



Department
for Business
Innovation & Skills

Open licence terms and conditions

Applicant guidance

Overview

The OIEL and OITCL application types list terms and conditions on the declaration screen that must be read and agreed to by the applicant.

This guidance shows what is required from an exporter on the declaration screen and how to view terms and conditions that need to be agreed to when an application is submitted.

Contents

Overview.....	2
Contents	3
Quick guide.....	4
Terms and Conditions on Submission.....	5
Viewing Terms and Conditions.....	6

Quick guide

The following lists an overview of the terms and conditions listings for OIEL and OITCL applications. The steps are explained in more detail in the following sections.

1. On the application declaration screen, click 'terms and conditions' to view the most recent terms and conditions for the licence type. Once you have read the terms and conditions scroll to the bottom and click 'Close'.
2. Tick the check box confirming the terms and conditions have been read and agreed to.
3. When viewing submitted applications, the terms and conditions that were agreed to at the time of submission can be viewed by clicking on the 'terms and conditions' link again on the declaration screen. If the conditions have since been updated, a 'current conditions' link will appear at the top of the window to view these.

Terms and Conditions on Submission

Access the declaration screen by clicking the 'Submit' link on the left hand side of the application form. The 'terms and conditions' link will display the terms and conditions in a popup window. Scroll to the bottom of this window to read the full terms and conditions, and click the 'Close' link once completed.

Tick the box to confirm that you have read the terms and conditions. **Note:** you must both view the conditions and tick this box – if you only tick the box but do not view the conditions, an error will be displayed on submission or validation. You may check this by clicking the 'Validate Current Page' link at the top of the screen.

Note: that if you leave the declaration screen you must read the conditions and tick the box again when you return. This is to ensure the most up to date conditions have been read on submission.

The screenshot shows the 'Declaration' section of a web form. At the top right is a 'Guidance' link. Below it is a yellow warning box with a triangle icon and the text: 'You must read the terms and conditions of your licence before you may submit application.' Below the warning box is the instruction: 'Please enter your relationship to the licensee and read and accept the declaration below.' There are two callout boxes: one pointing to a checkbox with the text 'Tick this box to confirm you have read the terms and conditions' and another pointing to a link with the text 'Click the 'terms and conditions' link to view them.' Below these is the checkbox and its label: ' Please confirm that you have read the [terms and conditions](#) of the licence for which you are applying.'

The screenshot shows a 'Terms and Conditions' popup window. At the top is a 'Declaration' header. Below it is a yellow warning box with a triangle icon and the text: 'You must read the terms and conditions of your licence before you may submit application.' Below the warning box is the instruction: 'Please enter your relationship to the licensee and read and accept the declaration below.' There are two callout boxes: one pointing to the title 'Terms and conditions will appear in a popup window' and another pointing to the bottom of the window with the text 'Scroll to the bottom to read the full terms and conditions. The 'close' link is at the bottom of the terms and conditions.' Below these is the checkbox and its label: ' Please confirm that you have read the [terms and conditions](#) of the licence for which you are applying.'

Terms and Conditions

The conditions listed here are applicable to the licence you are applying for. Further conditions may apply to the licence, or to a particular goods or destinations on the licence, once your application has been reviewed.

If the conditions of the licence you are applying for are updated before your licence is issued, the conditions that will apply to your licence will be those that are correct at the time of the licence being issued.

Licence Conditions

Authorisation

The Secretary of State, in exercise of powers conferred under article 26 of the Export Control Order 2008 authorises the person named in box 1 of this licence ("the licensee") to export or transfer the goods, software and/or technology described in the Schedule to this licence ("listed items") to any destination specified in the Schedule to this licence within a period ending on the date shown in box 3 of this licence, subject to the conditions specified in this licence.

