# How to Renew Your Practising Certificate

(1) Complete and submit the **original hand-signed** application form (enclosed) to the Secretariat of the Veterinary Surgeons Board of Hong Kong (the "Secretariat") at the following address. **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.

| Address | Opening Hours |
|---|---|
| Secretariat,<br>Veterinary Surgeons Board of Hong Kong,<br>Room 403, 4/F,<br>Animal Management and Animal Welfare Building Complex,<br>16 Shing Yau Street, Kai Tak,<br>Kowloon, Hong Kong | 8:30 am – 12:30 pm<br>1:30 pm – 5:00 pm<br>(*Closed on Saturdays, Sundays and Public Holidays*) |

(2) Pay the application fee of **HK$625** to the Secretariat by the following methods. If you have difficulties in settling the payment yourself, you may authorise a third party to pay on your behalf. Fees paid are not refundable or transferable.

(a) By Octopus Card or FPS
Payment by Octopus Card or FPS may be made **in person** at the office of the Secretariat of the Board.

(b) By Crossed Cheque or Bank Draft
The crossed cheque or bank draft must 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 or bank draft. You may submit the crossed cheque or bank draft to the Secretariat at the above address by post or in person. **Post-dated cheque will not be accepted**.

(c) By Online Payment
Payment by **Visa, Mastercard, JCB, UnionPay** or **FPS** online is acceptable. A payment link will be issued to your **email address** upon receipt of this application form. The transaction is in **Hong Kong dollars**. Different exchange rates and additional fees may be charged by the bank.

(3) ***Early submission of application is much appreciated, preferably on or before* 15 December 2026**. **An extension fee (HK$625) will invariably be levied on any applications received by the Board after 31 December 2026.** 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 **as soon as possible**. If you wish to collect the practising certificate **in person**, please indicate such request in the application form. You will be notified to collect the practising certificate once it is issued.

**FORM 4C**

**[rule 14(2)]**

**VETERINARY SURGEONS REGISTRATION ORDINANCE**
(Chapter 529)

**APPLICATION FOR RENEWAL OF A PRACTISING CERTIFICATE**

*(Please read the Guidelines on Mandatory Continuing Professional Development Scheme for Registered Veterinary Surgeons (the "**Guidelines**") before completing this Form.)*

I, _____, of
(Full Name)

| | | | | | | |
|---|---|---|---|---|---|---|
| R | 0 | 0 | | | | |

(Registration Number)

would like to apply for renewal of my practising certificate, the expiry date of which is **31 December 2026**, in accordance with section 12(4) of the Veterinary Surgeons Registration Ordinance (Cap. 529) (the "**Ordinance**").

**Part 1 – Declarations as to Criminal / Disciplinary Offences / Proceedings**

2. Please tick the appropriate box.

I ☐ **HAVE NOT** or ☐ **HAVE** ***(with details attached hereto)***
been convicted in Hong Kong or elsewhere of an offence, and/or been found guilty of misconduct in a professional respect outside Hong Kong, that was not previously declared by me in an application for first registration/renewal of registration/restoration to the register or a practising certificate.

3. Please tick the appropriate box.

There ☐ **ARE NO** or ☐ **ARE** (***with details attached hereto)***
impending or pending criminal proceedings against me, whether in or outside Hong Kong, or impending or pending disciplinary proceedings against me outside Hong Kong.

## Part 2 – Declarations as to Continuing Professional Development ("CPD")

**Status for the Reporting Cycle of 1 October 2024 to 30 September 2026 (the "Reporting Cycle")**

4A. Please tick the box below **if** (and only if) Condition 1 and Condition 2 **both** apply to you.

☐ I applied for my first practising certificate no later than two years after graduation with respect to the veterinary qualification based on which I am registered ("**Condition 1**") **and** less than two years has elapsed since 1 October immediately following my graduation ("**Condition 2**").

→ ***Please go to paragraph 10***

**EXPLANATORY NOTE**

Under the Guidelines, the first two-year Continuing Professional Development ("**CPD**") reporting cycle for a Registered Veterinary Surgeon ("**RVS**") who applied for a first practising certificate no later than two years after graduation with respect to the veterinary qualification based on which the RVS is registered with the Board begins on 1 October immediately following graduation. Accordingly, RVSs in this category do not need to fulfil the CPD requirement when applying to renew their practising certificates if less than two years has elapsed since 1 October immediately following their graduations.

4B. Please tick the appropriate box(es) below if (and only if) you did not tick the box in paragraph 4A.

"**Qualifying Post-graduate Training**" in the following means formal post-graduate training with a view to acquiring a higher qualification in the RVS's chosen field of work or a related area of veterinary science in a university or post-graduate institution recognised by the Board.

☐ My current practising certificate is **not** subject to a non-practising condition pursuant to the Guidelines and –

☐ I have **not** undertaken Qualifying Post-graduate Training during the Reporting Cycle.

→ ***Please go to paragraph 5***

☐ I have undertaken Qualifying Post-graduate Training during the Reporting Cycle:

☐ I do not wish to be deemed to have fulfilled the CPD requirement for the Reporting Cycle as a result of my Qualifying Post-graduate Training.

