

Check List Issuing of Licenses / Registration Certificates

Under Section 19 of the Conventions against Illicit Traffic in Narcotic
Drugs and Psychotropic Substances Act. No. 1 of 2008



Precursor Control Authority
National Dangerous Drugs Control Board
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Tel.:-0112868794-96
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REFERENCE NO. :

Type of License / Registration

Importer Exporter Dealer End- user Premises

New Amendment Renewal

Check List Issuing of Licenses / Registration Certificates												Yes	No	N/A
1.	Application Form (<i>duly filled in and signed</i>)													
	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Form 7	Form 8	Form 9	Form 10	Form 11			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Certified copy of Business Registration certificate													
3.	Certified copy of NIC/Passport of authorized representative of the applicant													
4.	Environmental Protection License (EPL) / recommendation													
5.	Company Profile (<i>Board of Directors, Contact details and brief description of the business, authorized individuals/employees with access to file, records, chemicals and security</i>)													
6.	Cover Letter addressed to Chairman of the Precursor Control Authority													
Application for obtaining Import License / Amendment / Renewal														
7.	Brief Description on purpose of import													
8.	List of Suppliers (<i>Name, Address & Contact Details</i>)													
9.	List of Customers (<i>Name, Address & Contact Details</i>)													
10.	A copy/copies of the Proforma Invoices													
11.	Certificate of Analysis of Precursor Chemicals													
12.	Proof of Documents on													
	a) Previous license issued (<i>original and a copy</i>)													
	b) Submission of quarterly returns													
	c) Details on quantities used or trade (<i>Name of the chemical, quantities used or trade</i>)													
	d) Transaction details (<i>Name of the Precursor chemical, Quantities sold, given or obtained</i>)													

	e) Stock of precursor chemicals			
	f) Copies of Invoices			
	g) Storage Location/s			
13.	A letter specifying the reason in respect of amendment			
14.	Original License (<i>in case of amendment</i>)			
Application for obtaining Export License / Amendment / Renewal				
15.	Original and a certified copy of Import Certificate issued by the National Competent Authority of importing Country			
16.	Documentary proofs to ensure registration of the importer under the National Competent Authority of importing Country			
17.	Brief Description on purpose of export			
18.	List of Suppliers (<i>Name, Address & Contact Details</i>)			
19.	List of Customers (<i>Name, Address & Contact Details of the Importer</i>)			
20.	A copy/copies of the Proforma Invoice			
21.	Certificate of Analysis of Precursor Chemicals			
22.	Proof of Documents on			
	a) Registration of the Importer under the National Competent Authority of importing Country			
	b) Previous license issued (original and a copy)			
	c) Submission of quarterly returns			
	d) Details on import, production, transaction, transportation (<i>Name of the Precursor chemicals , Quantities sold, given or obtained</i>)			
	e) Transaction details			
	f) Stock of chemicals			
	g) Copies of Invoices			
	h) Storage Location			
23.	A letter specifying the reason for in respect of amendment			
24.	Original License (<i>in case of amendment</i>)			
Application for Registration as a Dealer / Amendment / Renewal				
25.	Brief Description of the Business			
26.	List of Suppliers (<i>Name, Address & Contact Details</i>)			

27.	List of Customers (Name, Address & Contact Details of the Importer)			
28.	Proof of Documents on a) Previous license issued (original and a copy)			
	b) Sales Details (Name of the Precursor chemicals , Quantities sold, given or obtained)			
	c) Copies of Invoices			
	d) Storage Locations			
29.	A letter specifying the reason in respect of amendment			
30.	Original Registration certificate (in case of amendment)			
Application for Registration as an End User/ Amendment / Renewal				
31.	Brief Description of the Business			
32.	List of Suppliers (Name, Address & Contact Details)			
33.	List of Customers (Name, Address & Contact Details of the Importer)			
34.	Proof of Documents on a) Previous license issued (original and a copy)			
	b) Details on sale of precursor chemicals or use, purchase of precursor chemicals (Name of the Precursor chemicals , Quantities sold, given or obtained, used for the manufacture, production details including the product quantity)			
	c) Copies of Invoices			
	d) Storage Locations			
35.	A letter specifying the reason in respect of amendment			
36.	Original Registration certificate (in case of amendment)			
Application for Registration of Premises				
37.	Brief Description on the methods being adapted for storage, disposal and security measures adapted			
38.	Proof of Documents on a) Acquisition of the premises (<i>lease, deed, transfer etc.</i>)			
	d) Storage Locations (<i>floor plans, colour photos</i>)			
	a) Stock of chemicals (<i>records, bin cards</i>)			

Notes

- Documents should be sorted according to this list.
- The license / registration certificate holder may nominate person(s) to submit and discuss on application for import or export license or registration as a dealer or end-user or for the premises on their behalf. The license / registration certificate holder should state the full name, Identity card / passport No. and position held for each person to act as an authorized officer. Signature of each person nominated in this connection must be authorized in writing.
- Applicant should inform the Authority of any theft, unexplained loss of suspicious activities relating to the Precursor Chemicals.
- Applicant is aware of that the Authority shall cancel the licenses of the applicant if the given particular are found to be false or inaccurate or any relevant data is suppressed.
- All documents should be provided and attached to the application.
- Original documents should be submitted with the certified copies.
- In addition to the above mentioned documents the Precursor Control Authority may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof the relevant information and therefore are advised to submit only complete applications.
- E-Mail transmissions are not acceptable as supporting documents.
- Applicants should inform the Authority in case of disposal of the precursor chemicals or preparations thereof.

I have been advised that any false or incomplete information given will lead to the application being refused

.....
Signature of the Applicant

.....
Date

PCA official to select as appropriate:

- The applicant has confirmed that s/he has no documents to submit other than those listed-above. : Yes / No
- The applicant has submitted the supporting documents above. : Yes / No
- I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless. : Yes / No
- The following documentation is missing/incomplete:

.....
Signature of the PCA Official

.....
Date