- ✧ the type(s) of animals to be used in the experiment(s);
- ✧ a brief description of the procedures of the experiment(s);
- ✧ experimental procedures/ conditions which may cause pain and distress to the animals;
- ✧ measures to be taken to minimise such pain and distress in the animals;
- ✧ how conditions/ well-being of the animals will be monitored during the experiment; and
- ✧ how the animals will be treated at the end of the experiment. Where applicable, the method of sacrificing animals.

The applicants should provide adequate description of the experiment(s) in order to demonstrate how the purpose(s) of the

experiment(s) can be achieved by performing the experiment(s).

(d) Purpose of experiment(s)

- ✧ research question(s) for the proposed experiment(s);
- ✧ the type(s) of manual skill to be attained; and/or
- ✧ the purpose(s) of the lectures and the type(s) of knowledge and skill the attendants of the lectures could acquire from the proposed experiment.

(e) Place where experiment(s) may be conducted

- ✧ the full address(es) [including the room number, floor number, name of building and institution] of the place(s) where the proposed experiment will be conducted.

5.2. Information on the following areas should be provided in the Annex (effective from 1 November 2013):

(a) The Annex (see sample in Part IX) is to facilitate processing of the application. Applicants should indicate in the Annex whether they wish to apply for a new licence or renewal of existing licence, and whether the type of licence(s) applied includes an “Endorsement to Enable Performance of Experiments without Anaesthetics or without Destroying the Animal” under section 10 of the Ordinance. The applicants would declare that they will comply/ have complied with the requirements in accordance with section 6(2) of the Ordinance and regulations 4 and 5 of the Regulations as appropriate (see Part VI for the legal responsibilities of licensees). In the case where the applicants apply for “Endorsement to Enable Performance of Experiments without Anaesthetics or without Destroying the Animal” under section 10 of the Ordinance, the applicants should provide justifications for performing experiments without administering any anaesthetic to the animal or without killing the animal before it recovers from the influence of such anaesthetic.

(b) All applicants should also obtain a department chop from an

authorized person of the university/ laboratory/ company in the Annex, as an endorsement of the application by the institution.

- (c) In order to facilitate processing of the application, the applicant is requested to provide the full name, HK identity card/ passport/ travel document number, contact telephone number, mobile phone number, email address and facsimile number (if applicable) in the Annex.

B. Special situations

[Note: part V (A) also applies]

(i) Application for licence/ permit/ endorsement(s) for a group of students or participants of a workshop

5.3. A person, usually a member of the teaching staff of an academic institution or an organiser of a workshop, may apply for a licence on behalf of the students of a course or participants of a workshop who will conduct the same experiment. Such licence is usually granted to students or participants involved in an experiment for academic purpose or attaining manual skill under the supervision of a person who has already been granted a licence to conduct the experiment and a teaching permit for that particular experiment.

5.4. To apply for a licence on behalf of students or participants, the applicant should submit an application with a list of names, qualifications and unique identifiers (e.g. student number) of those students or participants who will be involved in the experiment. The applicant should also provide the name(s) of the teaching staff involved and the reference number of the licence and teaching permit that has already been granted for that particular experiment.

(ii) Application for licence/ permit/ endorsement(s) for laboratory staff performing the same procedures in different experiments

5.5. A member of laboratory staff, usually the one working in a centralised animal facility, who assists other researchers and performs the same experimental procedures including taking blood, administering drugs, anaesthetising animals and euthanising animals etc. in different experiments may apply for a licence covering

all the experiments that they will be involved in, provided that each individual experiment has been granted an appropriate licence/ permit/ endorsement(s).

5.6. The applicant should provide, in the section “Type of experiment” of the application form, a summary of experimental procedures that he/ she will perform and the measures that will be taken to prevent the animal(s) from experiencing pain during the procedures. The applicant should also state clearly, in the section “Purpose of experiments”, that the aim of the proposed experiments and procedures is to assist licensees in the experiments as stated in their respective licences. A list of licensees/ departments that the applicant is going to assist should be submitted with the application form.

5.7. The licensees under this condition should ensure that the experiments in which they are going to participate in are duly licensed.

VI. Legal responsibilities of licensees

A. To keep records

6.1. Pursuant to section 11(1) of the Ordinance and regulation 4 of the Regulations, it is a statutory requirement that every licensee shall keep up-to-date records in the form set out as **Form 6 (Record of Experiments)** in the Schedule of the Regulations (see sample in Part IX) in which he shall record the particulars of all experiments performed by him.

