Guidance for completing import/export licence applications for narcotic, psychotropic and precursor substances

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Introduction

The importation or exportation of narcotic, psychotropic and precursor substances subject to regulation 5 of the Customs (Prohibited Imports) Regulations 1956 and regulation 10 of the Customs (Prohibited Exports) Regulations 1958 is prohibited unless the importer or exporter holds a licence and permit issued by the Drug Control Section (DCS).

The substances subject to these import controls are listed in schedule 4 of the Customs (Prohibited Imports) Regulations 1956 and schedule 8 of the Customs (Prohibited Exports) Regulations 1958. DCS has also prepared a list of controlled substances, which is available on the Office of Drug Control website to assist in identifying drug substances that are prohibited imports or exports and subject to licensing/permitting requirements.

Licences 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.

To apply for a licence to import or export controlled substances the application form titled ‘Application for a licence to import and/or export narcotic, psychotropic and precursor substances’ must be submitted to DCS. The guidance provided here will assist you in completing and submitting the application form.

A licence in itself does not authorise the importation or exportation of substances subject to regulation 5 of the Customs (Prohibited Imports) Regulations 1956 and regulation 10 of the Customs (Prohibited Exports) Regulations 1958. A permit to import/export each specific consignment of goods is also required. Information on applying for permits is available on the Office of Drug Control website.

Completing the form

The table below will assist you in identifying the required information for completing the licence application form. Please complete ALL fields, indicating ‘nil’ if required.

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Explanation of required information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application type</td>
<td></td>
</tr>
<tr>
<td>Specify the calendar YEAR of the proposed import/export activity</td>
<td>Licences are valid for up to <strong>12 months</strong> and expire on <strong>31 December</strong>. You must specify the calendar year of the proposed import/export activities for which this application applies. If no date is specified, the licence will expire on 31 December of the year the application was made.</td>
</tr>
<tr>
<td>Licence to Import</td>
<td>Check the boxes to indicate whether the application is for a new or renewal of an import licence.</td>
</tr>
<tr>
<td>Licence to Export</td>
<td>Check the boxes to indicate whether the application is for a new or renewal of an import licence.</td>
</tr>
</tbody>
</table>
## 2. Applicant details – Primary Licence Holder

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Explanation of required information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s name</td>
<td>State the name of the person making the application.</td>
</tr>
<tr>
<td>Position held in company</td>
<td>Describe the position held by the applicant in the company/business you work for.</td>
</tr>
<tr>
<td>Mobile number, direct phone number, contact email</td>
<td>Provide full contact details of the applicant.</td>
</tr>
</tbody>
</table>

## 3. Corporate information

<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Explanation of required information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of company/organisation</td>
<td>Provide the full name of the company/business name that will be the licence holder.</td>
</tr>
<tr>
<td>ABN/ACN</td>
<td>State the Australian Business or Company Number</td>
</tr>
<tr>
<td>Primary email address</td>
<td>Provide the email address for all critical correspondence from DCS – ideally a mailbox that can be accessed by all authorised contacts.</td>
</tr>
<tr>
<td>Company identification No</td>
<td>RENEWAL APPLICATIONS ONLY - Provide the company identification number issued by DCS. This number can be found on your current licence.</td>
</tr>
<tr>
<td>Current licence No/s</td>
<td>RENEWAL APPLICATIONS ONLY - Provide your current licence number(s) issued by DCS. There will be a different licence number for your import licence and export licence. This number can be found on your current licence.</td>
</tr>
<tr>
<td>Street address</td>
<td>This should be the physical address of the establishment that the licence holder is employed by.</td>
</tr>
<tr>
<td>Postal address</td>
<td>The address to which correspondence in relation to this licence should be sent.</td>
</tr>
</tbody>
</table>

## 4. Australian shipping agents or customs agents

State the name, address and the service provided by those companies acting as customs or shipping agents. Under ‘service provided’ you should state whether the agent prepares paperwork, collects goods from the Australian Border Force or does both.
### Part of application form

<table>
<thead>
<tr>
<th>Explanation of required information</th>
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</table>

### 5. State/territory licence(s) held

Attach copies of the relevant licenses issued to the licence holder under state or territory drugs and poisons regulations and (if required) evidence that the licence has been renewed or renewal is in process. Typically these will be licenses to possess, use or distribute *Standard for the Uniform Scheduling of Medicines and Poisons* Schedule 4, Schedule 8 and Schedule 9 drugs in accordance with State/Territory legislation. Show the full name of each such licence, the licence number and the period of its validity.

