

Application Guidance: Licence to Export Controlled Drugs

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This document provides guidance for applicants on completing the application form for a Licence to Export Controlled Drugs.

- The application form is used to apply for a Licence to Export Controlled Drugs, pursuant to regulations 3 and 7 of the Misuse of Drugs Regulations 1977.
- All relevant sections must be fully completed for an application to be considered.
- Please note that details on an issued licence cannot be updated or amended; therefore, applicants are encouraged to verify the accuracy of all information provided before submission.

Section 1: Applicant

This section identifies the person completing and submitting the application. The applicant must be authorised to represent the exporter or be acting in their professional capacity, for example a health practitioner.

Title	Provide your formal title (for example, Mr, Ms, Dr, Prof).
First name	Provide your given name and family name.
Surname	Note, where applicable, these should align with official or professional records, such as health practitioner registration details.
Position title	Provide your current job or professional role title (for example, Procurement Lead, Compliance Manager, Pharmacist, Medical Practitioner).
Email	Provide a current and valid contact email address.
Phone	Provide a daytime contact phone number.
Applicant's reference	This field is optional. You may provide an internal reference number or identifier for your own tracking purposes.

Section 2: Exporter

This section identifies details of the New Zealand exporter of the controlled drugs.

Exporter legal entity name	Provide the registered legal name of the exporter. If a company, please ensure this aligns with the Companies Office register and, where applicable, a supply chain licence (for example, licence to deal in controlled drugs).
Exporter trading name	Provide the trading name of the exporter.

Exporter business premises street address	<p>Provide the physical address of the exporter's business premises. Note that Post Office Box addresses are not permitted.</p> <ul style="list-style-type: none"> • Level/unit • Street Name and Number • Suburb • Town/City • Postcode
Physical address for consignment	<p>Provide the physical address details from which the consignment will be exported, if different from the exporter's business premises.</p> <ul style="list-style-type: none"> • Exporter legal entity name • Exporter trading name • Level/Unit • Street name and number • Suburb • Town/City • Postcode
Eligibility	<p>State the reason that qualifies the exporter to apply for an export licence, and choose one option. If you select "Other", specify the relevant authorisation, such as reference to an approval under the Misuse of Drugs Act 1975.</p>

Section 3: Importer

This section identifies the overseas importer receiving the controlled drugs.

Importer name	Provide the full legal name of the overseas importer or organisation.
Importer business premises street address	<p>Provide the full physical address of the importer.</p> <ul style="list-style-type: none"> • Level/Unit • Street Name and Number • Suburb • Town/City • Postcode
Import authorisation (e.g. import licences, permits, import certificates)	A valid import authorisation issued by the overseas authority is required for all export applications. The details of the import authorisation must match all the details on this application. The exporter is responsible for ensuring that the exporter details on the import authorisation are accurate, valid, and aligned with the relevant domestic licence details (where applicable).
Import authorisation number	Provide the authorisation number exactly as it appears on the document.
Issued by	Provide the name of the overseas authority that issued the import authorisation.

Section 4: Controlled Drugs

This section describes the controlled drugs included in the export consignment. Complete all fields for each product.

Trade name	Specify the commercial or brand name of the product, if applicable.
Substance name	Specify the chemical or approved name of the controlled drug (for example, morphine sulfate).
Concentration / strength	Specify the strength per unit (for example, mg per tablet or mg/mL).
Form	Specify the pharmaceutical form (for example, tablet, capsule, solution, injection).
Pack size	Specify the quantity contained in each pack.
Number of packs	Specify the total number of packs to be exported.
Purpose of export	State the purpose of the export (for example, commercial supply, clinical use, or research).
Anticipated date of export	Specify the expected date the consignment will leave New Zealand.
Method of transport	Specify the method of export (choose one option): <ul style="list-style-type: none">• Airfreight, or• Sea freight Note, this must match the method (if specified) on the import authorisation.

Section 5: Declaration

Completion of the applicant declaration is required for all applications.

Contact Medsafe

Medicines Control Branch (email medicinescontrol@health.govt.nz).