6.2. Any person who contravenes this provision shall be guilty of an offence and shall be liable on summary conviction to a fine of HK\$500¹ and to imprisonment for 3 months.

B. To permit inspections

6.3. Pursuant to section 11(2) and 11(3) of the Ordinance, every licensee shall permit any medical or health officer authorized in writing by the Licensing

¹ Note: Under section 113C (2) of the Criminal Procedure Ordinance, Cap. 221, where an Ordinance, provides for a fine, other than an excluded fine, for an offence expressed as an amount of money, the fine shall be deemed to be a fine at the level relevant to the amount of the fine in a prescribed table. For a \$500 fine, the level applied should be Level 1 and thus, the fine could be up to \$2000.

Authority for the purpose to inspect any records kept by him at any time between 8 a.m. and 6 p.m. on any day other than a Sunday or public holiday. In addition, every licensee shall permit any person authorized in writing as aforesaid to enter and inspect, for the purpose of securing compliance with the provisions of the Ordinance, any place specified in such licensee's licence for the performance of experiments.

C. To render returns

6.4. Pursuant to section 12(1) of the Ordinance and regulation 5 of the Regulations, every licensee shall render to the Director of Health on or before the 1st day of January of each year a return in the form set out as **Form 7 (Return of Experiments)** in the Schedule to the Regulations (see sample in Part IX) of all experiments performed by him/ her during the preceding twelve months.

6.5. Any person who contravenes the above provisions shall be guilty of an offence and shall be liable on summary conviction to a fine of HK\$500¹ and to imprisonment for 3 months. **Licensees who are late in submitting Form 7 are liable for prosecution and may also result in cancellation of licence.**

6.6. With effect from 1 November 2013, an Annex has been added to Form 7. Licensees should read the explanatory notes to filling in Form 7 and the Annex and the PICS (available at http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html) before filling in the Form 7 and the Annex.

6.7. Licensees are requested to obtain a department chop from an authorized person of the university/ laboratory/ company in the Annex of the return, as an endorsement of the return by the institution. In order to facilitate processing of the return, the licensee is requested to provide the full name, HK identity card/ passport/ travel document number and contact information [name of institution/ company, name of department, contact phone number, mobile number, email address and facsimile number (if applicable)] in the Annex of the return.

6.8. A nil return is required even if no experiment has been performed during the period. Prosecution may be initiated against the licensee in case of nil or late submission of Form 7.

6.9. A licensee should inform the Director of Health in writing and submit the completed Form 7 and Annex if he/ she has completed or stopped the experiment, or if he/she is going to leave his/her academic institution/ organisation, before the end of the specified period granted in the licence. The duty of the licensee to render return to the Director of Health subsists even if he/ she has left the academic institution/ organisation.

VII. Frequently asked questions (FAQs)

Q1) The principal investigator of the research study has been granted a licence. Do other investigators need to apply for a licence individually for the same studies?

A1) Yes. According to section 3(1) of the Ordinance, no person except a licensee shall perform any experiment. Therefore, every investigator should apply for a licence/ permit/ endorsement(s) for that specific experiment/ study. To facilitate our processing, it is preferable to submit these applications together. If any of the investigators has already submitted the application form/ obtained a licence, you may state the reference number given by us in a covering letter/ email and send us a copy of the licence issued for reference.

Q2) I have been granted a licence to perform a specific experiment using animals. Can I perform experiments other than the one stated in the licence?

A2) No. According to section 3(2) of the Ordinance, no licensee shall perform any experiment except in accordance with the terms of his/ her licence and subject to the restrictions imposed by the Ordinance. Therefore, you have to submit a new application to us if you wish to perform experiments other than the one described in your existing licence.

Q3) What are the procedures required to extend/ renew my existing licence?

A3) An Annex has been added to Form 1 since 1 November 2013. You have to complete Form 1, indicate in the Annex of your wish to renew your licence and quote the reference number of the licence you wish to renew. All the items in the Annex should be completed as appropriate and you have to sign the Annex yourself. By completing the Annex, you should put a tick in one of the boxes in question 1 to indicate your application status. Then you should follow the instructions and put ticks in the boxes as appropriate. At the same time, you should also obtain a department chop from an authorized person of the university/ laboratory/ institute or company as an endorsement of the application. You have to declare in the Annex that you will/ have complied with the requirements in the Ordinance and the Regulations as appropriate. It would be desirable if you can attach a copy of your existing licence for reference.

