

COUNCIL ON HUMAN REPRODUCTIVE TECHNOLOGY
人類生殖科技管理局

APPLICATION FOR TREATMENT LICENCE (RENEWAL)
治療牌照申請書 (續期申請)

Name of Centre in English:
中心名稱 (英文) :

Name of Centre in Chinese:
中心名稱 (中文) :

Licence Number:
牌照號碼 :

Council Reference Number 管理局參考編號 :
(For official use only) (只供管理局職員填寫)

The completed form and all supporting documents should be returned together with the application fee of HK\$1,200 to:
填妥的申請書須連同證明文件及申請費用港幣 1,200 元交回 :

By Post 郵寄
Council on Human Reproductive Technology
Room 58, 17/F, Wu Chung House
213 Queen's Road East
Wanchai
Hong Kong
香港灣仔
皇后大道東 213 號
胡忠大廈 17 樓 58 室
人類生殖科技管理局

By e-mail 電郵
hrtc@dh.gov.hk

Payment of application fee should be made by a crossed cheque or e-cheque (made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR"), with the name of the centre written at the back of the crossed cheque. Please do not send cash by post.

申請費用須以劃線支票或電子支票支付，收款人註明「香港特別行政區政府」，並請在劃線支票背面寫上中心名稱，請勿郵寄現金。

* For guidance on how to fill in this application form, please refer to the Guidance Notes which are at the end of this form.

* 本申請書末頁載有填寫須知，可供參考。

1. Details of Centre 中心資料

1.1 Name of centre/institution (including department) 中心/機構名稱(包括部門名稱) :

1.2 Address 地址 :

Correspondence address (if different):
通訊地址(如與左列資料不同) :

1.3 Tel No. 電話號碼 : _____

Tel No. 電話號碼 : _____

1.4 Fax No. 傳真號碼 : _____

Fax No. 傳真號碼 : _____

1.5 E-mail address (if applicable) :
電郵地址(如適用) :

1.6 Website address (if applicable):
網址(如適用) :

1.7 The premises where the reproductive technology procedures are intended to be carried out belong to the following class (please tick the appropriate box) :
擬進行生殖科技程序的處所屬以下類別(請在適當方格加上✓號):

- (a) a clinic registered under the Medical Clinics Ordinance (Cap. 343)
根據《診療所條例》(第 343 章)註冊的診療所
- (b) a hospital or maternity home registered under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165)
根據《醫院、護養院及留產院註冊條例》(第 165 章)註冊的醫院或留產院
- (c) a public hospital as defined under section 2(1) of the Hospital Authority Ordinance (Cap. 113)
《醫院管理局條例》(第 113 章)第 2(1)條界定的公營醫院
- (d) a private consulting room that is :
(i) used by a registered medical practitioner in the course of his practice;
and
(ii) not located in premises used for residential purposes
符合以下說明的私人診症室 :
(i) 是由註冊醫生在其執業過程中所使用 ; 及
(ii) 並非位於作住宅用途的處所
- (e) a medical or research laboratory that is not located in premises used for residential purposes
並非位於作住宅用途的處所的醫務或研究實驗室

2. Corporate Information 機構資料

2.1 Is the centre a Hospital Authority facility and/or a private operation? (Please tick the appropriate box)

中心是否醫院管理局轄下設施及/或私營機構？(請在適當方格加上✓號)

Hospital Authority facility
醫院管理局轄下設施

Private
私營機構

Other institutions
其他機構

2.2 If private, please provide the following information as appropriate:

如為私營機構，請在下面提供適當資料：

i) Limited Company 有限公司：

Company Name 公司名稱： _____

Registration No. 註冊編號： _____

Registered Offices 註冊辦事處： _____

ii) Partnership 合夥經營：

Particulars of Partners 合夥人資料：

Name 姓名： _____

HKID Card / Passport No. : _____

香港身分證/護照號碼： _____

Correspondence address: _____

通訊地址： _____

Tel No. 電話號碼： _____

Fax No. 傳真號碼： _____

E-mail address (if applicable): _____

電郵地址(如適用)： _____

iii) Sole Proprietor 獨資經營：

Particulars of Owner 東主資料：

Name 姓名： _____

HKID Card / Passport No. : _____

香港身分證/護照號碼： _____

Correspondence address: _____

通訊地址： _____

Tel No. 電話號碼： _____

Fax No. 傳真號碼： _____

E-mail address (if applicable): _____

電郵地址(如適用)： _____

2.3 Has the ownership (or the **controlling interest**) of the centre changed in the past year?
(Please tick the appropriate box)
中心的擁有權(或**控制權益**)在過去一年有沒有改變?(請在適當方格加上✓號)

