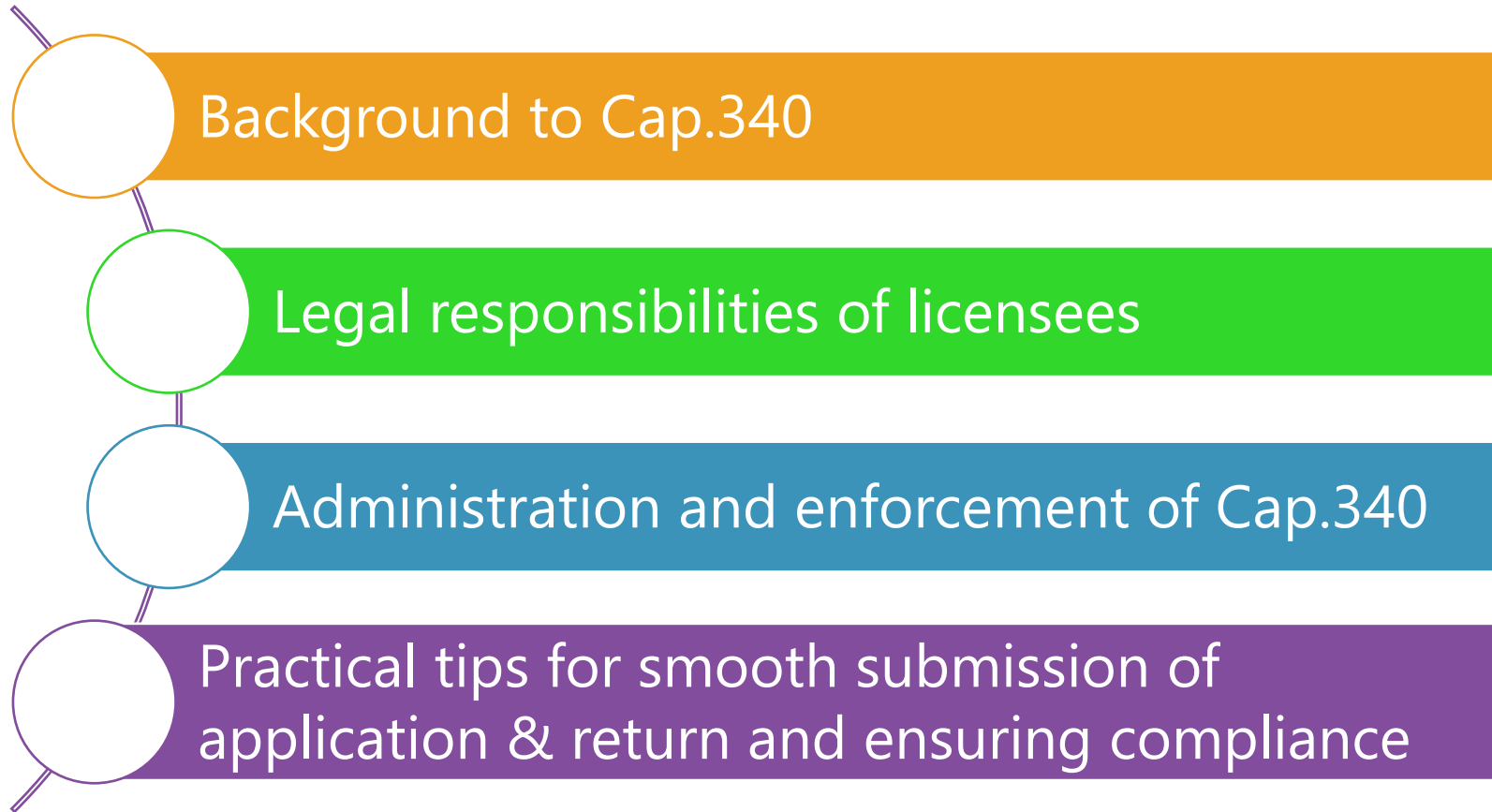


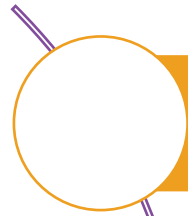
Licensing on Animals (Control of Experiments) Ordinance (Cap.340)

Health Technology and Advisory Division
Department of Health
October 2025



Outline

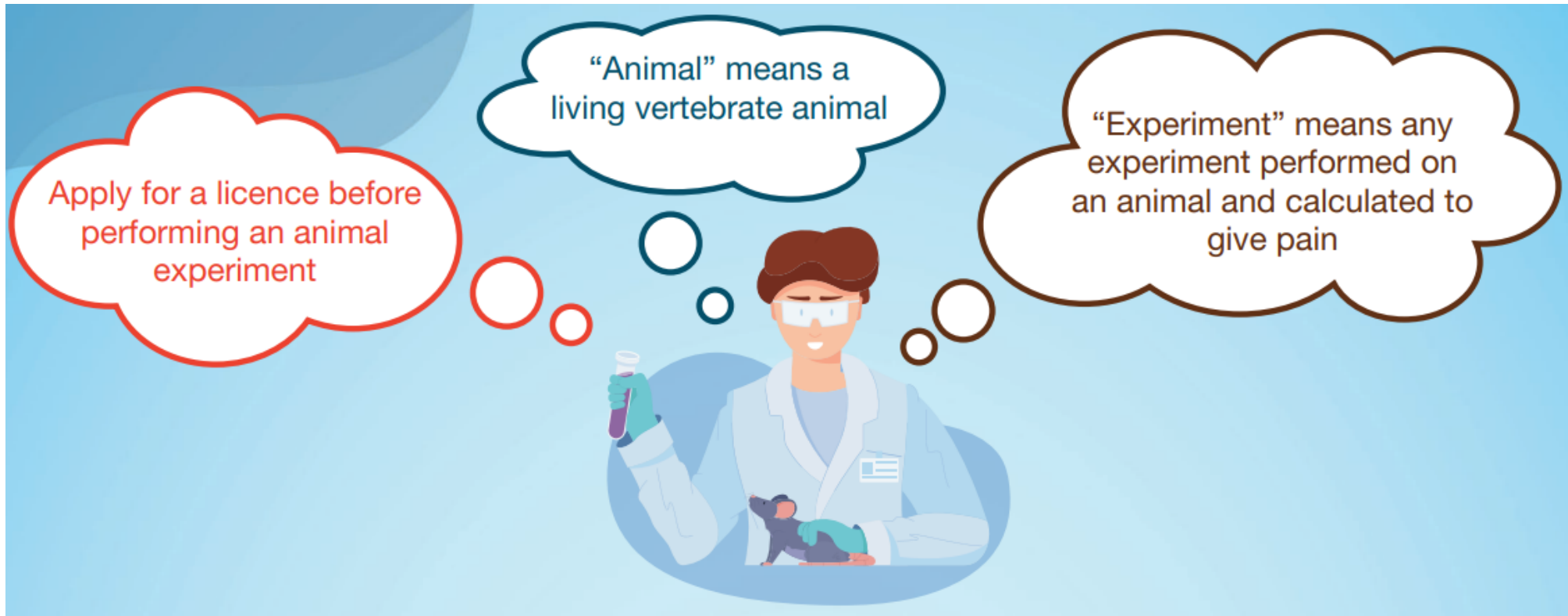




Background to Cap.340

Animals (Control of Experiments) Ordinance, Cap.340

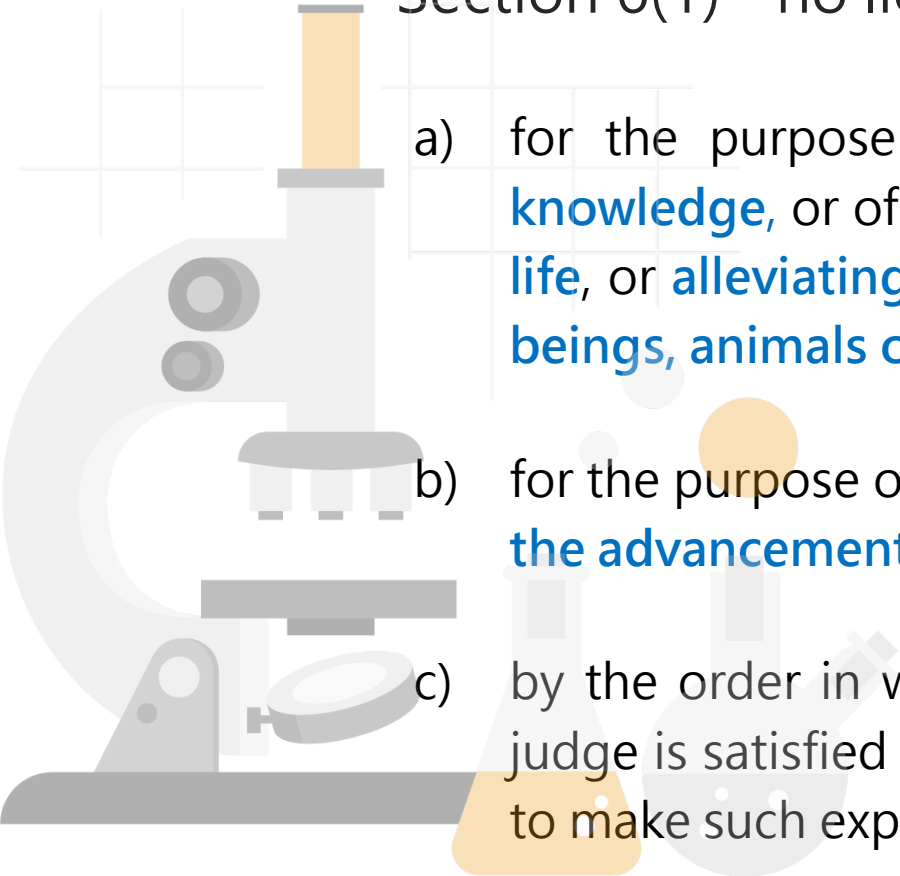
- First enacted in 1963
- To provide for the control of experiments on living vertebrate animals and calculated to give pain to the animal



