

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

**Guidance Notes of Application for Certified Copy of  
Chinese Medicines Trader Licences and Certificates**

**I. Licences and certificates for when a certified copy can be applied**

Under section 117 and 137 of the Chinese Medicine Ordinance, a licensed trader may apply to the Chinese Medicines Board for certified copies of the following licences and certificates:

- Retailer Licence in Chinese Herbal Medicines
- Wholesaler Licence in Chinese Herbal Medicines
- Wholesaler Licence in Proprietary Chinese Medicines
- Manufacturer Licence in Proprietary Chinese Medicines
- Certificate for Manufacturer (Good manufacturing practice in respect of Proprietary Chinese medicines)

**HH. Application requirements**

1. The applicant must be lawfully authorized person of the company that holds the relevant licence / certificate; and
2. The licence / certificate held by the applicant's company must still be valid.

**III. Application procedures**

Contents of the written application

The applicant must submit a written application that includes the following:

- The type and reference number of the licence / certificate held by the applicant (or attached copies of the licence / certificate)
- The number of certified copies requested
- The name and signature of the applicant.
- The date, company name, address, telephone number and company chop

### How to submit applications

The applicant may send the written application by registered post or submit to the following address in person during office hours:

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

#### **IV. Application results**

The applicant will receive written notification if the application is approved. Upon payment of the prescribed fee, the certified copy will be sent to the applicant by mail. If the application is rejected the applicant will be notified in writing.

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

The fee for the issue of a certificate copy of a licence or certificate is HK\$130. 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.

#### **VI. Enquiries**

Further enquiries regarding the application for a certified copy of the Chinese medicine trader licence and certificate 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