



Checklist for ODS Applications

Application for Permit to Import Controlled substances

No.	Requirements (supporting documentation)	Tick or NA	
		Applicant	Official Use
1.	Contact the Department of Environment [Ozone Depleting Substances (ODS) Unit] prior to preparation of information (this could include a telephone discussion or meeting with the Unit). i. Discuss which refrigerants/equipment is the company planning to import ii. What information importers are required to submit along with supporting documents?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Documents to be submitted are as follows: i. Completed Application form (Form 5) ii. Supplier details iii. For ODS and non-ODS bulk refrigerants importation; refrigerant type, quantity and cylinder size must be specified (for eg. R404A x 30 cylinders x 10.9kg) under Part B (Controlled Substances/Mixtures; where applicable) iv. For pre-charged equipment importation; equipment type, refrigerant type, quantity and charge size must be specified for each different type of equipment (for eg. 9000BTU Air-conditioning units x R410A x 100 units x 0.48kg) under Part C v. Supporting documents; Pro-forma Invoice	<input type="checkbox"/>	<input type="checkbox"/>
3.	Import Declaration (Form 10)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Fee (upon issue of invoice from the Department)	<input type="checkbox"/>	<input type="checkbox"/>

I, _____, hereby certify that I have paid the necessary application fees and that I have received/ not received the payment receipt (in the instance of not receiving a receipt, I agree to collect the receipt with the processed permit or earlier, as per the advice from the Department).

For official purposes only

Application received by:

Name of Receiving Officer: _____

Signature _____

Date _____

Comments: _____