



Department
for Business
Innovation & Skills

Open licence goods recipients

Applicant guidance

Overview

The OIEL and OITCL goods recipient screens have been enhanced to require additional information, and to guide exporters towards creating more manageable applications.

This guidance shows what is required from an exporter on the goods recipient screens for OIEL and OITCL licence types.

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Quick guide

The following lists an overview of how to enter goods recipient details in the new system. The steps are explained in more detail in the following sections.

1. Click the 'Add Country' button. Enter all or part of a country name and press 'Search', or alternatively select a specific country group from the 'Country Group' drop-down.
2. Select one or more countries from the results by ticking them, and optionally add additional countries to the current selection repeating step 1. Press 'Accept Selection' once the required countries are selected.
3. For each added country, the Contract types must be completed. Depending on which government contracts are selected, additional questions may be displayed or become mandatory (see the detailed guidance for further information).

Adding Recipient Countries

Click the 'Add Country' button on the goods recipient screen to add one or more recipient countries. Search for a country by entering all or the start of a name and clicking 'Search'. When entering only the start of the name, all countries that match will be returned. For example searching for 'a' will return all countries that begin with 'a'.

Open licence applications split recipient countries into several country groups. It is suggested to select recipient countries from a single country group as otherwise processing time may be slower. To select countries from a specific group, select one from the 'Country Group' drop-down. This will display only countries within the selected group. You may search for further countries again by re-selecting 'Search By Country Name' from the drop-down. See Appendix I for the list of countries and country groups.

Select countries by ticking the boxes next to the country name or clicking the 'Choose All' button. You may change your search or choose a different country group to add more countries to your selection (currently selected countries will be displayed when you change the search or country group). Click 'Clear All' to uncheck all boxes marked in current selection.

When all required countries are selected click 'Accept Selection' to add them as recipients. Click 'Cancel' to exit the screen without adding recipient countries.

Select/Deselect Goods Recipient countries

Please search all countries by name or view countries in one of the groups listed. If you select 'Search By Country Name' you may enter text to search for specific countries.
Tip, enter the first few letters (e.g. "a" or "aus") of the the country you are looking for or leave the field blank to see all countries.

Country Group Search By Country Name

Country Name aus

Search Clear

Enter all or the beginning of the country name.

Search by country name or select a specific countrv aroup

Selected Countries

These are the countries already selected.

China Hong Kong

Currently selected countries.

Number of selected countries: 2

Countries in Group

Select countries by ticking the boxes or clicking the **Choose All** button. You may change your search or choose a different country group and add more countries to your selection. When you have selected all the countries you are required to click **Accept Selection**. Click **Cancel** to exit this search screen.

Australia Australian Antarctic Territory Austria

Search results. Tick the box to select.

Number of countries returned by the search: 3

Accept Selection Cancel Choose All Clear All

Accept selection to add the recipient countries, or cancel to exit without saving.

Recipient Country List

When recipient countries are added they appear in the recipient country list. Any information messages that apply to selected countries (for example when countries from multiple country groups have been added) will appear at the top of the country list. Messages for a specific country will appear above the application justification for that country.

Please Note: These messages are for information purposes, it is not mandatory to split licences between country groups.

Questions on type of Contract and sectors must be completed for each recipient country. Tick one or more types of contract applicable for the country. When 'Government* Direct and Government Agencies', 'Companies using the listed goods in fulfilment of any part of a Government* contract' or 'Companies not connected to a Government* contract' are chosen, additional fields with questions will appear to enter the specific sectors of the relevant contract type. To add these sectors, click on a sector from relevant dropdown and repeat this to add further sectors.

Please Note: The information provided may be included on a licence if issued.

When the 'Other' type of contract is selected or 'Other' is selected as a government sector, further details must be provided in the 'Please specify if Other' textbox.

OIEL applications require two further questions to be answered which are not required for OITCL applications.

