



Australian Government

Department of Health and Aged Care

Office of Drug Control

Guidance for completing an application for permission to import substances under Regulation 5G and 5H of the Customs (Prohibited Imports) Regulations 1956

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Version control

Updates to this document will occur automatically on the Office of Drug Control website and the revision table below will list the amendments as they are approved.

| Date | Version | Amendments | Approved by |
|-----------------|---------|-------------------------|-------------|
| 8 December 2016 | 1.0 | Original publication | ODC |
| 26 July 2017 | 1.1 | Updated contact details | ODC |
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Introduction

The importation of substances controlled under Regulation 5G and 5H of the [Customs \(Prohibited Imports\) Regulations 1956](#) is prohibited unless the importer holds a permit issued by the Narcotics Control Section (NCS). A permit is required for each consignment that is imported.

NCS has prepared a [list of drug substances](#) controlled under Regulation 5G and 5H of the Customs (Prohibited Imports) Regulations 1956 on the ODC website. The list is intended to assist importers in identifying drug substances that are prohibited imports and subject to permitting requirements.

Permits are not granted to individuals for the purpose of obtaining medications for personal use. If you are an individual wanting to access medications that are prohibited imports you should consult your doctor and refer to the [Special Access Scheme](#) on the TGA website.

To apply for a permit to import anabolic/androgenic substances the application form titled '[Application for permission to import substances under Regulation 5G and 5H of the Customs \(Prohibited Imports\) Regulations 1956](#)' must be submitted to NCS. The guidance provided here will assist you in completing and submitting the application form.

Completing the form

The table below will assist you in identifying the required information for completing the permit application form.

| Part of application form | Explanation of required information |
|--|--|
| Check box for 'Raw Material' or 'Finished Goods' | |
| Check one box to indicate whether the controlled substance you are proposing to import is a raw material (for example a bulk substance for further manufacturing) or a finished good (for example a pharmaceutical preparation). | |
| 1. Importer information | |
| Importer's name | State your full name. |
| Company name | State your company's name. |
| Company address | State the physical address to be displayed on the import permit. |
| Postal address | State the postal address to which you would like the import permit sent. Permits will be sent by standard mail unless a self-addressed, express post envelope accompanies the application. |

| Part of application form | Explanation of required information |
|--|---|
| Importer State/Territory Licence Number | Anabolic/androgenic and hormone substances are controlled under state/territory drugs and poisons legislation. When applying to import these substances you must demonstrate that you have the appropriate authorisation to possess and/or supply them. List the licence number of your licence issued under relevant state/territory drugs and poisons regulations. |
| 2. Exporter Information | |
| Overseas exporter's full name | State the full name of the overseas exporter. |
| Overseas exporter's address | State the physical address of the overseas exporter to be displayed on the import permit. |
| 3. Substance Details | |
| Substance name | Provide the name of the drug (e.g. testosterone propionate) |
| Trade name | Trade name |
| Concentration/Strength | <p>Indicate the concentration/strength of the controlled substance, e.g.</p> <ul style="list-style-type: none"> • Raw Material: for assayable substances include the assay amount i.e. 98% • Finished goods: show the amount of controlled substance in the preparation, for example mg/mL for liquids or mg per tablet for tablet products. The concentration should be in metric units. |
| Form of substance | Indicate the form of the finished goods, for example tablets, capsules, vials, ampoules etc. |
| Pack type and size | <p>Provide details on the pack type and the size</p> <ul style="list-style-type: none"> • Raw material: for example, 25 kg drum • Finished goods: for example; 24 tablet blister pack; 100 mL bottle; box of 100 tablets; box of 6 x 2mL ampoules. |
| Total number of packs in shipment | Specify the total number of packs (as defined above) that make up the proposed shipment. For example 25 packs of 24 tablets; 100 bottles of 100 mL; 1000 boxes of 100 tablets, 250 boxes of ampoules. |

| Part of application form | Explanation of required information |
|---|---|
| EUD for raw materials | <p>For raw materials you should attach an End User Declaration (EUD) from yourself as the importer and from customers who you intend to supply the consignment to.</p> <p>Importer EUD</p> <p>The EUD from the importer must describe what the substance will be used for, including supply to nominated customers where relevant.</p> <p>Customer EUD</p> <p>Where you have nominated that you will supply imported materials to specific customers you should also attach signed EUD's from those customers. All customer EUD's must be signed by the proposed customer, state what the goods will be used for</p> |
| ARTG / APVMA / Laboratory Use / SAS Sponsor / CTN | <p>The ARTG No. (Australian Register of Therapeutic Goods) refers to the number allocated to all TGA-approved therapeutic goods. The ARTG number must be provided for all imported finished goods that have a therapeutic claim. This is not applicable to raw materials or non-therapeutic goods.</p> <p>The APVMA Product No. (Australian Pesticides and Veterinary Medicines Authority) applies to all approved pesticides and veterinary products. If the APVMA number is not available a copy of the APVMA permission or permit must be provided. This is not applicable to raw materials.</p> <p>Laboratory Use – Material that will be used for laboratory or research purposes only.</p> <p>SAS Sponsor - A commercial quantity of an unregistered therapeutic good that is to be used in accordance with the Special Access Scheme – Sponsors Exemption.</p> <p>The CTN refers to the clinical trial notification or CTX (clinical trial exemption).</p> |

4. Declaration and Consent

Make sure you read and understand the declaration and consent. Sign the application form. Complete the contact details of the person signing the form.

Submitting an application

You can submit your application in the following ways:

| | |
|--------------|--|
| Mail | Narcotics Control Section Office of Drug Control GPO Box 9848 Canberra ACT 2601 |
| Email | NCS@health.gov.au |

NCS endeavours to process applications for permits within 20 business days from the date of receipt of a correctly completed application and requisite supporting documentation. While a very high proportion of applications are processed within 10 days, there will be times where high demand for permits may result in slightly longer processing times. Application forms that contain incomplete or incorrect information will be returned to you for amendment, resulting in delays in processing.

It is the responsibility of the importer to ensure that the triplicate copy of the permit is completed at the time of importation and the hardcopy returned to NCS.

It is responsibility of the importer to return the endorsed triplicate copy to NCS no later than **14 days** after the importation has occurred.

Unused or **expired** permits must be returned within **14 Days**.