

Chinese Medicine Council of Hong Kong
Chinese Medicine Ordinance
(Cap. 549)

**Guide for Completion of Application Form
for Chinese Medicines Trader Licences**

Please read the following guidance notes before completing the application form.

General

1. Please cut along the dotted line and get the required application form and document checklist.
2. Please fill in the Application form with a black fountain pen or ball pen.
3. Please ensure that all parts of the application form are completed (including addresses in Chinese and English) and the information provided is true and correct.
4. Unless otherwise indicated, the application form must be completed in block letters and in either Chinese or English.
5. The application will not be considered if the applicant fails to provide all information as requested or the information provided does not indicate clearly that the applicant has met the basic requirements.
6. Make copies of the application form or document checklist if more space is needed.
7. Applicants should make copies of the completed application form and the requested information for their own reference.
8. The Chinese Medicine Regulatory Office of the Department of Health will issue an acknowledgement letter to the applicant within 30 days upon receipt of the application form, and the application reference number will be indicated in the acknowledgement letter. The applicant shall contact the Chinese Medicine Regulatory Office if he does not receive the acknowledgement letter after 30 days.

Personal Data (Privacy) Policy

In protection of the privacy in relation to personal data, the Department of Health has developed its Data Protection Policy modeled on the six data protection principles as set out in Schedule 1 of the Personal Data (Privacy) Ordinance. The Department respects personal data and is fully committed to implementing and complying with the data protection principles and all relevant provisions of the Ordinance.

Personal Data Access and Correction Request

Data access and correction requests and enquiries may be addressed to the relevant offices or clinics of the Department of Health by which the personal data are collected. Requests should be made by submission of a duly completed Data Access Request Form (https://www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf). The Department will charge a reasonable fee for complying with any data access request.

Personal Data Collected for the Purpose of the Chinese Medicine Ordinance (Cap 549)

The Chinese Medicine Regulatory Office of the Department of Health collects personal data required under the Chinese Medicine Ordinance, and the relevant information will be kept and used for handling matters relating to the registration of proprietary Chinese medicine, licensing of Chinese Medicines Trader and law enforcement.

For access to and correction of personal data collected for the purpose of the Chinese Medicine Ordinance, please contact **Senior Pharmacist (Chinese Medicine)** of the Chinese Medicine Regulatory Office (address : 16/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon).

For more information on the enforcement of the Personal Data (Privacy) Ordinance, please visit the website of the Office of the Privacy Commissioner for Personal Data (<https://www.pcpd.org.hk/index.html>).

中醫藥條例
Chinese Medicine Ordinance
(香港法例第 549 章)
(Cap. 549)

中藥材零售商 (展銷) 牌照申請表

Application Form for Retailer Licence in Chinese Herbal Medicines
(Trade Show)

本公司 _____ 地址為 _____
We, _____, at _____
(公司名稱 Name of Company)

(公司地址 Address of Company)

現根據《中醫藥條例》第 114 條的規定申請中藥材零售商 (展銷) 牌照。

hereby apply for a Retailer Licence in Chinese Herbal Medicines (Trade Show) in accordance with Section 114 of the Chinese Medicine Ordinance.

甲部 Part A 營業資料 Business Information	
業務 / 分行名稱 (中文): _____ _____	
Business / Branch name (English): _____ _____	
地址 (中文): _____ _____	
Address (English): _____ _____	
商業登記號碼 Business Registration No. : _____	營業電話號碼 Business Tel No. : _____
電子郵件地址 (如適用) E-mail Address (if any) : _____	營業傳真號碼 Business Fax No. : _____

申請人請述明於上述處所內所持有的中藥商牌照：

Please state the Chinese medicines trader licence(s) held in respect of the above premises:

- 於上述處所內持有下述中藥商牌照，例如：

CR-2002-00001 或 CW-2002-00001

hold the following Chinese medicines trader licence(s) in respect of the above premises, for example: CR-2002-00001 or CW-2002-00001.

牌照編號：

Licence No.

或 / Or

- 已同時就上述處所申請中藥商牌照
have concurrently applied for a Chinese medicines trader licence in respect of the above premises.