Yes 有 No 沒有

If yes, please give details below 如有，請在下面詳加說明：

Please continue on a separate sheet if required. 如有需要，請另頁續寫。

3. Details of Applicant 申請人資料

Name 姓名： _____ English 英文 _____ Chinese 中文 _____

Position 職位： _____

HKID Card / Passport No. : _____
香港身分證/護照號碼： _____

4. Details of Proposed Person Responsible 準負責人資料

Name 姓名： _____ English 英文 _____ Chinese 中文 _____

Position 職位： _____

HKID Card / Passport No. : _____
香港身分證/護照號碼： _____

5. Details of Accredited Specialist 認可專家資料

Name 姓名： _____

Position 職位： _____

6. Information about treatments to be offered 所提供的治療的資料

6.1 Please give the date licensed infertility treatments were first offered at the centre:
請列出中心首次提供領牌不育治療的日期：

6.2 Please tick the appropriate boxes below to indicate the treatment services for which the centre is currently licensed plus those treatment services which the centre wishes to include in the renewal licence:

請在下列適當方格加上✓號，以說明中心現已領牌及現擬納入續期牌照的治療服務：

<i>Treatment services</i> 治療服務	<i>Existing licensed treatment services</i> 現已領牌的治療服務	<i>Treatment services to be included in renewal licence (including existing licensed treatment services)</i> 現擬納入續期牌照的治療服務(包括現已領牌的治療服務)
In vitro fertilization (IVF) 體外受精		
Artificial insemination by husband (AIH) 夫精人工授精		
Artificial insemination by donor (AID)/ Donor insemination (DI) 他精人工授精		
Removal of oocytes from ovaries 從卵巢取出卵母細胞		
Retrieval of sperm from testis 從睪丸取出精子		
Retrieval of sperm from epididymis 從附睪取出精子		
Frozen-thawed/ fresh embryo transfer (ET) 凍融/新鮮胚胎移植		
Microinjection intra-fallopian transfer (MIFT) 顯微注射輸卵管內移植		
Fallopian replacement of eggs with delayed insemination (FREDI) 輸卵管內置放卵子後進行授精		
Intra cytoplasmic sperm injection (ICSI) 細胞漿內精子注入法		
Pre-implantation genetic diagnosis (PGD) ¹ 植入前基因診斷 ¹		

¹ A treatment licence may grant general permission for RT centre to carry out PGD. RT centre licensed to carry out PGD and which intends to carry out tissue typing in conjunction with PGD is required to submit an application form (Annex 9 of the "Licensing Manual for Reproductive Technology Centres") together with a clinical report to the Council to seek prior approval on a case-by-case basis before commencement of each treatment involving tissue typing in conjunction with PGD. The principles of the "Ethical Guidelines on Pre-implantation Genetic Diagnosis" in the Code should be followed.

¹ 治療牌照可就生殖科技中心進行植入前基因診斷給予一般許可。獲發牌照進行植入前基因診斷的生殖科技中心如擬把植入前基因診斷與組織分型結合使用，須向管理局提交申請書(《供生殖科技中心參考的發牌手冊》附件9)及臨牀報告，以就每宗涉及把植入前基因診斷與組織分型結合使用的治療逐一徵求事先批准，並須遵照《實務守則》附錄「植入前基因診斷倫理指引」中訂明的原則。

