



Australian Government  
Department of Health, Disability and Ageing  
Office of Drug Control

ODC use only

This form, when completed, will be classified as 'For official use only'.

For guidance on how your information will be treated by the Office of Drug Control (ODC) see: Treatment of information provided to the ODC at <https://www.odc.gov.au/about-us/odc-transformation/portal-help/portal-privacy>

## ODC Organisation or Individual details

This form must be completed by, or on behalf of, each organisation or by an individual applying in a personal capacity for access to the ODC Business Services within the Health Business Services Portal for the purposes of conducting business regarding the cultivation, production and manufacture of controlled substances to comply with Australia's obligations under International Drug Conventions and the *Narcotic Drugs Act 1967*.

This form is for initial registration only. If you require access to an existing organisation or individual account, please contact your Administrator to arrange an invitation.

**Note:** Organisations involved in the cultivation, production, and manufacture of controlled substances must be located in Australia.

## How to submit

Once all mandatory fields in this form have been completed indicated with a '\*', please email a copy to [ODC.OrgDetails@health.gov.au](mailto:ODC.OrgDetails@health.gov.au), with the necessary documents attached.

**For organisations only, when submitting this form, you must also include:**

- A certificate of registration for your business
- A letter to show you are authorised to act on behalf of the organisation



## Section 1. Organisation details

\*Organisation name:  
*If you are registering as an individual, please insert your full name.*

\*ABN / ACN / ARBN  
*If you are registering as an individual, leave this field blank.*

\*Contact email

\* Contact telephone (including area code)

### \*Address details:

\*Street address

\*Suburb

<input type="text"/>	*State:	<input type="text"/>	*Postcode:	<input type="text"/>
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\*Postal address

\*Suburb

<input type="text"/>	*State:	<input type="text"/>	*Postcode:	<input type="text"/>
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## Section 2. Nominate Administrators

Organisations must nominate at least one representative to act as an Administrator, with the option to appoint a second. It is the organisation's responsibility to ensure these accounts are maintained by current employees at all times.

If you are registering as an individual, you will be added to the ODC Business Services as an authorised representative with Administrator access for this account. Individuals have the option to nominate one additional representative to act as Administrator.

For more information about the Administrator role, see: <https://www.odc.gov.au/about-us/odc-service-help>

### **\*Administrator 1 account details**

*Full name	<input type="text"/>
*Email	<input type="text"/>
*Telephone	<input type="text"/>
*Job title	<input type="text"/>

### **Administrator 2 account details**

Full name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Job title	<input type="text"/>



### Section 3. Declaration



The following declaration must be signed.

The signatory will also be added to the ODC Business Services as an authorised representative with submitter access.

**Note:** providing information that is false or misleading to a Commonwealth entity or in connection with a Commonwealth law is a serious offence subject to criminal penalties under the *Criminal Code Act 1995*.

- I have read and understood the [Terms of Use](#) (mandatory)
- I am aware of the responsibilities of an Administrator (mandatory)
- To the best of my knowledge, all the information provided in this form is true and correct (mandatory)
- I am authorised to create and nominate Administrators on behalf of the organisation (mandatory for organisations)

\*Full name

\*Email

\*Telephone

\*Signature

\*Date:

Email the completed and signed form with attachments to:  
[ODC.OrgDetails@health.gov.au](mailto:ODC.OrgDetails@health.gov.au)

