License Application Process Flow (Access Licence Add new members, locations, and biological resources)

Applicant

START

Register Account

Verify Email

Login

Go to Apply add new members/locations/ biological resources

Choose category can be more than 1:
☐ Add new member
☐ Add new locations
☐ Add biological resources

Complete Application/ Upload Supporting Documents

Submit Application

Appeal [R]/ Make Adjustment [INC]

A

No Payment

Download New License

Submit Final Report

B → END/ CLOSED

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.

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)

Review Application

Decision?

Incomplete + Mandatory Remarks (update status)

Complete + Optional Remarks

Not Applicable + Mandatory Remarks

B

Notify app. +Mandatory Remarks

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)

Review Application

Approve?

Yes

No

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

Approve Application + Optional Remarks

Approved Cond.+ Mandatory Remarks

A

Declined/Rejected +Mandatory Remarks

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