



APPLICATION FOR A LICENCE UNDER ANIMALS AND BIRDS (CARE AND USE OF ANIMALS FOR SCIENTIFIC PURPOSES) RULES

ANIMALS & BIRDS ACT

Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules

The information provided below must be type-written or written in legible block letters.

Where the space provided is insufficient, please furnish type-written information on a separate sheet of paper.

*To delete where applicable

SECTION I - PARTICULARS OF APPLICANT:	
Name of Applicant in full (Prof/ Dr/ Mr/ Mrs/ Ms)*:	NRIC No. / FIN No. /Passport No.:
Business Address:	Contact Tel No.:
Nature of facility: *PROPRIETOR / PARTNERSHIP/ COMPANY TERTIARY INSTITUTION/ STATUTORY BOARD OTHERS: _____	Position in the Research Facility: *PROPRIETOR/ PARTNER/ DIRECTOR CHIEF EXECUTIVE OFFICER OTHERS: _____
Email Address:	

SECTION II - PARTICULARS OF OTHER PARTNERS /DIRECTORS/ MANAGERS/ SECRETARY:

S/ N	Name	Position	NRIC/Passport /FIN No.	Contact Address	Tel No.
1					
2					
3					
4					
5					
6					

SECTION III – PARTICULARS OF CONTACT PERSON:

Name of Contact Person:	Tel No.:	Fax No.:
Position:	Mobile No.:	
Contact Address (Indicate Mailing address here):	Email Address:	

SECTION IV – ANIMAL RESEARCH FACILITY: (eg. Universities, Polytechnics, Healthcare Centres, Hospitals, Research Institutes)

Name of Research Facility:	Tel No.:
Address (if different from applicant's business address):	Fax No.:

Name and location of premises where animals are housed, used, bred or kept:

Premise 1

	Name of premises (eg. Department A)	Name and contact no. of Staff-in-charge	
	Location of premises	Species of animals	Numbers of animals

Premise 2

	Name of premises (eg. Department B)	Name and contact no. of Staff-in-charge	
	Location of premises	Species of animals	Numbers of animals

Premise 3

	Name of premises (eg. Centre C)	Name and contact no. of Staff-in-charge	
	Location of premises	Species of animals	Numbers of animals

Please provide the particulars separately if there are more than 5 IACUC members

SECTION V - PARTICULARS OF CHAIRMAN, IACUC:

Name in full (Prof/ Dr/ Mr/ Mrs/ Ms)*:	NRIC No. / FIN No. /Passport No.:
Contact Address:	Contact No:
Occupation (state qualifications and credentials):	Term of appointment:
Email Address:	

PARTICULARS OF ATTENDING VETERINARIAN (FULL-TIME PART-TIME)

Name in full (Dr):	NRIC No. / FIN No. /Passport No.:
Contact Address:	Contact No:
Occupation (state veterinarian licence no.):	Term of appointment:
Email Address:	

**PARTICULARS OF IACUC MEMBER:
(Person with appropriate experience in the use of animals for scientific purposes)**

Name in full (Prof/ Dr/ Mr/ Mrs/ Ms)*:	NRIC No. / FIN No. /Passport No.:
Contact Address:	Contact No:
Occupation (state qualifications and credentials):	Term of appointment:
Email Address:	

**PARTICULARS OF IACUC MEMBER:
(Person who is not affiliated in any way with the licensee and not a user of any animal for any scientific purposes)**

Name in full (Prof/ Dr/ Mr/ Mrs/ Ms)*:	NRIC No. / FIN No. /Passport No.:
Contact Address:	Contact No:
Occupation (state qualifications and credentials):	Term of appointment:
Email Address:	

**PARTICULARS OF IACUC MEMBER:
(Person whose primary concerns or interests are in non-scientific areas)**

Name in full (Prof/ Dr/ Mr/ Mrs/ Ms)*:	NRIC No. / FIN No. /Passport No.:
Contact Address:	Contact No:
Occupation (state qualifications and credentials):	Term of appointment:
Email Address:	

SECTION VI – OTHER INFORMATION:

Names and Addresses of other Animal Research Facility owned or managed by Applicant or other Partners/Directors:

S/N	Name	Address
1		
2		
3		
4		
5		

SECTION VII - PARTICULARS OF OTHER VETERINARY SURGEONS PRACTISING IN THE RESEARCH FACILITY:

S/N	Name	NRIC / Passport/ FIN No.	Veterinary Surgeon Licence No.	Contact No
1				
2				
3				

SECTION VIII – DECLARATION

- (1) I, the above applicant, declare that all information given in this application is correct and true. I shall ensure that AVA is informed, within 7 days in writing, of any change in the above-mentioned information.
- (2) I declare that all the other official approvals have been obtained for the use of the facilities and premises as an Animal Research Facility.
- (3) In the event of the application being approved and on behalf of the Animal Research Facility, I abide by the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules, the National Advisory Committee for Laboratory Animal Research's Guidelines on the Care and Use of Animals for Scientific Purposes and all Conditions of Licensing thereunder.

