

FORM 15

PHARMACY AND POISONS ORDINANCE

(CHAPTER 138)

APPLICATION FOR REGISTRATION OF PREMISES UNDER SECTION 13

We _____ of _____
(Name of business)

(Address of business)

wish to apply for the registration under section 13 of the Pharmacy and Poisons Ordinance of the premises as set out in paragraph 1 of this application to conduct the retail sale of poisons at such premises.

1. Address of premises _____

2. Name of business at the premises _____

3. Business Registration No. _____

4. Telephone No. of the premises _____

5. Name of registered pharmacist in whose presence or under whose supervision the retail sale of poisons is conducted under section 11(1) of the Ordinance _____

In support of this application, we submit a copy of the certificate of registration of the pharmacist named in paragraph 5.

Signature _____

Full name of signatory _____

Signed on behalf of _____
(Name of business)

Date _____

CHECKLIST

Application for Registration of Premises of an Authorized Seller of Poisons

Please submit this checklist with the following documents. If you have answered “No” to any question, please provide a written explanation.

| <u>Have you submitted</u> | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| (1) A completed application form? | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Copy of Business Registration Certificate? | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) (a) For limited companies : | } | } |
| (i) Copy of Certificate of Incorporation <u>and</u> | | |
| (ii) Copy of Directors’ List (e.g. “Form AR1” from Companies Registry or for newly formed limited companies, photocopy of a full set of “Form NC1” or “Form NC1G”)? | | |
| <u>OR</u> | | |
| (b) For companies run by sole proprietors : Copy of “Form 1(a)” from the Business Registration Office? | | |
| <u>OR</u> | | |
| (c) For companies run by partners : Copy of “Form 1(c)” from the Business Registration Office? | | |
| (4) A list including name(s) in English and Chinese, Hong Kong Identity Card number(s) and posts of sole proprietor/ partners/ directors and staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) A signed declaration of each owner (i.e. sole proprietor or partner) or director, and each staff member indicating whether he/she has been an owner, a director or an employee of other trader(s) of western medicines (i.e. importer/exporter, retailer, wholesaler or manufacturer, regardless whether the trader is still in business)? [If yes, please list out the relevant information, including the English name(s) of the trader(s) and the period involved] | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Statement of qualifications and relevant experience of sole proprietor/ partners/ directors and all staff members? | <input type="checkbox"/> | <input type="checkbox"/> |

| | <u>Have you submitted</u> | <u>Yes</u> | <u>No</u> |
|------|--|--------------------------|--------------------------|
| (7) | Testimonials from previous employer(s) certifying the above relevant experience? | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) | Copy of the Certificate of Registration and Practising Certificate of the registered pharmacist? | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) | Floor plan of Dispensary? | <input type="checkbox"/> | <input type="checkbox"/> |
| (10) | Floor plan of Dispensing Room? | <input type="checkbox"/> | <input type="checkbox"/> |

Pharmacy and Poisons Ordinance (Cap. 138)

Guidelines for Application for Registration of Premises under Section 13

A company which wishes to conduct the retail sale of any poison must first obtain a Certificate of Registration of Premises under Section 13 of the Pharmacy and Poisons Ordinance.

2. Application forms for the above licence are available, free of charge, by downloading from the web site <http://www.drugoffice.gov.hk/eps/eng/html/forms.jsp> or in person during the following hours from:

| | |
|--|-----------------------------|
| Department of Health, | <u>Monday to Friday</u> |
| Drug Office, | 9:00 a.m. to 1:00 p.m. |
| Traders Licensing and Compliance Division, | 2:00 p.m. to 5:45 p.m. |
| 382 Nam Cheong Street, | (up to 6:00 p.m. on Monday) |
| 3/F., Public Health Laboratory Centre, | (Closed on Saturdays, |
| Kowloon. | Sundays & Public Holidays) |
| Tel. 2319 8467 Fax: 2147 0457 | |

3. The completed application form together with the relevant documents indicated in the attached checklist should be submitted by post, by fax (2147 0457), by digitally signed email certified by Hongkong Post Certification Authority (pharmgeneral@dh.gov.hk) or in person to the above address.

In case electronic documents are being used for the application, please refer to web site : <http://www.drugoffice.gov.hk> and call 2319 8577 or 2319 8486 for details.

4. An interview will be arranged with the person in charge and pharmacist of the company. Questions based on the relevant legislations and “Code of Practice for Authorized Seller of Poisons” regarding the proper running of a business conducting the retail sale of poisons will be raised during the interview. Upon a successful interview, an inspection by a pharmacist inspector will be conducted at the company’s premises. The application will be considered by the Pharmacy and Poisons Board. If approved, a Certificate of Registration of Premises under Section 13 will be issued.

5. Payment of prescribed fee HK\$1,000 will be required when the Certificate of Registration of Premises under Section 13 is ready for collection. Notification of payment will be sent by mail.

6. The performance pledge of the Department of Health is that applications will be approved within two months.

7. These notes are only a general guide and must not be treated as a complete or authoritative statement of the law on any particular case. Copies of the Pharmacy and Poisons Ordinance and its subsidiary legislation may be purchased by calling the Publications Sales Section of Information Services Department at 2537 1910 or by email at puborder@isd.gov.hk. Contents of the relevant legislation may also be found at the Department of Justice's website <http://www.legislation.gov.hk>. Copies of the "Code of Practice for Authorized Seller of Poisons" can be obtained in person during office hours, free of charge, from the above mentioned address of the Traders Licensing and Compliance Division of Drug Office or from the Pharmacy and Poisons Board at the following address:

Pharmacy and Poisons Board,
182 Queen's Road East,
1/F., Shun Feng International Centre
Wanchai,
Hong Kong.
Tel.: 2527 8418 Fax: 2527 2277

Statement of Purposes

Purpose of Collection

This personal data are provided by licence applicants for the purposes of application for licences under the Pharmacy and Poisons Ordinance, the Antibiotics Ordinance and the Dangerous Drugs Ordinance. The personal data provided will be used by DH for the following purposes:

- (a) Proof of eligibility for a licence
- (b) Assessment of whether the applicant is a fit and proper person to be granted a licence

2. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for a licence, or to assess whether you are a fit and proper person to be granted a licence.

Classes of Transferees

3. The personal data you provide are mainly for use within DH and the Pharmacy and Poisons Board. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquiries

5. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Senior Pharmacist
Traders Licensing and Compliance Division
Drug Office
Department of Health
3/F., Public Health Laboratory Centre
382, Nam Cheong Street, Kowloon.

Tel: 2319 8467