



# **Annual Renewal of Practicing Certificate**

Allied Health Professions Council

2025

# Previous years – Paper submission

**MEDICAL LABORATORY TECHNOLOGISTS BOARD**  
醫務化驗師管理委員會

Your Ref.: 貴處編號  
Our Ref.: (74) in MLT 8/G  
本會編號  
Tel. No.: 2961 8652  
電話  
Fax No.: 2891 7946  
圖文傳真

2/F, Shan Feng International Centre  
182 Queen's Road East  
Wan Chai, Hong Kong  
香港灣仔皇后大道東182號  
康豐國際中心2樓

Website網址: www.smp-council.org.hk  
Email 電郵: smpb@dh.gov.hk

31 March 2020

To: All registered medical laboratory technologists

Dear Sir / Madam,

**Application for Annual Practising Certificate for 2020/21**

I write to inform you that your annual practising certificate for the year 2019/20 will expire on 30 June 2020. If you will be practising beyond that date, you are required to apply for your 2020/21 certificate.

**Arrangement for application of annual practising certificate for 2020/21**

- To apply for the annual practising certificate for 2020/21, please note the following application procedures –
  - You should pay the prescribed fee in accordance with the instructions on the attached General Demand Note **on or before 30 June 2020**. You may wish to note that apart from the conventional channels of paying fee, you can from now on bring your General Demand Note to pay in cash at any 7-Eleven, Circle K, VanGO Convenience Store and China Resources Vanguard Supermarket. No payment will be accepted by the Central Registration Office ("CRO") irrespective of whether it is made by post or in person.
  - After payment, you should submit (by fax or by post) the enclosed declaration form to the CRO **on or before 30 June 2020**.
  - Your 2020/21 annual practising certificate will be sent by registered post to your corresponding address. Please make sure that your correspondence address is up-to-date. If your correspondence address is changed, please complete **Form A** and return it together with your declaration form. Please inform the Secretariat of any change in your practising address by using the same form.

**Reminder  
Letter**

**Declaration of Application for Annual Practising Certificate**  
申請週年執業證明書的聲明

Pursuant to section 16(2) of the Supplementary Medical Professions Ordinance (Cap 359), an annual practising certificate will be issued to you **subject to the payment of the prescribed fee for the issue of a practising certificate and your submission of a declaration** stating whether or not you have been convicted in Hong Kong or elsewhere of any offence punishable with imprisonment since the date of the last declaration made by you for the purposes of your registration as a medical laboratory technologist or application for a practising certificate. Please complete and return this declaration form to this Office if you wish to apply for an annual practising certificate for the year of 2020/2021.

根據《輔助醫療業條例》第16(2)條的規定，你必須繳付發給執業證明書的訂明費用及呈交一份聲明（該聲明須證明你在申請註冊成為醫務化驗師時或就申請執業證明書曾作出的聲明後，曾否於香港或其他地方被裁定犯可判處監禁的罪行）才可獲發週年執業證明書。如果你希望申請2020/2021年度的週年執業證明書，請填妥此聲明書，並交回本辦事處。

To: Central Registration Office (MLT Board)  
17/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

致：香港灣仔皇后大道東213號胡忠大廈17樓  
中央註冊辦事處（醫務化驗師管理委員會）

Fax No.: 2891 7946 / 2573 1000

**Declaration**  
聲明

I declare that I **\*# have/have not** been convicted in Hong Kong or elsewhere of any offence punishable with imprisonment since the date of the last declaration made by me to the like effect for the purposes of my registration as a medical laboratory technologist or application for a practising certificate.