Signature of Applicant / Date

Facility Stamp

Application for a Licence under Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules

Please ensure that all the required items are checked before submitting the application form. The checklist is to be submitted together with the application form and all other relevant documents.

S/No	Item	Check	Remarks
1	Application form duly filled and signed	<input type="checkbox"/>	
2	2 copies of layout plan (including common names and numbers of animals used, bred, conditioned or held for scientific purposes)	<input type="checkbox"/>	
3	Business profile (Copy of Business Profile from the Accounting and Corporate Regulatory Authority Singapore)	<input type="checkbox"/>	<i>(For applicants whose names are not listed in the ACRA print-out, an authorization letter from a listed Director to act on behalf of the company is required.)</i>
4	Organisational chart (indicating reporting channel between the CEO, applicant, management, IACUC, veterinarian, staff and researchers)	<input type="checkbox"/>	
5	Copy of up-to-date Appointment Letter of IACUC by CEO	<input type="checkbox"/>	
6	Copy of up-to-date Veterinary Surgeon Licences of Attending Veterinarian	<input type="checkbox"/>	
7	Approvals from other relevant authorities (e.g. URA, HDB, JTC, FSSD, LTA)	<input type="checkbox"/>	
8	Payment by * cheque / GIRO (with application form) <i>* please delete where no applicable</i>	<input type="checkbox"/>	

(Name of Applicant)

(Signature of applicant)

(Facility Stamp)

Name of Research Facility: _____ Date: _____

Footnote: Medisave contribution for self-employed, if applicable.

The fee for application for licence is non-refundable if the application is not approved.

CONDITIONS OF LICENSING FOR ANIMAL RESEARCH FACILITY

General conditions for licensing an animal research facility

1.1 The Animals and Birds Act 2002 (Section 65) and the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules 2004 regulate and govern the administration and management of all animal research facilities in Singapore.

1.2 Any persons who wish to operate and maintain a premises as an animal research facility must apply for a licence from the Director-General, Agri-Food and Veterinary Services (hereafter called the Director-General) and ensure that they comply with the above legislation. It is also their responsibility to keep themselves informed of and to observe all relevant statutory requirements. Copies of the legislation are available from the Singapore National Printers.

1.3 The person accountable for the licence (hereafter called the licensee) shall ensure that the Facility to which the licence relates, the investigators, staff and other persons involved in the care and use of animals for scientific purposes comply with the Animals and Birds Act, the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules, the National Advisory Committee for Laboratory Animal Research's Guidelines on the Care and Use of Animals for Scientific Purposes and any directives that the Director-General may issue from time to time.

1.4 The licensee shall inform the Director-General in writing, within 7 days, if there is any change in the operations or personnel of the research facilities. This includes change in ownership and management of the research facilities, composition of Institutional Animal Care and Use Committee, the attending veterinarian and the location where animals are housed, used, bred or kept for scientific purposes.

1.5 The licensee shall submit the documents to the Director-General, within 30 days, if there is any change in the operations or personnel of the research facilities. The documents include layout plan (including common names and numbers of animals used, bred, conditioned or held for scientific purposes); Business profile; Organisational chart (indicating reporting channel between the CEO, applicant, management, IACUC, veterinarian, staff and researchers); Copy of Appointment Letter of the new IACUC member signed by CEO and Copy of Veterinary Surgeon Licence of the Attending Veterinarian.

1.6 The licensee shall ensure that all necessary clearances have been obtained from other official authorities, for example, the Urban Redevelopment Authority, Singapore Land Authority, Housing and Development Board, Building & Control Authority, Fire Safety and Shelter Bureau, Land Transport Authority, Ministry of Manpower and National Environment Agency.

1.7 The licensee shall maintain contingency plans for the management of animal disease outbreaks in the facility.

1.8 The licensee shall ensure that the supply of animals are obtained from sources approved by the Director-General, e.g. licensed breeding farms or imported with a valid import permit.

1.9 The licensee shall ensure that at least half of the animal users shall be trained by 12 mths from the effective date of the Rules.

1.10 The licensee shall report to the Director-General of any outbreaks of highly infectious diseases, zoonoses or unusual mortalities in the research facility.

1.11 The licensee shall ensure the proper use and audit of all medication and drugs for veterinary treatment. The prescription and dispensation of medication and drugs shall be in accordance with the Medicines Act and the Poisons Act.

1.12 The licensee shall permit inspection of the facility by authorised officers of the Agri-Food & Veterinary Authority, as and when required.

1.13 If the facility is going to cease operations, the licensee shall inform the Director-General in writing at least 30 days before cessation of operations.