



APPLICATION FORM FOR LETTER OF AUTHORISATION

This form may take you 3-5 minutes to fill in.

The letter of authorisation is issued for species **NOT** listed under Appendices I, II and III of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

1. Name and address of applicant:	
2. Passport no. of applicant:	
3. Flight no.:	4. Date & time of *arrival/departure:
5a. Species (Scientific and Common names):	5b. Species (Scientific and Common names):
6a. Quantity:	6b. Quantity:
7. Purpose of *import/export:	

* Delete where not applicable

Declaration		
a) I/We understand that AVA reserves the right to approve or reject my application for the certificate.		
b) I/We agree to make full payment for the certificate.		
c) I/We undertake full liability for the use of the certificate.		
d) I/We confirm that the information declared by me/us is true and correct.		
Name of applicant:	Tel/Fax:	Designation:
Signature :	Date:	Co. stamp :
FOR OFFICE USE ONLY		
Letter no: _____	Valid until: _____	
Checked by: _____	Approved / Not Approved: _____	Date: _____

Instructions and Explanations

1. The letter of authorisation is issued for import and export of species **NOT** listed in the Appendices to Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
2. The original number is a unique number issued to each letter by AVA.
3. Each letter is valid for 1 month from the date on which it was granted and shall be considered void after the expiry date.
4. Should the letter be used to accompany a specimen, it will be considered valid only if the species corresponds to that mentioned on this letter.
5. Applicant refers to person or organisation which has been granted a letter of authorisation. The country name must be mentioned. The passport number of the applicant and flight details should also be provided.
6. Special conditions may refer to national legislation or special conditions placed on the shipment.
7. Purpose of import/export can be personal effects, research, or others (please specify).
8. The scientific (Latin) and common names should be indicated. The binomial (2 names, genus and species) nomenclature should be used whenever possible.
9. Quantity to represent, where possible, the actual number of specimens entering trade. Quantity should not refer to number of boxes, bales or other general category.
10. Please complete the application form by signing the Declaration column, failing which AVA will not process the application.
11. AVA has the right to amend any existing conditions and/or impose further conditions as and when it deems necessary.
12. For enquiries, please contact AVA at tel: (65) 6805 2992.