

**Explanatory Notes and Samples of Completed Form 7 (Return)
under the Animals (Control of Experiments) Regulations (Cap. 340A)**

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I. Explanatory Notes for completing Form 7 and its annex

- 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 the Regulations of all experiments performed by him/her during the preceding twelve months.
- Licensees holding more than one licence are required to submit a return for each licence.
- For licensees performing the same experiment, every licensee is required to submit an individual return
- Example to show how Form 7 is to be completed:

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7 Return of Experiments

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-12-2020

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.
3	Room 10, 1/F, Lab Building, The University of ABC	20 mice	To study the side effect of Drug A	Nil

Dated

31-12-2020

Signed

Chan

(Licensee).

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

Contact No.: 2345 6789

Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*

☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*

☐ (Other matters): _____

* please delete as appropriate

II. Avoiding common errors in completing Form 7

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Example: This licence is valid from 01.06.2020 to 31.05.2022.

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-06-2020

Period covered by return : From 01-01-2021 To 31-12-2021

The period covered by return should be:
1st return
From 01.06.2020 To 31.12.2020
2nd return
From 01.01.2021 To 31.12.2021
3rd return
From 01.01.2022 To 31.05.2022

Number of experiments conducted.	Place(s) where performed.	Kinds and number of animals used.	Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).	
3	Room 10, 1/F, Lab Building, The University of ABC	20 mice	To study the side effect of Drug A	Ni

Dated 31-12-2021

This should match with the purpose as stated on respective licence.

Signed

Chan

(Licensee).

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Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

- ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ (Other matters): _____

* please delete as appropriate

III. Sample return for experiments conducted with other licensees

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-12-2020

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.
3	Room 10, 1/F, Lab Building, The University of ABC	<ul style="list-style-type: none"> 20 mice (own experiment) 20 rats (same experiment with (20-2) in DH/HT&A/8/2/X Pt-1) 	To study the side effect of Drug A	Nil

Add remarks to animals jointly used by other licensee so that the number of animals used will not be double counted.

Dated 31-12-2020

Signed Chan
(Licensee).

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Remarks (check the box(es) and fill in relevant information if applicable):

- ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ (Other matters): _____

* please delete as appropriate

IV. Sample return for experiments performed at different locations

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-12-2020

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.
3	<ul style="list-style-type: none">Room 10, 1/F, Lab Building, The University of ABCAnimal House, The University of ABC	20 mice, 20 rats	To study the side effect of Drug A	Nil

Dated 31-12-2020

Signed Chan
(Licensee).

.....
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Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

- ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ (Other matters): _____

* please delete as appropriate

V. Sample return for a licensee who intends to leave the School/ Department/ Company

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

The "To" date of period covered by return should tally with that provided in the Annex.

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-10-2020

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.
2	Room 10, 1/F, Lab Building, The University of ABC	20 mice	To study the side effect of Drug A	Nil

Dated 31-10-2020

Signed Chan
(Licensee).

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Contact No.: 2345 6789

Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

<input checked="" type="checkbox"/>	I will leave / have left * my School/ Department/ Company in relation to the experiments above with effect from <u>01-11-2020</u> and intend to cancel my existing licence in this return thereafter*
<input type="checkbox"/>	I will stop / have stopped* the effect from _____ and intend to cancel my existing licence in _____
<input type="checkbox"/>	(Other matters): _____

The effective date should tally with that in the period covered by return.

* please delete as appropriate

VI. Sample return for a licensee who has completed or no longer perform experiments

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : CHAN Tai Man
 No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020
 Period covered by return : From 01-01-2020 To 01-11-2020

The date of period covered by return should tally with that provided in the Annex.

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.
2	Room 10, 1/F, Laboratory Building, The University of ABC	20 mice	To study the side effect of Drug A	Nil

Dated 02-11-2020

Signed Chan
(Licensee).

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Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from and intend to cancel my existing licence in this return thereafter*

☒ I ~~will stop~~ / have stopped* the experiments above with effect from 01-11-2020 and intend to cancel my existing licence in this return thereafter*

☐ (Other matters):

The effective date should tally with that in the period covered by return.

* please delete as appropriate

VII. Sample return for a licence with an endorsement to attain manual skill

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-12-2020

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.
3	Room 10, 1/F, Lab Building, The University of ABC	6 pigs	To practise open heart surgical techniques using pigs	An endorsement to attain manual skill was granted.

To indicate an endorsement (Form 3) was also granted.

Dated 31-12-2020

Signed Chan

(Licensee).

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Mobile No.: 9876 5432

Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

- ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ (Other matters): _____

* please delete as appropriate

VIII. Sample return for a licence with a teaching permit

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

Return of Experiments

Name of Licensee : CHAN Tai Man

No. and date of Licence : (20-1) in DH/HT&A/8/2/X Pt-1 01-01-2020

Period covered by return : From 01-01-2020 To 31-12-2020

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.
<u>1</u>	<u>Room 10, 1/F, Laboratory Building, The University of ABC</u>	<u>2 pigs</u>	<u>To demonstrate the physiology of respiratory system</u>	<u>A teaching permit was granted.</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">To indicate a teaching permit (Form 4) was also granted.</div>

Dated 31-12-2020

Signed

Chan

(Licensee).

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Email Address: abc@abc.com

Remarks (check the box(es) and fill in relevant information if applicable):

- ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ I will stop / have stopped* the experiments above with effect from _____ and intend to cancel my existing licence in this return thereafter*
- ☐ (Other matters): _____

* please delete as appropriate