



# USER CHECKLIST

---

Authorisation to access and use genetic resources

---

## | Checklist

The following is a list of information and documentation that is needed for the authorisation to access and use genetic resources (to be granted prior informed consent).

It is important that all information submitted in the application is up to date.

For an explanation of terms used in this application form, please refer to the user guidance.

All sections of the application form have been filled in. (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Application form has been dated and signed by the applicant, either in his own name, or on behalf of a company or institution. (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ID card number (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Personal details of the applicant or contact person (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Details of company or institution on behalf of which application is being made (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Details of species, quantity, unit and source, including: <ul style="list-style-type: none"> <li>• Species name</li> <li>• Project quantity to be used</li> <li>• Functional unit (live specimens, seeds, etc.)</li> <li>• Source locality name and coordinates</li> </ul> (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Access activities for which permission is requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Utilisation activities of genetic resources for which permission (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Project description – additional sheets, each signed by applicant: <ul style="list-style-type: none"> <li>• Title of project;</li> <li>• Justification of project;</li> <li>• Brief project outline;</li> <li>• Dates of collection activity of the GR</li> <li>• Number of persons to be involved in</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<p>the collection activity</p> <ul style="list-style-type: none"> <li>• Type of vehicles and means by which the site where the GR occurs will be accessed</li> <li>• Description of potential negative ecological impacts of the collection activity</li> <li>• Information on the intended use of the GR / aTK</li> <li>• Brief description of what the research and development will involve</li> <li>• Address of the research facility where product research will take place</li> <li>• Planned starting date of the research phase</li> <li>• Planned ending date of the research phase</li> <li>• Address of the development facility where product development will take place</li> <li>• Planned starting date of the development phase</li> <li>• Planned ending date of the development phase</li> <li>• Contact details of stakeholders involved in research or development</li> <li>• Role of stakeholders involved in research or development</li> <li>• The GR / aTK is intended to be transferred to third parties during the research or development</li> <li>• Contact details of third parties involved in research or development</li> <li>• Role of third parties in research or development</li> <li>• Budgetary value of the project</li> <li>• Name of the entity funding the project</li> <li>• Address of the entity funding the project</li> <li>• Funding scheme reference ID</li> <li>• Amount to be received in funding</li> <li>• Expected date of receipt of the first instalment of research funding, grant or other financial contribution</li> <li>• Monetary and other benefits expected to be derived from the completion of the project and commercialization</li> </ul>			
--	--	--	--

<ul style="list-style-type: none"> <li>Name of the country in which the product is to be placed on the market</li> </ul> (Required)			
Need for confidentiality (Required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Additional information on whether application corresponds to certain criteria. (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>ADDITIONAL DOCUMENTATION</b>			
<ul style="list-style-type: none"> <li>Copy of the Curriculum Vitae of the individual(s) leading the collection of GR / aTK</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Copy of the Curriculum Vitae of the individual(s) leading the research or development</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Copy of memorandum of association of the legal person</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of a letter by the company director authorising the applicant to act as representative of the legal person</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Permission to access from privately owned land</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of Prior Informed Consent and Mutually Agreed Terms documentation of the preceding user, if the GR / aTK is to be transferred to the applicant</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Copy of Internationally Recognized Certificates of Compliance of the preceding user, if the GR / aTK is to be transferred to the applicant<sup>3</sup></li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Detailed Project Description</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complementary application to an assistant authority</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>