

Public Health (Animals and Birds) (Trading and Breeding) Regulations

Cap. 139B

This is a list of conditions which will generally be applied to an organisation's exemption from holding an animal trader licence under Regulation 5A(3)(a) of Cap. 139B. The list is provided for information only and the exact conditions which apply to an exemption will be notified to exemptees along with the Letter of Exemption.

General Conditions of Exemption for Organisations

1. This department must be informed immediately if there is any change in the governing instrument, charitable status, constitution of the organisation / articles of association or any change of the advising veterinary surgeon.
2. The exemption number must be displayed on any advertisement, websites, or other forms of promotion for rehoming dogs.
3. Any rehoming or adoption fee charged shall be reasonable and based on recovery of costs involved in rehoming the animals. No administration or membership fee shall be charged for any adoption activities.
4. Proof of costs involved in rehoming the animals (such as veterinary fees, food, transport) shall be kept and provided to this department when requested.
5. A receipt including the rehoming or adoption fee paid by the adopter shall be provided to the adopter and a copy retained by your organisation.
6. A record must be kept of all animals rehomed by your organisation including the date acquired, source of the animal, approximate age, microchip number (for dogs), breed, summary of medical treatment provided and the cost incurred, date adopted/rehomed and the serial number of the receipt given to the adopter. All records shall be kept for a period of at least three years.
7. Financial records of your organisation shall be kept up to date and shall be provided to this department within a reasonable period of time when requested.
8. Where your organisation has premises dedicated to keeping animals pending for adoption¹, the named veterinary surgeon shall visit those premises periodically and not less than once a year.
9. This Letter of Exemption shall be shown to an adopter or potential adopter of an animal on request.

¹ Residential premises and any premises where animals are kept for temporary foster care are excluded from this requirement.