**Annex. 3. Sample of a form for Access Proposal**

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| **Form for Access Proposal** (*Information included in this Form shall be in sufficient detail to enable the relevant authorities to make a decision whether to grant or refuse Access*) |
| **Section 1. Applicant**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and address of principal researcher:  Address of the contact person/agent if any in Bhutan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 2. Category**  (Tick the relevant box)  Type of Phase  □ Scoping □ Access and Benefit Sharing  Type of Resources  □ Genetic Resources □ Associated Traditional Knowledge □ Others (specify) |
| **Section 3. Application Checklist**  *The following list outlines all of the information necessary to provide a timely decision on your application. All items on the list must be provided with the application. We are unable to accept applications that do not have all of the required items.*  □ Profile of the organization.  □ Copy of Company Incorporation Certificate or equivalent/CV of Foreign applicant in case of individual.  □ Copy of passport of foreign applicant (if investor is individual).  □ Power of Attorney for the authorized representative/contact person.  □ Identity and responsibilities of all entities and individual persons who will be involved in the activities.  □ Annual turnover of the organization in Nu/US dollars (including Tax return/audited accounts of foreign investor (s) for last 3 years).  □ Equipments and laboratories relevant to the activity.  □ Description of all previous genetic resource collection activities in Bhutan or elsewhere.  □ Provide complete information about existing or proposed contracts between the applicant and any third party relating to the use of any information and products resulting from the access activity. |
| **Section 4: Proposal**  The proposal shall include:  1. Identification (scientific name) of genetic resource and its use or description/nature of traditional knowledge (oral/documented)  2. Geographical location of proposed collection.  3. Any identified individual/community holding the traditional knowledge.  4. Quantity of biological resources to be collected.  5. Provide information on the arrangements made within Bhutan to facilitate the collection.  6. Time span in which genetic resources is proposed to be collected.  7. Purpose for which access is requested including the type and extent of research, mechanism for sharing of results, commercial use being derived and expected to be derived from it and any other benefits anticipated.  8. Provide information if collection of the resource endangers any component of biological diversity and the risks which may arise from the access where available.  9. Nature of legal rights including any intellectual property rights the applicant intends to seek over the accessed genetic resources and ensuing innovations.  10. Indicate the work plan and time frame within which the project is to be completed. |
| **Section 5. Others**  1. Provide information on:  • The primary destination of the resources and any expected subsequent destinations of the resources.  • Intended distribution/sharing of the accessed resources and list actual or potential beneficiaries.  2. Details and responsibilities of collaborating national institution/s, scholars, scientists, students, farmers and farmer groups in Bhutan in the field mission and/or its follow-up activities.  3. Economic and other benefits including those resulting from any Intellectual Property Rights (IPR) and patent obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs. |
| **Section 6. Declaration**  I/We, the undersigned, being duly authorized, declare to the best of my/our knowledge and belief that the information contained in this application is correct and complete and I/We authorize the National Focal Point to make all necessary inquiries and to conduct all necessary checks in relation to this application. In case the information provided in the application form is found to be false, the National Focal Point may take appropriate action as per the laws of the land.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |