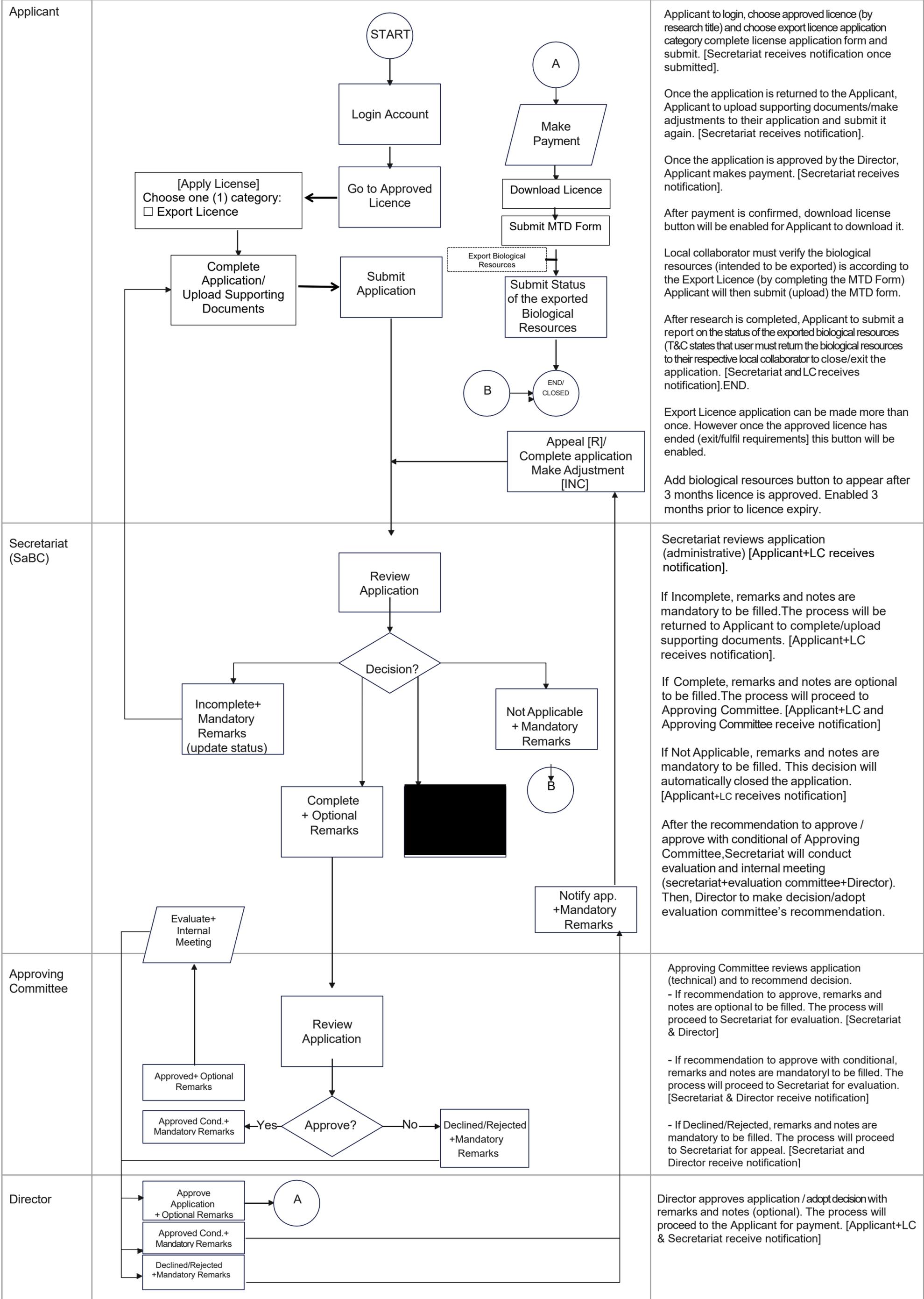


License Application (Export Licence) Process Flow



Applicant to login, choose approved licence (by research title) and choose export 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].

Once the application is approved by the Director, Applicant makes payment. [Secretariat receives notification].

After payment is confirmed, download license button will be enabled for Applicant to download it.

Local collaborator must verify the biological resources (intended to be exported) is according to the Export Licence (by completing the MTD Form) Applicant will then submit (upload) the MTD form.

After research is completed, Applicant to submit a report on the status of the exported biological resources (T&C states that user must return the biological resources to their respective local collaborator to close/exit the application. [Secretariat and LC receives notification].END.

Export Licence application can be made more than once. However once the approved licence has ended (exit/fulfil requirements) this button will be enabled.

Add biological resources button to appear after 3 months licence is approved. Enabled 3 months prior to licence expiry.

Secretariat reviews application (administrative) [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.

Approving Committee reviews application (technical) and to recommend decision.
- If recommendation to approve, remarks and notes are optional to be filled. The process will proceed to Secretariat for evaluation. [Secretariat & Director]

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

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

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