HT&AD

Restrictions on purpose of experiment

Section 6(1) - no licensee shall perform any experiment except -

- 
- a) for the purpose of the **advancement by new discovery of physiological knowledge**, or of any **knowledge** which will be useful for saving or **prolonging life**, or **alleviating suffering**, or for **combating any disease whether** of human beings, animals or plants;
 - b) for the purpose of **testing any former discovery alleged** to have been made **for the advancement of such types of knowledge** referred to in para (a);
 - c) by the order in writing of any judge or district judge in any case where such judge is satisfied that it is essential for the purpose of justice in a criminal case to make such experiment.

To attain manual skill/ for illustration of lectures

Section 4(1) –

- Except under and in accordance with an [endorsement](#) made under section 8, no licensee shall perform any experiment [for the purpose of attaining manual skill](#).

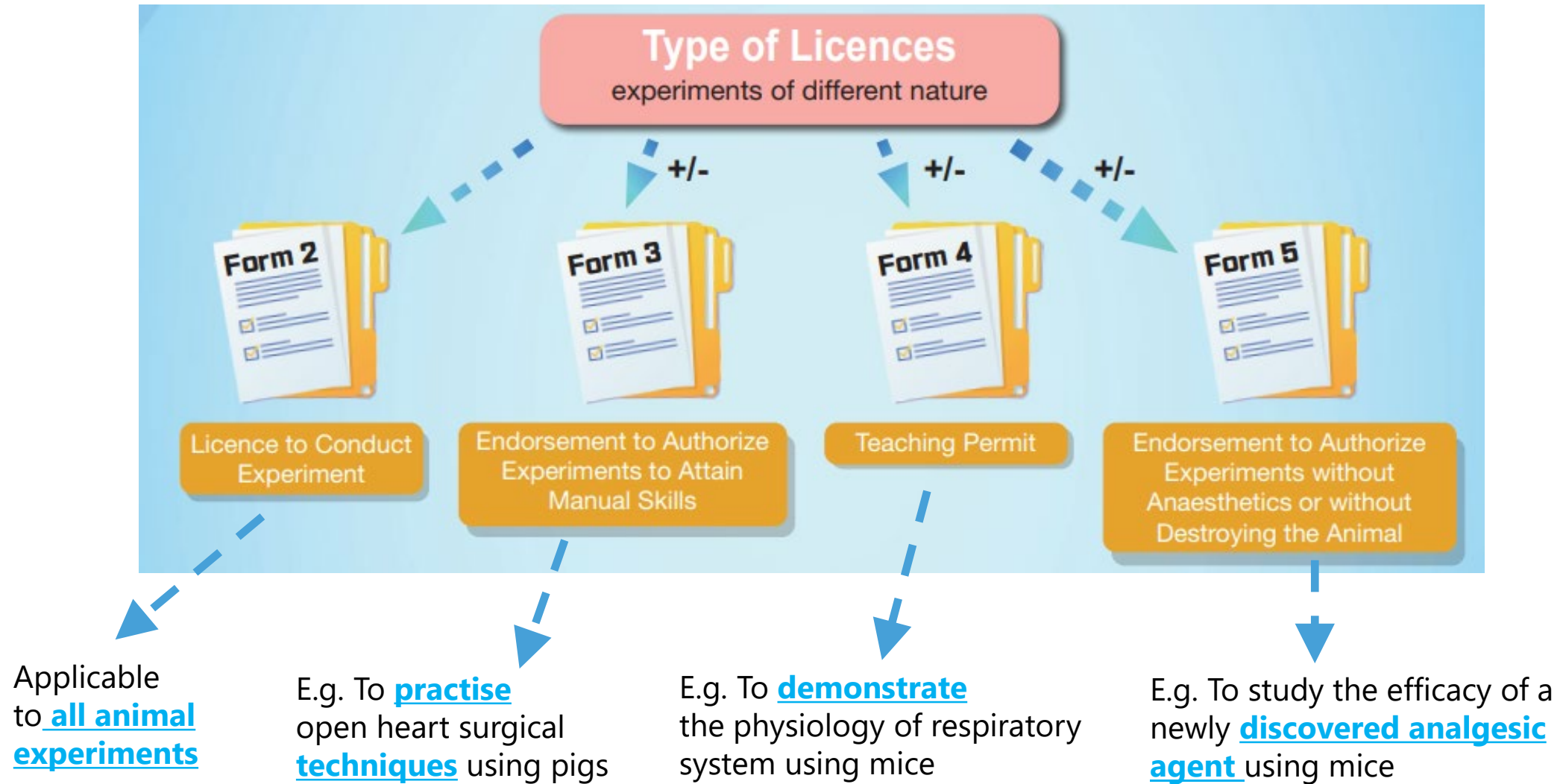


Section 5(1) –

- Except under and in accordance with a [teaching permit](#) issued under section 9, no licensee shall perform any experiment [for the purpose of illustrating any lecture](#) at any academic institution.



Licence, endorsements and permit



All applications shall be made in:

Form 1, the statutory application form

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 to Form 1

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. Type of application:

<input type="checkbox"/> New application <i>I have not been granted a licence for the experiment under application before.</i> [Complete (2), (3), (4a or 4b) and (6) only]	<input type="checkbox"/> Renewal application <i>To continue with the same experiment, that is, no change of experimental procedures under the type of experiment(s), and purpose of experiment(s) of a previously granted licence (Reference number of licence: _____)</i> [Complete (2), (5) and (6) 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. Please indicate the type(s) of animals to be used in the experiment:

<input type="checkbox"/> Amphibian(s): <input type="checkbox"/> Frogs	<input type="checkbox"/> Other(s), please specify: _____
<input type="checkbox"/> Bird(s): <input type="checkbox"/> Chickens	<input type="checkbox"/> Other(s), please specify: _____
<input type="checkbox"/> Fish(es): <input type="checkbox"/> Zebrafish	<input type="checkbox"/> Other(s), please specify: _____
<input type="checkbox"/> Mammal(s): <input type="checkbox"/> Mice	<input type="checkbox"/> Rats <input type="checkbox"/> Guinea pigs <input type="checkbox"/> Hamsters <input type="checkbox"/> Rabbits <input type="checkbox"/> Pigs
<input type="checkbox"/> Other(s), please specify: _____	
<input type="checkbox"/> Reptile(s): <input type="checkbox"/> Lizards	<input type="checkbox"/> Other(s), please specify: _____

4. (a) Application for a licence without an "Endorsement to Enable Performance of Experiment 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 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:

<input type="checkbox"/> cervical dislocation
<input type="checkbox"/> decapitation
<input type="checkbox"/> overdose of anaesthetic
<input type="checkbox"/> carbon dioxide asphyxiation
<input type="checkbox"/> exsanguinations under anaesthesia
<input type="checkbox"/> 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 —

5. ☐ I will not conduct any experiment after the expiry date of my existing licence / I have not conducted any experiment after the expiry date of my previous licence under the reference number quoted above; AND I have been keeping a proper Form 6 / 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.

6. ☐ I have read and understood the Personal Information Collection Statement Relating to Licence/ Permit/ Endorsement Issued under the Animals (Control of Experiments) Ordinance, Chapter 340. I agree that my personal data and information may be used for the purposes as set out in the Statement.

☐ I hereby declare that the information provided in this application is true, complete and accurate.

"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).

Please provide valid contact information for correspondence and inform the Department of Health immediately for any changes of information.