<i>Treatment services</i> 治療服務	<i>Existing licensed treatment services</i> 現已領牌的治療服務	<i>Treatment services to be included in renewal licence (including existing licensed treatment services)</i> 現擬納入續期牌照的治療服務(包括現已領牌的治療服務)
Sperm sorting technique ² 精子分類技術 ²		
Sperm washing 精子洗滌		
In vitro maturation of oocytes 卵母細胞體外成熟		
Storage of semen/ sperm (donor/ patient*) 儲存精液/精子(捐贈人/病人*)		
Storage of oocyte (donor/ patient*) 儲存卵母細胞(捐贈人/病人*)		
Storage of embryo (donor/ patient*) 儲存胚胎(捐贈人/病人*)		
Storage of testicular tissue ³ 儲存睪丸組織 ³		
Storage of ovarian tissue ³ 儲存卵巢組織 ³		
Embryo donation 胚胎捐贈		
Oocyte donation 卵母細胞捐贈		
Assisted hatching 輔助孵化		
Embryo micromanipulation (other than assisted hatching) 顯微操控胚胎技術(輔助孵化除外)		
Sex selection 性別選擇		
Surrogacy arrangement 代母安排		
Other micromanipulation (please specify) 其他顯微操控技術(請註明)		

* Please delete as appropriate. 請刪去不適用者。

² Sperm sorting technique means a technique intended to separate sperm carrying a Y chromosome (which would create a male embryo) from sperm carrying X chromosome (which would create a female embryo).

² 精子分類技術指：「擬將帶有 Y 染色體(將會製造男性胚胎)的精子及帶有 X 染色體(將會製造女性胚胎)的精子分隔的技術。」

³ Storage of testicular and ovarian tissue will require a licence only if gametes are present in the tissue. The Council works according to the following definition of gametes: "Gametes refer to reproductive cells, sperm and egg, which fuse to form a zygote. Each human gamete contains a basic set of 23 chromosomes - a haploid set; on fusion of egg and sperm a full (diploid) set of 46 chromosomes results. All other (somatic) cells in the body contain 46 chromosomes in their nuclei".

³ 儲存含有配子的睪丸和卵巢組織必須領牌。管理局行事時所依據的配子定義為：「配子指生殖細胞，即男性的精子和女性的卵子；精子及卵子融合後便形成合子。每個人類配子包含內有 23 個染色體的基本組合(單倍體的組合)。卵子與精子融合時，便成為內有 46 個染色體的完整組合(雙倍體組合)。其他所有軀體細胞的細胞核，均含有 46 個染色體。」

<i>Treatment services</i> 治療服務	<i>Existing licensed treatment services</i> 現已領牌的治療服務	<i>Treatment services to be included in renewal licence (including existing licensed treatment services)</i> 現擬納入續期牌照的治療服務(包括現已領牌的治療服務)
Others (please specify) 其他(請註明)		

Please continue on a separate sheet if required. 如有需要，請另頁續寫。

- 6.3 Will the facilities/ services of the centre be used by other centres, clinics or practitioners for carrying out treatment procedures or other supporting services? (Please tick the appropriate box)
 中心的設施/服務會否供其他中心、診所或醫生使用以進行治療程序或提供其他支援服務？(請在適當方格加上✓號)

Yes 會 No 不會

If the answer is **yes**, please provide the details of the facilities/ services and of the centres/ clinics/ practitioners who will be using them:

如會，請就該等設施/服務及將會使用該等設施/服務的相關中心/診所/醫生提供有關詳情：

Details of facilities/ services to be used:

擬使用的設施/服務詳情：

Name of centre/ clinic/ practitioner using the facilities/ services:

使用該等設施/服務的中心/診所/醫生的名稱或姓名：

Address 地址：

Tel No. 電話號碼：

Fax No. 傳真號碼：

E-mail address (if applicable) :

電郵地址(如適用)：

Website address (if applicable) :

網址(如適用)：

Contact person 聯絡人：

Please continue on a separate sheet if required. 如有需要，請另頁續寫。

- 7.3 Please provide the details of the centre's complaint officer.
請提供中心內投訴主任的資料。

Name 姓名	Profession/Position 專業/ 職位	Qualification/Experience 資格/ 經驗
.....

8. Supporting Documentation 證明文件

- 8.1 In order to process this application it is essential that the Council is provided with a full set of the appropriate supporting documentation. This should include all agreements signed with the related centres, clinics or practitioners listed in paragraph 6.3. Documents to be included as part of this application are listed below. Each set of documents should be labeled as an Appendix (using the appropriate designation as indicated below).