An organisation / individual is required to be added to the country when 'Nuclear Trigger List Items' or 'Maritime Anti-Piracy' are selected as a sector. Click the 'Add an Organisation / Individual' button to do so. Take care when completing these details. The addresses will appear exactly as entered on any issued licences. The end user details that you should enter are those of the entity that will use the goods as exported from the source location. If you know that the goods will be incorporated into another system and

then exported to an ultimate end user, that entity should be listed as an Ultimate End User using the Ultimate End User screen.

For OITCL applications it will be possible to add an organisation to any contract sector, but will only be mandatory for the 'Nuclear Trigger List Items' or 'Maritime Anti-Piracy' sectors.

⚠ You have selected destinations from more than one country group. This may impact on the processing time of your application. You may wish to consider creating more than one other OIEL application to help speed up the application process. If you do create any other OIEL application(s) can you please provide an indication of the link in the exporter reference for each application against the relevant question in the 'Reference' section on the application form.

Country	Contract / Sector	Actions
Georgia	<p>*Type of Contract</p> <p><input checked="" type="checkbox"/> Government* Direct and Government Agencies <input type="checkbox"/> Companies using the listed goods in fulfilment of any part of a Government* contract</p> <p><input checked="" type="checkbox"/> Companies not connected to a Government* contract <input type="checkbox"/> Other</p> <p><small>*Government in this context is considered to consist of the Government of Georgia, its bodies, departments and Agencies and /or intergovernmental Organisations.</small></p> <p>*Please select one or more of the following Government Sectors</p> <p><input type="text"/></p> <p>*Please select one or more of the following Non-Government Sectors</p> <p><input type="text" value="Companies requesting Nuclear Trigger List Items x"/></p> <p>*Has this destination been included in a previous OIEL/GPL application for any of the items applied for?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Number of previous exports made within the last 12 months for any of the items applied for</p> <p><input type="text"/></p> <p>You must include details of the recipient via the 'add organisation/ individuals' button.</p> <p><input type="button" value="Add an Organisation / Individual"/></p>	<p>Warnings for all countries appear above the country list.</p> <p>Select one or more types of contract. Further questions may appear depending on the contract types selected.</p> <p>Select one or more sectors using the drop down</p> <p>You are required to add an Organisation / Individual when the 'Nuclear Trigger List Items' sector is chosen.</p>

Note that when viewing legacy or amended applications, organisations / individual may have been added without the 'Nuclear Trigger List Items' or 'Maritime Anti-Piracy' sectors selected.

Removing Recipient Countries

To remove a country from the country list click the bin icon for the country under the 'Actions' column. Alternatively to remove multiple countries at once, tick the box in 'Actions' column for each country to be removed and click the 'Remove Selected Countries' link located at the bottom of the country list.

Appendix I: Country group listings

Country Group 1 – Sub-Saharan Africa and North Africa

Algeria	Ethiopia	Namibia
Angola	Gabon	Niger
Benin	Gambia, The	Nigeria
Botswana	Ghana	Rwanda
Burkina Faso	Guinea	Réunion
Burundi	Guinea-Bissau	Sao Tome and Principe
Cameroon	Kenya	Senegal
Cape Verde	Lesotho	Seychelles
Central African Republic	Liberia	Sierra Leone
Chad	Libya	Somalia
Comoros	Madagascar	South Africa
Congo (Brazzaville)	Malawi	South Sudan
Congo (Democratic Republic)	Mali	Sudan
Côte d'Ivoire (Ivory Coast)	Mauritania	Swaziland
Djibouti	Mauritius	Tanzania
Egypt	Mayotte	Togo
Equatorial Guinea	Morocco	Tunisia
Eritrea	Mozambique	Uganda

