

How to Renew Your Practising Certificate

- (1) Complete the application form (enclosed). No correction fluid/tape should be used on the application form. Any amendments, corrections or alterations made must be signed against. Incomplete or unsigned applications will not be entertained.
- (2) Submit the **original hand-signed** application form together with the application fee of **HK\$625** to the Secretariat of the Veterinary Surgeons Board of Hong Kong (the “Board”) to the following address. ***Cash must not be sent through the post.*** Application fee can be paid either by crossed cheque/bank draft or in person as below.

(a) By Crossed Cheque/ Bank Draft

The crossed cheque or bank draft should be **denominated in Hong Kong dollars**, and made payable to either “**The Government of the Hong Kong Special Administrative Region**” or “**The Government of the HKSAR**”. Please write your name and purpose of the payment at the back of the crossed cheque/bank draft. You may then post your ***completed application form*** together with the crossed cheque/bank draft to the Secretariat of the Board at the following address. **Post-dated cheque will not be accepted.**

(b) In Person

You may submit the application fee (together with your ***completed application form***) in person at the following address –

Address	Opening Hours
Secretariat, The Veterinary Surgeons Board of Hong Kong, 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong	8:30 a.m. – 12:30 p.m. 1:30 p.m. – 5:00 p.m. (Closed on Saturday, Sunday and Public Holiday)

- (3) The deadline for submission of application is **15 December 2017**. ***Early submission of application is much appreciated.*** An extension fee (HK\$625) will invariably be levied on any applications received by the Board after 2017. If you wish to submit your application by post, please **ensure your mail items bear sufficient postage before posting.** The Board does **not** accept underpaid mail items. Please also ensure sufficient mailing time to make delivery in order.
- (4) The practising certificate will be sent to you by registered mail **within 14 working days** from the receipt of your application. If you wish to collect the practising certificate **in person**, please indicate such request in the application form. It will take about 3 working days for payment in cash or 10 working days for payment by cheque for the Board to process your application. You will be notified to collect the practising certificate once it is issued.
- (5) If you have any enquiries regarding your application, please contact Mr Andy LEE at (852) 2150 6693 or email to “enquiry@vsbhk.org.hk”.

VETERINARY SURGEONS REGISTRATION ORDINANCE
(Chapter 529)
APPLICATION FOR RENEWAL OF A PRACTISING CERTIFICATE

(Please read the IMPORTANT NOTES overleaf before completing this Form.)

I [name] _____

of [address*] _____

_____ would like to apply for renewal of my practising certificate, the expiry date of which is **31 December 2017**, in accordance with section 12(4) of the Veterinary Surgeons Registration Ordinance (Cap. 529).

* Please tick the appropriate box(es) if this is a new address and you wish to update the following address(es) accordingly (tick both boxes if the address serves both purposes):-

“Practising address” in the register

“Address at which notices from the Board may be served” kept by the Board

2. Please tick the appropriate box.

I **have NOT been convicted** in Hong Kong or elsewhere of any offence, nor have I been found guilty of misconduct in a professional respect outside Hong Kong, that was not previously declared by me in an application for registration or a practising certificate.

I **have been convicted** in Hong Kong or elsewhere of an offence and/or I have been found guilty of misconduct in a professional respect outside Hong Kong, that was not previously declared by me in an application for registration or a practising certificate. ***The details are attached hereto.***

3. Please tick the appropriate box.

There are **No** impending criminal proceedings in Hong Kong or elsewhere or impending disciplinary proceedings outside Hong Kong against me.

There **are** impending criminal proceedings in Hong Kong or elsewhere and/or impending disciplinary proceedings outside Hong Kong against me. ***The details are attached hereto.***

Dated this _____ day of _____, 20_____

(Signature of applicant)

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IMPORTANT NOTES

1. Section 12 of the Veterinary Surgeons Registration Ordinance (Cap. 529) (the “**Ordinance**”) provides that:-
 - “(1) Subject to the payment of the prescribed fee the Secretary shall, on application made to him in that behalf issue to a registered veterinary surgeon a certificate, in a form determined by the Board, to the effect that he is, subject to any conditions and restrictions specified in the certificate, entitled to practise in Hong Kong.
 - (2) Where a practising certificate is issued pursuant to an application made during the course of a year in respect of that year, the certificate shall, subject to section 15(5), be in force from the time of its issue until the end of that year.
 - (3) Where a practising certificate is issued pursuant to an application made during the course of a year in respect of the following year, the certificate shall, subject to section 15(5), be in force for a period of 12 months commencing on 1 January in that following year.”
2. The address provided in this form is for entry on the practising certificate.
3. This address should be your current practising address, or an address at which notices from the Board may be served if you have no current practising address. P.O. Box address is not acceptable.
4. Pursuant to section 8(3) of the Ordinance and rule 19 of Rules of the Veterinary Surgeons Board (Registration of Veterinary Surgeons), you are obliged to notify the Secretary to the Board in writing within 28 days of any change to your practising address or address at which notices from the Board may be served.
5. Pursuant to sections 12(2) and 12(3) of the Ordinance, once issued, no replacement of the practising certificate due to change of particulars (i.e., name or address) therein, or loss will be entertained.

Please indicate below the ***address** (*in duplicate*) to where the practising certificate should be sent –

*The address provided is for the delivery of your practising certificate only. If you wish to update your practising address or address at which notices from the Board may be served, please write to the Board separately.

(Please complete **CLEARLY** and in **BLOCK LETTERS**)

Name: _____	Name: _____
*Address: _____	*Address: _____
_____	_____
_____	_____

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