

**TRADITIONAL CHINESE MEDICINE PRACTITIONERS BOARD**  
**INSTRUCTIONS ON PUTTING UP A STATUTORY DECLARATION**

- 1 Before you proceed to lodge a complaint against a registered TCM practitioner, please ensure that there is **a cause of action**. (Please note that the TCM Practitioners Board is only empowered to deal with complaints pertaining to the conduct of registered TCM practitioners. If you have any doubts, please call 6355-2488 to clarify.)

Causes of Actions (non-exhaustive) include:

- a) Professional negligence or misconduct;
- b) Complaints relating to issues of medical ethics and standards;
- c) Complaints relating to the physical and mental fitness of the registered TCM practitioner to practise the prescribed practice of TCM.

- 2 Fill up the particulars in the Statutory Declaration form provided. The full name of the registered TCM practitioner (in English and Chinese) complained against must be stated.
- 3 Failure to complete the Statutory Declaration form correctly may cause the complaint to be rejected. You will need to re-submit an acceptable Statutory Declaration.
- 4 Please include these words at the top of the page of your written complaint:

<p><i>This is the document marked "A" referred to in the Statutory Declaration</i></p> <p>of _____ <i>affirmed/sworn before me."</i></p> <p style="text-align: center;"><small>(Name of complainant)</small></p>  <p style="text-align: right;"><small>_____ (Signature of Justice of Peace, Notary Public or other officer empowered by law to administer oaths, affirmation or affidavits)</small></p>
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The Justice of Peace, Notary Public or other officer empowered by law to administer oaths, affirmation or affidavits must sign this portion.

You are encouraged to cover the following in your letter of complaint:

- a) Facts and chronological events of the case;
- b) Complaints against the registered TCM practitioner;
- c) Medical records and/or medical reports, if any.

Please note that the letter of complaint must be in English. Authenticated English translations must be submitted if they are in other languages.

- 5 Please submit your letter of complaint and the endorsed Statutory Declaration to:

**The Registrar**  
**TCM Practitioners Board**  
**81 Kim Keat Road #10-00**  
**Singapore 328836**

- 6 The Board will acknowledge the receipt of your complaint and inform you of the outcome of its decision in due course. An Inquiry Committee may be appointed by the Board to inquire into the complaint. Please note that the inquiry may take up to six months and longer for complex cases. The Board cannot divulge confidential information at any point during the inquiry.

OATHS AND DECLARATIONS ACT 2000

**STATUTORY DECLARATION**

I \_\_\_\_\_

NRIC/Passport No. \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

do solemnly and sincerely declare that in accordance with section 26B(2) of the Traditional Chinese Medicine Practitioners Act 2000 that the contents of the documents attached and marked "A" is my complaint against the conduct of

Mr/Mdm/Ms \_\_\_\_\_ of \_\_\_\_\_

(Name of TCM practitioner)

(Full name and address of workplace)

\_\_\_\_\_

\_\_\_\_\_

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

\_\_\_\_\_  
(R.T.P. / Signature of Declarant)

Declared before me at Singapore

Interpreted by

this \_\_\_\_\_ day of

\_\_\_\_\_  
Justice of the Peace, Notary Public or other officer  
empowered by law to administer oaths,  
affirmation or affidavits