Q4) Can I apply for a variation of licence?

A4) In general, variation of licence including but not limited to change of the

type(s) of animals, experimental procedure(s) and method(s) used to sacrifice the animals usually requires submission of a new application. Please note that the existing licence is still valid after obtaining a new licence. If you wish to terminate the existing licence, a notice in writing together with the Return of Experiments (Form 7) and the Annex should be submitted to us by post, fax or email.

Q5) Do I need to apply for a licence if my proposed experiment will only be performed on animals after they are sacrificed?

A5) As the Ordinance provides for the control of experiments on *living vertebrate animals*, a licence is not applicable to the experiments which will only involve animals after they are sacrificed (including dead animal body dissection or tissue collection from a dead body). However, when handling the animals, you should comply with the Prevention of Cruelty to Animals Ordinance (Cap. 169) which can be found at http://www.legislation.gov.hk/blis_export.nsf/CurAllEngDocAgent?OpenAgent&Chapter=169.

Q6) I am going to leave my academic institution/ organisation/ company. What procedures do I have to comply with in relation to my animal experiment licence?

A6) As it is a condition of a licence that the experiments shall be performed at the place specified in the licence, you are advised to terminate your licence if you will no longer perform the experiments in the specified place after you leave the academic institution/ organisation/ company. You should inform our office in writing of the effective date on which you leave the academic institution/ organisation/ company and submit to us a Form 7 (Return of Experiments) and the Annex for the year that should cover the period between 1 January of the year and the leaving date. You are reminded that any person who fails to comply with the requirement to render a return to the Director of Health shall be guilty of an offence under the Ordinance. The blank form, explanatory notes to filling in Form 7 and the Annex and sample forms are available at the website of the Department of Health at http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html.

VIII. Enquiries

8.1. For enquiries, please contact us at:

Address: Special Health Services
Department of Health
21/F, Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong
(Re: Application for Licence under the Animals (Control of Experiments) Ordinance)

Tel: 2961 8975

Fax: 2127 7329

Email: ro_al@dh.gov.hk

8.2. Details of the Animal (Control of Experiments) Ordinance (Cap. 340) are available at the "Bilingual Laws Information System" at http://www.legislation.gov.hk/blis_export.nsf/CurAllEngDocAgent?OpenAgent&Chapter=340.

IX. Samples of Form 1, Form 6 and Form 7

A. *Sample of Form 1 and appended Annex (effective from 1 November 2013)*

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 1
Application Form

To : The Director of Health

I,

of

on the grounds hereinafter mentioned, hereby apply for —

- * { (a) a Licence under section 7 of the Animals (Control of Experiments) Ordinance (Cap. 340).
(b) an endorsement / thereto / *to my existing Licence No. _____
dated _____ / under section 8 of the said Ordinance.
(c) a teaching permit under section 9 of the said Ordinance.
(d) an endorsement to / the said Licence / *my existing Licence No. _____
dated _____ / under section 10 of the said Ordinance.

Grounds for application.

Type of experiment(s).

Purpose of experiment(s).

Place where experiment(s) may be conducted.

Qualifications of Applicant and any posts held.

Dated _____

Signed _____

*Delete as appropriate.

Annex

The section below is not part of Form 1 but information supplied would help avoid unnecessary delay in processing your application.

Please put a 'tick' to the box against each of the followings which are applicable to your application.

1. I have not been granted a licence for the experiment under application before; [please go to (2) and (3a or 3b) only] **OR**
 I am the holder of a valid licence for the experiment under application; (Reference number of licence: _____) [please go to (2) and (4) only] **OR**
 I am not the holder of a valid licence for the experiment under application but I have been previously granted a licence for the experiment under application which has now expired. (Reference number of latest licence: _____) [please go to (2) and (5) only]

2. I hereby declare that in accordance with Regulations 4 and 5 of the Animals (Control of Experiments) Regulations, Cap.340A (“the Regulations”), I shall keep up-to-date a book in the form set out as Form 6 in the Schedule to the Regulations and I shall render to the Director of Health on or before the 1st day of January each year a return in the form set out as Form 7 in the Schedule to the Regulations of all experiments* performed by me during the preceding twelve months.

