



- **Step 1:** Applicant is granted a 5-year export license from BMCLA
- **Step 2:** Licensee applies for an export authorization certificate from BMCLA
 - **Question #1:** Did the licensee provide a letter of intent from the importer, confirming that the intended use of the product is for medicinal or research and development purposes?
 - **Questions #2:** Does the letter give a detailed explanation of the planned export path, including the method of transportation, transportation path and any transshipment points and plans for those segments?
 - **Question #3 :** Is the Licensee granted the export authorization certificate?
 - If **No:** Licensee is advised of decision and reason
 - If **Yes:** Move on to **Step 3**
- **Step 3:** Once the BMCLA issues the export authorization certificate, it must be presented upon request to any Government agency.
 - **Expiration Information:** The Export Authorization Certificate is valid for six (6) months past the planned date of export.
 - An Export Authorization Certificate must be done for every instance of exportation and must be done at least two (2) months prior to the proposed exportation.

Step 4: The Licensee must attached the import permit/authorization from the relevant authority in the country of import

- **Step 5:** All necessary documentation must be submitted to the Barbados Customs to be processed through the ASYCUDA System. *For ease of process a Customs Broker is recommended.*
- **Step 6:** The Plant Protection Unit (PPU) is to be notified of the intended nature of the shipment.
 - Plant matter is under the authority of the PPU, whereas manufactured products is under the authority of the Barbados Drug Service (BDS).
 - A Phytosanitary certificate is required from the PPU for all plant matter shipments. An approved exporting certificate of pharmaceutical product must be required from the BDS.
- **Step 7:** The BMCLA compliance department will accompany the licensee with the shipment to the port of exportation. The Barbados Police Service may be part of the process if necessary.
- **Step 8:** After 15 days of export, the licensee must notify the BMCLA in writing that the items were shipped.
 - The notification must include the licensee's name, license number, details of the shipment, including details of the receiver, destination, strain, and quantity shipped.
 - All items for export must meet the BMCLA's packaging and labelling standards.

(See Process Flow Chart to the right)