在本人就註冊成為醫務化驗師或就申請執業證明書的目的而作出上一次意思相同的聲明的日期後，本人\*#曾/未曾/在香港或其他地方被裁定犯可判處監禁的罪行。

Signature 簽署 : \_\_\_\_\_  
Name 姓名 : \_\_\_\_\_  
Registration No 註冊編號 : \_\_\_\_\_  
Date 日期 : \_\_\_\_\_

\* Please delete where inappropriate 請刪去不適用部分  
# Please provide details of conviction 請提供被裁定犯可判處監禁罪行的詳細資料

**Paper form**

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
香港特別行政區政府

Health Services Demand Note Issuing Department  
衛生服務需求單發給部門  
DEPARTMENT OF HEALTH  
CENTRAL REGISTRATION OFFICE

申請日期 Date 10/03/2020  
到期繳款日 Dec Date 31/12/2020  
應繳金額 (S) Amount Payable (S) 435.00

查詢電話 Enquiry Tel 2961 8652  
部門傳呼 Departmental Reference 2021445389

名稱 Name  
地址 Address

繳款項目 Particulars	金額 Amount (S)
MT PRACTISING CERTIFICATE FEE - YEAR 2021	435.00
Total 435.00	

1. If no date is specified, this demand is due on presentation. Please make payment as soon as possible. For payment instructions, please see coverleaf.  
2. No receipt will be issued for payments by post. Please retain the upper portion of this demand note for your records.  
3. For any further enquiries about the demand note, please contact the issuing department. The telephone number is shown on the top left corner of this demand note.

網上付款 一掃即付方便!  
www.gov.hk 111 111  
Internet Payment - Full Payment  
www.gov.hk Payment of Government Debt

RECEIVED THE SUM PRINTED BELOW  
LE 08/Apr 2020

請帶付款回郵  
Slip for Payment by Post  
111  
R41110970601NHAS07 435.00  
一般繳款單  
GENERAL DEMAND NOTE  
Reg.No: MT100001  
(GDN Number : 041-707-339319-1)

**General Demand Note**

# 2025 – Renewal Package

## MEDICAL LABORATORY TECHNOLOGISTS BOARD 醫務化驗師管理委員會

Your Ref.:  
貴處檔號  
Our Ref.: (17) in MLT S/G Pt. 2  
本會檔號  
Tel. No.: 2961 8652  
電話  
Fax No.: 2891 7946  
圖文傳真

Boards and Councils Office  
46/F, Revenue Tower  
5 Gloucester Road  
Wan Chai, Hong Kong  
香港灣仔告士打道5號  
稅務大樓46樓  
管理局及委員會辦公室  
Website網址: www.smp-council.org.hk  
Email電郵: mlto@dh.gov.hk

7 April 2025

To: All registered medical laboratory technologists

Dear Sir / Madam,

### Application for Annual Practising Certificate for 2025/26

I am writing to inform you that your annual practising certificate for the year 2024/25 will expire on 30 June 2025. If you would continue practising beyond this date, you are required to apply for your 2025/26 practising certificate.

### Full Digitalisation of Application Process for the 2025/26 Annual Practising Certificate

2. To enhance the efficiency and quality of our services in alignment with the digital government initiative, applications for the annual practising certificate will be processed electronically exclusively starting this year. Enclosed with this letter (in Annex) is a personalised QR Code that you can scan to access the online application platform. This will enable you to complete your application, make the necessary declarations, and settle the prescribed fees electronically.

3. To facilitate this e-Application process, we kindly request that you

- Download the "iAM Smart" mobile app (ver 3.5.0 or above) AND
- Register for "iAM Smart"

The "iAM Smart+" mobile app serves as a one-stop platform for personalised digital services, allowing you to log in and manage your applications conveniently from your mobile device. The registration for "iAM Smart+" can be completed in four simple steps. A leaflet containing instructions for registration for "iAM Smart+" as well as its popular and thematic services covered is attached for your easy reference.

4. The Supplementary Medical Professions Council and the Board strongly encourage all registrants to utilize the electronic application process. Recognising that some individuals may face challenges in transitioning to the online application system, should you require any assistance, you may submit a request detailing your circumstances to the Central Registration Office (CRO) by post at 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. To facilitate us in handling your request, please provide your day time contact information in case we need to seek clarifications. Kindly note that the processing time for paper applications will be longer.

### Updating Personal Information

5. For effective communication, it is essential that your personal particulars such as correspondence address, practising address, and email address are up-to-date. If there have been any changes to your particulars, please update the Board by submitting the "Change of Personal Particulars" online form using the QR code in the Annex.