3. **(a) Application for a licence without an “Endorsement to Enable Performance of Experiments without Anaesthetics or without Destroying the Animal” under section 10 of the said Ordinance –**
 I confirm that throughout the whole of the experiment the animal is under the influence of some anaesthetic of sufficient power to prevent the animal feeling pain; and if the pain is likely to continue after the effect of the anaesthetic has ceased, or if any serious injury has been inflicted on the animal, the animal is killed before it recovers from the influence of the anaesthetic which has been administered; **AND**
 I confirm that conditions/ well-being of the animals will be monitored during the experiment; **AND**
 I confirm that animals with signs of severe distress or pain will be euthanized before the end of the study; **AND**
 I confirm that the following method(s) to be used for sacrificing the animals will not cause unnecessary/ prolonged pain to them:
 cervical dislocation (under anaesthesia OR not under anaesthesia)
 decapitation (under anaesthesia OR not under anaesthesia)
 overdose of anaesthetic
 carbon dioxide asphyxiation
 exsanguinations under anaesthesia
 other(s), please specify: _____

(b) Application for a licence with an “Endorsement to Enable Performance of Experiments without Anaesthetics or without Destroying the Animal” under section 10 of the said Ordinance –

- I confirm that the experiment would necessarily be frustrated by –
- the performance of such experiment under any anaesthetic; **AND/OR**
 - killing the animal on which such experiment is performed before it recovers from the influence of any anaesthetic.

Please indicate why –

-
4. I confirm that the experimental procedures under the type of experiment(s)* and the purpose of experiment(s)* are exactly the same as that of **my existing licence** under the reference number quoted above; **AND**
- I will not conduct any experiment* after the expiry date of **my existing licence** under the reference number quoted above until a new licence is issued **AND** I have been keeping a proper Form 6 in accordance with regulation 4 of the Regulations.

-
5. I confirm that the experimental procedures under the type of experiment(s)* and the purpose of experiment(s)* are exactly the same as that of **my previous licence** under the reference number quoted above; **AND**
- I hereby declare that I have not conducted any experiment* after the expiry date of **my previous licence** under the reference number quoted above **AND** I have kept a proper Form 6 during the validity period of **my previous licence** under the reference number quoted above in accordance with regulation 4 of the Regulations.

*“experiment” means any experiment performed on a living vertebrate animal and calculated to give pain (section 2 of the Animals (Control of Experiments) Ordinance, Cap. 340).

Full name**:

Contact No.:

HK Identity Card/Passport/ Travel Document No.:

Mobile No.:

Email Address:

(Facsimile)

(Institute/Company chop)***

Signed _____

(Applicant)

** Full name as appears on HK Identity Card/Passport/Travel Document

*** Please obtain an official chop of the Institute/ Company where you are working or studying.

Personal Information Collection Statement
Relating to Licence/ Permit/ Endorsement Issued under
the Animals (Control of Experiments) Ordinance, Chapter 340

Purpose of Collection

1. The personal data are provided by clients with whom the Department of Health (DH) interacts in the delivery of services, and other related activities. The personal data provided will be used by DH for the following purposes:

- (a) processing applications for licences/ permits/ endorsements;
- (b) recording purposes;
- (c) statistical purposes; and
- (d) for any other purposes permitted by law.

Failure to provide the requested personal data may lead to delay or an inability to process relevant licence/ permit/ endorsement application.

Classes of Transferees

2. The personal data you provided will be kept confidential for use within DH but they may also be disclosed to other Government bureaux/ departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance or any other legislation.

Access and Correction to Personal Data

3. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquires

4. Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to:

Principal Medical Officer (3)
Department of Health
21/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong
Tel : 2961 8975

B. Sample of Form 6

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 6

Record of Experiments

Name of Licensee : _____

Date of experiment.	Place where performed.	Animal used.	Purpose of experiment.	If animal dead, state how died.	Nature of experiments (if performed under teaching permit or under special endorsement this should be stated).

C. Sample of Form 7 and appended Annex (effective from 1 November 2013)

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : _____

No. and date of Licence : _____

Period covered by return : From _____ To _____

Number of experiments conducted.	Place(s) where performed.	Kinds and number of animals used.	Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).	Any teaching permits, lectures and other endorsements applicable during the period.

