

# 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.