### Non-renewal of annual practising certificate for 2025/26

6. Section 16(1) of the Ordinance stipulates that a registered medical laboratory technologist shall not practise the profession in Hong Kong unless he is the holder of a practising certificate which is then in force. It is a criminal offence under section 21(1) of the Ordinance for a person whose name is not on the register to practise the medical laboratory technologist profession. The offence is punishable by a fine at level 2 and imprisonment for 6 months. If you wish to continue practising the profession in Hong Kong in 2025/26, you are required to apply for your 2025/26 practising certificate. Under section 10(4)(d) of the Ordinance, the Medical Laboratory Technologists Board may direct the removal from the register of the name of any medical laboratory technologist who is not practising his profession in Hong Kong.

7. In view of the above provisions, if you do not apply for the 2025/26 practising certificate nor notify us of your intention to continue practising beyond the expiry of your current certificate, we will assume that you are not practising as a medical laboratory technologist in Hong Kong for the purpose of section 10(4)(d) of the Ordinance and the Board would proceed with removing your name from the register without further notice.

8. Should you have any questions or require further assistance with the application, please contact the CRO via email at cro2@dh.gov.hk or by telephone at 2961 8652.

Yours faithfully,



(Daydreng NG)  
Secretary

Medical Laboratory Technologists Board

Annex 附件

WONG, KA MAN  
ROOM 8393  
SIU HONG COURT  
58 TIN HEUNG ROAD  
TUEN MUN NEW TERRITORIES  
(Reg No.: MT123467)

### Online Declaration of Application for Annual Practising Certificate

網上申請週年執業證明書的聲明

1. Please scan the personalised QR Code with your Registration Number pre-filled to complete the application for annual practising certificate for 2025/26.  
請掃描附有您註冊編號的個人化二維碼以完成 2025/26 年度執業證書的申請。



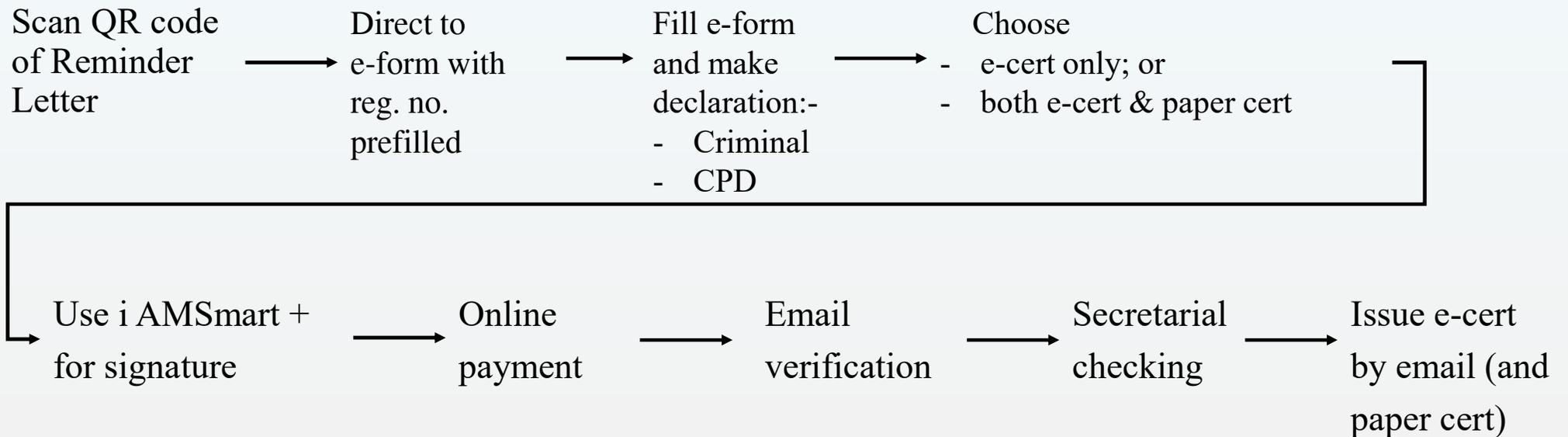
Name of Registrant: WONG, KA MAN  
Registration Number: MT123467

Note 註: The QR Code is for personal use only. 二維碼僅供個人使用。

2. Please scan the QR Code for Demonstration Video on completion of eForm (including digital signing by iAM Smart+ and online payment).  
請掃描二維碼以觀看示範影片 (包括智方便+數碼簽署及網上付款)。



# 2025 – Electronic Submission



# Digital Signature

## Importance of Digital Signature

A digital signature ensures the authenticity of your application and secures your identity during the process.