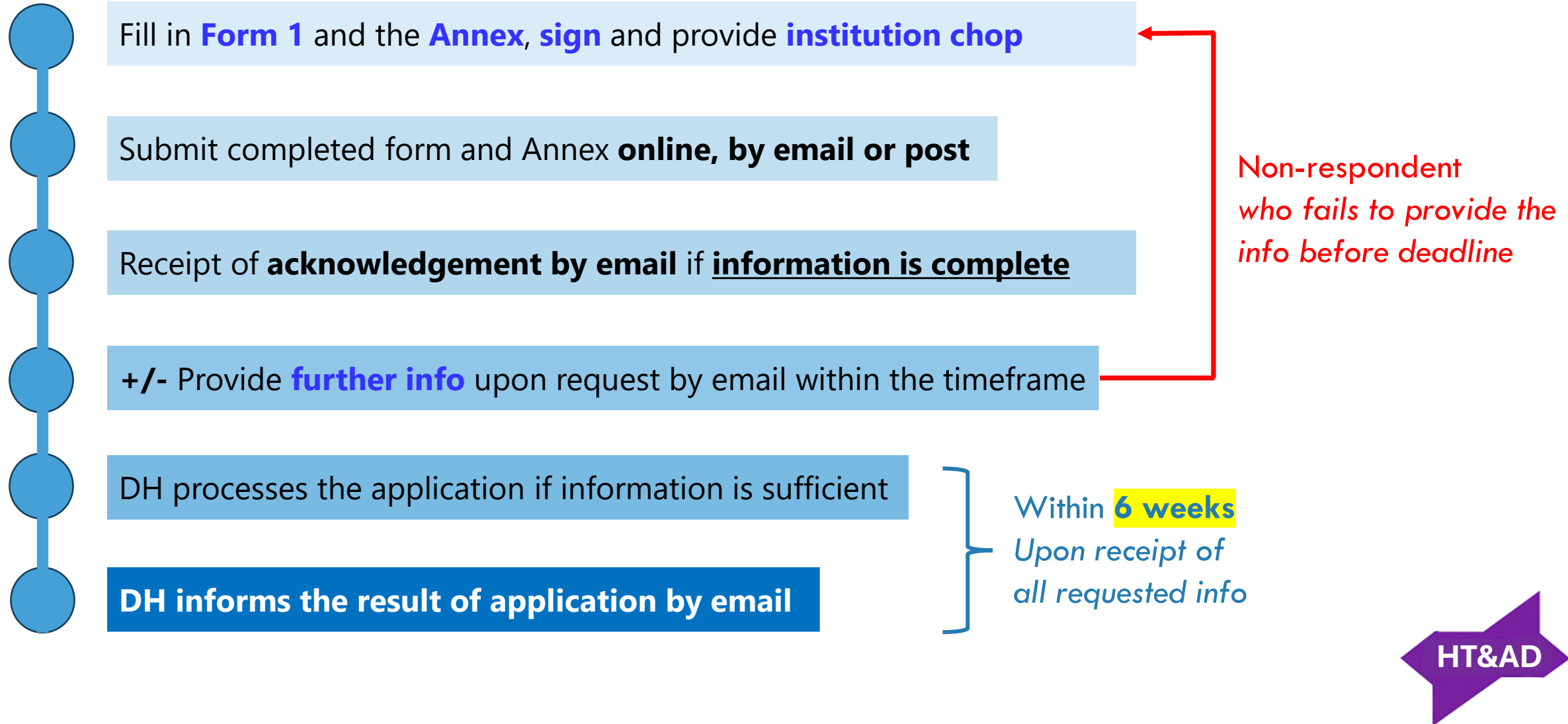
Full name**: _____ Contact No.: _____
HK Identity Card/Passport/Travel Document No.: _____ Mobile No.: _____
Email Address: _____

(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.

Application procedures



Requirement for renewal of licence

If licensee wishes to:

- ❑ Continue with the **same experiment** after the specified period as stated in existing licence
- ❑ i.e. **no change** of
 - Type of experiment(s); AND
 - Purpose of experiment(s)

❑ Licensee should:

- ❑ **Check** and **ensure** the Type of experiment(s); AND Purpose of experiment(s) are the same as existing licence
- ❑ Complete the application form, indicate renewal of licence and quote licence ref. no.
- ❑ **Submit** application **at least TWO months** before the expiry date of existing licence

Any **change** of Type of experiment(s) or Purpose of experiment(s)
→ Require submission of a **NEW** application

Requirement for variation of licence

If there are:

- **Changes** or **additions of place(s)** where the experiment may be conducted



- Licensee should:
 - **Not perform** the experiment **at the new place(s) right away**
 - **Inform DH in writing** of the full address(es) of the proposed place(s)
 - **Receive a revised licence** superseding the existing one if approved
 - **Perform** the experiment at the new place(s) **after receiving the revised licence**

It will be **a breach of the Ordinance** to conduct experiments at a **place other than that specified in relevant licence.**

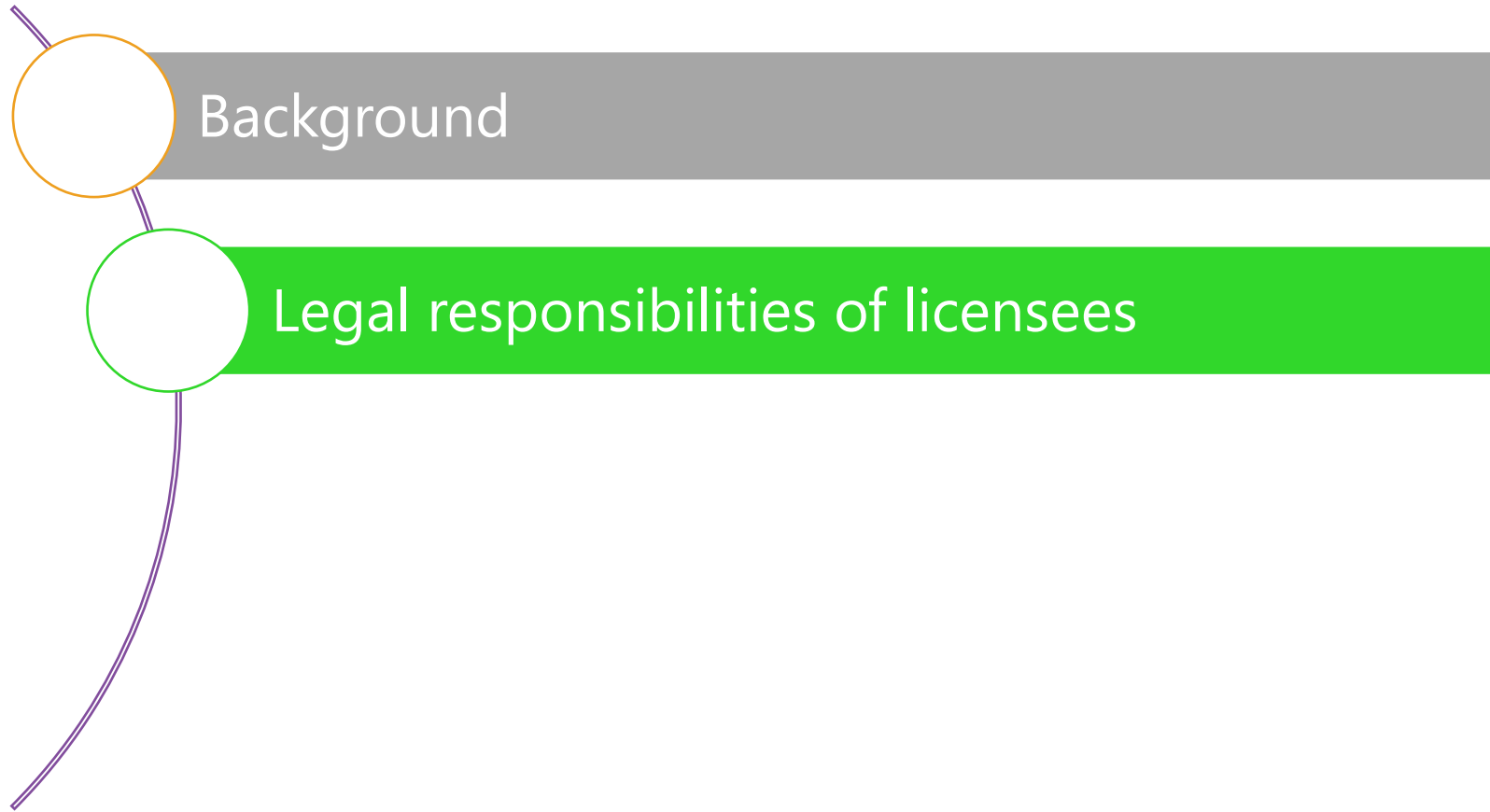
Other proposed changes

e.g. the type(s) of animals, experimental procedure(s), method(s) used to sacrifice the animals

