

## Licence Applications

### 4.3 Dangerous Drugs

#### V. Diversion Licence for Dangerous Drugs

- i. Diversion Licence Search
- ii. Create, Preview and Submit Licence Application
- iii. Delete a Saved Draft
- iv. Application Status
- v. DH Replied Application

### 4.3 Dangerous Drugs

#### I. *Diversion Licence for Dangerous Drugs*

##### i. Diversion Licence Search

In order to search specific record, user can select menu “Dangerous Drug Licence” → “DD Licence Search” or redirect from Dash Board and then:

1. Input Licence number (support wildcard search by input %%% for full list or any 3 consecutive characters) and/or
2. Input Application Ref. No. (support partial match) and/or
3. Select Drug type and/or
4. Select Sub type and/or
5. Input Drug name (support partial match) and/or
6. Select date range of licence period and/or
7. Select Status and
8. Click “Search” button, result will be displayed in the result table

**DD Licence Search**

Logon as: ABC FORWARDER CO. LTD. (Forwarder 1)  
 Date: 05.09.2019 15:51:24

Licence number:    
 Application Ref. No.:    
 Drug type:    
 Sub Type:    
 Drug name:    
 Licence period: (dd.mm.yyyy)  to    
 Status:  All  Draft  DH replied  Follow up (DH replied)  Completed  Pending  Approved  Rejected  None

1 - 7



**Click link to view / edit the application form**

Page 5 / 9

App Ref No	Licence No	Created date	Supplier/Consignee	Drug Type	Sub Type	Drug name	Prepared by	Status	Action
<a href="#">DR00000124</a>		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD5	forwarder1	Submitted	
<a href="#">DR00000123</a>		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD4	forwarder1	Submitted	
<a href="#">DR00000122</a>		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD3	forwarder1	Submitted	
<a href="#">DR00000121</a>	144/19 145/19	02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD2	forwarder1	Approved	

ii. Create, Preview and Submit Licence Application

1. Go to menu “Dangerous Drug Licence” → “DD Licence Application”
2. Select “DD Diversion Licence” and click “Continue”

3. Fill-in Person to contact of applicant and
4. Fill-in applicant’s address and
5. Fill-in applicant’s Tel. No. or
6. (Optional) Fill-in applicant’s Fax. No and
7. Select Arrival date and
8. Select Arrival transport mode and
9. Fill-in Means of transport (Brought into Hong Kong) and
10. Select Departure date and
11. Select Departure transport mode and
12. Fill-in Means of transport (Taken away from Hong Kong) and

13. Fill-in From original consignee and
14. Fill-in Address of “From original consignee” and
15. Fill-in To consignee and
16. Fill-in Address of “To consignee” and
17. Fill-in Issuing Authority of Export Authorization and
18. Select Export Authority Country and
19. Fill-in Serial Number of Export Authorization and
20. Select Date of Issue for Export Authorization
21. Fill-in Issuing Authority of Import Authorization and
22. Select Import Authority Country and
23. Fill-in Serial Number of Import Authorization and
24. Select Date of Issue for Import Authorization and
25. Fill-in Name of Person in charge and
26. Fill-in Position of Person in charge and

<b>Diversion information</b>			
▶ From original consignee:*	<input type="text"/>	▶ To consignee:*	<input type="text"/>
▶ Address:*	<input type="text"/>	▶ Address:*	<input type="text"/>
	<input type="text"/>		<input type="text"/>
<b>Export Authorization</b>			
▶ Issuing Authority:*	<input type="text"/>	▶ Serial Number:*	<input type="text"/>
▶ Export Authority Country:*	<input type="text"/>	▶ Date of Issue: (dd.mm.yyyy)*	<input type="text"/>
<b>13 - 26</b>			
<b>Import Authorization(Original)</b>			
▶ Issuing Authority:*	<input type="text"/>	▶ Serial Number:*	<input type="text"/>
▶ Import Authority Country:*	<input type="text"/>	▶ Date of Issue: (Valid til) (dd.mm.yyyy)*	<input type="text"/>
<b>Person in charge of Dangerous Drugs</b>			
▶ Name:*	<input type="text"/>	▶ Position:*	<input type="text"/>

