

THE DENTAL COUNCIL OF HONG KONG

**Application for Registration of Additional Qualifications
in the Entry on the General Register**

[For the following Qualifications Conferred before 1 July 2024:

- (i) Marked with “*” in the List of Registrable/Quotable Additional Qualifications (“the List”)
or (ii) Removed from the List with effect from 1 July 2024]

Part I Personal Data

(To be completed by applicant)

Name of Applicant	:	
Registration No.	:	
Contact Address in Hong Kong	:	
Telephone No.	:	
Fax No.	:	
E-mail Address	:	
Registered Qualification(s)	:	

Part II Details of the Qualification

(To be completed by applicant)

1. Official Title of the Qualification

Jurisdiction and Entry No. of the Qualification ¹	:	(Jurisdiction)
		(Entry No.)
English Title	:	
Chinese Title (if any)	:	
Abbreviation	:	
Conferring Institution	:	
Date of Conferment	:	

¹ For (i) the qualifications marked with “*”, please refer to Appendix E to the Guidelines for Inclusion of Qualifications in the List of Registrable/Quotable Additional Qualifications (“the Guidelines”).
For (ii) the qualifications removed from the List with effect from 1 July 2024, please refer to Appendix C to the Guidelines.

Part III Confirmation
(To be completed by applicant)

I confirm that –

- (i) I have been conferred the qualification under application before 1 July 2024; and

- (ii) all the information and documents (if any) provided in this application are true and correct.

Signature of Applicant	:	_____
Name of Applicant	:	_____
Date	:	_____

Personal Information Collection Statement

Purpose of Collection

1. The personal data you provide will be used for purposes directly related to your application for registration of the relevant qualification in the entry on the General Register. 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 Dentists Registration Ordinance (“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:-

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

7. Enquiries should be addressed to the Central Registration Office at 2961 8655 or 2961 8756.

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Guidance Note

1. Applicant must read the latest Guidelines for Inclusion of Qualifications in the List of Registrable/Quotable Additional Qualifications (“the Guidelines”) before submitting the application. The latest Guidelines are available on the website of the Dental Council of Hong Kong (“the Council”) at www.dchk.org.hk.
2. The application must be submitted by a registered dentist of Hong Kong in possession of the qualification under application.
3. The application form should be type-written, and separate sheets should be used where there is insufficient space. Soft copy of the form is available on the website of the Council at www.dchk.org.hk.
4. It is the duty of the applicant to provide sufficient information to support the application. The Secretariat will not assist in obtaining the necessary information from either the applicant or the conferring institution.
5. The relevant information should be provided in the specified format, and cannot be substituted by simply attaching the course prospectus or other materials. The Secretariat will not be involved in summarising the information provided/attached.
6. The application will be considered on the basis of the information provided by the applicant. If there is insufficient information for the Council to properly assess the qualification, the application will be rejected.
7. Applicant should submit the completed application form together with the following documents –
 - (a) a certified true copy of the diploma/certificate of the relevant qualification (meeting the criteria set out in paragraph 8 below); and
 - (b) a crossed cheque or banker’s draft for HK\$1,380* made payable to “The Government of the HKSAR” or “The Government of the Hong Kong Special Administrative Region” [**Fee subject to revision*]
8. For application to be submitted **in person**, the original of the diploma/certificate and its copy should be submitted to the Central Registration Office for the purpose of certification. For application to be submitted **by post**, a copy of the diploma/certificate certified true by another registered dentist in Hong Kong by signing and writing of “Certified True Copy” with his full name and registration number should be submitted to the Central Registration Office.
9. The completed application form together with all the required documents and the prescribed fee 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
Wan Chai, Hong Kong

10. For enquiries on the Guidelines, applicant may approach the Council Secretariat on 2873 5862 or email (dchk@dh.gov.hk).