### 6. Storage and security

Provide details of the premises where controlled substances will be stored, used at or supplied from. The security of the premises must be suitable for the substances and the quantities that the applicant will be importing.

If you are a commercial importer or exporter* you should indicate the date on which your last security report was provided to this office and the date of the last inspection of security by officers of your state/territory health department.

*Commercial importers or exporters are considered to be all establishments except pharmacies importing/exporting small consignments of drugs for individual medical use, or universities or research institutes using small amounts of controlled substances for research purposes*

If there have been changes to your operations since your last security report, such as increased quantities of substances being stored, or a wider range of controlled substances being stored, a new independent assessment should be provided.

Provide details of the transport security measures for each class of drugs (S4, S8, S9) and indicate who will be undertaking the transportation of the drugs.

Provide details of all losses and/or thefts of controlled substances from any company premises (including nil response where applicable). Please include:

- the substance name;
- the amount lost or stolen;
- the storage address where the loss or theft occurred; and
- the date on which the loss or theft occurred.

If the loss or theft was investigated please indicate the outcome and any resulting modifications to security procedures.

### 7. Proposed authorised contacts

The licence holder may nominate person(s) to submit and discuss import or export permit applications on their behalf. The licence holder should state the full name and position held for each person to act as an **authorised contact**.

Each person nominated in this section must complete and sign **Schedule 2: Personal details of proposed authorised contact**.
<table>
<thead>
<tr>
<th>Part of application form</th>
<th>Explanation of required information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8. Declaration and Consent</strong></td>
<td>Make sure you read and understand the declaration and consent. Sign the application form. Complete the contact details of the person signing the form. The form must be signed by the proposed licence holder.</td>
</tr>
</tbody>
</table>

**Schedule 1 - Personal details of the applicant**

The applicant is required to complete and sign **Schedule 1**.

To obtain a *National Police Certificate*, please contact your local state or federal police office and apply for a National Police Check. A National Police Check will be required every two years. The original or a certified copy must be forwarded in HARDCOPY to DCS.

**Schedule 2 – Personal details of proposed authorised contact**

Each person nominated as a proposed authorised person must complete and sign **Schedule 2**.

To obtain a *National Police Certificate*, please contact your local state or federal police office and apply for a National Police Check. A National Police Check will be required every two years. The original or a certified copy must be forwarded in HARDCOPY to DCS.

**Schedule 3 - Proposed import activity**

This information assists DCS in establishing estimates for Australia’s licit drug requirements as required under United Nations agreements. The information also allows DCS to check that importers hold appropriate state / territory licences for drugs that they intend to import in the calendar year. This reduces delays when permit applications are lodged. The information provided does not authorise the import of any quantity of drug by a licensed importer.

International quotas are a relevant consideration when issuing permits for the import of specific consignments.

Complete **Schedule 3** if you intend to import controlled substances by entering full details for every type of controlled substance to be imported.

List only those substances that you intend to import directly from overseas. If you wish to use any other Australian company to import the controlled substances for you, do not list these substances in **Schedule 3**. In this case, your annual requirement for import of these substances should be included in the import licence application submitted by the company that will import these goods for you.
**Part of application form** | **Explanation of required information**
--- | ---
**Schedule 4 - Proposed export activity**

This information assists DCS in establishing estimates for Australia's licit drug requirements as required under United Nations agreements. This reduces delays when permit applications are lodged. The information provided does not authorise the export of any quantity of drug by a licensed exporter. International quotas are a relevant consideration when issuing permits for the export of specific consignments.

Complete **Schedule 4** if you intend to export controlled substances by entering full details for every type of controlled substance to be exported.

List only those substances that you intend to export directly from overseas. If you wish to use any other Australian company to export the controlled substances for you, do not list these substances in **Schedule 4**. In this case, your annual requirement for export of these substances should be included in the export licence application submitted by the company that will export these goods for you.

**Checklist (applicant to complete)**

Complete the checklist to confirm that you have completed all relevant parts of the form.

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**Submitting an application**

Completed application forms should be forwarded by email to: [dcs@health.gov.au](mailto:dcs@health.gov.au)

Original or certified copies of National Police Certificate must be submitted in hardcopy to:

Drug Control Section  
Department of Health  
GPO Box 9848  
Canberra ACT 2601

DCS endeavours to process applications for licences within 30 working days from the date of receipt. While a very high proportion of applications are processed within this target timeframe, there will be times where high demand may result in slightly longer processing times.

Applications forms that contain incomplete or incorrect information will be returned to you for amendment, resulting in delays in processing.