27. Fill-in Drug name and
28. Number of packages and
29. Fill-in Marks and No. on packages

Drug name*	Number of packages	Marks and No. on packages
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>27 - 29</b>		

30. Upload related Supporting Document(s) and
31. Put a tick in the diversion licence declaration box

**Supporting Document(s)**

No.	Document Description	Uploaded Document Name	Action
1 *	Copy of Import Authorization (issued by new consignee's government)		Upload
2 *	Copy of Export Authorization		Upload
3 *	Copy of Import Authorization (issued by original consignee's government)		Upload
4	Others		Upload

**Declaration\***

I hereby apply for the issue of a Diversion Licence in respect of the above. I understand that the Diversion Licence will be issued on the condition that no unauthorized agent(s) will be involved in the diversion, and that contravention of this condition is an offence under section 19 of the Dangerous Drugs Ordinance.

Save as draft Preview Cancel

User manual | Terms and Conditions | Version 2.0.20211028U AT4 (C019006)

32B Save as draft Preview Cancel 32A 32C

User manual | Terms and Conditions | Version 1.10.20190320U (C003002)

32. A) After all information is filled, user can click “Preview” button and redirect to the Preview page.

32A ii Back Preview Licence Submit Cancel 32A ii

User manual | Terms and Conditions | Version 1.9.20190626U (C019005A)

- i) Click “Preview Licence” button to preview the DD Diversion licence and then click “Open” or “Save” or

您要開啟或儲存來自 mercury 的 DR00000101\_35-18-11-27-06-2019.pdf

開啟(O) 儲存(S) 取消(C) x

- ii) Click “Back” or “Cancel” button to re-edit the form or
- iii) Click “Submit” button to submit the DD diversion licence application to DHDO

- Click “OK” button of the Alert message box

Application (Ref No: DD00005001) is completed successfully, click “OK/確定” to continue editing



- The successful message of the DD diversion licence application will be shown.

Application (Ref No: DD00005002) is completed successfully

- B) Or click “Save as draft” button for future editing, click “確定” to confirm
- C) Or click “Cancel” button to leave the form and back to search page

iii. Delete a Saved Draft

Only draft record can be deleted, the steps show as follows.

1. Go to menu “Dangerous Drug Licence” → “DD Licence Search” or redirect from Dash Board
2. Select application with the status as “Draft”
3. Click “Search” button
4. Click “Delete” button on related record
5. Click “確定” on the popup box

DD Licence Search

Logon as: ABC PHARMACEUTICAL CO. LTD. (Trader Supervisor - User Two)  
Date: 22.08.2019 10:54:52

Licence number:

Application Ref. No.:

Drug type:

Sub Type:

Drug name:

Licence period: (dd.mm.yyyy)  to

Status  All  Draft  DH replied  Follow up (DH replied)  Completed  Pending  Approved  Rejected  None

App Ref No	Licence No	Created date	Supplier/Consignee	Drug Type	Sub Type	Drug name	Prepared by	Status	Action
DR00000124		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD5	forwarder1	Draft	Delete
DR00000123		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD4	forwarder1	Draft	Delete
DR00000122		02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD3	forwarder1	Draft	Delete
DR00000121	144/19 145/19	02.08.2019	ABC FORWARDER CO. LTD.	Unregistered drug	REM	DD2	forwarder1	Draft	Delete

網頁訊息

Confirm to delete the record

Successfully message will be shown.

網頁訊息

Success delete the record

iv. Application Status

Status name	Status description
<b>Draft</b>	Applications are open for edit and delete.
<b>DH replied</b>	Applications are replied by DHDO, user is required to follow DH officer's instruction before re-submit them.
<b>Follow up (DH replied)</b>	Follow up application are replied by DHDO
<b>Completed</b>	Applications are completed by users, forms are ready to submit.
<b>Pending</b>	Applications are pending of process.
<b>Approved</b>	Applications are approved by DHDO.
<b>Rejected</b>	Applications are rejected by DHDO.