## Using iAMSmart Plus

iAMSmart Plus provides a reliable platform for digitally signing your application, enhancing security and trust.

## Installation of iAMSmart Plus

iAMSmart Plus account can be simply installed and registered by your mobile phone :-  
<https://www.iamsmart.gov.hk/en/reg.html>

**智方便 iAM Smart**

**登記 十倍方便 生活 十倍輕鬆**

**用手机登記**

- 1 下載及打開「智方便」流動應用程式開始登記 拍攝一張新智能身份證正面照片
- 2 用有NFC功能的手機讀取身份證
- 3 進行容貌辨識以核實登記人的身份
- 4 設定密碼及電郵地址
- 5 完成

**熱門服務**

- 「稅務易」報稅
- 「非簡式e-道」過關
- 申請國際駕駛許可證
- 續領車輛牌照
- SmartPLAY 預訂康體設施
- 申請在職家庭津貼
- 申請小一入學 / 申請中一派位
- 申請學生津貼

**主題式服務**

- 新手爸媽
- 幼稚園入學
- 旅遊出行
- 長者資訊
- 人生大事

「智方便」主題式服務分類，讓你更容易搜尋和使用所需服務！

立即下載「智方便」 [www.iamsmart.gov.hk](http://www.iamsmart.gov.hk)

立即觀看：YouTube [Click to read text version](#)

中華人民共和國香港特別行政區政府 數字政策辦公室

**智方便 iAM Smart**

Register "iAM Smart" with mobile phone registration

Mobile phone registration

智方便 iAM Smart

Aged 18 or over

立即觀看：YouTube [Click to read text version](#)

**Registration Steps**

1. Open the "iAM Smart" mobile app
2. Select "Start Quick Registration"
3. Select "Adult (Aged 18 or over)"
4. Read and agree the "Declaration of the Applicant" carefully
5. Select "Start", enable voice navigation when scanning Hong Kong Identity Card (HKIC) and facial identification if needed
6. Capture the front side of HKIC
7. Place the HKIC close to the NFC antenna position of your mobile phone and hold it for about 8 seconds until the data reading is completed
8. Align your face with the photo frame on the screen and follow instructions to complete the actions for real

