

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

**Guidance Notes of Application for Change of Address Specified in  
Chinese Medicines Trader Licences**

Should any retailers or wholesalers of Chinese herbal medicines, and wholesalers or manufacturers of proprietary Chinese medicines wish to change their addresses of premises specified in their respective licences; they shall apply to the Chinese Medicines Board well in advance, and submit the application by the third day from the date of such change occurs at the latest. Approval from the Chinese Medicines Board should be obtained prior to any change in the address of the premises. Otherwise, the licence shall become void at the expiry of 1 month from the date on which such change occurs. The licence holder shall not conduct any related business of Chinese medicines at the new premises without prior approval. Under the Chinese Medicine Ordinance, only a licensed trader may engage in the business of Chinese medicines and any unlicensed persons may be liable to a fine at level 6 and to imprisonment for 2 years.

**I. Application requirements**

1. The applicant must be the licence holder or a lawfully authorized person of the company;  
and
2. The conditions of the new premises shall comply with the licensing requirements.

**II. Application procedures**

How to obtain application forms

1. Applications forms (Form 12) can be obtained free of charge from:

Chinese Medicine Regulatory Office, Department of Health  
16/F., AIA Kowloon Tower, Landmark East,  
100 How Ming Street, Kwun Tong, Kowloon

Office hours:           Monday to Friday                   9:00 a.m. to 5:30 p.m.  
                                  Closed on Saturday, Sunday and public holidays

2. Application forms can also be obtained free of charge via the following method:
  - (i) Download from the Chinese Medicine Council of Hong Kong Website  
([www.cmchk.org.hk/pcm/eng/#main\\_down01.htm](http://www.cmchk.org.hk/pcm/eng/#main_down01.htm))

### Submission of documents or information

Applicants are required to submit the following information:

- (i) A fully completed Application Form for Change of Address Specified in Chinese Medicines Trader Licences (Form 12);
- (ii) Evidence in relation to the change of address of premises; and
- (iii) Brief floor plan of new business premises.

### How to submit application forms

Applicants may submit the application forms, the relevant information and documents via the following ways:

- (i) Mail to the Chinese Medicine Regulatory Office, Department of Health by registered post (the date shown on the post stamp will be taken as the submission date);
- (ii) Lodge to the office of the Chinese Medicine Regulatory Office, Department of Health in person during office hours; or
- (iii) Submit online application via electronic forms (applicable to holders of recognised organisational digital certificates only).  
Website: [www.cmchk.org.hk/pcm/eng/#main\\_down01.htm](http://www.cmchk.org.hk/pcm/eng/#main_down01.htm)

### **III. Application results**

The applicant will receive a written notification if the application is approved. Upon the receipt of the prescribed fee, the applicant will be informed to present the original licence in person or by a representative on his behalf, to the Chinese Medicine Regulatory Office of the Department of Health to complete necessary procedures. If the application is rejected the applicant will still be notified in writing.

### **IV. Prescribed fee and methods of payment**

The fee for change of address of premises is HK\$ 805. Chinese Medicine Regulatory Office will issue a General Demand Note to the applicant. The applicant could make payment according to the payment methods stated in the General Demand Note.

### **V. Enquiries**

Further enquiries regarding the change of address of premises as specified in the Chinese medicines trader licences or on the contents of these guidance notes can be made by calling the enquiry hotline, fax or post to the Chinese Medicine Regulatory Office, Department of Health:

Enquiry Phone No. : 2319-5119  
Fax No. : 2319-2664  
Address : 16/F., AIA Kowloon Tower, Landmark East,  
100 How Ming Street, Kwun Tong, Kowloon