

## LICENCE FOR ANIMAL RESEARCH FACILITY

### - APPLICATION PROCEDURE -

1. The applicant should obtain an application form from the AVA website (<http://www.ava.gov.sg>). The Conditions of Licensing can be found at the end of the application form. The applicant should also familiarise himself with the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules which can be obtained from the Singapore National Printers ([www.snpcorp.com/webshop](http://www.snpcorp.com/webshop)). As part of the licensing requirements, the research facility must comply with *Guidelines* set forth by the National Advisory Committee for Laboratory Animal Research (NACLAR) for the proper care and use of animals for scientific purposes. The *NACLAR Guidelines* can be obtained from <http://app.feedback.gov.sg/asp/ocp/ocp01d1.asp?id=786>
2. The application form with the following relevant documents should be submitted:
  - a) 2 copies of the layout plan of the premises (including common names and numbers of animals used, bred, conditioned or held for scientific purposes).
  - b) Business profile [Copy of Business Profile from the Accounting and Corporate Regulatory Authority Singapore (ACRA)] In the case that the applicant is not listed as a Director of the company, an authorisation letter from one of the listed Directors for the applicant to act on behalf of the company must be produced.
  - c) Organisational chart (indicating reporting channel between the CEO, applicant, management, IACUC, veterinarian, staff and researchers)
  - d) Copy of up-to-date Appointment Letter of IACUC by CEO of research facility.
  - e) Copy of up-to-date Veterinary Surgeon Licence of Attending Veterinarian.
  - f) Approvals from other relevant authorities (it is the responsibility of the applicant to ensure that all relevant approvals have been obtained).
  - g) Payment of an application fee. The cost of application is \$462 (inclusive of GST) for each premises belonging to a research facility. Please enclose cheque made payable to "AVA" or GIRO application form duly completed and signed. The application fee is non-refundable if the application is not successful.
3. If the application and the relevant documents are in order, an inspection visit will be arranged with the research facility.
4. Following the site inspection, a decision would be conveyed to the applicants.

5. Licences for Animal Research Facilities are valid for one year. The cost of a licence is \$300 per annum.
6. An annual report for the period 1 January to 31 December has to be submitted by the licensed research facility to AVA, in accordance with requirements of the NACLAR Guidelines. Renewal notices will be issued one month before the expiry of the last licence.
7. Inspection will be carried out before a renewal of the licence. The cost of inspection fee for renewal of licence for animal research facilities is \$462.00 (inclusive GST) for each premises belonging to a research facility.
8. Applicants are to ensure that their animal research facility licence is valid at all times.
9. Schedule of fees:

<b>S/N</b>	<b>Fee Description</b>	<b>Total Amount</b>
1	Application fee for licence for animal research facilities	\$462.00 per application per premises (Inclusive of 7% GST)
2	Licence fee for animal research facilities	\$300.00 per licence per annum
3	Inspection fee for renewal of licence for animal research facilities	\$462.00 per inspection per premises (Inclusive of 7% GST)

For further enquiries, please contact:

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