



Department
for Business
Innovation & Skills

OIEL/OITCL APPLICATION draft document review

Applicant guidance

Overview

Prior to issuing a licence, the Export Control Organisation (ECO) may optionally send a draft version of the licence to you for it to be viewed and commented on. This will allow you to advise the ECO of any issues with the document prior to it being issued and your case being closed. The default time period for this review is **two working days**, after which, if no response has been received, the documents will be issued.

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Quick guide

The following provides a quick guide of the draft licence review process.

1. Draft licence review workbasket action received.
2. Open the draft licence review and view the licence document.
3. Provide a 'Request Document Issue' response if the licence meets your needs. Provide a 'Request Document Amendment' response, along with comments advising of the changes being requested.
4. Submit your response to the ECO.

Receiving a Review Request

The ECO may optionally send a draft version of the licence documents to you to review prior to issuing them and closing your application. You will receive a workbasket link to acknowledge receipt and provide your response. A clock is displayed against the case in the workbasket to show the number of days remaining for the review. By default you will be given **two working days** in which to provide a response. After which, if no response is received, the licence will be issued and your application will be closed.

Your Ref: OIEL application ECO Ref: OIE2013/000017	OIEL (Military / Dual Use) Bahamas	Licensee: Industry Return CO: Licensing Unit	Submitted (LU Processing - 8 Oct '13) 08 OCT 2013 09:16:28	Document Review, Notification of 25th February 2014 12:59 Submitted Application (with the Export Control Organisation)	Acknowledge Notification   Update Application
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Responding to a Document Review

The document review response screen is opened on clicking the 'Acknowledge Notification' action in your workbasket. This will allow a draft version of the licence documents to be viewed and allows you to either request for the documents to be issued as they are or request an amendment to the documents. A notification message is provided advising what is required.

By default the review will be provided for two working days, after which it will be automatically returned to the ECO for the documents to be issued if no response has been provided.

If an amendment is requested, extra fields will be displayed to provide the reason for the amendment and to optionally upload documents to support the changes requested.

Once the response has been completed, you may submit your response which will return the case to the ECO to resume processing of the case.

Draft Document Review Response

View the above notification and make your response here.

*Response Request Document Issue Request Document Amendment i

Response Reason

You may optionally upload documents to support your request for an amendment.

Upload Documents		
File Type	Uploaded By	File
Response Document		<div style="border: 1px solid #ccc; padding: 2px;"> <p>Filename</p> <p>File Size</p> <p>Description</p> <p>View... Save as... Choose file...</p> </div>
		Clear

[Add Response Document](#)

[Acknowledge Receipt and Submit Response](#)

Notification List

You have been issued with the following documents. Please view them and take

[View the draft licence document](#)

Title	Document
Open Individual Export Licence (Draft)	View PDF

[Show System docs](#)

Notification Messages

From: Mr Licensing Unit

Date: 02-FEB-2015 14:09:49

Issue: Thank you for your application for an Open Individual Export Licence (OIEL).
Message: Your application is at the "Finalisation" stage and the licence is ready to be issued. However, on this occasion we are giving you the opportunity to view the "Draft" licence document to check and confirm that you can comply with all of the conditions.
 There are two options on the SPIRE application for you to choose:
 1. You are content with the licence to be issued as drafted
 2. This draft licence does not meet your requirements. You will need to provide details of the amendments you would like to be made in your reply. Please can you let us have your reply within ten working days.
 After ten days if no reply is received we will issue the licence as drafted.

Notification message

Acknowledgement of Receipt

Please Note

Once you have acknowledged receipt you will be able to remove this entry from your workbasket.

Once removed you will be able to view this notification using the Search Notifications option shown in the Workbasket left hand menu.

Only Authorised Contacts may acknowledge receipt of notifications. Information Contacts can only view the notifications.

Draft Document Review Response

View the above notification and make your response here.

*Response Request Document Issue Request Document Amendment i

[Acknowledge Receipt and Submit Response](#)

[Submit response](#)

~~New screen print please as wording has changed~~