# Supply activity

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| **INFORMATION FOR APPLICANTS*** Renewal fee applicable for a supply activity per location = $5,922.50 (including GST)
* Complete a separate Section RF for each supply activity at each location to be renewed under the licence.
* Where the information requested has been provided with the initial licence application or subsequent applications for amendment and has not changed, you do not need to resubmit the information.
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## Location of the activity

* + 1. Is the location already covered under a licence to deal in controlled drugs that enables supply of medicines that are not medicinal cannabis products?

☐ Yes

|  |  |  |
| --- | --- | --- |
|  | Name of licence holder: |  |
|  |  |  |
|  | Current licence number: |  |

☐ No

* + 1. Provide the physical address for the location where the supply activity is conducted.

|  |  |  |
| --- | --- | --- |
|  | Level/unit: |  |
|  |  |  |
|  | Street number and name: |  |
|  |  |  |
|  | Suburb: |  |
|  |  |  |
|  | Town/city: |  |
|  |  |  |
|  | Postcode: |  |

* + 1. Responsible persons for this activity at this location

 ☐ I declare that there are no changes to the responsible persons at this location.

 OR

 ☐ The responsible persons at this location have changed. The new responsible persons are:

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|  |
|  |
|  (Continue on additional lines if necessary) |

 Each current or new responsible person must complete Section RA3: Responsible person details and declaration.

## Eligibility to use the location

* + 1. Does the applicant own the location?

☐ Yes

☐ No – Provide the full name and contact details of the owner of the location. Attach written evidence of the owner’s permission to allow cannabis-related activities at the location (such as a letter from the owner). A lease or rental agreement on its own will not be accepted . The permission must be current.

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| --- |
| Reference previously provided document or attach updated document |

[Continue on additional sheets if necessary.]

## Supply details

* + 1. Provide details of products you intend to supply under this licence activity during this licence period. Identify whether the product is starting material for export, a cannabis-based ingredient (CBI) or a medicinal cannabis product. If no products have been added to the licence yet, please leave blank.

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| --- |
| [Reference attached document(s) – eg, a list of products.] |

[Continue on additional sheets if necessary.]

* + 1. Indicate any products that are listed on your current licence that you do ***not*** intend to supply under the renewed licence.

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| --- |
| [Reference attached document(s) – eg, a list of products.] |

[Continue on additional sheets if necessary.]

* + 1. ☐ I declare that there are no changes to the recall plan in place setting out how to respond if an issue with the product arises.

 OR

 ☐ Provide details of your recall plan.

|  |
| --- |
| Reference previously provided document or attach resubmitted document |

 [Continue on additional sheets if necessary.]

## Security arrangements at this location

* + 1. ☐ I declare that there are no changes to the arrangements for physical and procedural security, as well as security of staff members.

 Note: Changes to security arrangements should be submitted as an application to amend the licence.

## Registers and record-keeping

Regulation 66 of the Misuse of Drugs (Medicinal Cannabis) Regulations 2019 requires the licence holder to keep records of the amounts of cannabis starting material, cannabis-based ingredients and medicinal cannabis products held and supplied during the period of the licence.

* + 1. ☐ I declare that there are no changes to the record-keeping system and the location where the records are kept.

 OR

 ☐ The record-keeping system and where the records are kept have been changed.

## Additional information about activities at this location

* + 1. **Standard Operating Procedures**

Either: ☐ I declare that there are no changes to the standard operating procedures covering the supply activities at this location.

Or: ☐ The standard operating procedures have been updated, but do not affect security of the operations at this location.

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|  [Reference updated documents attached]. |

[Continue on additional sheets if necessary.]

Note: Changes to the standard operating procedures that affect the security operations should be submitted in an amendment application for the activity.

* + 1. **Imports**

One of New Zealand’s obligations under the United Nations Drug Control Conventions is to provide estimates of the amount of cannabis and cannabis products that are imported into New Zealand annually. The information you provide will only be used for reporting purposes.

Provide details of the total amount of each individual cannabis-based ingredient and/or medicinal cannabis product you propose to import for the year that this licence is renewed.

**Total amount of cannabis-based ingredient (CBI) to be imported for the year that this licence is to be renewed**

|  |  |
| --- | --- |
| **Name of CBI** | **Amount to be imported (kg)** |
|  |  |
|  |  |

[Continue on additional sheets if necessary.]

**Total amount of medicinal cannabis product to be imported for the year that this licence is to be renewed**

|  |  |
| --- | --- |
| **Medicinal cannabis product name** | **Amount to be imported (kg)** |
|  |  |
|  |  |

[Continue on additional sheets if necessary.]