



Department  
for Business  
Innovation & Skills

# Open licence ultimate end users

User guidance

# Overview

Applicants can now list ultimate end users for goods for OIEL and OITCL applications.

This guidance shows what is required from an exporter on the ultimate end user screens for OIEL and OITCL licence types.

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# Quick guide

The following lists an overview of how to enter ultimate end user details for OIEL and OITCL applications. 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 application justification 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 Ultimate End User Countries

Click the 'Add Country' button on the goods ultimate end user screen to add one or more ultimate end users. 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'.

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

When all required countries are selected click 'Accept Selection' to add them as ultimate end users. Click 'Cancel' to exit the screen without adding ultimate end user countries.

## Select/Deselect Ultimate End Users countries

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 Name

Enter all or the beginning of the country name.

Number of selected countries: 0

## 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 to add the ultimate end user countries, or cancel to exit without saving.

# Ultimate End User Country List

When ultimate end user countries are added they appear in the ultimate end user country list. Any information messages that apply to all the 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.

A contract / sector form must be completed for each ultimate end user 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 will appear to enter the specific sectors of the relevant contract type. To add these sectors, click on a sector from the 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, the details must be provided in the 'Please specify if Other' textbox.

OIEL applications also 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' is selected as a sector. Click the 'Add an Organisation / Individual' button to do so.

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.

**⚠** 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.

**⚠** You have selected both EU and non-EU destinations. This may impact the processing time of your application. It will also affect the lifetime of your OIEL (3 years if any EU countries on the OIEL, 5 years otherwise). 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.

Warnings for all countries appear above the country list.

## Ultimate End Users Guidance

If you know that the goods will be incorporated and exported to an ultimate end user, click 'Add Country' and enter their details here. Depending on your response you may be required to answer further questions regarding the type of contract.

Add Country

Country	Contract / Sector
Australia	<p><b>*Type of Contract</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Government* Direct and Government Agencies</p> <p><input type="checkbox"/> Companies not connected to a Government* contract</p> </div> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Companies using the listed goods in fulfilment of any part of a Government* contract</p> <p><input checked="" type="checkbox"/> Other</p> </div> </div> <p><small>*Government in this context is considered to constitute the national organisation charged with the responsibility for governing the country, including their constituent bodies, departments and Agencies and /or intergovernmental Organisations.</small></p> <p><b>*Please select one or more of the following Government Sectors</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span>Nuclear-related (Trigger List Items) x</span> </div> <p><b>*Please specify if Other</b></p> <p>Other sector information</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; width: fit-content;">             Add an Organisation / Individual         </div>

Select one or more types of contract. Further questions may appear depending on the contract types selected.

Select one or more sectors using the drop down

You are required to add an Organisation / Individual when the 'Nuclear Trigger List Items' sector is chosen.

[Remove Selected Countries](#)

# Removing Ultimate End User 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