# Supply activity

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| **INFORMATION FOR APPLICANTS**   * Renewal fee applicable for a supply activity per location = $5,922.50 (including GST) * Complete a separate Section RF for each supply activity at each location to be renewed under the licence. * Where the information requested has been provided with the initial licence application or subsequent applications for amendment and has not changed, you do not need to resubmit the information. |

## Location of the activity

* + 1. Is the location already covered under a licence to deal in controlled drugs that enables supply of medicines that are not medicinal cannabis products?

☐ Yes

|  |  |
| --- | --- |
| Name of licence holder: |  |
|  |  |
| Current licence number: |  |

☐ No

* + 1. Provide the physical address for the location where the supply activity is conducted.

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| --- | --- |
| Level/unit: |  |
|  |  |
| Street number and name: |  |
|  |  |
| Suburb: |  |
|  |  |
| Town/city: |  |
|  |  |
| Postcode: |  |

* + 1. Responsible persons for this activity at this location

☐ I declare that there are no changes to the responsible persons at this location.

OR:

☐ The responsible persons at this location have changed. The new responsible persons are:

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|  |
|  |
| [Continue on additional lines if necessary] |

Each current or new responsible person must complete Section RA3: Responsible person details and declaration.

## Eligibility to use the location

* + 1. Does the applicant own the location?

☐ Yes

☐ No – Provide the full name and contact details of the owner of the location. Attach written evidence of the owner’s permission to allow cannabis-related activities at the location (such as a letter from the owner). A lease or rental agreement on its own will not be accepted . The permission must be current.

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| Reference previously provided document or attach updated document |

[Continue on additional sheets if necessary.]

## Supply details

* + 1. **Supply within New Zealand**

Provide details of the items you propose to supply within New Zealand under this licence activity. Identify whether the items are a starting material, a cannabis-based ingredient, or a medicinal cannabis product. Products and ingredients being supplied within New Zealand must meet the minimum quality standard.

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| [Reference attached document(s) – a list of the items] |

[Continue on additional sheets if necessary.]

* + 1. If the items you wish to add to your supply licence have already been verified by another licence holder, please provide evidence that the licence holder has agreed to allow supply under your supply activity.

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| [Reference attached document(s) – eg, permissions to add the items to the supply activity.] |

[Continue on additional sheets if necessary.]

* + 1. **Supply for export**  
       Provide details of the items you propose to supply for export under this licence activity. Identify whether the item is a starting material, a cannabis-based ingredient, or a medicinal cannabis product.

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| [Reference attached document(s) – a list of the items] |

[Continue on additional sheets if necessary.]

* + 1. **Supply of samples for other purposes**

Provide details of the testing, analysis or non-therapeutic research to be undertaken with the samples and the quantities required for this purpose.

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| [For example, a letter from a testing laboratory, stating the amounts needed for certain testing] |

[Continue on additional sheets if necessary.]

* + 1. Indicate any items that are listed on your current licence that you do ***not*** intend to supply under the renewed licence.

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| [Reference attached document(s) – eg, a list of items.] |

[Continue on additional sheets if necessary.]

* + 1. ☐ I declare that there are no changes to the recall plan in place setting out how to respond if an issue with the product arises.

OR:

☐ Provide details of your recall plan.

Note: The recall plan must comply with the New Zealand Medicines and Medical Devices Recall Code.

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| Reference previously provided document or attach resubmitted document |

[Continue on additional sheets if necessary.]

## Security arrangements at this location

* + 1. ☐ I declare that there are no changes to the arrangements for physical and procedural security, as well as security of staff members.

Note: Changes to security arrangements should be submitted as an application to amend the licence.

## Registers and record-keeping

Regulation 66 of the Misuse of Drugs (Medicinal Cannabis) Regulations 2019 requires the licence holder to keep records of the amounts of cannabis starting material, cannabis-based ingredients and medicinal cannabis products held and supplied during the period of the licence.

* + 1. ☐ I declare that there are no changes to the record-keeping system and the location records are kept.

OR:

☐ The record-keeping system and where the records are kept have been changed.

Describe the location where the records will be kept.

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| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

## Additional information about activities at this location

* + 1. **Standard Operating Procedures (or similar)**

☐ I declare that there are no changes to the standard operating procedures covering the security of supply activities at this location.

OR:

☐ The standard operating procedures relating to security have been updated, and are attached.

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| [Reference updated documents attached]. |

[Continue on additional sheets if necessary.]