→ ***Please go to paragraph 5***

☐ I wish to be deemed to have fulfilled the CPD requirement for the Reporting Cycle as a result of my Qualifying Post-graduate Training –

☐ the Qualifying Post-graduate Training period included the whole Reporting Cycle.

→ ***Please go to paragraph 10***

☐ the Qualifying Post-graduate Training period was less than the whole Reporting Cycle.

→ ***Please go to paragraph 6***

**EXPLANATORY NOTE**

Under the Guidelines, an RVS who has undertaken Qualifying Post-graduate Training during the Reporting Cycle:

1. is deemed to have fulfilled the CPD requirement for the Reporting Cycle (or pro-rated mandatory CPD requirement under the Guidelines if the Qualifying Post-graduate Training did not include the whole Reporting Cycle); and

2. is required to undergo a CPD audit in the year following the end of the Reporting Cycle if the RVS elects to be deemed to have fulfilled the CPD requirement for the Reporting Cycle (in whole or part) as a result of the Qualifying Post-graduate Training.

☐ My current practising certificate is **subject to a non-practising condition** pursuant to the Guidelines that requires me to attain ____ CPD points in order to resume practice ("**my PC's CPD Requirement**") and I **wish to resume practice**.

→ ***Please go to paragraph 7***

☐ My current practising certificate is **subject to a non-practising condition** pursuant to the Guidelines that requires me to attain ____ CPD points in order to resume practice ("**my PC's CPD Requirement**") and I have not complied with the condition and/or the mandatory CPD requirement under the Guidelines for the Reporting Cycle.

→ ***Please go to paragraph 8***

**CPD Attainment in the Reporting Cycle**

5. Please tick the appropriate box(es) if your current practising certificate is **not** subject to a non-practising condition pursuant to the Guidelines.

☐ I have fulfilled the mandatory CPD requirement applicable to me under the Guidelines during the Reporting Cycle (i.e. **at least 40 CPD points** including at least 25 for Structured Activities).

→ ***Please go to paragraph 10***

☐ I have **not** fulfilled the mandatory CPD requirement applicable to me during the Reporting Cycle and –

☐ I wish to apply for a two-year deferment period to fulfil the mandatory CPD requirement applicable to me during the Reporting Cycle. I did not fulfil the mandatory CPD applicable to me during the Reporting Cycle because:

_____

_____

→ ***Please go to paragraph 10***

☐ I do **not** wish to apply for a two-year deferment period to fulfil the mandatory CPD requirement applicable to me during the Reporting Cycle and understand that a condition will be specified on my practising certificate for 2027, requiring me to obtain the CPD points that I failed to attain in order to fulfil mandatory CPD requirement applicable to me during the Reporting Cycle before I may resume practice.

→ ***Please go to paragraph 10***

6. Please tick the appropriate box(es) if your current practising certificate is **not subject to a non-practising condition** pursuant to the Guidelines and you have undertaken Qualifying Post-graduate Training during the Reporting Cycle the period of which was less than the whole Reporting Cycle.

☐ I have fulfilled the mandatory pro-rated CPD requirement applicable to me under the Guidelines during the Reporting Cycle.

→ ***Please go to paragraph 10***

☐ I have **not** fulfilled the mandatory pro-rated CPD points requirement applicable to me during the Reporting Cycle and –

☐ I wish to apply for a two-year deferment period to fulfil the mandatory pro-rated CPD requirement applicable to me during the Reporting Cycle. I did not attain the mandatory pro-rated CPD points requirement applicable to me during the Reporting Cycle because: –

_____

_____

→ ***Please go to paragraph 10***

☐ I do **not** wish to apply for a two-year deferment period to fulfil the mandatory CPD points requirement applicable to me during the Reporting Cycle and understand that a condition will be specified on my practising certificate for 2027, requiring me to obtain the CPD points that I failed to attain in order to fulfil the mandatory pro-rated CPD points requirement applicable to me during the Reporting Cycle before I may resume practice.

→ ***Please go to paragraph 10***

7. Please tick the appropriate boxes if your current practising certificate is **subject to a non-practising condition** relating to a mandatory CPD requirement under the Guidelines and **you wish to resume practice**.

☐ I have had a break from veterinary practice in Hong Kong (due to a non-practising condition relating to a mandatory CPD requirement under the Guidelines and/or otherwise) **of less than 2 years** in the Reporting Cycle.

☐ I have fulfilled the mandatory CPD requirement for the Reporting Cycle (i.e. at least **40 CPD points** including at least 25 for Structured Activities) **and** my PC's CPD Requirement.

☐ I attach a CPD Point Record Sheet and _____ page(s) evidencing my attainment of the CPD points referred to above.

→ ***Please go to paragraph 10***

☐ I have had a **career break** from veterinary practice (including outside Hong Kong) **of between 2 and 3 years** that overlaps with the Reporting Cycle.

☐ I have fulfilled the mandatory CPD requirement applicable to me under the Guidelines within 2 years preceding this application (i.e. at least **60 CPD points** including at least 38 for Structured Activities**)** and my PC's CPD Requirement.

