

**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 ([http://www.pcpd.org.hk/english/resources\\_centre/publications/forms/files/Dforme.pdf](http://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 (<http://www.pcpd.org.hk/index.html>).

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

**中藥材零售商牌照申請表**

**Application Form for Retailer Licence in Chinese Herbal Medicines**

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，申請於下述的處所零售中藥材。

We wish to apply for conducting retail business of Chinese herbal medicines at the premises below in accordance with Section 114 of the Chinese Medicine Ordinance.

<b>甲部 Part A      營業資料 Business Information</b>	
營業處所 (中文) : 公司名稱 (Chinese) : Company name of business premises (英文) : (English)	: : : :
營業處所地址 (中文) : Address of business premises (Chinese) : (英文) : (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. :

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

貯存倉地址及商業登記號碼（如與上述地址不同）  
Address of Warehouse and Business Registration No. (if different from above) :

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，請填寫公司名稱及公司編號）  
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 Company Number of the corporation) :

申請經營有關的中藥材(可選擇多於一項)：  
Please specify the Chinese herbal medicines to which the application relates (can select more than one option):

附表 1 藥材 Schedule 1 medicine  
 附表 2 藥材 Schedule 2 medicine

申請人請述明會否在申請所關乎的處所內進行中藥材配發\*，如選擇不會，則無須提名負責監管中藥材配發人員及填寫有關人員的資料（《中藥規例》第 32 條）  
Please state that whether Chinese herbal medicines will be dispensed\* in the premises to which the application relates or not. If not, there will be no need to nominate the responsible person for the supervision of dispensing of Chinese herbal medicines and fill in the relevant information of that person. ( Section 32 of the Chinese Medicines Regulation) :

本公司  會配發中藥材 will dispense Chinese herbal medicines  
We  不會配發中藥材 will NOT dispense Chinese herbal medicines

\* 註：根據《中醫藥條例》，“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, “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.

**負責監管中藥材配發人員的資料**  
**Information of the responsible person nominated for the supervision of the dispensing of Chinese herbal medicines**

獲提名負責監管中藥材配發人員的資料 The person who is nominated to be responsible for the supervision of the dispensing of Chinese herbal medicines	獲提名負責監管中藥材配發人員的副手的資料（不多於 2 名） The deputy or deputies who are nominated to be responsible for the supervision of the dispensing of Chinese herbal medicines (not more than 2 persons)	
姓名 Name : ..... 身分證／護照號碼 HKID/ Passport No:..... ( ) 簽署 Signature :	姓名 Name : ..... 身分證／護照號碼 HKID/ Passport No:..... ( ) 簽署 Signature :	姓名 Name : ..... 身分證／護照號碼 HKID/ Passport No:..... ( ) 簽署 Signature :

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 execution 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 : .....