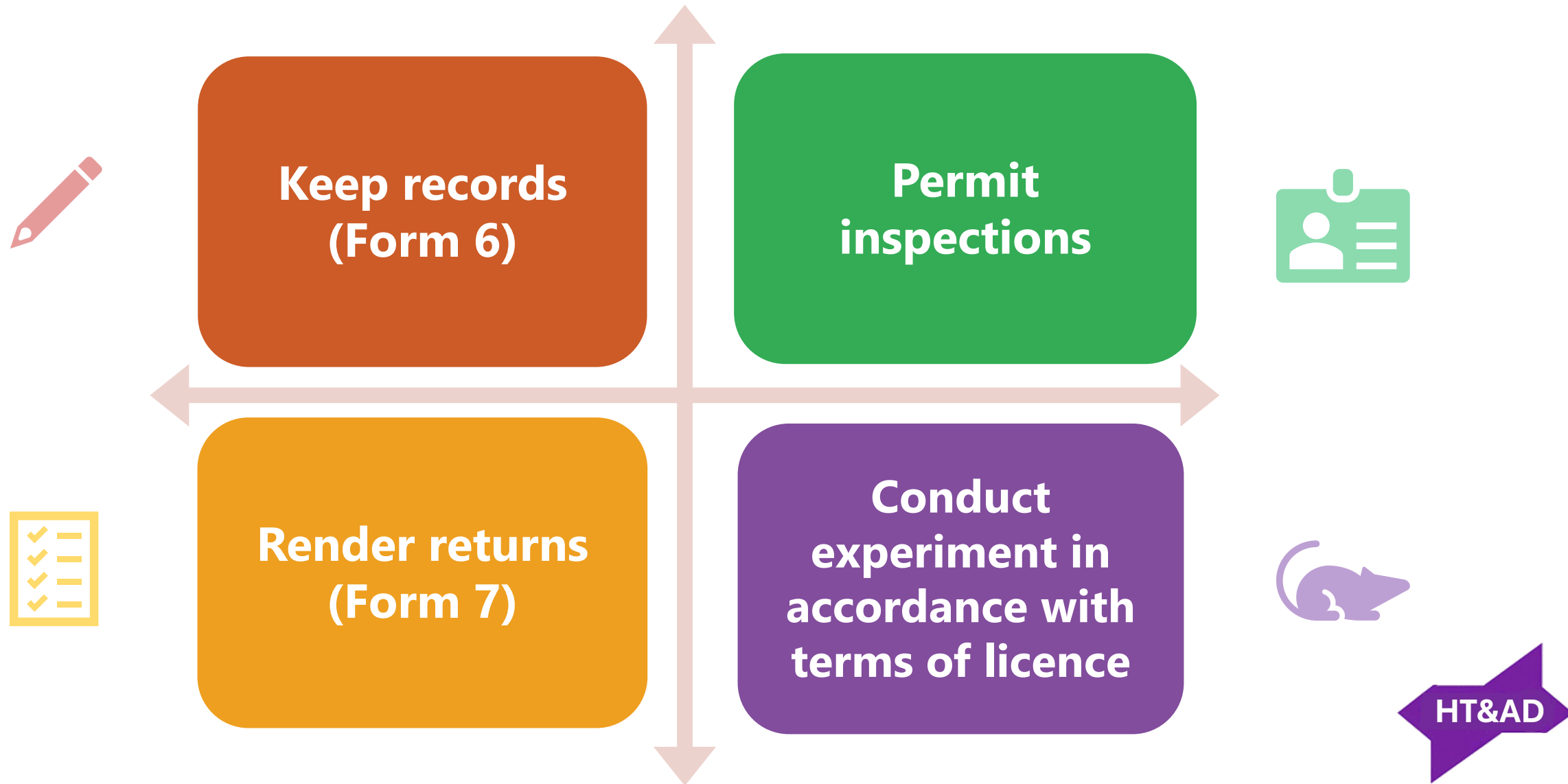
→ Require submission of a NEW application

It will be a **breach of the Ordinance** to conduct experiments not in accordance with the terms of **relevant licence**.

Any person who is guilty of an offence under section 3 shall be liable on summary conviction to a **fine at level 1 (HK\$2,000)** and to **imprisonment for 6 months**.



Legal responsibilities of licensees



Keep records (Form 6)

- **Statutory requirement:**
 - S11(1) of Cap.340 and R4 of Cap.340A
 - Every licensee shall **Keep** a book with **up-to-date records** of **all experiments performed** by him/her in the form set out as **Form 6**

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS					
FORM 6					
Record of Experiments					
Name of Licensee : <input type="text"/>					
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).
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Keep records (Form 6)



Licensee should:

- ☐ Keep **up-to-date** record, from licence start date to the most recent experiment
- ☐ Record particulars of **all experiments** performed



Records:

- ☐ Can be in e-format or hard-copy
- ☐ Contain **all information** as listed in Form 6
- ☐ Should be **accessible** when inspected
- ☐ To be usable for subsequent **reference**



Permit inspections

▣ Section 11 of Cap.340 -

(2) Every licensee shall permit any medical or health officer authorized in writing by the Licensing Authority to **inspect any records** kept by him at any time between 8 am and 6 pm on any day other than a Sunday or public holiday.



(3) Every licensee shall permit any person authorised 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.





Render returns (Form 7)

■ Statutory requirement:

- S12(1) of Cap.340 and R5 of Cap.340A
- 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 **during the preceding twelve months**

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7
Return of Experiments

Name of Licensee : _____

No. and date of Licence : _____

Period covered by return : From _____ To _____

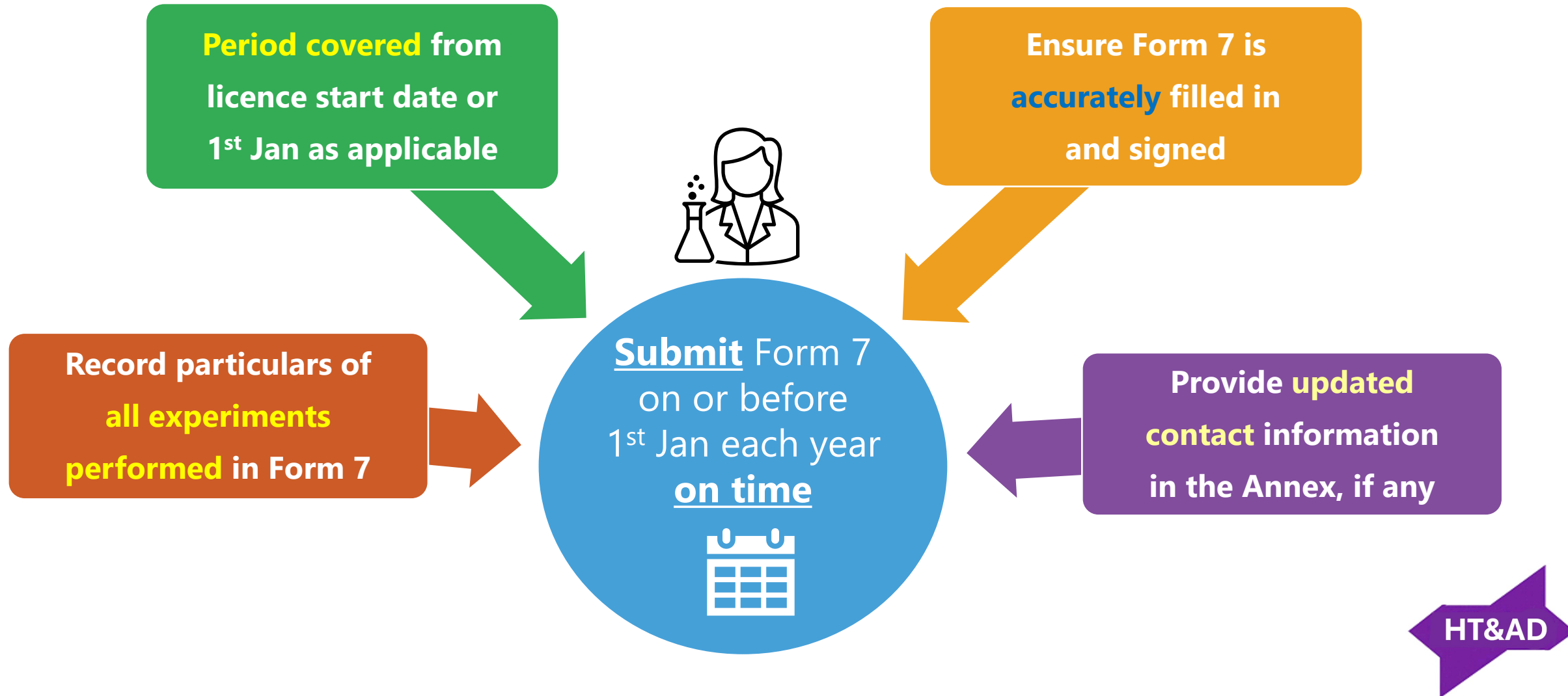
Number of experiments conducted.	Place(s) where performed.	Kinds and number of animals used.	Purpose of experiments (e.g. manual skill, illustrating lectures, etc.).	Any teaching permits, lectures and other endorsements applicable during the period.