# Online Payment

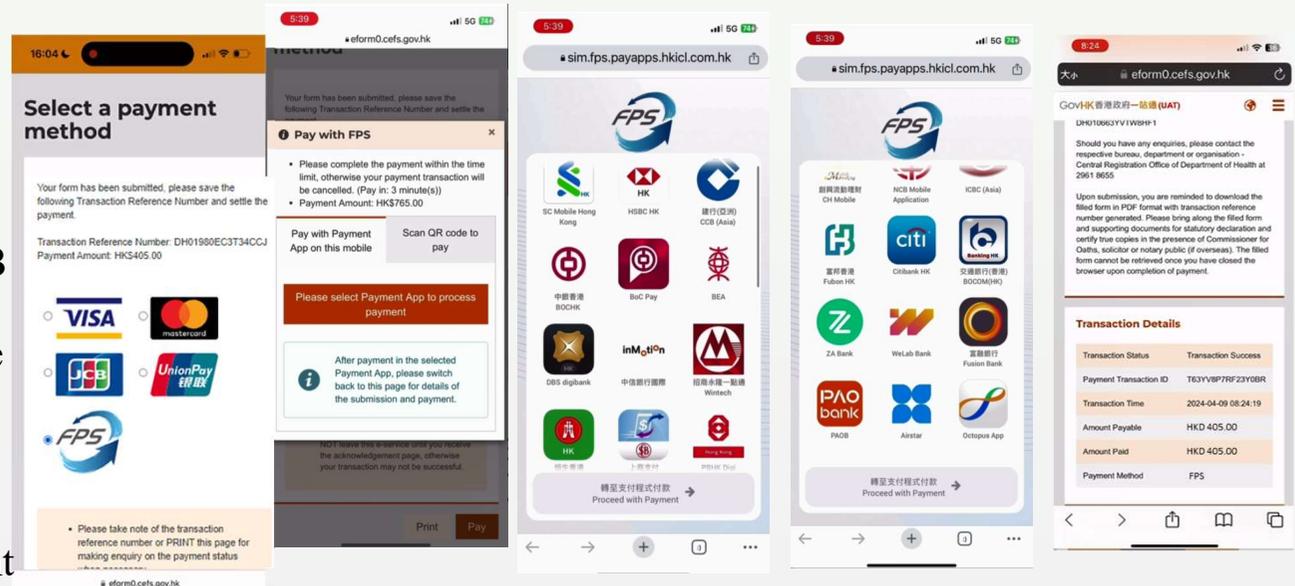
## Online Payment Options

Opting for online payment is a quick and convenient method for processing your renewal fee. Ensure you have all necessary information ready.

Credit Cards (including VISA, MasterCard, JCB and China UnionPay), FPS, Alipay(Mainland), WeChat Pay or UnionPay Mobile QuickPass are accepted.

## Government Demand Note (GDN)

You may also submit a request for a Government Demand Note as an alternative payment method for the renewal fee. The GDN will be sent to your registered address.





## Verify Your Email

- Check your inbox for a verification email after submitting.
- Click the verification link to confirm your email address.
- Ensure that your email provider does not filter this email as spam:-  
[bco-eform@dh.gov.hk](mailto:bco-eform@dh.gov.hk)

# Email Communication Preference

## **Manage Email Preferences**

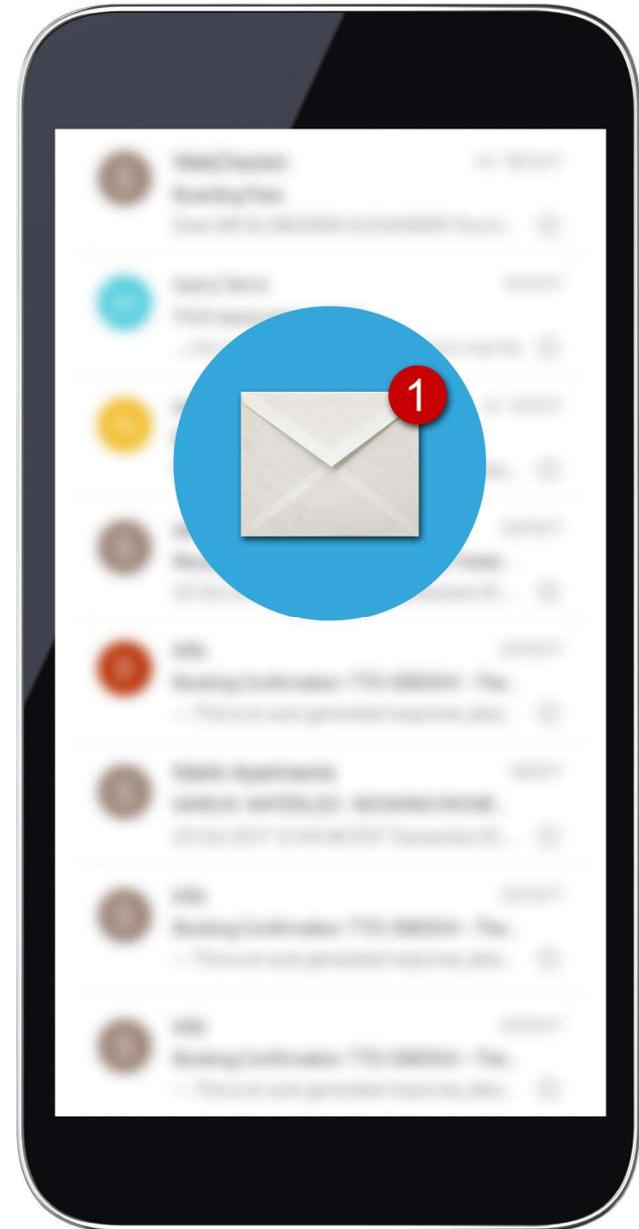
Unless you have clearly indicated of not willing to communicate with Board / Council by email, the email address(es) filled in the eForm would be used for our usual communication in future.

