

Guidance Notes for Application for a “Certified True Copy of Practising Certificate for Registered Chinese Medicine Practitioner”

1. The Secretariat of the Chinese Medicine Council of Hong Kong will only issue “Certified True Copy of Practising Certificate for Registered Chinese Medicine Practitioner” to Registered Chinese Medicine Practitioner (CMP) under the following situation(s):
 - (i) the “Practising Certificate for Registered Chinese Medicine Practitioner” is lost;
 - (ii) the “Practising Certificate for Registered Chinese Medicine Practitioner” is damaged; or
 - (iii) Registered CMP needs to display the “Practising Certificate for Registered Chinese Medicine Practitioner” in more than one clinic.

2. The application must be made by the Registered CMP concerned. The application should be submitted to the Secretariat of the Chinese Medicine Council of Hong Kong in person or by a representative authorized by the applicant in writing, and the following documents must be provided:
 - (i) if the “Practising Certificate for Registered Chinese Medicine Practitioner” is lost, the original of the report of lost property issued by the Hong Kong Police Force must be provided for checking.

 - (ii) if the “Practising Certificate for Registered Chinese Medicine Practitioner” is damaged, the original of the damaged “Practising Certificate for Registered Chinese Medicine Practitioner” must be returned for the Secretariat to decide whether a certified true copy should be issued. Under normal circumstances, unless the “Practising Certificate for Registered Chinese Medicine Practitioner” is so damaged that it could not clearly show the name or registration number or contents or the stamp, the Secretariat would not issue the certified true copy.

 - (iii) if a registered CMP needs to display the “Practising Certificate for Registered Chinese Medicine Practitioner” in more than one clinic, the proof of every practising address and “Practising Certificate for Registered Chinese Medicine Practitioner” must be provided (e.g. proof from employer and Business / Branch Registration Certificate of the company / institution, or Business Registration proof showing the applicant as the holder). As the proof of the practising addresses for individual CMP may be different due to different circumstances, please contact staff of the Secretariat in advance for details.

3. Before visiting the Secretariat, applicant is advised to call at 2121 1864 to make an appointment so that the responsible staff of the Secretariat will be available to process the application.

4. The application fee for each “Certified True Copy of Practising Certificate for Registered Chinese Medicine Practitioner” is HK\$125 in **cash**.

5. The address and office hours of the Secretariat are as follows:

Address : The Secretariat of the
Chinese Medicine Council of Hong Kong,
Rm 2201, 22/F., Wu Chung House, 213 Queen's Road East,
Wan Chai, Hong Kong

Telephone : 2121 1888

Fax : 2121 1898

Office hours : 9:00 am – 5:30 pm Mondays to Fridays
closed on Saturdays, Sundays and public holidays

Shroff Office hours : 9:00 am – 1:00 pm, 2:00 pm – 5:00 pm Mondays to Fridays
closed on Saturdays, Sundays and public holidays

The Secretariat of the Chinese Medicine Council of Hong Kong
January 2010

**Application Form for
“Certified True Copy of Practising Certificate for Registered Chinese Medicine Practitioner”**

To: The Secretariat of the Chinese Medicine Council of Hong Kong

Name of Applicant: _____ (Chinese) _____ (English)
(Name should be the same as the name printed on the original of the “Practising Certificate for Registered Chinese Medicine Practitioner”)

Registration No.: _____ HKID No.: _____ No. of certified true copy (ies) applied: _____
Has applied for certified true copy of “Practising Certificate for Registered Chinese Medicine Practitioner” before?: * Yes (CP No.: _____) / * No

Reason(s) for applying certified true copy: (please x in the appropriate box)

To be filled in
by staff of the
Secretariat

- the “Practising Certificate for Registered Chinese Medicine Practitioner” is lost. (The original report of lost property issued by the Hong Kong Police Force must be provided)
- the “Practising Certificate for Registered Chinese Medicine Practitioner” is damaged. (The original damaged “Practising Certificate for Registered CMP” must be provided)
- needs to display the “Practising Certificate for Registered Chinese Medicine Practitioner” in more than one clinic. (The proof of every practising address and the “Practising Certificate for Registered Chinese Medicine Practitioner” must be provided for checking)

Practising clinic (1): _____

Practising address (1): _____

Documentary Proof (1): _____

- Practising proof from employer
- Employer’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Applicant’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Others (please specify): _____

Practising clinic (2): _____

Practising address (2): _____

Documentary Proof (2): _____

- Practising proof from employer
- Employer’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Applicant’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Others (please specify): _____

Practising clinic (3): _____

Practising address (3): _____

Documentary Proof (3): _____

- Practising proof from employer
- Employer’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Applicant’s Business / Branch Registration Certificate / Certified Extracts of Information on the Business Register
- Others (please specify): _____

(If there is insufficient space, please use a separate sheet and put down your signature and state the date)

Signature of Applicant: _____ Date: _____

Signature of Applicant / Authorized Person
for collection of certified true copy (ies): _____ Date: _____
(*Delete as appropriate)