ANIMAL & VETERINARY SERVICE
A cluster of NParks

National Parks Board
Animal & Veterinary Service
Singapore Botanic Gardens
1 Cluny Road, Singapore 259569
Tel: (65) 64717808, Fax: (65) 64723033
www.avs.gov.sg

REGISTRATION FORM FOR E-VET-DISPENSARIES

General Information

Registrant's Particulars

Salutation/ Title:	
Name:	
Nationality:	
Sex:	
Date of Birth (DD/MM/YYYY):	
Designation:	
Office Tel No:	
Home Tel No:	
Mobile No:	
Fax No:	
Email:	

Company Details

Name of Company:	
UEN:	
Company Registered Address:	
Type of Premises:	
Mailing Address:	☐ Same as Company Registered Address
Company Tel No:	

Company Email:	
24-Hour Tel No: (in event of emergencies eg. recalls)	
Parent Company: (if applicable)	
Associated Veterinary Centres or Animal-Related Businesses: (if applicable)	

Information on Veterinarian-In-Charge

Veterinarian-In-Charge

Name of Veterinarian-in-charge	
Licence Number:	

Information on products supplied

Type of products supplied at e-vet-dispensary

(Select all that apply*)

☐Prescription Animal Medicines

☐Non-Prescription Over-The-Counter Animal Medicines

☐Prescription Human Medicines (off-label for animal use)

☐Active Pharmaceutical Ingredients

☐Pet Food/Pet Treats

☐Pet Supplements

☐Pet Accessories

☐Test Kits

☐Others (please specify):

Information on IT Domain

Domain Name:	
Ecommerce Platform:	

Standard Operating Procedures (SOP) and Records

Please use this checklist to ensure that the necessary SOPs and records are available for inspection:

SOPs/Records		**Comments**
SOP on personnel and premises, including information on: - Staff training/qualifications - Cleaning/pest control programmes - Security of storage site	☐ Yes ☐ No ☐ N/A	
Information on IT System – to ensure privacy (patient information), security (authorised access), traceability (audit trail)	☐ Yes ☐ No ☐ N/A	
SOP for receiving, validating, and processing prescriptions, including: - Roles and responsibilities of staff in each step - Workflow on processing prescriptions with repeats	☐ Yes ☐ No ☐ N/A	
SOP for stock receiving, storage, packing & deliveries, including information on: - Cold chain product management - Measures to ensure that the medications are delivered to the intended recipients and not left unattended	☐ Yes ☐ No ☐ N/A	
SOP on handling product complaints, returns, recalls and defective products	☐ Yes ☐ No ☐ N/A	
SOP on product disposal	☐ Yes ☐ No ☐ N/A	
SOP on internal audits to ensure compliance with in-house written procedures, relevant guidance notes and legislative requirements	☐ Yes ☐ No ☐ N/A	
Information on outsourced activities (if any)	☐ Yes ☐ No ☐ N/A	

Licences

Please provide an electronic copy of the following licences.

Licences from HSA (eg. Form A Poisons Licence, Therapeutic Products Importers Licence etc)	
Licences from NParks (eg. Vet Center Licence, Vet Licence)	

Last reviewed: 14th September 2023

Statement of Declaration for Registration of e-veterinary-dispensary

(Please sign the declaration, scan and submit with the registration form)

I, _____(Name of Registrant), _____ (NRIC/Passport/FIN), declare that the information provided in the registration form and supporting documents for the registration of e-vet-dispensary is correct and true to the best of my knowledge. I am fully aware that the registration may be rejected or revoked if a false declaration is made.

_____ _____

Signature of Registrant Date