獨資東主/合夥人/董事姓名及其香港身分證號碼/護照號碼 (如董事為一間公司，請填寫公司名稱及商業登記號碼)：

Name and Hong Kong Identity Card Number/Passport Number of sole proprietor/partners/director(s). (In case of a director being a corporation, please state the name and Business Registration Number of the corporation):

申請人請述明所申請的中藥材零售商 (展銷) 牌照的業務範圍：

Please state the scope of business for the Retailer Licence in Chinese Herbal Medicines (Trade Show) in the application:

- 本公司現聲明，

We hereby declare that,

本公司不會在展銷處所內管有或銷售未經註冊中成藥、製造*中成藥、配發*中藥材、代客煎藥或銷售《中醫藥條例》指明的附表1中藥材，及
除非按《中藥材零售商 (展銷) 牌照申請須知》的要求事先通知中藥組或獲中藥組批准，否則不會在展銷處所內經營《中醫藥條例》指明的附表2中藥材。

we will NOT possess or sell unregistered proprietary Chinese medicines, manufacture* proprietary Chinese medicines, dispense* Chinese herbal medicines, decoct Chinese herbal medicines for customers or sell Chinese herbal medicines as specified in Schedule 1 of the Chinese Medicine Ordinance at the trade show premises, and
Chinese herbal medicines as specified in Schedule 2 of the Chinese Medicine Ordinance shall not be sold at the trade show premises unless prior written notification (for a trade show held for less than 14 days) has been submitted to the Chinese Medicines Board, or alternatively, approval (for a trade show held for 14 days or more) has been obtained from the Chinese Medicines Board in accordance with the requirements set out in the “Guidance notes for the application for Retailer Licence in Chinese Herbal Medicines (Trade Show)”.

* 註：根據《中醫藥條例》，

“製造”就中成藥而言，指調配、生產、包裝或再包裝中成藥供銷售或分銷；

“配發”指根據或按照任何註冊中醫或表列中醫開出的處方而調配和供應中藥材。

Note: Pursuant to the Chinese Medicine Ordinance,

“manufacture” in relation to a proprietary Chinese medicine, means the preparation, production, packing or re-packing of the proprietary Chinese medicine for sale or distribution;

“dispense” means the preparation and supply of Chinese herbal medicines on or in accordance with a prescription given by a registered Chinese medicine practitioner or a listed Chinese medicine practitioner.

請在適當的方格內加上“✓”號 Please tick “✓” in the appropriate box.

乙部 Part B 聲明 Declaration

1. 本人謹此聲明，就本人所知及所信，此申請表及有關的核對表所提供的資料，皆屬真確事實的全部。
I hereby declare that all the foregoing information in this application form and the relevant checklist is FULL, COMPLETE and TRUE to the best of my knowledge and belief.
2. 本人授權香港中醫藥管理委員會中藥組按其認為合適的方式，核實此申請所提供的資料。
I authorize the Chinese Medicines Board of the Chinese Medicine Council to verify the foregoing information in any manner as it deems fit.
3. 本人明白根據《中醫藥條例》第 153(3)條的規定，任何人在向中藥組提出申請或在給予任何資料時，在要項上作出他知道是虛假或他不相信是真實的陳述或申述，即屬犯罪，最高可處第 6 級罰款及監禁 2 年。
I understand that according to Section 153(3) of the Chinese Medicine Ordinance, any person who, in making an application to the Chinese Medicines Board or in giving any information, makes a statement or representations which he knows to be false or does not believe to be true in a material particular, commits an offence and shall be liable to maximum penalty of a fine at level 6 and to imprisonment for 2 years.
4. 本人明白所提交的個人資料，將會用作執行《中醫藥條例》的條款。
I understand that the personal data provided by me are for the purposes of facilitating the operation of the provisions of the Chinese Medicine Ordinance.
5. 本人明白所提交的個人資料，主要由香港中醫藥管理委員會內部使用，但亦可能因以上第 4 段所列目的，向其他政府部門、中介機構或行政管理機構披露；除此以外，這些資料只會在本人同意，又或是《個人資料（私隱）條例》所容許下，才會向其他人士披露。
I understand that the personal data provided by me are mainly for use within the Chinese Medicine Council but they may also be disclosed to other Government bureaux/departments, agencies or authorities for the purposes mentioned in paragraph (4), if required. Apart from this, the information provided herein will only be disclosed to parties where I have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.
6. 本人明白根據《個人資料（私隱）條例》第 18 條及 22 條以及其附表 1 第 6 原則所述，本人有權查閱及修正個人資料，但查閱資料時，可能要繳交費用。本人的個人資料如有任何更改，須盡快以書面通知衛生署中醫藥規管辦公室。
I understand that I have the right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. A fee may be imposed for complying with a data access request. If there is any amendment to the personal data, I shall send it in writing to the Chinese Medicine Regulatory Office of the Department of Health as soon as possible.

.....
公司負責人簽署

Signature of person in charge of the business

.....
姓名（正楷）Name (Block Letters)

.....
公司蓋章 Company Chop

.....
職位 Position Held

.....
日期 Date

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收到申請表日期 Date of receipt of application form :