



# Checklist for ODS Applications

## Application for Permit to Export 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 export ii. What information exporters 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 7)  ii. Supplier details  iii. For ODS and non-ODS bulk refrigerants exportation; refrigerant type, quantity and cylinder size must be specified (for eg. R404A x 30 cylinders x 10.9kg) under <b>Part B</b> (Controlled Substances/Mixtures; where applicable)  iv. For pre-charged equipment exportation; equipment type, refrigerant type, quantity and charge size must be specified for each different type of equipment (for eg. <u>9000BTU Air-conditioning units</u> x R410A x 100 units x 0.48kg <b>AND/OR</b> <u>500L Chest Freezer units</u> x R600a x 61 units x 0.105kg) under <b>Part C</b>  v. Quarterly Sales and Purchase records for bulk refrigerants and refrigerant-based equipment  vi. Supporting documents; Bill of Lading, Packing list, Pro-forma Invoice	<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"/> <input type="checkbox"/>
3.	Export Declaration (Form 11)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Application fee of \$48.60 (or \$48.58 for cheques)	<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: \_\_\_\_\_