

# THE DENTAL COUNCIL OF HONG KONG

## Application for Transfer from the Non-practising List to the Practising List of Part 1 of the General Register under Section 12J of the Dentists Registration Ordinance

I apply for the transfer of my name from the Non-practising List to the Practising List of Part 1 (Full Registration) of the General Register under section 12J of the Dentist Registration Ordinance, Cap. 156, Laws of Hong Kong with the issue of a practising certificate. Details of my personal particulars are set out below.

### Personal Particulars

Full Name <small>(Must match name in HKID / Passport)</small>	<div style="display: flex; justify-content: space-around;"> <span>(Family name)</span> <span>(Given name)</span> <span>in Chinese (if any)</span> </div>		
HKID Card No.			
Passport No. <small>(If no HKID)</small>		Place of Issue	
Registration No.			
Tel. No.	<div style="display: flex; justify-content: space-around;"> <span>( country code) /</span> <span>( area code) /</span> </div>		
Fax No.	<div style="display: flex; justify-content: space-around;"> <span>( country code) /</span> <span>( area code) /</span> </div>		
Email			
Contact Address in Hong Kong <sup>1</sup>	(English)		
	(Chinese)		
Practice Address(es) <sup>2</sup> <small>(Please list out ALL premises in Hong Kong on which you will carry on the practice of dentistry and use a separate sheet if necessary)</small>	(English)		
	(Chinese)		

## **Criminal Conviction / Unprofessional Conduct**<sup>3 & 4</sup>

I confirm that since my name was included in the Non-practising List of the General Register:-

I	<input type="checkbox"/> have	<input type="checkbox"/> have <b>NEVER</b>	been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment.
I	<input type="checkbox"/> am	<input type="checkbox"/> am <b>NOT</b>	currently the subject of any criminal proceeding(s) in Hong Kong or elsewhere.
I	<input type="checkbox"/> have	<input type="checkbox"/> have <b>NEVER</b>	been found guilty in Hong Kong or elsewhere of unprofessional conduct.
I	<input type="checkbox"/> am	<input type="checkbox"/> am <b>NOT</b>	currently the subject of any disciplinary proceeding(s) in Hong Kong or elsewhere.

## **Registration Status in Place(s) Outside Hong Kong**

I confirm that since my name was included in the Non-practising List -

- I have **NOT** been registered as a dentist in place(s) outside Hong Kong.  
 I have been registered<sup>4</sup> as a dentist in place(s) outside Hong Kong with details as follows –

Place	Registration/Licensing Authority	Period of Registration
		to
		to

### **Note**

1. According to section 12G(1) of the Dentists Registration Ordinance (“DRO”), “A *registered dentist or a person with provisional registration must provide to the Registrar an address in Hong Kong at which he or she may be contacted.*”
2. According to section 12G of the DRO,  
“(2) *Subject to subsection (3), a registered dentist (other than a registered dentist whose name is contained in the non-practising list) must provide to the Registrar the address of all premises in Hong Kong on which he or she carries on the practice of dentistry.*”

*(3) Subsection (2) does not require a person to provide—*

*(a) an address of—*

- (i) any premises on which the person provides an outreach medical service (within the meaning of section 9 of the Private Healthcare Facilities Ordinance (Cap. 633)); or*
- (ii) any premises on which the person carries on the practice of dentistry not for gain; or*

*(b) an address of any premises of a class specified under subsection (4).*

*(4) The Council may, by notice published in the Gazette, specify any class of premises for the purposes of subsection (3)(b)."*

3. If there is any such conviction, findings of unprofessional conduct, or criminal or disciplinary proceedings, full details must be provided separately.
4. If you have been registered as a dentist in place(s) outside Hong Kong since your name was included in the Non-practising List of the General Register, please submit certificate of standing (original) issued by EACH registration/licensing authority which you have been registered.

**Statutory Declaration**

**WARNING**

**Applicant must ensure the truth and accuracy of all information provided. Making a false declaration (including failure to disclose relevant information) is an offence punishable with imprisonment under the Crimes Ordinance. Cases of false declaration will be reported to the relevant authorities for investigation and prosecution.**

I \_\_\_\_\_ (Applicant’s name) of \_\_\_\_\_  
\_\_\_\_\_ (address)

solemnly and sincerely declare that all information and documents provided for this application are **true and accurate**.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Ordinance.