☐ I attach a CPD Point Record Sheet and _____ page(s) evidencing my attainment of the CPD points referred to above.

→ ***Please go to paragraph 10***

☐ I have had a **career break** from veterinary practice (including outside Hong Kong) **of more than 3 years** that overlaps (in whole or part) with the Reporting Cycle.

☐ I have fulfilled the mandatory CPD requirement applicable to me under the Guidelines within 2 years preceding this application (i.e. at least **80 CPD points** including at least 50 for Structured Activities) and my PC's CPD Requirement.

☐ I attach a CPD Point Record Sheet and _____ page(s) evidencing my attainment of the CPD points referred to above.

→ ***Please go to paragraph 10***

8. Please tick the appropriate box if your current practising certificate is **subject to a non-practising condition** pursuant to the Guidelines and you **have not complied with the condition and/or the mandatory CPD requirement** under the Guidelines for the Reporting Cycle.

☐ I have **not** attained **any** CPD points in the Reporting Cycle and understand that my practising certificate for 2027 will be subject to a condition requiring me to attain 40 CPD points (including at least 25 points for Structured Activities) plus my PC's CPD Requirement before I may resume practice.

→ ***Please go to paragraph 10***

☐ I have attained ____ CPD points in the Reporting Cycle (the "**Attained CPD Points**") and understand that my practising certificate for 2027 will be subject to a condition requiring me to attain 40 CPD points (including at least 25 points for Structured Activities) plus my PC's CPD Requirement less the Attained CPD Points before I may resume practice.

→ ***Please go to paragraph 10***

**Part 3 – Application for Extension of Time for Renewal of Practising Certificate**

9. *To be completed only if you apply **after** the expiry of your current practising certificate*.

I wish to apply for extension of time to renew my practising certificate under section 12(6) of the Ordinance. As required by rule 15(1) of the Rules of the Veterinary Surgeons Board (Registration of Veterinary Surgeons), the full reasons for my delay in making the application for renewal of my practising certificate are as follows:

_____

_____

## Part 4 – Payment Method

10. Please select a payment method and tick the corresponding box.

☐ **By Octopus Card or FPS**

Payment **by Octopus Card or FPS** may be made **in person** at the office of the Secretariat of the Board.

☐ **By crossed cheque or bank draft**

The crossed cheque or bank draft must 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 or bank draft. You may submit the crossed cheque or bank draft by post or in person. **Post-dated cheques will not be accepted.**

☐ **By Online Payment**

Payment by **Visa, Mastercard, JCB, UnionPay or FPS** online is acceptable. A payment link will be issued to your email address* upon receipt of this application form. The transaction is in **Hong Kong dollars**. Different exchange rates and additional fees may be charged by the bank.

***Email address** *(required):*

_____

**NOTE**: In accordance with section 15(6) of the Ordinance and paragraph 25 of the Guide to Applicants (Application for Registration), fees paid are ***not refundable or transferable***.

Dated this _____ day of _____, 20_____

_____

(Signature of applicant)

# 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. 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 current regular or most regular practising address, or if you cease to have a regular or most regular practising address, or any change to your address at which notices from the Board may be served.

3. 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.

**Mail Items With Sufficient Postage**

Please ensure your mail items bear sufficient postage before posting. The Veterinary Surgeons Board of Hong Kong does not accept underpaid mail items. An underpaid item with a return address will be returned to the sender by the Hongkong Post. Items with no return address will be disposed of by the Hongkong Post. For further information, please refer to Hongkong Post's publication entitled "Sufficient Postage Ensures Prompt Delivery", at:
http://www.hongkongpost.hk/en/about_us/tips/sufficient_postage/index.html

September 2026

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

*The address provided below 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 complete and return the *Personal Particulars Update Form* to the Secretariat to the Board.



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

| | |
|---|---|
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

# Registered Veterinary Surgeon – Personal Particulars Update Form


Mail : Secretariat, Veterinary Surgeons Board of Hong Kong
Room 403, 4/F
Animal Management and Animal Welfare Building Complex
16 Shing Yau Street, Kai Tak, Kowloon, Hong Kong
Fax : (852) 3903 5429
Email : secretariat@vsbhk.org.hk


I report the following updates to my personal particulars.

**Full Name:** _____

**Registration No.:**

| R | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

## Personal Particulars to be Updated

*Please ☑ the corresponding box(es) and complete in BLOCK LETTERS –*

☐ **Full Name:**

(Surname) _____

(Given Name) _____

*[Please submit with this form relevant document(s) as evidence for the change of name.]*

☐ **Practising Address:**

☐ Current Regular or Most Regular Practising Address (please specify)

_____

_____

☐ No Current Regular or Most Regular Practising Address

☐ **Address at which Notices from the Board may be Served:**

_____

_____

☐ **Email Address:** _____

☐ **Telephone No.:**

(Home) _____ (Mobile) _____

☐ **Fax No.:** _____

_____ _____/_____/_____

(Signature) (Date dd/mm/yyyy)