Dated _____

Signed _____
(Licensee).



Render returns (Form 7)



Explanatory notes and samples of completed Forms

Available at DH website https://www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html



ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 6
Record of Experiments

This should be the same as that stated in licence.

Name of Licensee : CHAN Tai Man

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).
01-09-2021	Room 10, 1/F, Lab Building, The University of ABC	20 mice	To study the side effect of Drug A	Overdose of anaesthetic	Research

State the date(s) of experiments conducted.

Specify the exact location(s).

Specify the animals used.

This should be the same as that stated in the licence.

Indicate nature of the experiment e.g. research, illustration of lectures (for teaching permit), manual skills (for endorsement) according to the purpose as stated in the licence.

The method(s) used to sacrifice the animals should tally with that as stated in the licence.

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS

FORM 7
Return of Experiments

This should be the same as that stated in licence.

Name of Licensee : CHAN Tai Man

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

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

Refer to the Ref No. stated on the licence and the date on which the licence was issued.

The period should cover all experiments performed during the preceding twelve months of a return rendered.

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

This should be the licence start date if this is the first return.

Indicate whether a Teaching Permit (Form 4) or Endorsement(s) (Form 3 and/or Form 5) for the experiment has been granted.

This should be the same as that stated in the licence.

Dated 31-12-2020

Specify the exact location(s).

Specify the kinds and exact number of animals used.

Signed Chan
(Licensee).

State the exact number of experiments conducted within the period covered by return.

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

Provide contact information for correspondence.

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): _____

Provide any updates in relation to the licence.

* please delete as appropriate



Conduct experiment in accordance with terms of licence

Statutory requirement:

- Section 3(2) of Cap.340
- No licensee shall perform any experiment except **in accordance with the terms of his licence** and subject to the restrictions imposed by the Ordinance.

Licensee should:

- Conduct experiment according to the terms and conditions specified in the licence
 - Type** of experiment(s)
 - Place** of experiment
 - Purposes** of experiment; and
 - Validity period**

Form 2
Licence to Conduct Experiments

Name : CHAN Tai Man [Ref No.: DH11-25-1]
Address : School of Public Health, The University of ABC

By virtue of section 7 of the Animals (Control of Experiments) Ordinance, Chapter 340, the above-named is hereby licensed to conduct the type of experiment(s), at the place(s) and upon the conditions, hereinafter mentioned.


Type of experiment(s)
The above-named person shall perform experiment pursuant to the procedures provided in the application.

Type(s) of animals: mice, rats
Procedure(s): administration of substance(s), surgery
Use of anaesthetic: yes
Use of analgesic: yes
Method(s) used for sacrificing the animals: overdose of anaesthetic

Place(s) where experiment(s) may be conducted
(a) Building for Interdisciplinary Research, The ABC
(b) Block A, Centre for Medicine Research, The University of ABC

Conditions
1. Such experiment(s) may only be conducted for the following purposes-
To study the anti-tumour effect of drug A.
2. This licence is valid from 22 July 2025 to 21 July 2027

Dated 22 July 2025


Licensing Authority

HT&AD

Contraventions of the provisions



❑ Section 11(1) (Duty to **keep records**); or



❑ Section 12 (Duty to **render returns**)

- ❑ Shall be **guilty of an offence**
- ❑ Liable on summary conviction to:
 - ❑ a **fine** at **level 1** (HK\$2,000); and
 - ❑ **imprisonment** for **3 months**

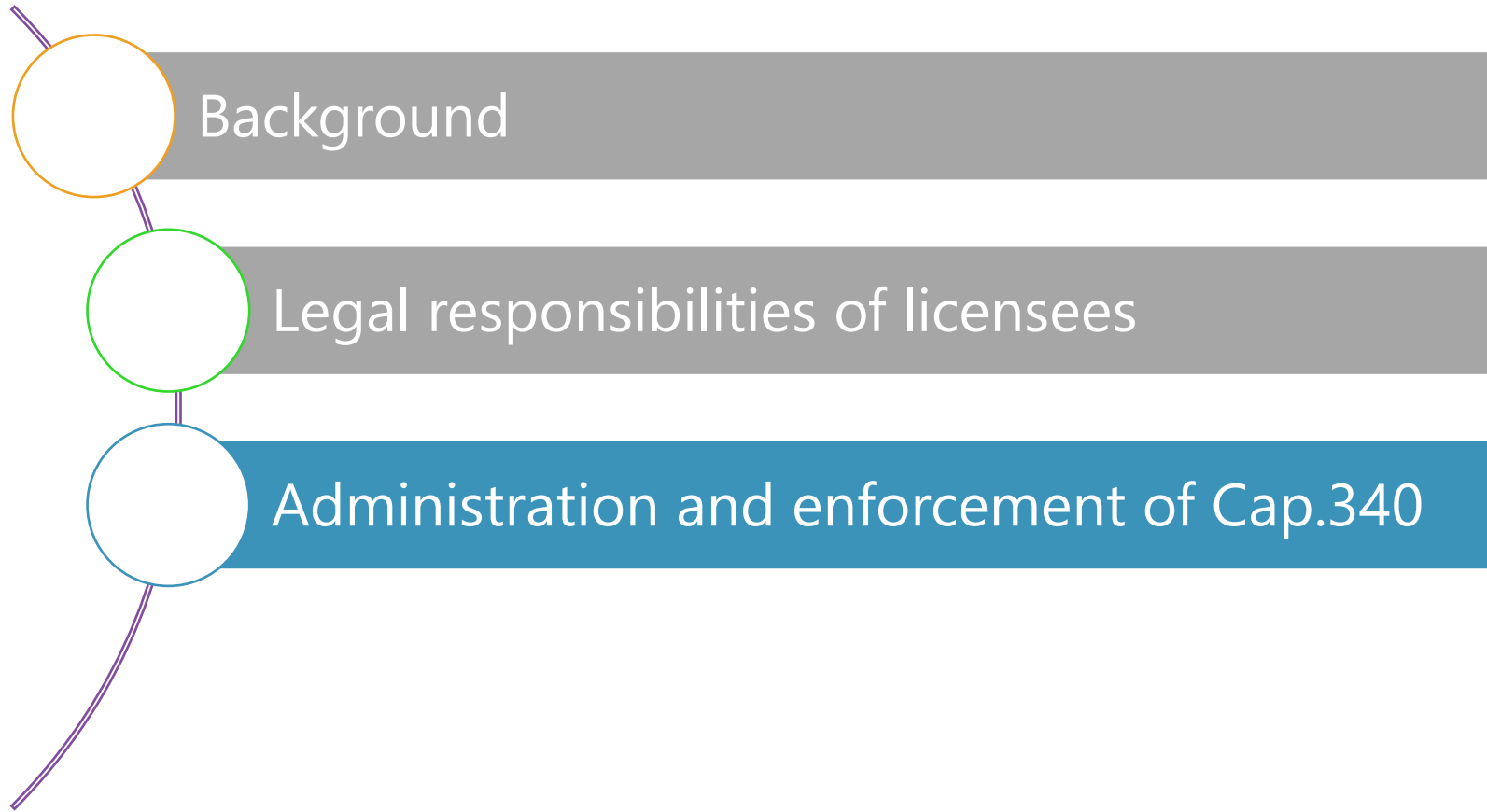


Contraventions of the provisions

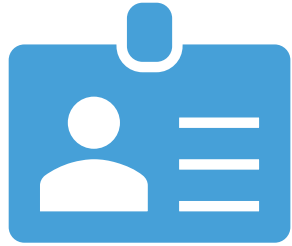
- ❑ Section 3 (**performance of experiments only by licensees**);
- ❑ Section 4 (performing experiments to **attain manual skill**);
- ❑ Section 5 (performance of experiments for **illustration of lectures**); or
- ❑ Section 6 (**restrictions upon performance of experiments by licensee**)

- ❑ Shall be **guilty of an offence**
- ❑ Liable on summary conviction to:
 - ❑ a **fine** at **level 1** (HK\$2,000); and
 - ❑ **imprisonment** for **6 months**





To assess licensees' compliance to Cap.340, DH...



