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

	•	Examp	le to sho	w how Fo	orm 7 is to be comp	pleted:			Defende die Def Neuerand en
Г			ANIMA	LS (CO	NTROL OF EXP	ERIMEN	NTS) REG	SULATIONS	Refer to the Ref No. stated on the licence and the date on which the licence was issued.
	This should be the same as that stated in licence. FORM 7 Return of Experiments								The period should cover all experiments performed
	No. and	f License date of Lovered b	licence:	<u>CHAN 1</u> (20-1) From	Tai Man in DH/HT&A/8/2/ 01·01·2020	X Pt·1		·2020 12·2020	during the preceding twelve months of a return rendered.
		This shoul	d be the lice is the first r			A			
	expe	aber of riments ducted.	Place(s	s) where ormed.	Kinds and number of animals used.	experim manu illustratir	ose of nents (e.g. al skill, ng lectures, cc.).	and other	g permits, lectures endorsements luring the period. Indicate whether a Teaching Permit (Form 4) or
		3	Room 10 Lab Build The Univ ABC		20 mice	effect of		Nil	Endorsement(s) (Form 3 and/or Form 5) for the experiment has been granted.
	Dated		Specify the		31.12.2020		This should b that stated in	the licence.	
experimen	exact numb tts conduct period cov	ed	location(s).		Specify the kinds and exact number of animals used.	Signed		Chan (License	e).
	Annex – Contact		on is not par 345 678		but information supplie		ilitate our pro Iobile No.:	cessing of your re 9876 5432	eturn.
	Email Address: abc@abc.com Remarks (check the box(es) and fill in relevo						Provide contact information for correspondence.		
	 ☐ I will leave / have left* my School/ Department/ Company in relation to the experiments above with from and intend to cancel my existing licence in this return thereafter* ☐ I will stop / have stopped* the experiments above with effect from and into 								
		cancel			his return thereafter*	ellect from		Provide any u	pdates in
	* please	delete as a	ppropriate					relation to the	

II. Avoiding common errors in completing Form 7

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7 Return of Experiments						Example: This from 01.06.202		
Name of Licens	see:	CHAN	J Tai Man					
No. and date of	Licence:	(20-	1) in DH/HT&A/8/	/2/X Pt·1 01	·06·202	20		
Period covered	by return:	From	01.01.2021	To <i>31</i>	·12·202	7		
Number of experiments conducted.	Place(s) v	ed.	Kinds and number of animals used.	Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).	$ \begin{array}{c} \underline{I^{st}} \\ Fr. \\ \underline{2^{no}} \\ Fr. \\ \underline{apt} \\ Fr. \end{array} $	e period cover return om 01.06.20. return om 01.01.20. return om 01.01.20.	20 To 21 To	31.12.202 31.12.202 31.05.202
3	Room 10, 7 Lab Building The Univers ABC	9,	20 mice	To study the side effect of Drug A	NiL			
Dated	3	31-12-2	021	I ald match with the purpos on respective licence. Signed		Chan		
					(Lie	censee).		
Annex – This sec	tion is not par		m 7 but information	supplied would facilita Mobile No.:	_	cessing of yo	ur retur	n.
Email Address:	abc@abc.coi			Mobile No.:	9070	1 3432		
			elevant information if	Camplicable):				
	• • • •		School/ Department/	Company in relation to l my existing licence in	-		e with e	ffect
☐ I will	_		he experiments above n this return thereafter	with effect from		and	intend	to
Othe	er matters):							
* please delete as	s appropriate							

III. Sample return for experiments conducted with other licensees

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

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	From 01·01·2020 To 31·12·2020				
	-					
Number of experiments conducted. Place(s) w performed	number of	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. Lab Building The Univers ABC	experiment)	Add remarks other licens	Nil to animals jointly used by ee so that the number of will not be double counted.			
Dated 31·12	2.2020		Chan			
		Signed	(Licensee).			
Annex – This section is not part	t of Form 7 but information s	supplied would facilitate	e our processing of your return.			
Contact No.: 2345 6785		Mobile No.:	9876 5432			
Email Address: abc@abc.com	m					
Remarks (check the box(es) and	fill in relevant information if a	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*						
-	pped* the experiments above		and intend to			
cancel my existing li (Other matters):	icence in this return thereafter	*				
U (Other matters).						
* please delete as appropriate						

IV. Sample return for experiments performed at different locations

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

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) w		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, Lab Buildi The Unive of ABC	ing,	20 mice, 20 rats	To study the side effect of Drug A	Nil		
	• Animal Ho The Unive of ABC	•					
Dated	31.12	·2020					
		5/	77	Signed	Chan		
					(Licensee).		
Annex – This sect	tion is not part	of Fori	m 7 but information s	supplied would facilitate	e our processing of your return.		
Contact No.:	2345 6789	9		Mobile No.:	9876 5432		
Email Address:	abc@abc.con	า					
Remarks (check th	he box(es) and	fill in re	levant information if	applicable):			
☐ I will from	leave / have le	eft* my	•	Company in relation to my existing licence in	the experiments above with effect this return thereafter*		
			ne experiments above n this return thereafter		and intend to		
Other	r matters):						
* please delete as	appropriate						

