License Application Process Flow (Access Licence (non-commercial/academic)

Applicant

START

Register Account

Verify Email

Login

Submit one-time supporting documents (NRIC/passport/photo) mandatory to complete account registration

Choose one (1) category:
- ☐ Access Licence (Final Year Student)
- ☐ Access Licence (non-commercial/academic)
- ☐ Access Licence (non-commercial scientific expedition)
- ☐ Access Licence (commercial/potential commercial)

Apply License

Complete Application/ Upload Supporting Documents

Submit Application

Appeal [R]/ Make Adjustment [INC]

A

Make Payment

Download License

Submit Final Report

B → END/ CLOSED

Notes (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].

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.

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)

Review Application

Decision?

- Incomplete + Mandatory Remarks (update status)
- Complete + Optional Remarks
- (black box)
- Not Applicable + Mandatory Remarks → B

Evaluate+ Internal Meeting

Notify app. +Mandatory Remarks

Notes (Secretariat):

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.

Approving Committee

Review Application

Approve?
- Yes → Approved+ Optional Remarks / Approved Cond.+ Mandatory Remarks
- No → Declined/Rejected +Mandatory Remarks

Notes (Approving Committee):

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 mandatoryl 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

- Approve Application + Optional Remarks → A
- Approved Cond.+ Mandatory Remarks
- Declined/Rejected +Mandatory Remarks

Notes (Director):

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

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