請提交所有證明文件以便管理局處理本申請。文件應包括與第 6.3 段所列相關中心、診所或醫生所簽訂的全部協議書。下文臚列須附於申請書的各類文件。請為每套文件標明附錄編號(按照下文所示的適當編號)。

- 8.2 CVs for each of the staff listed in paragraph 7.1 (marked collectively as Appendix A). They may include:

第 7.1 段所列每位職員的履歷表(一律標明為附錄 A)，當中可包括:

- | | | |
|--------------------------------------|--|--------------------------------------|
| (a) Proposed Licensee
準持牌人 | (b) Proposed Person(s) Responsible
準負責人 | (c) Accredited Specialist(s)
認可專家 |
| (d) Embryologist in charge
主任胚胎學家 | (e) Nurse Co-ordinator(s)
護士統籌主任 | (f) Counsellor in charge
主任輔導員 |

No CVs other than those mentioned above should be submitted. All CVs should be submitted using the Council's standard form supplied.

並非上述職員的履歷表無須提交。全部履歷表須採用管理局所提供的標準表格。

Please provide a photocopy of the HKID Card/ Passport of the proposed licensee (applicable to application by individual) and the proposed person(s) responsible.

請提供準持牌人(適用於以個人名義提出的申請)及準負責人的香港身分證/護照影印本。

- 8.3 One copy of all information leaflets/booklets, price list, newsletters, etc. (marked collectively as Appendix B). If booklets are published, please submit 5 copies.

資料單張/小冊子、收費表及通訊等整套資料一份(一律標明為附錄 B)。如有印刷小冊子，請提交五份。

- 8.4 One complete set of all consent forms used by the centre (marked collectively as Appendix C).

中心所用全部同意書的整套資料一份(一律標明為附錄 C)。

- 8.5 One complete set of all treatment record forms used by the centre, including questionnaires (marked collectively as Appendix D).

中心所用全部治療記錄表格的整套資料一份，包括問卷(一律標明為附錄 D)。

- 8.6 One complete set of all standard operating procedures and protocols used by the centre, including procedures and protocols appertaining to assessment of patients/donors, assessment of the welfare of the child, handling of complaints, and counselling, as well as clinical and laboratory procedures (marked collectively as Appendix E).
中心所用標準運作程序和方案的整套文件一份，包括與病人/捐贈人評估、兒童福利評估、投訴處理及輔導有關的程序和方案，以及臨牀和化驗程序(一律標明為附錄 E)。
- 8.7 One copy of all agreements signed with related centres, clinics or practitioners listed in paragraph 6.3 (marked collectively as Appendix F).
中心與第 6.3 段所列相關中心、診所或醫生所簽訂全部協議書的整套文件一份(一律標明為附錄 F)。
- 8.8 One copy of contingency plan to be adopted by the centre (marked as Appendix G).
中心所用應變計劃的複本一份(標明為附錄 G)。

9. Special Conditions 特別條件

- 9.1 Details of the action taken to address any special conditions specified by the Council, applicable to the current licence, should be given below.
中心因應管理局所指明並適用於現行牌照的任何特別條件而採取的行動，請在下面詳加說明。

Please continue on a separate sheet if required. 如有需要，請另頁續寫。

10. Additional Information 其他資料

- 10.1 Is there any other information regarding your centre which you wish to bring to the attention of the Council, which is pertinent to this application, and which has not yet been addressed in this form? If so, please give details below.
是否還有其他與中心和本申請有關但未在申請書內提及而又希望管理局知悉的資料？如有，請在下面詳加說明。

10.2 Please outline below any plans for the coming year which you wish to bring to the attention of the Council.

如有任何希望管理局知悉的來年計劃，請在此處概述。

Please continue on a separate sheet if required. 如有需要，請另頁續寫。

11. Declarations 聲明

11.1 Persons signing this application form should note that section 27 of the Human Reproductive Technology Ordinance (Cap. 561) provides that the Council may revoke a licence if it is satisfied that any information given in the application for the grant of the licence was in any material respect false or misleading. They should also note that under section 39(2) of the Ordinance, the provision of false or misleading information knowingly or recklessly for the purposes of the grant of a licence is a criminal offence.