Dated _____

Signed _____
(Licensee).

.....
Annex – This section is not part of Form 7 but information supplied would facilitate our processing of your return.

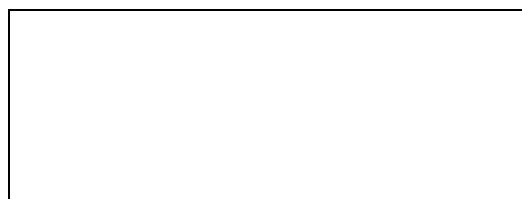
Full name*: _____ Contact No.: _____

HK Identity Card/Passport/ Travel Document No.: _____ Mobile No.: _____

Email Address: _____ (Facsimile) _____

Name of Institute/Company: _____

Name of Department: _____



(Institute/Company chop)**

* Full name as appears on HK Identity Card/Passport/Travel Document

** Please obtain an official chop of the Institute/ Company where you are working or studying.

Personal Information Collection Statement
Relating to Licence/ Permit/ Endorsement Issued under
the Animals (Control of Experiments) Ordinance, Chapter 340

Purpose of Collection

1. The personal data are provided by clients with whom the Department of Health (DH) interacts in the delivery of services, and other related activities. The personal data provided will be used by DH for the following purposes:

- (a) processing applications for licences/ permits/ endorsements;
- (b) recording purposes;
- (c) statistical purposes; and
- (d) for any other purposes permitted by law.

Failure to provide the requested personal data may lead to delay or an inability to process relevant licence/ permit/ endorsement application.

Classes of Transferees

2. The personal data you provided will be kept confidential for use within DH but they may also be disclosed to other Government bureaux/ departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance or any other legislation.

Access and Correction to Personal Data

3. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquires

4. Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to:

Principal Medical Officer (3)
Department of Health
21/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong
Tel : 2961 8975

**Explanatory Notes to Returns of Experiments (Form 7) and its annex
under the Animals (Control of Experiments) Ordinance (Cap. 340)**

- Pursuant to Regulation 5 of the Animals (Control of Experiments) Regulations (Cap. 340A), every licensee shall render to the Director of Health on or before the 1st day of January each year a return in the form set out as Form 7 in the Schedule of all experiments performed by him/her during the preceding twelve months.
- **An annex to Form 7 has been added since 1 November 2013. The licensee shall provide his full name, HK identity card/ passport/ travel document number and contact information [name of institution/ company, name of department, contact phone number, mobile number, email address and facsimile number (if applicable)] while filling in the annex of the Form 7 for future correspondence if necessary.**
- **The licensee shall also obtain a department chop from an authorized person of the academic institution/ organisation/ company where he/ she is working or studying as an endorsement of the completed return form.**
- For licensees performing the same experiment, every licensee is required to submit an individual return.
- Licensees holding more than one licence are required to submit a return for each licence.
- Licensees are advised to read the explanatory notes below before filling in the return form (Form 7):

1. *No. and date of Licence.* : “No. of Licence” refers to the reference number, i.e. Ref No., stated on Form 2 (Licence to Conduct Experiments).
“Date of Licence” refers to the date on which the licence was issued.

2. *Period covered by return.* : Example 1:
If your licence was valid between 15 June 2012 and 14 June 2014, the period covered by return for the year 2013 is from 1.1.2013 to 31.12.2013.

Example 2:
If your licence was granted on 15 March 2013, the period covered by return for the year 2013 is from 15.3.2013 to 31.12.2013.

Example 3:
If your licence was valid until 15 September 2013, the period covered by return for the year 2013 is from 1.1.2013 to 15.9.2013.

3. *Number of experiments conducted.* : Please state the exact number of experiments conducted within the period covered by return.

4. *Place(s) where performed.* : Please specify the exact location(s) of the place(s) where the experiments were conducted.
5. *Kinds and number of animals used.* : Please specify the types and exact number of animals used.
6. *Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).* : Please state the purpose of the experiments.
7. *Any teaching permits, lectures and other endorsements applicable during the period.* : In addition to the Licence to Conduct Experiments (Form 2), please indicate whether you have been granted a Teaching Permit (Form 4) or Endorsement(s) (Form 3 and/or Form 5) for the experiment.