Vessel in International Waters

Zambia

Zimbabwe

Country Group 2 – Europe including Russia, Turkey, Gibraltar + US, Canada

Albania	France	Latvia
Andorra	Continental Shelf French Sector	Liechtenstein
Armenia	French Antarctic Territory	Lithuania
Austria	French Southern Territories	Luxembourg
Azerbaijan	Georgia	Macedonia
Belarus	Germany	Malta
Belgium	Continental Shelf German Sector	Moldova
Continental Shelf Belgian Sector	Gibraltar	Monaco
Bosnia and Herzegovina	Greece	Montenegro
Bulgaria	Greenland	Netherlands
Canada	Guernsey	Continental Shelf Netherlands Sector
Croatia	Hungary	Norway
Cyprus	Iceland	Continental Shelf Norwegian Sector
Czech Republic	Ireland	Poland
Denmark	Continental Shelf Irish Sector	Portugal
Continental Shelf Danish Sector	Isle of Man	Romania
Estonia	Italy	Russian Federation
Faroe Islands	Jersey	San Marino
Finland	Kosovo	Serbia

Slovakia	Turkey	United States Virgin Islands
Slovenia	UK Continental Shelf	Vatican City
Spain	Ukraine	Vessel in International Waters
Sweden	USA	
Switzerland	United States Minor Outlying Islands	

Country Group 3 – Central and North-East Asia

China	Korea, South	Tajikistan
Hong Kong	Kyrgyzstan	Turkmenistan
Japan	Macao	Uzbekistan
Kazakhstan	Mongolia	Vessel in International Waters
Korea, North (DPRK)	Taiwan	

Country Group 4 – Asia Pacific and South-East Asia

American Samoa	Indonesia	Palau
Australia	Kiribati	Papua New Guinea
Australian Antarctic Territory	Laos	Philippines
Brunei	Malaysia	Pitcairn
Burma	Marshall Islands	Samoa
Cambodia	Micronesia	Singapore
East Timor (Timor-Leste)	Nauru travel advice	Solomon Islands
Fiji	New Caledonia	Thailand
French Polynesia	New Zealand	Tonga

Tuvalu

Vessel in International Waters

Wallis and Futuna

Vanuatu

Vietnam

Country Group 5 – South Asia

Afghanistan

India

Sri Lanka

Bangladesh

Maldives

Vessel in International Waters

Bhutan

Nepal

British Indian Ocean Territory

Pakistan

Country Group 6 – Central America, Caribbean, South America + UK Overseas Territories (except Gibraltar)

Anguilla (British Overseas Territory)

British Virgin Islands (British Overseas Territory)

Grenada

Antigua and Barbuda

Cayman Islands (British Overseas Territory)

Guadeloupe

Argentina

Chile

Guatemala

Aruba

Colombia

Guyana

Ascensions Island (British Overseas Territory)

Costa Rica

Haiti

Bahamas

Cuba

Honduras

Barbados

Curaçao

Jamaica

Belize

Dominica, Commonwealth of

Martinique

Bermuda (British Overseas Territory)

Dominican Republic

Mexico

Bolivia

Ecuador

Montserrat (British Overseas Territory)

Bonaire/St Eustatius/Saba

El Salvador

Nicaragua

Brazil

Falkland Islands (British Overseas Territory)

Panama

British Antarctic Territory

French Guiana

Paraguay

Peru	St Maarten	Turks and Caicos Islands (British Overseas Territory)
Puerto Rico	St Pierre & Miquelon	Uruguay
South Georgia and the South Sandwich Islands	St Vincent and the Grenadines	Venezuela
St Helena	Suriname	Vessel in International Waters
St Kitts and Nevis	Trinidad and Tobago	
St Lucia	Tristan da Cunha	

Country group 7 – Middle East including Israel

Bahrain	Fujairah (UAE)
Iran	Sharjah (UAE)
Iraq	Ras al Khaimah (UAE)
Israel and the Occupied Palestinian Territories	Umm al Qaiwain (UAE)
Jordan	Vessel in International Waters
Kuwait	Yemen
Lebanon	
Oman	
Qatar	
Saudi Arabia	
Syria	
Abu Dhabi (UAE)	
Ajman (UAE)	
Dubai (UAE)	