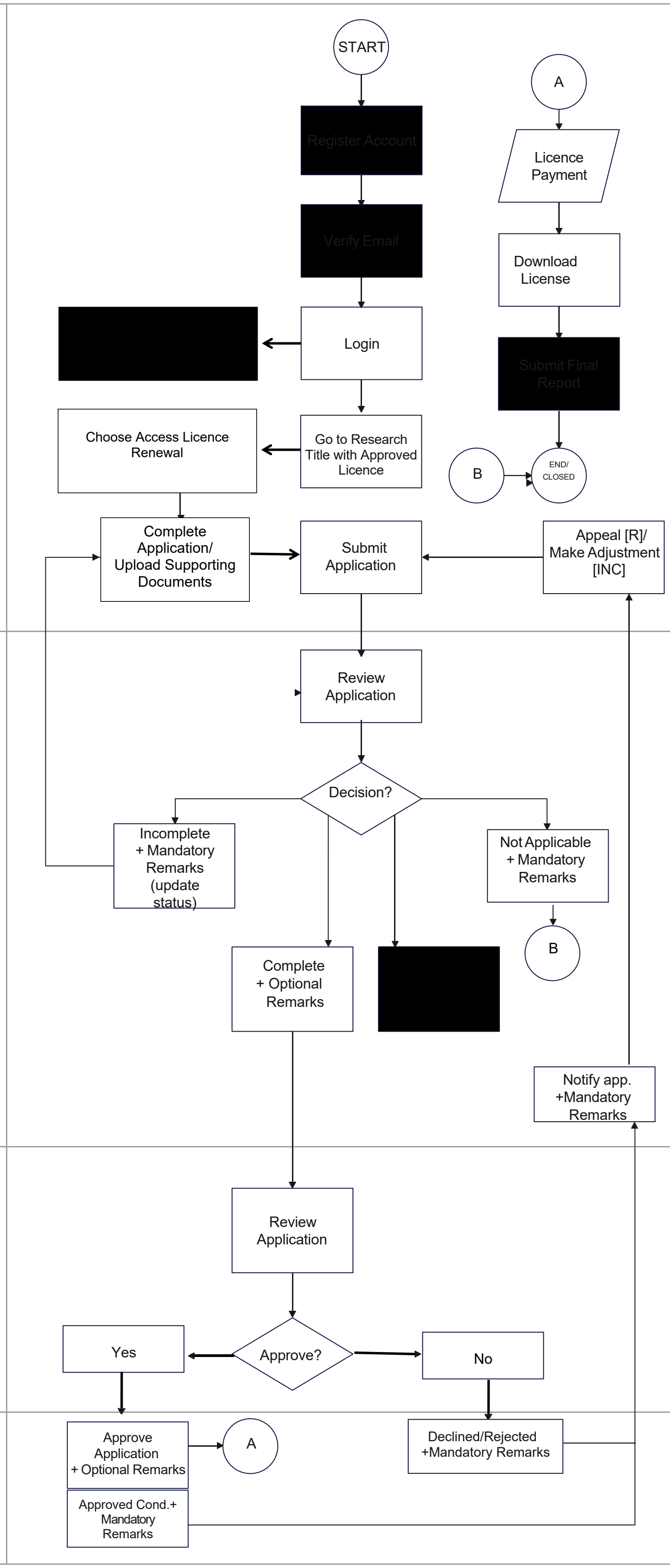
License Application Process Flow (Access Licence Renewal Application)

Applicant



Applicant to choose application category complete application form and submit. [Secretariat receives notification once submitted].

Once the application is returned to the Applicant, Applicant to upload supporting documents/make adjustments to their application and submit it again. [Secretariat receives notification].

Once the application is approved by the Director, Applicant can download new (amended) licence [Secretariat receives notification].

After application is approved, download license button will be enabled for Applicant to download it.

Please refer to Access Licence Renewal application form for questions with editable mode.

Secretariat (SaBC)

Secretariat reviews application (administration) [Applicant+LC receives notification].

If Incomplete, remarks and notes are mandatory to be filled.The process will be returned to Applicant to complete/upload supporting documents. [Applicant+LC receives notification].

If Complete, remarks and notes are optional to be filled.The process will proceed to Approving Committee. [Applicant+LC and Approving Committee receive notification]

If Not Applicable, remarks and notes are mandatory to be filled. This decision will automatically closed the application. [Applicant+LC receives notification]

After the recommendation to approve / approve with conditional of Approving Committee,Secretariat will conduct evaluation and internal meeting (secretariat+evaluation committee+Director). Then, Director to make decision/adopt evaluation committee's recommendation.

Secretariat (SaBC)

Secretariat reviews application (technical) and to recommend decision.

- If recommendation to approve, remarks and notes are optional to be filled. The process will proceed to Director for full approval. [Director receive notification]

- If recommendation to approve with conditional, remarks and notes are mandatory to be filled. The process will proceed to Director. [Director receive notification]

- If Declined/Rejected, remarks and notes are mandatory to be filled. The process will proceed to Director. [Director receive notification]

Director

Director approves application / adopt decision with remarks and notes (optional). The process will proceed to the Applicant. [Applicant+LC & Secretariat receive notification]