Conduct
inspection



Monitor
Form 7 submission



Handle
enquiries or
complaints



Initiate
enforcement
actions



Inspections conducted by DH

- ❑ Assess licensee's compliance to the licensing conditions
- ❑ Scheduled / unannounced visit
- ❑ During inspection, authorized officers will:
 - Check **Form 6** kept by licensee:
 - Whether it is **up-to-date**;
 - **Record all particulars** of experiment performed; and
 - Information recorded **tally with** those on **Form 7** (if applicable)
 - Check laboratory records in relation to the animal experiments
 - **Inspect place(s)** for conducting the experiment as specified in the licence

ANIMALS (CONTROL OF EXPERIMENTS) REGULATIONS					
FORM 6					
Record of Experiments					
Name of Licensee : <u>CHAN Tai Man</u>					
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).
01-09-2021 to 10-09-2021 15-09-2021 20-09-2021	Room 10, 1/F, Lab Building, The University of ABC	20 mice	To study the side effect of Drug A	N/A (animals were still alive)	Research
				Overdose of anaesthetic	

Sample of completed Form 6



Monitor submission of returns

- ❑ Receive and process Form 7
- ❑ DH will conduct **inspection** to check records kept by **licensee who did not render return**
- ❑ Ascertain whether **experiments had been conducted** but **failed** to render Form 7

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).

.....

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

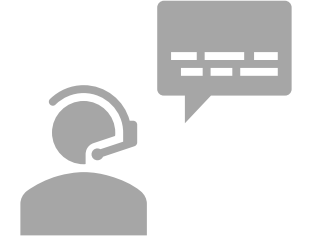
Sample of completed Form 7

HT&AD



Enquiries or complaints

- ❑ Any act that may be in contravention of Cap.340 could be reported to Police directly
- ❑ Alternatively, upon receipt of complaint in relation to possible contraventions
 - DH may request licensee to provide information
 - If there is reasonable ground to suspect that there may be a contravention of Cap.340, suspected case would be referred to relevant authority for further investigation; or legal advice would be sought for prosecution

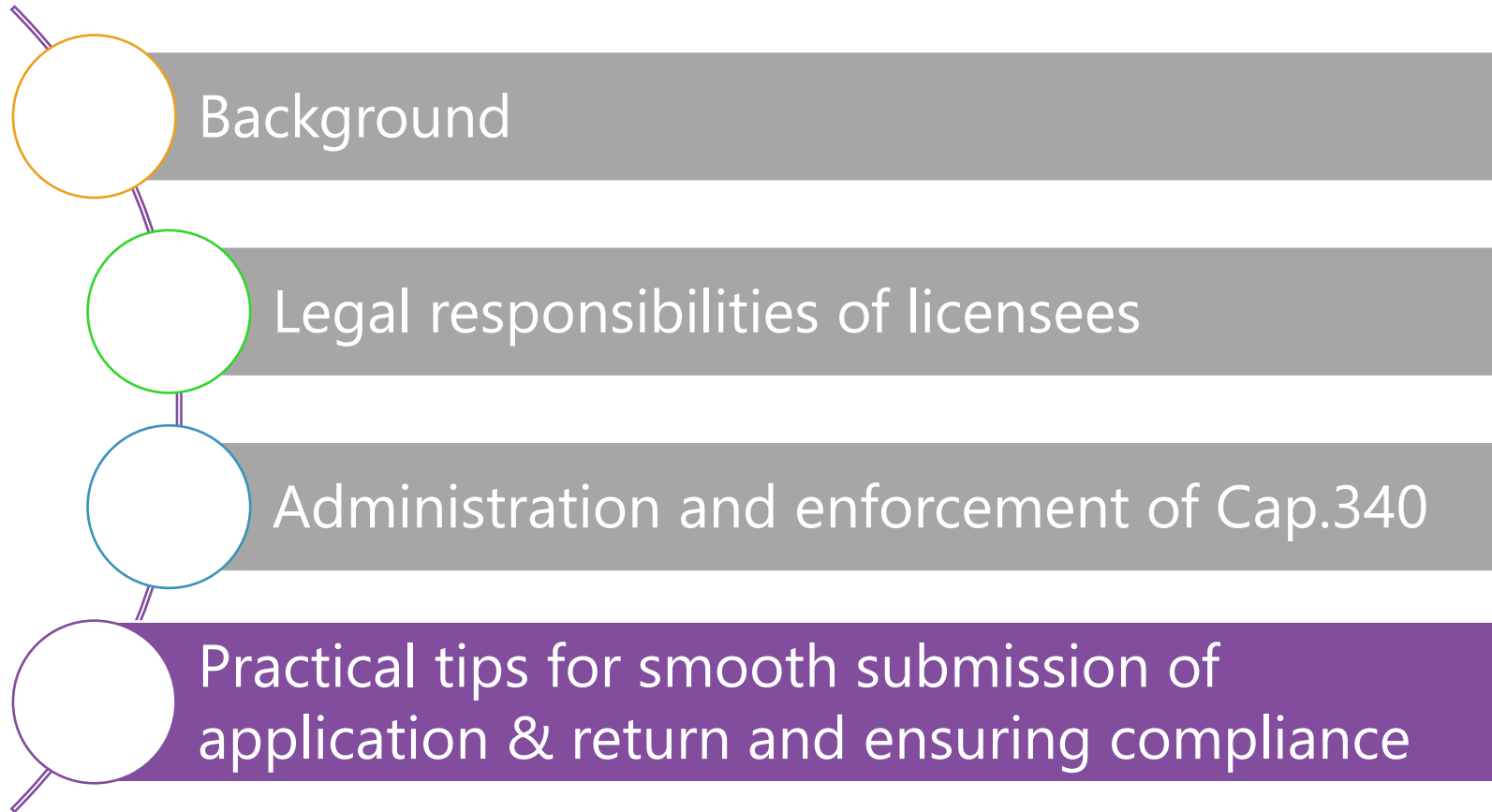




Enforcement of Cap.340

□ **Law enforcement action** will be initiated against licensees who:

- **had conducted experiments; AND failed to render** duly completed return **on time**
- had conducted **experiments not in accordance** with the **terms of his licence** and subject to the restrictions imposed by the Ordinance



When filling in the application form

✓ Read

- “Guide to Application” and “Notes and Sample Forms” available on DH website to fill in the form correctly



Department of Health

Home >> Useful Information >> Lists of Forms by Services >> Animals (Control of Experiments)

Forms

Animals (Control of Experiments)

Portable Document Format (PDF)
(Adobe Acrobat Reader lets you view and print PDF files.)

For Experiments on Living Vertebrate Animals

Name of Form	Form	Personal Information Collection Statement	E-mail	Enquiry
Application Form for the Animals (Control of Experiments) Regulations (Form 1)*				2961 8975
Guide to Application for Licence under the Animals (Control of Experiments) Ordinance				
Record of Experiments (Form 6)				
Return of Experiments (Form 7)*				
Explanatory Notes and Samples of Completed Forms				

✓ Include

- Information specific to Cap.340:
 - ▣ Procedures to be performed on living animals
 - ▣ Procedures expected to cause pain
 - ▣ Planned use of anaesthesia, analgesic and/or other pain relieving methods to prevent or minimise pain and suffering expected to cause

I. Explanatory Notes for completing Form 1 and its annex

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.

• Explain 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 or, by the order of any judge or district judge.

• Provide the reasons why living vertebrate animals have to be used for the experiment.

Type of experiment(s).

• Provide a brief description of the procedure(s) of the experiment(s).

• Outline the experimental procedures/conditions which may cause pain and/or distress to the animals and measures to be taken to minimise such pain and/or distress to the animals.

Purpose of experiment(s).

• Indicate the research objectives for the proposed experiment(s).

• If applicable, indicate the type(s) of manual skill to be attained, and/or the purpose(s) of the lectures and the transfer of knowledge and skill the attainment of the lecture could acquire from the proposed experiment.

Place where experiment(s) may be conducted.

• Provide the full address(es) including the room number, floor number, name of building and institution, of all the location(s) where the experiment(s) may be conducted.

Qualifications of Applicant and any posts held.

• Provide the qualifications and past duties (if any) of the applicant.

Dated

Signed

*Delete as appropriate.

[Sample Form 1, New Apr 2024]

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

Department of Health
(Apr 2024 Edition)

HT&AD

When filling in the application form

☑ Provide


- Valid contact information in the Annex for communication

☑ Check

- Completeness of information before submit


Please provide valid contact information for correspondence and inform the Department of Health immediately for any changes of information.