簽署本申請書的人士請注意，《人類生殖科技條例》(第 561 章) 第 27 條訂明，管理局如信納在要求發給該牌照的申請中提供的資料在要項上屬虛假或具誤導性，則可撤銷牌照。簽署人另須注意，根據該條例第 39(2)條，任何人為牌照的發給的目的，明知或罔顧後果地提供在要項上屬虛假或具誤導性的任何資料，即屬犯罪。

11.2 Where a change in any information provided in relation to an application for a licence occurs before the determination of the application, the applicant shall give notice of the change to the Council within 28 days after its occurrence unless the application has been withdrawn.

除申請已被撤回的情況外，如有關牌照申請所提供的資料在管理局作出決定前有任何變更，申請人必須在有關變更的 28 天內向管理局呈報。

Applicant 申請人

11.3 The information provided in this form and its appendices is to the best of my knowledge, information and belief true and accurate. I agree to act as the licensee.

盡本人所知、所得資料及所信，本申請書及其附錄所提供的資料真確無誤。本人同意擔任持牌人。

Signature 簽署 _____ Name 姓名 _____ Date 日期 _____

Proposed Person Responsible 準負責人

11.4 The information provided in this form and its appendices is to the best of my knowledge, information and belief true and accurate. I agree to act as the person responsible.
盡本人所知、所得資料及所信，本申請書及其附錄所提供的資料真確無誤。本人同意擔任負責人。

Signature 簽署_____ Name 姓名_____ Date 日期_____

Accredited Specialist 認可專家

11.5 The information provided in this form and its appendices is to the best of my knowledge, information and belief true and accurate. I agree to act as the accredited specialist.
盡本人所知、所得資料及所信，本申請書及其附錄所提供的資料真確無誤。本人同意擔任認可專家。

Signature 簽署_____ Name 姓名_____ Date 日期_____

- END 完 -

Guidance Notes on Completing Treatment Licence Application Form
治療牌照申請書填寫須知
(Renewal Application)
(續期申請)

Section 3

第 3 部分：

The applicant is the person who will hold the licence. The applicant shall secure that the person responsible under the licence discharges his duties.

申請人即將會持有牌照的人士。申請人須確保牌照負責人履行有關責任。

Section 4

第 4 部分：

The proposed person responsible is the person under whose supervision the activities authorized by a licence will be carried out. The person should have the following qualifications:

- (a) a registered medical practitioner;
- (b) a registered nurse within the meaning of the Nurses Registration Ordinance (Cap. 164);
- (c) a medical laboratory technologist registered under the Medical Laboratory Technologists (Registration and Disciplinary Procedure) Regulations (Cap. 359 sub. leg. A);
- (d) a bachelor degree or above in a field of science that is considered by the Council as relevant to human reproductive technology; or
- (e) other qualification in the medical, nursing, scientific or management field that is considered by the Council as acceptable for the purposes of supervising the relevant activity specified in the application.

The person responsible will have certain statutory duties as set out in section 24 of the Human Reproductive Technology Ordinance (Cap. 561). Further details are given in the Code.

準負責人即須在其監管下進行牌照所授權活動的人士。該人須具備下列資格：

- (a) 註冊醫生；
- (b) 《護士註冊條例》(第164章)所指的註冊護士；
- (c) 根據《醫務化驗師(註冊及紀律處分程序)規例》(第359章，附屬法例A)註冊的醫務化驗師；
- (d) 管理局認為攸關人類生殖科技的科學範疇的學士學位或學士以上程度學位；或
- (e) 管理局認為為監管該申請書所指明的有關活動的目的屬可予接受的醫學、護理學、科學或管理學範疇的其他資格。

負責人須承擔《人類生殖科技條例》(第 561 章) 第 24 條所訂明的相關法定責任。其他詳情載於《實務守則》。

Section 5

第 5 部分：

The accredited specialist is the medical practitioner who holds the overall clinical responsibility. 認可專家即承擔整體臨牀責任的醫生。

Section 6

第 6 部分：

This section contains a list of relevant activities governed by the Human Reproductive Technology Ordinance (Cap. 561). Centre must indicate those licensed reproductive technology services for which it wishes to renew plus those it wishes to include in the new licence.

