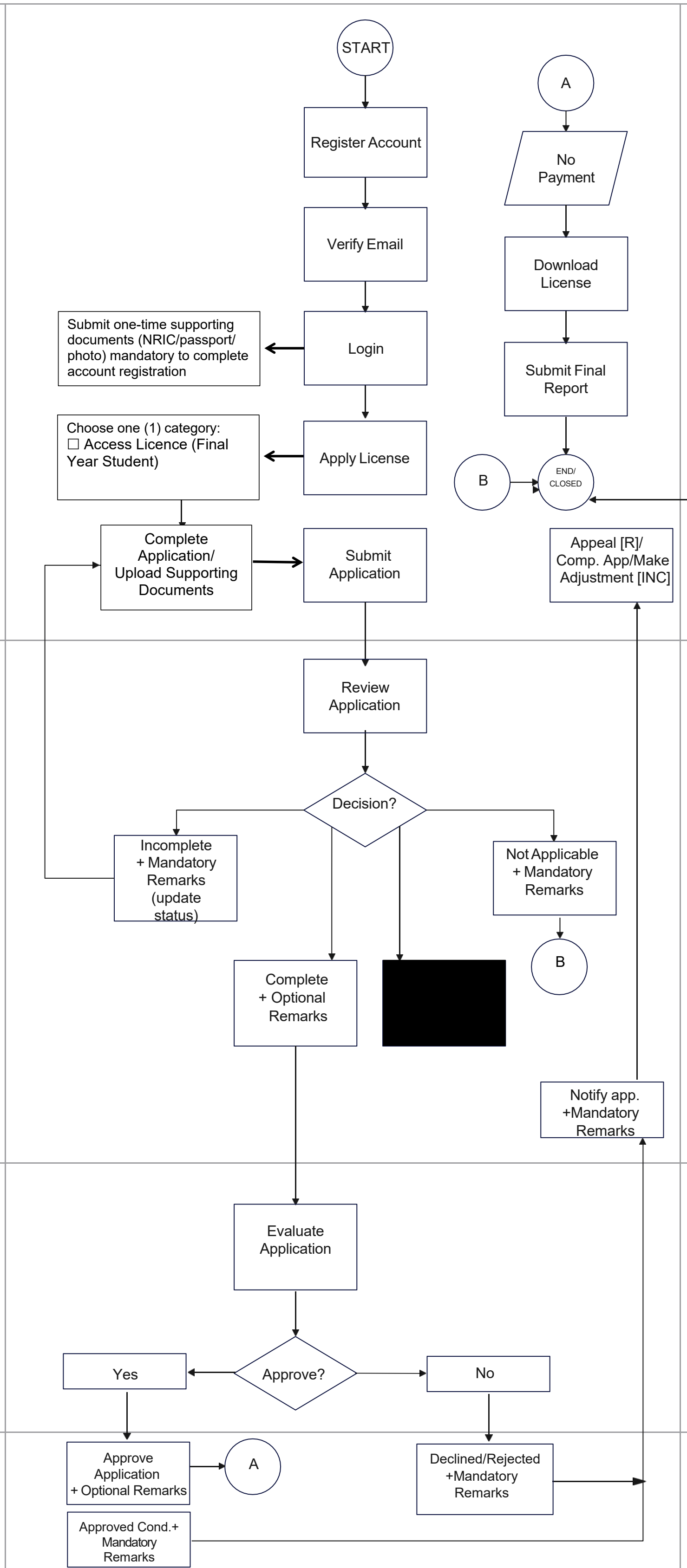
License Application Process Flow (Access Licence (Final Year Students)

Applicant



Applicant registers an account, receives welcome email to verify their email address. To complete account registration must upload NRIC/Passport and passport size photo.

Applicant to choose licence application category complete license 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].

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

After research is completed, Applicant to submit final report in order to close/exit the application. END.

Export Licence application button to appear after licence is approved.

Renewal application button to appear, 3 months prior to licence expiry.

Add member, add locations & add biological resources button to appear after 3 months licence is approved. Enabled 3 months prior to licence expiry.

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 Secretariat,Secretariat will conduct evaluation. Then, Director to make decision/adopt evaluation committee's recommendation.

Secretariat (SaBC)

Secretariat evaluate application (technical) and to recommend decision.

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

- If recommendation to approve with conditional, remarks and notes are mandatoryl 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 for notification of access licence application approval an d download licence. [Applicant+LC & Secretariat receive notification]

*Once the Director approves the application / adopts a decision, Renewal, Export, and Submit Final Report will be enabled.