Full name**	CHAN Tai Man	Contact No.:	23456789
HK Identity Card/Passport/ Travel Document No.:	X123456(7)	Mobile No.:	98765432
Email Address :	ctm@abc.com		



(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

When filling in the application form

❌ Don'ts

- ❑ Directly quote/ attach published research article
- ❑ Provide lengthy protocol, which is used for purposes other than Cap.340
 - Information is **NOT specific** to licence application
- ❑ Include details that is **not within the scope of Cap.340**, e.g. in vitro analyses
- ❑ **Lacking the measures** to be taken to minimise and/or prevent pain and suffering expected to cause to the animals
- ❑ Information provided in **Form 1 not tally with that in the Annex**, e.g. types of animals, sacrificing methods

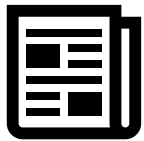
Unnecessary or inappropriate information would **prolong the processing time**

After submitting the application form



☒ **Provide** information/ clarification upon request:

- ☐ DH may request supplementary information / clarification pertaining to the application during processing
- ☐ Applicant should provide the requested information within the timeframe



☒ **Keep** record of all application documents, including Form 1 and email correspondence (if any), for future reference.

- ☐ e.g for renewal application, review if any change of procedures, place of experiment, etc

When submitting returns

✓ Read

- “Notes and Sample Forms” available on DH website to fill in the form correctly

✓ Check

- Ensure that all experiments performed are recorded
- All the forms are already attached and submitted and nothing is missed during submission

✓ Submit on time

- Allow sufficient time for submitting the return
- On or before 1st Jan** each year within the licence period

Department of Health

Home >> Useful Information >> Lists of Forms by Services >> Animals (Control of Experiments)

Forms

Animals (Control of Experiments)

Portable Document Format (PDF)
(Adobe Acrobat Reader lets you view and print PDF files.)

For Experiments on Living Vertebrate Animals

Name of Form	Form	Personal Information Collection Statement	E-mail	Enquiry
Application Form for the Animals (Control of Experiments) Regulations (Form 1)*				2961 8975
Guide to Application for Licence under the Animals (Control of Experiments) Ordinance				
Record of Experiments (Form 6)				
Return of Experiments (Form 7)*				
Explanatory Notes and Samples of Completed Forms	Form 1 (New application) Form 1 (Renewal application) (Form 6) (Form 7)			

1. 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: GAMM Tat. #1234
No. and date of Licence: 20-13 in 20/11/2018/2/2/X Pk 1
Period covered by return: From 01-01-2020 to 31-12-2020

Number of experiments conducted: 3
Place(s) where performed: Room 10, 10F, Lab Building, The University of HK
Kinds and number of animals used: 20 mice
Purpose of experiments (e.g. manual work, illustrating lectures, etc.): To study the side effect of Drug A
Any teaching permits, lectures and other endorsements applicable during the period: All

Dated: 31-12-2020
Signed: Chan (Licencee)

***** This section is not part of Form 7 but information supplied would facilitate our processing of your return. *****
Licence No.: 20-13 in 20/11/2018/2/2/X Pk 1
Email Address: dh@dh.gov.hk
Please check the boxes 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 _____
☐ I will stop / have stopped* the experiments above with effect from _____ and intend to _____
☐ (Other reasons) _____
* Please delete as appropriate



When submitting returns

☑ Keep

- ▣ A copy of Form 7 and email sent
- ▣ Acknowledge receipt and/or transaction number if submit online
- ▣ Other documents sent
 - Serve as a proof
 - ▣ e.g. in case the licensee was suspected failing to render return, the record could serve as a proof that the form has been submitted

Important notes

❑ Licensees are **personally accountable** for:

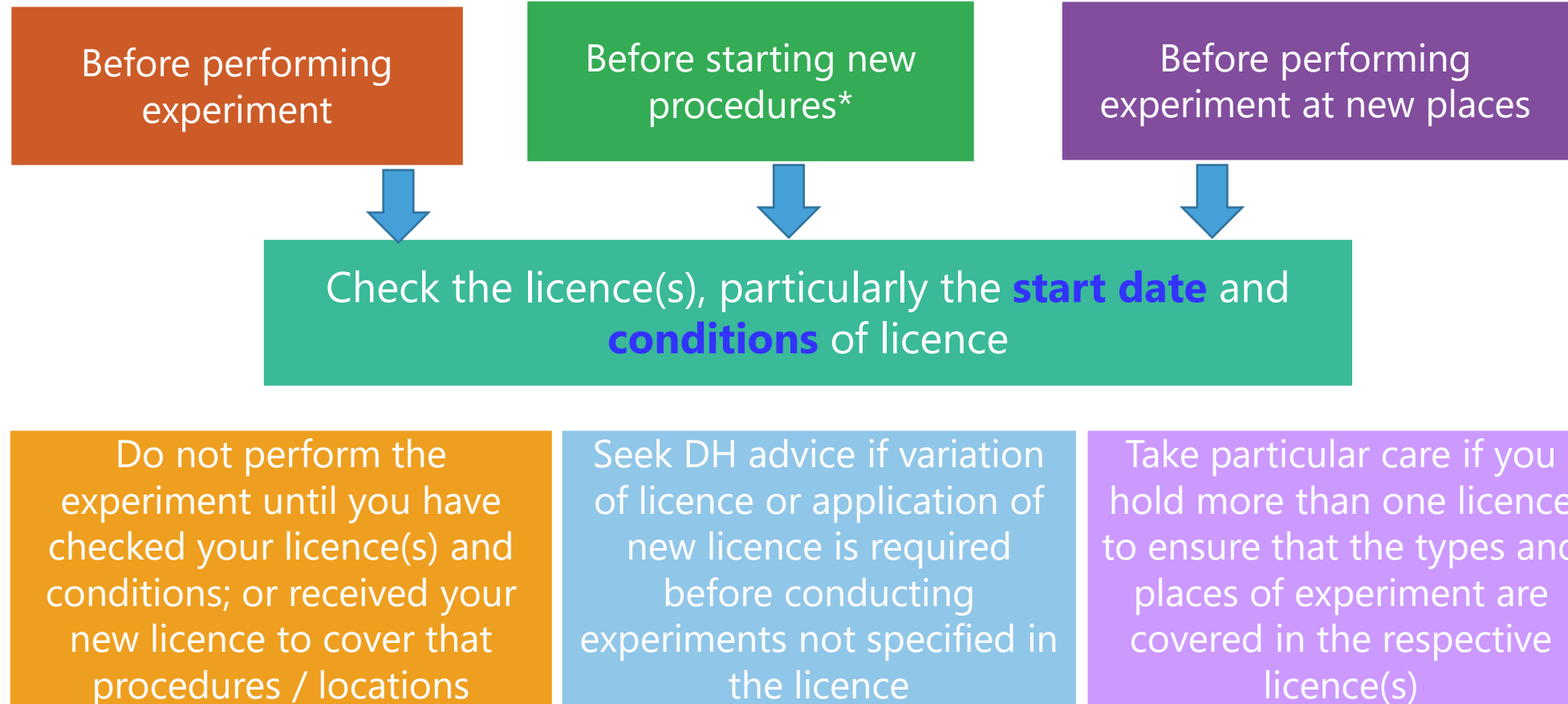
- Keeping experiment records;
- Submitting returns on time;
- Observing the licensing conditions; and
- Performing experiments when valid endorsement or permit is otherwise required



❑ Licensee should:



- Update DH ASAP for any change of contact information;
- Render return when no more plan to conduct experiment (e.g. leaving corresponding institution)

To avoid non-compliance



** Procedures include, but not limited to, types of animals used, experimental procedures, use of anaesthetic and/or analgesic and methods used to sacrifice the animals.*