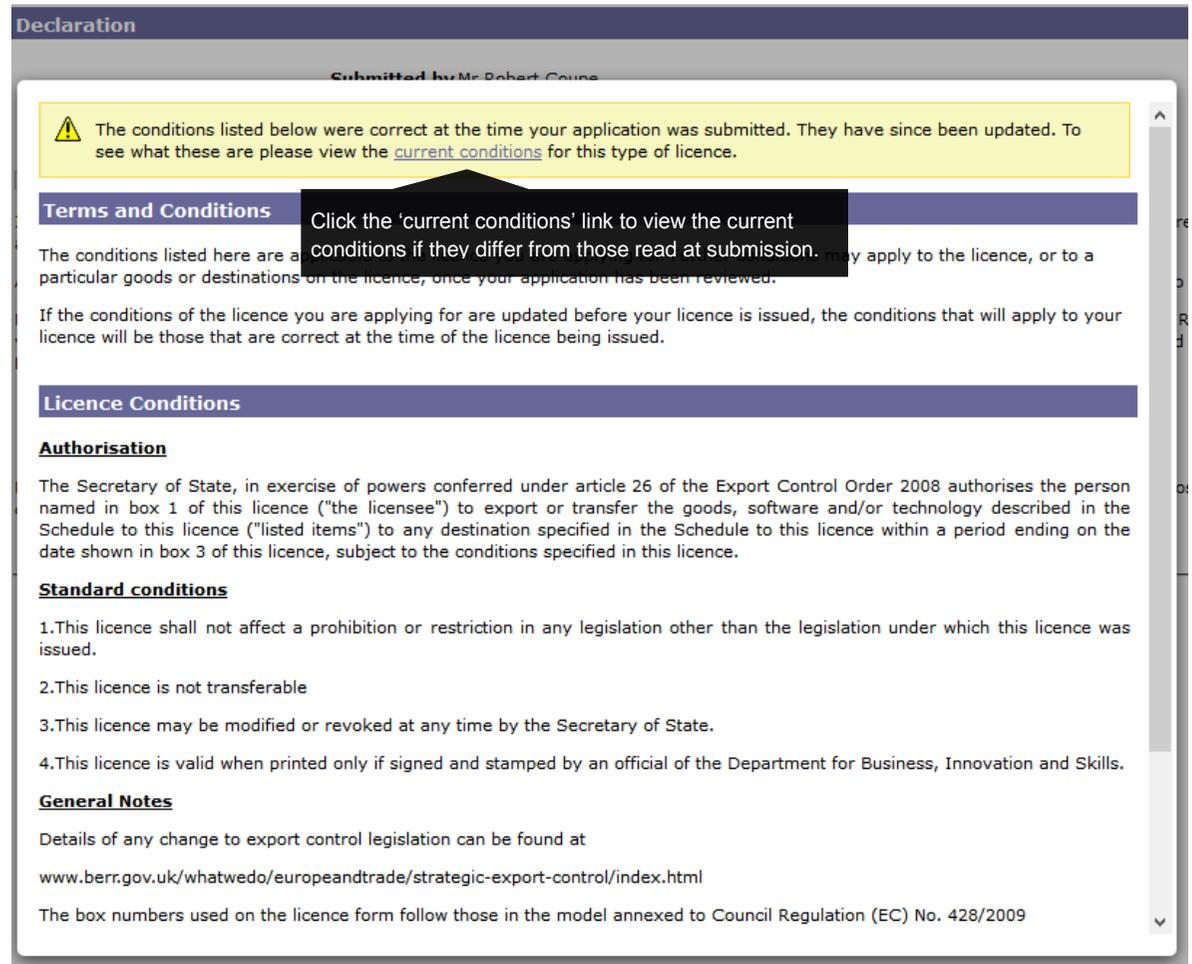
Conditions:

- 1a. This condition applies if listed items are being exported from the United Kingdom. The licensee must quote the number of this Licence to the proper officer of HM Revenue and Customs when the listed items are presented to that officer for export or must comply with such alternative arrangements as are agreed with that officer.
2. This condition applies if listed items are being exported or transferred from a Member State of the European Community other than the United Kingdom. The licensee must present a hard copy of this licence, signed and stamped by an official of the Department for Business, Innovation and Skills, to the appropriate authorities in that Member State on request.
3. Items shall not be exported or transferred under this licence:
 - a. If the licensee has been informed by a competent authority that they are or may be intended, in their entirety or in part, for use in connection with the development, production, handling, operation, maintenance, storage, detection, identification or dissemination of chemical, biological or nuclear weapons, or other nuclear explosive devices, or the development, production, maintenance or storage of missiles capable of delivering such weapons; or
 - b. If the licensee is aware that they are intended, in their entirety or in part, for any of the uses referred to in sub-paragraph (a) above; or
 - c. If the licensee has grounds for suspecting that they are or may be intended, in their entirety or in part, for any of the uses referred to in sub-paragraph (a) above, unless the licensee has made all reasonable enquiries as to their proposed use and is

Viewing Terms and Conditions

When viewing an application you may view which terms and conditions were current at the time of submission. Access the declaration screen by clicking the 'Submit' link on the left hand side of the application form. The 'terms and conditions' link will display the terms and conditions which were read at the time of submission in a popup window. Scroll to the bottom of this window to read the full terms and conditions, and click the 'Close' link once completed.

Note: If the terms and conditions have been updated since the application was submitted, a warning will appear at the top of the terms and conditions with a 'current conditions' link. Clicking this link will display the current terms and conditions.



Declaration

Submitted by Mr Robert Cousins

Warning: The conditions listed below were correct at the time your application was submitted. They have since been updated. To see what these are please view the [current conditions](#) for this type of licence.

Terms and Conditions

The conditions listed here are a [current conditions](#) link to view the current conditions if they differ from those read at submission. They may apply to the licence, or to a particular goods or destinations on the licence, once your application has been reviewed.

If the conditions of the licence you are applying for are updated before your licence is issued, the conditions that will apply to your licence will be those that are correct at the time of the licence being issued.

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Standard conditions

- 1.This licence shall not affect a prohibition or restriction in any legislation other than the legislation under which this licence was issued.
- 2.This licence is not transferable
- 3.This licence may be modified or revoked at any time by the Secretary of State.
- 4.This licence is valid when printed only if signed and stamped by an official of the Department for Business, Innovation and Skills.

General Notes

Details of any change to export control legislation can be found at www.berr.gov.uk/whatwedo/europeandtrade/strategic-export-control/index.html

The box numbers used on the licence form follow those in the model annexed to Council Regulation (EC) No. 428/2009