## **Interaction**

The Board / Council could deliver important messages in efficient manner.

## **Dual Delivery for Disciplinary Notice**

Notice of PIC / Inquiry would still be issued by registered post to registrant's address and by email for the sake of prudence



# E-Cert

Serial Number 395151

## MEDICAL COUNCIL OF HONG KONG

### Medical Registration Ordinance

Fee paid: HKD\$405 (Chapter 161)

Receipt No: DH0198-103TURLH5

### ANNUAL PRACTISING CERTIFICATE

It is hereby certified, in accordance with the provisions of sub-section (2) of section 20A of the Medical Registration Ordinance that

**CHAN, Tai Man**

**陳大文 (Reg. No. M12345)**

a registered medical practitioner, is entitled to practise medicine, surgery and midwifery in Hong Kong until 31 December 2025 subject to such conditions and restrictions as stated below.

#### Conditions and Restrictions:

Nil

*Siu Ming*

(CHAN Siu-ming)

for Registrar of Medical Practitioners

Date: 3 December 2024



Scanning the QR code on the left will direct you to the website of the Medical Council of Hong Kong where you may verify the contents of this certificate.

# Authentication – (A) QR Code

Step 1: Scan the QR code given in the bottom left corner

Step 2: check whether it is directed to the website of respective Boards / Councils (e.g. Medical Council of Hong Kong) to ensure it is not fabricated

Step 3: check whether the information shown on the website is the same as those given in eCert

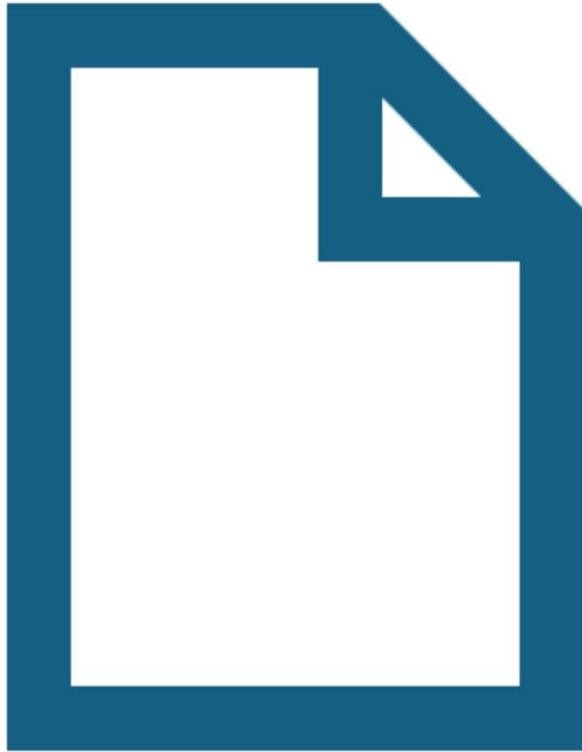


# Authentication – (B) e-Signature

Step 1: Open the eCert (PDF file), click on ‘簽名面板 Signature Panel’