Legal duties listed in the covering letter

<div data-bbox="547 254 713 335"><p>香港特別行政區政府 衛生署 香港灣仔皇后大道東 213 號 胡忠大廈 17 及 21 樓</p></div> <div data-bbox="774 248 866 357"></div> <div data-bbox="901 258 1151 344"><p>THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION DEPARTMENT OF HEALTH, WU CHUNG HOUSE, 17TH & 21ST FLOORS, 213 QUEEN'S ROAD EAST, WAN CHAI, HONG KONG.</p></div> <div data-bbox="496 376 845 396"><p>本署檔號 OUR REF.: (25-) in DH/HT&A/8/2/1 Pt.79</p></div> <div data-bbox="496 402 614 421"><p>來函檔號 YOUR REF.:</p></div> <div data-bbox="496 428 687 446"><p>電話 TEL : 2961 8645</p></div> <div data-bbox="496 452 687 472"><p>圖文傳真 FAX: 2127 7329</p></div> <div data-bbox="1039 475 1133 498"><p>17 July 2025</p></div> <div data-bbox="542 512 802 555"><p>School of Biomedical Sciences The Chinese University of Hong Kong</p></div> <div data-bbox="542 568 662 589"><p>Dear Sir/Madam,</p></div> <div data-bbox="685 606 1011 646"><p>Animals (Control of Experiments) Ordinance Chapter 340</p></div> <div data-bbox="542 662 1136 721"><p>I refer to your application received on 3 July 2025 and forward herewith the following licence(s) issued under the Animals (Control of Experiments) Ordinance ("the Ordinance"):-</p></div> <div data-bbox="608 736 922 756"><p>Form 2 : Licence to Conduct Experiments</p></div> <div data-bbox="606 773 1052 795"><p>Your attention is drawn to the following legal duties of licensees –</p></div> <div data-bbox="542 811 637 831"><p>(a) Records:</p></div> <div data-bbox="542 831 1136 886"><p>Keep a book with up-to-date records of all experiments performed by him/her in the form set out as Form 6 in the Schedule of the Animals (Control of Experiments) Regulations ("the Schedule").</p></div> <div data-bbox="542 905 637 923"><p>(b) Returns:</p></div> <div data-bbox="542 922 1136 979"><p>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 during the preceding twelve months.</p></div> <div data-bbox="542 995 1136 1146"><p>Copies of Form 6 and Form 7 are enclosed for your convenience. Licensees shall permit authorized officer to enter and inspect the places where experiments may be conducted for the purpose of securing compliance with the provisions of the Ordinance. Failure to comply with the above legal duties is an offence and may result in <u>prosecution and cancellation</u> of your licence. Each offence would be punishable by a <u>fine of HK\$2000 and to imprisonment for 3 months</u>. You are reminded that your duty as a licensee under the said provisions subsists even if you subsequently cease to work or study in your academic institution/ organisation/ company.</p></div> <div data-bbox="1082 1219 1146 1240"><p>/P.2 ...</p></div> <div data-bbox="580 1256 1093 1302"><p><i>We build a healthy Hong Kong and aspire to be an internationally renowned public health authority</i></p></div>	<div data-bbox="1617 268 1656 282"><p>- 2 -</p></div> <div data-bbox="1340 297 1939 466"><p>Your attention is drawn to section 3(2) of the Ordinance which stipulates that no licensee shall perform any experiment except in accordance with the terms of his licence and subject to the restrictions imposed by the Ordinance. If you wish to perform experiments other than the one stated in the licence or if there are any changes of the experiments, including but not limited to the type(s) of animals used, experimental procedure(s), and method(s) used to sacrifice the animals, application for a new licence is required. If there are changes or additions of place(s) where the experiment may be conducted, prior approval should be sought by informing the Department of Health (DH) in writing of the full address(es) of the proposed place(s) for experiment.</p></div> <div data-bbox="1340 481 1939 632"><p>If you wish to continue with the same experiment after the specified periods as stated on the above licence / endorsement / teaching permit, you should renew them at least two months before the end-dates. It will be a breach of the Ordinance to conduct the experiments without a valid licence. On the other hand, if you have completed or stopped your experiments, or you are going to leave your academic institution/ organisation/ company before the specified periods, you should inform us in writing immediately and at the same time, render the Form 7 for all experiments conducted. If there is any updates of your contact information, please inform DH immediately.</p></div> <div data-bbox="1340 646 1939 746"><p>You are encouraged to submit Application Form (Form 1) and Form 7 online. The online forms require your digital signature by either digital certificate or "iAM Smart+". You may access the online Form 1 and Form 7 via the website at www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html. For further information about "iAM Smart", please visit www.iamsmart.gov.hk.</p></div> <div data-bbox="1760 796 1890 818"><p>Yours faithfully,</p></div> <div data-bbox="1773 832 1875 875"></div> <div data-bbox="1740 881 1916 919"><p>(Dr Addi CHAN) for Director of Health</p></div> <div data-bbox="1340 955 1434 975"><p>* Remarks:-</p></div> <div data-bbox="1340 991 1939 1049"><p>A "Code of Practice – Care and Use of Animals for Experimental Purposes" was prepared by the Agriculture, Fisheries and Conservation Department on the advice of the Animal Welfare Advisory Group.</p></div> <div data-bbox="1340 1065 1939 1142"><p>Please visit the Agriculture, Fisheries and Conservation Department's website at <https://www.afcd.gov.hk/english/aboutus/abt_adv/files/Code_of_Practice_Care_and_Use_of_Animals_for_Experimental_Purposes_English.pdf> for details of the Code of Practice.</p></div> <div data-bbox="1340 1155 1391 1176"><p><u>Encl</u></p></div> <div data-bbox="1378 1256 1895 1302"><p><i>We build a healthy Hong Kong and aspire to be an internationally renowned public health authority</i></p></div>
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Useful information for applicants/ licensees

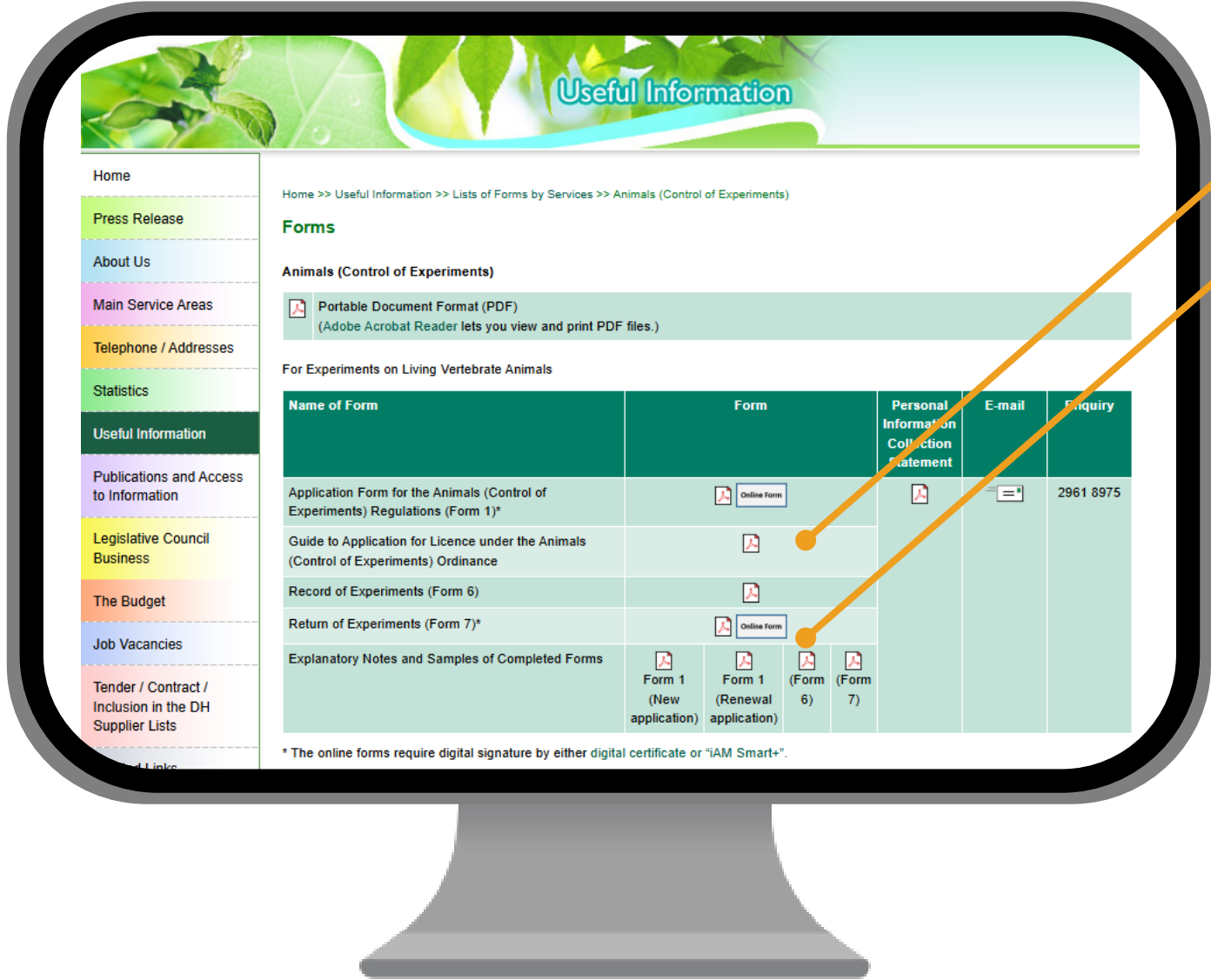


Available on DH website

https://www.dh.gov.hk/english/useful/useful_alo/useful_alo.html



Forms and documents for reference



- Guide to Application
- Samples of Completed forms

https://www.dh.gov.hk/english/useful/useful_forms/useful_forms_ani.html



Health Technology & Advisory Division Department of Health



Tel: 2961 8975



Website: www.dh.gov.hk



Fax: 2127 7329



Email: ro_al@dh.gov.hk