Applicant’s Signature : \_\_\_\_\_

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The above declaration was made on \_\_\_\_\_ (date) at \_\_\_\_\_ (place)

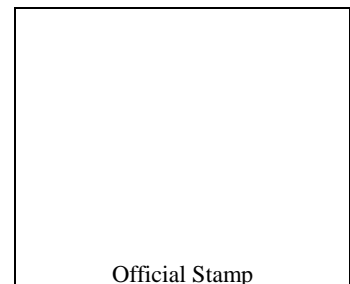
Before me (administrator of oath),

Signature: \_\_\_\_\_

Name: \_\_\_\_\_(BLOCK letters)

\*Status:  Commissioner for Oaths  Solicitor

Barrister  Notary Public



Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

\*A declaration made **outside Hong Kong** must be made before a **Notary Public**.

# Personal Information Collection Statement

## Purpose of Collection

1. The personal data you provide will be used for the purpose of facilitating the provisions of the Dentists Registration Ordinance (“DRO”). It is voluntary for you to provide your personal data. However, if you do not provide sufficient information, we may not be able to process your application.

## Disclosure to the Public

2. In accordance with section 13 of the DRO, the General Register is published twice every year in the Gazette a list of the name, practice address, qualification and date of qualifications and other particulars that the Registrar of Dentists considers appropriate, of every person who is a person with full registration, a person with limited registration or a person with special registration. The main purpose of such publication is to inform the public who is, or is not, registered as a dentist, and who is entitled to practise dentistry.

3. The information published in the Gazette will also be published in the website of the Dental Council of Hong Kong (“Dental Council”).

## Transfer to Others

4. The personal data you provide will be used mainly by the Dental Council. They may also be disclosed to other persons, bodies or authorities for the purposes set out in paragraph 1 above or in circumstances permitted under the Personal Data (Privacy) Ordinance.

*Dental Council may provide information to Secretary for Health*

5. Pursuant to section 5AB of the DRO, the Dental Council may provide any information to the Secretary for Health if the Secretary for Health requests the information for the formulation of health care policies.

## Access to Personal Data

6. You have a right to request access to and correction of your personal data held by us. A fee may be charged for such access or correction. Request for access or correction should be made in writing to:-

Secretary, The Dental Council of Hong Kong  
c/o Central Registration Office  
17/F, Wu Chung House  
213, Queen’s Road East  
Wanchai, Hong Kong

# Application for Transfer from the Non-practising List to the Practising List of Part 1 of the General Register

## Guidance Note

1. Complete application form clearly and in BLOCK letters. Incomplete or illegible applications will not be processed. Please tick in appropriate boxes. Documents submitted will not be returned.
2. Make a statutory declaration before a Commissioner for Oaths, Solicitor or Barrister in Hong Kong or a Notary Public outside Hong Kong to confirm the truth of all information provided. Declaration service is also available free of charge at the Central Registration Office.
3. Submit:-
  - (a) photocopy of identity document (Hong Kong Identity Card or passport) which must be:
    - (i) certified true copies by the administrator of oath before whom the statutory declaration is made; or
    - (ii) verified by the Central Registration Office (you must present both the originals and photocopies in person for verification);
  - (b) one recent photograph (size: 40 x 60mm to 50 x 70mm);
  - (c) a crossed cheque or banker's draft for HK\$2,125\*, payable to "The Government of the HKSAR" or "The Government of the Hong Kong Special Administrative Region" (HK\$1,380\* being prescribed fee for the transfer and HK\$745\* being fee for a practising certificate). [*\*Fees subject to revision*]; and
  - (d) original of certificate of standing (within 3 months before the application) of **EACH** registration /licensing authority which you have been registered as a dentist since your name was included in the Non-practising list. [**Only required for persons who have been registered in place(s) outside Hong Kong since your name was included in the Non-practising list**]
4. If you are interested in using the autopay facility for future payment of fee for the annual practising certificate, please contact the Central Registration Office for Autopay Authorization Form.
5. Completed application form, together with all supporting documents and the prescribed fees, should be submitted in person or by post to:-

Registrar of Dentists  
c/o Central Registration Office  
17/F, Wu Chung House  
213, Queen's Road East  
Wanchai, Hong Kong

6. Enquiries should be directed to the Central Registration Office at 2961 8655.