Step 2: check whether the signature is valid; and

Step 3: check whether the signature is made by DH to ensure it is not fabricated

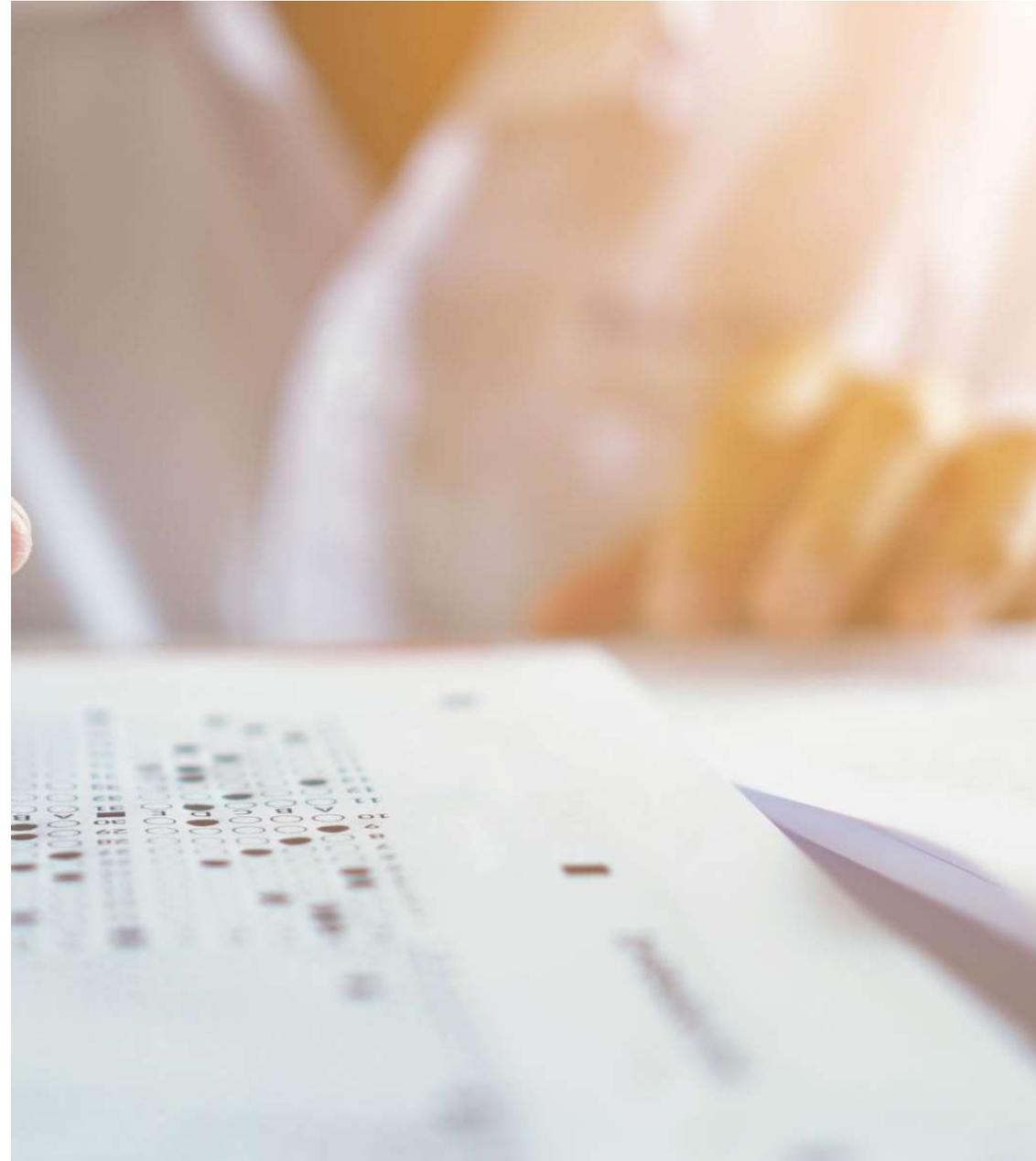


How can I obtain paper form?  
Can I get it from website?

- The paper form is no longer available on website.
- You are required to write a letter or an email to Central Registration Office of Department of Health for requesting the paper form which will then be delivered to your registered address by post.

# Can I pay by cheque?

- Cheque is acceptable only on exceptional case.
- You are encouraged to pay by online payment or Government Demand Note (GDN).



What is the difference between making an application for practising certificate in paper format and via the online platform?

- In comparison to application in paper format, the online platform provides applicants with more efficient and convenient services. It enables applicants to settle the prescribed fees by making online payment through some commonly used electronic payment methods.
- Applicant who makes application via the online platform will be issued with an electronic version of practising certificate (“e-certificate”) in Portable Document Format (“PDF”) by email. He / she may also request to be provided with a hard copy of the practising / retention certificate (“paper certificate”). Applicant applying in paper format will receive a paper certificate by post.