此部分載列《人類生殖科技條例》(第 561 章) 所規管的相關活動。中心必須列明擬續牌提供及擬納入新牌照的生殖科技服務。

Section 7

第 7 部分：

All staff who will be directly involved in the treatment of patients or who have access to patient records should be listed here along with the position each holds in the centre.

此部分須列明中心內直接參與治療病人或會接觸病人記錄的全部職員及其職位。

Section 11

第11部分：

When signing the declarations section, the following should be noted:

- (a) If the proposed person responsible is also the accredited specialist, he or she should sign both sections;
- (b) If the proposed person responsible is also the applicant, he or she should sign both sections.

在簽署聲明時，請注意下列各項：

- (a) 準負責人如同時亦是認可專家，則應簽署聲明中兩個相關部分；
- (b) 準負責人如同時亦是申請人，則應簽署聲明中兩個相關部分。

COUNCIL ON HUMAN REPRODUCTIVE TECHNOLOGY
人類生殖科技管理局

COLLECTION OF PERSONAL DATA FOR LICENCE APPLICATION
收集個人資料以處理牌照申請

Statement of Purposes 目的聲明

1. Purposes of Collection 收集資料的目的

Personal data are provided by applicants to the Council on Human Reproductive Technology for a licence to carry on a relevant activity, as the term is defined under section 2(1) of the Human Reproductive Technology Ordinance (Cap. 561). The personal data provided will be used for the following purposes:

申請人向人類生殖科技管理局申請牌照以進行有關活動(按照《人類生殖科技條例》(第 561 章)第 2(1)條的定義)時會提供個人資料，此資料將作下述用途-

- (a) to facilitate the Council on Human Reproductive Technology in carrying out activities relating to the processing of your application via this form;
為利便人類生殖科技管理局為處理你透過本申請書提出的申請所進行的活動；
- (b) to facilitate communication or follow up action in relation to the purposes stated in (a) above;
為上述(a)段所指的目的利便相互溝通和所需的跟進行動；
- (c) for statistical and other legitimate purposes;
統計及其他法定用途；
- (d) administration and enforcement of relevant legislation and regulations; and
有關法例及附屬法例的執行和執法；及
- (e) to handle complaints against licence applicant, licensee and person responsible under a licence.
處理對牌照申請人、持牌人或牌照負責人的申訴。

The provision of personal data asked for in the relevant application form is obligatory by virtue of section 22 of the Human Reproductive Technology Ordinance.

根據《人類生殖科技條例》第 22 條，申請人必須按照有關申請書的要求提供個人資料。

2. Classes of Transferees 獲轉授資料者的類別

The personal data which you have provided is mainly for use within the Council on Human Reproductive Technology but they may also be disclosed to government bureaux, departments and any other agencies or organizations for the purposes mentioned in paragraph 1 above. Apart from that, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance (Cap. 486).

申請人所提供的個人資料，主要供人類生殖科技管理局內部使用，但亦可能向政府政策局、部門及任何其他機構或組織披露以作上文第 1 段所提及的用途。此外，有關資料只會披露給申請人已同意向其披露的相關各方，或用作《個人資料(私隱)條例》(第 486 章)所核准的資料披露。

3. Access to Personal Data 查閱個人資料

You have a right to access and make correction with respect to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

根據《個人資料(私隱)條例》第 18 和 22 條及附表 1 的第 6 原則，申請人有權查閱和更正個人資料。申請人的查閱權力包括索取其在上文第 1 段所述情況下提供的個人資料的副本。查閱資料或須收費。

4. Enquiries 查詢

Enquiries concerning the personal data provided, including requests for access and the making of corrections, should be addressed to:

如對所提供的個人資料有任何查詢(包括要求查閱和更改資料)，請按下列聯絡方法提出-

Council on Human Reproductive Technology
Room 58, 17/F, Wu Chung House
213 Queen's Road East
Wanchai
Hong Kong
Tel. No. : 2961 8955
Fax No. : 2527 9849
E-mail : hrtc@dh.gov.hk
香港灣仔
皇后大道東 213 號
胡忠大廈 17 樓 58 室
人類生殖科技管理局
電話號碼：2961 8955
傳真號碼：2527 9849
電郵地址：hrtc@dh.gov.hk