

(5) Every licensee shall (subject to the proviso to paragraph (ii) of subclause (c) of clause (7) hereof) keep the records required by this regulation in some place of security at the premises at which he is for the time being licensed to deal in dangerous drugs, and shall so keep every record for a period of two years following the date of the last entry made therein, save that if he shall cease to hold a license under these regulations he shall deliver such records to the Director-General for custody and destruction after the expiration of the said period of two years.

(6) Every licensee shall at all times permit any officer of the Health Department authorized by the Minister of Health or any police officer to inspect the records referred to in this regulation and to make copies of any entries appearing therein.

*Part II.—Registered Chemists, Hospitals, and Practitioners.*

(7) Any licensee who is—

- (a) A registered chemist keeping an open shop or place of business for the compounding and dispensing of prescriptions; or
- (b) A Hospital Board, hospital manager, or dispenser or similar officer except a Medical Superintendent to whom clause (9) of this regulation applies; or
- (c) A practitioner who dispenses his own medicines, and who in any case does not deal in any dangerous drug otherwise than by retail sale and by the compounding and dispensing of prescriptions containing dangerous drugs;

may, instead of keeping a register in the forms prescribed by clause (1) of this regulation, keep a Licensee's Register consisting of—

- (i) A prescription-book wherein shall be entered a record of every sale of a dangerous drug and every prescription dispensed which contains any portion of a dangerous drug showing (a) the name and address of the person receiving the drug; (b) the name and address of the person prescribing the drug; (c) the proportion and total amount of the drug so dispensed; (d) the date on which the drug was delivered to the person receiving the drug; and
- (ii) A register in the form numbered 7 (c) in the First Schedule hereto wherein shall be entered with respect to all dangerous drugs sold, distributed, dispensed, or administered by him the particulars indicated by that form: Provided that in the case of every registered chemist this register shall be retained continuously as a permanent record of the said chemist's business.

(8) Clauses (2), (3), (4), (5), and (6) of this regulation shall apply to every person to whom clause (7) hereof applies and to the records kept by such person.

*Part III.—Medical Superintendents.*

(9) Every person who is for the time being a person approved by the Director-General for the purposes of clause (3) of Regulation 9 hereof and is for the time being the Medical Superintendent of any hospital or other institution under the control of a Hospital Board, shall, instead of keeping a register in the forms prescribed by clause (1) of this regulation, keep records as follows:—

- (a) A main register in the form numbered 9 in the First Schedule hereto showing the total receipts and issues of dangerous drugs acquired by the Hospital Board.
- (b) Such number of books to be called "Ward Books" in the form numbered 10 in the First Schedule hereto as is necessary to provide separately for each ward, including as a ward for the purposes hereof every section and separate building under the administration of the Hospital Board and the control of such Medical Superintendent.

(10) Every Medical Superintendent to whom clause (9) of this regulation applies shall personally check and initial daily the entries made in the main register relating to the transactions of the previous day, and shall personally comply with or procure compliance with the following requirements:—

- (a) The register with all documents relating thereto shall be preserved in safe custody accessible only to the Medical Superintendent and to the Secretary or Dispenser deputed by the Medical Superintendent to have such access.