

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 matters related to 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.* : According to the Cap. 340A, every licensee shall render to the Director of Health on or before the 1st day of January each year a return of all experiments performed by him/her during the preceding twelve months. For example, a return submitted on 1.1.2018 should include all experiments conducted between 1.1.2017 and 31.12.2017.
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. For licensees performing the same

experiment, the types and number of animals used jointly by them should be specified separately.

Example:

- 12 rabbits (own experiment)
- 20 rabbits (same experiment with
(17-X) in DH/SHS/8/2/X Pt.1;
(17-Y) in DH/SHS/8/2/X Pt.1]

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.