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

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7

		TOKI			
		Return of Ex	rperiments		The "To" date of
Name of Licens No. and date of	Orning	l Tai Man	/2/V Dt.1 01	-01-2020	The "To" date of period covered by return should tally with that provided
Period covered	(201	1) in DH/HT&A/8/	-	01.2020	in the Annex.
1 chod covered	by feturn. Prom	01.01.2020	10 37.	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 teach permits, lec and other endorapplicable during	etures rsements
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	
	x 6/			(Licensee).	
Annan This are	dian is not next of Fam			·	
Contact No.:	2345 6789	m / but injormation .	supplied would facilitat Mobile No.:	9876 5432	ur return.
Email Address:	abc@abc.com				
Remarks (check to	he box(es) and fill in re	elevant information if	`applicable):		
☑ I will from	•	•	Company in relation to existing licence in this re	•	re with effect
cance	stop / have stopped* the large stop is the large stopped in the large st	The effective date sho		and	intend to
* please delete as	appropriate				

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

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

Name of Licens	9/11/11	Tai Man			The date of period covered by return
No. and date of	(201) in DH/HT&A/8/		·01·2020	should tally with that provided in the Annex
Period covered	by return: From	01.01.2020	To <u>01</u>	11.2020	provided in the finites
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 teach permits, lee and other endo applicable during	ctures orsements
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).	
Annex – This sec Contact No.:	tion is not part of Forn 2345 6789	n 7 but information	supplied would facilitat Mobile No.:	e our processing of yo	our return.
Contact No.:		n 7 but information			our return.
Contact No.: Email Address:	2345 6789 abc@abc.com		Mobile No.:		our return.
Contact No.: Email Address: Remarks (check to	2345 6789 abc@abc.com the box(es) and fill in re	levant information if School/ Department/	Mobile No.: Capplicable): Company in relation to	9876 5432 the experiments above	ve with effect
Contact No.: Email Address: Remarks (check the limit of the limit) I will from	abc@abc.com the box(es) and fill in re leave / have left* my	levant information if School/ Department/ and intend to cance	Mobile No.: Capplicable): Company in relation to l my existing licence in	9876 5432 the experiments above this return thereafter*	ve with effect
Contact No.: Email Address: Remarks (check the from I will from I will will will will will will will wi	abc@abc.com the box(es) and fill in re leave / have left* my	levant information if School/ Department/ and intend to cance the experiments abo	Mobile No.: Capplicable): Company in relation to	the experiments about this return thereafter*	ve with effect
Contact No.: Email Address: Remarks (check the from I will my existing licence.)	2345 6789 abc@abc.com he box(es) and fill in re leave / have left* my stop / have stopped*	levant information if School/ Department/ and intend to cance the experiments abo	Mobile No.: Capplicable): Company in relation to l my existing licence in	the experiments above this return thereafter* 1.1.1.2020 and interpretation of the effective of the experiments above the experiment and the experiments above the experiment and the experiments above the experiment and the expe	ve with effect

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

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

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.	nents Place(s) who		Kinds and number of animals used.	Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).	riments manual lustrating and other		y teaching its, lectures r endorsements during the period.	
3	Room 10, 1	/F,	6 pigs	To practise open	An endorsement to attain			,
	Lab Building	7,		heart surgical	manual skill	was gran	ted.	
	The Univers	ity of		techniques using		To indica	ate an	
	ABC			pigs		endorsen		
				7	ľ	(Form 3) granted.	was al	lso
Dated	31.12	.2020				grunicu.		
Duve								
					chan	L		
				Signed				
					(License	e).		
	-		m 7 but information s	supplied would facilitat			return	:•
Contact No.:	2345 678	9		Mobile No.:	9876 543	2		
Email Address:	abc@abc.cor	n						
Remarks (check t	the box(es) and	fill in re	levant 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 ne experiments above	I my existing licence in	this return there		d	
	•		ie experiments above in this return thereafter			and in	itend	to
	er matters):							
* please delete a	s appropriate							

VIII. Sample return for a licence with a teaching permit

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

Name of Licen	see: CHI	AN Tai Man				
No. and date of	Licence: (20	(20-1) in DH/HT&A/8/2/X Pt·1 01·01·2020				
Period covered	by return: From	m <i>01·01·2020</i>	To <i>31</i> ·	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.		
7	Room 10, 1/F, Laboratory Building, The University of ABC	2 pigs	To demonstrate the physiology of respiratory system	To indicate a teaching permit (Form 4) was also granted.		
Dated 31·12·2020 Chan						
		/ \	Signed			
			<u> </u>	(Licensee).		
Annex – This sec	tion is not part of F	orm 7 but information	supplied would facilitate	e our processing of your return.		
Contact No.:	2345 6789		Mobile No.:	9876 5432		
Email Address:	abc@abc.com					
Remarks (check t	he box(es) and fill in	relevant information if	fapplicable):			
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*						
cance	I will stop / have stopped* the experiments above with effect from and intend to cancel my existing licence in this return thereafter*					
Othe	er matters):					
* please delete as	appropriate					