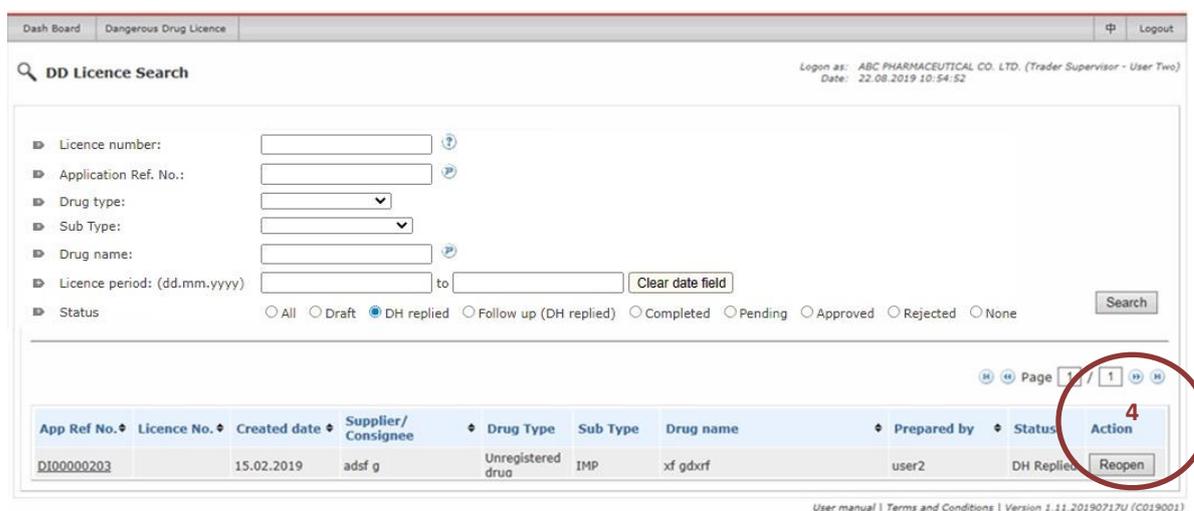
v. DH Replied Application

User can reopen the DH Replied DD diversion licence application to the preparing user with below steps.

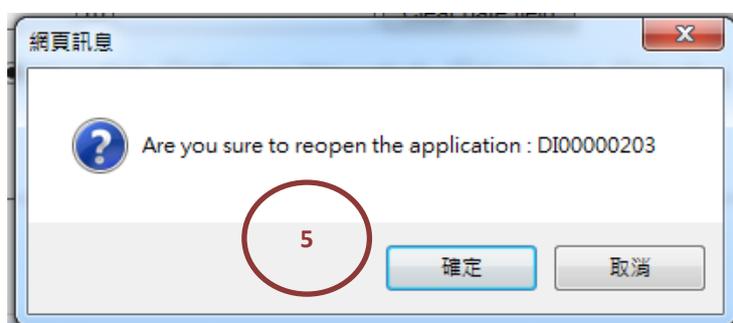
1. Go to menu "Dangerous Drug Licence" → "DD Licence Search" or from Dash Board
2. Search application with the status "DH Replied" selected
3. Click "Search" button

The screenshot shows the 'DD Licence Search' interface. At the top, there is a navigation bar with 'Dash Board' and 'Dangerous Drug Licence' tabs. The main search area contains several input fields: 'Licence number:', 'Application Ref. No.', 'Drug type:', 'Sub Type:', 'Drug name:', and 'Licence period: (dd.mm.yyyy)'. Below these fields are radio buttons for 'Status', with 'DH replied' selected. A 'Search' button is located on the right side of the search area. A table below the search area displays search results with columns: 'App Ref No.', 'Licence No.', 'Created date', 'Supplier/Consignee', 'Drug Type', 'Sub Type', 'Drug name', 'Prepared by', 'Status', and 'Action'. The first row shows a result with 'Status' as 'DH Replied' and an 'Action' button labeled 'Reopen'. Three red circles are drawn on the image: one around the 'DD Licence Search' menu item, one around the 'DH replied' radio button, and one around the 'Search' button.

4. Click “Reopen” button on related record



5. Click “確定” on the popup box



The successful message box will be shown.



After that, the related DD diversion licence application can be modified/ updated.