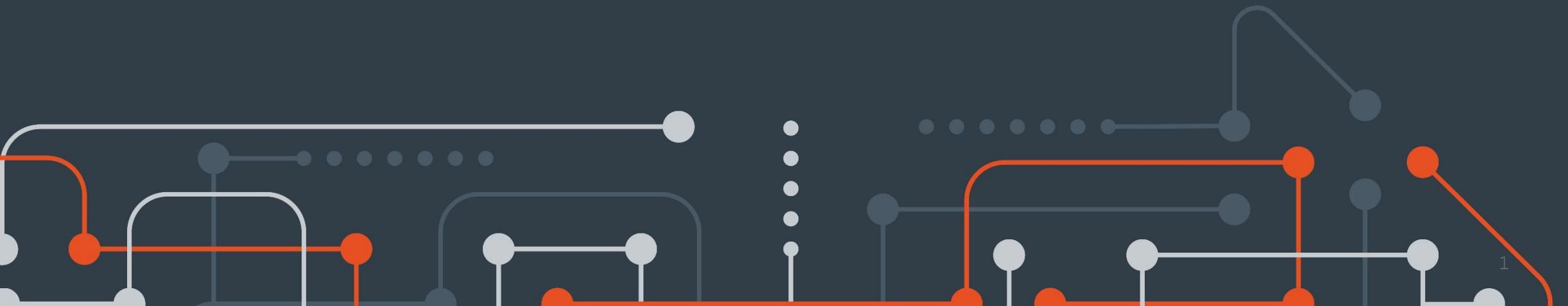




# How To Guide

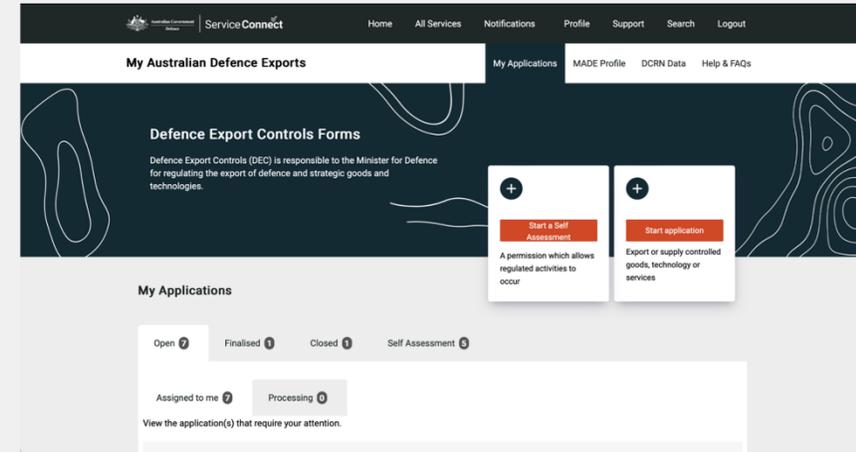
*Complete a Supply DSGL services outside Australia (10C) application*



### Step 1

- To commence a '10C – Provision of DSGL Services outside Australia' application, select the 'Start application' button on the MADE landing page.

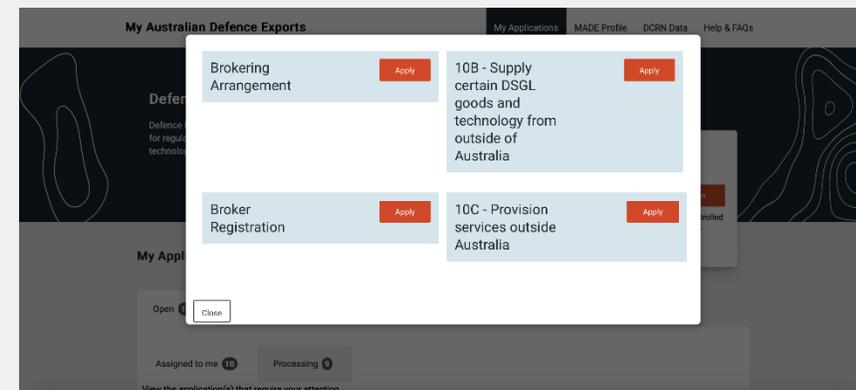
### Step 1



### Step 2

- Select 'Apply' for the '10C – Provision services outside Australia' option.

### Step 2



### Step 3

- Take a moment to read the 'Privacy Notice' to ensure you understand the way in which the Defence Export Controls will collect and use the data you provide.

### Step 3

10C - Provision services outside Australia A-25006

Privacy notice

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Further Information
- Declaration

**COLLECTION, USE AND DISCLOSURE OF BUSINESS AND FINANCIAL INFORMATION**

The business and financial information you provide in your application will be treated as confidential. This information may be used to administer export controls, counter proliferation and control arms. We will not disclose this information to third parties for any other purpose, unless you have provided your consent or we are otherwise authorised to do so by law.

**Australian Privacy Principles**

The Department of Defence (Defence) must comply with the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (Privacy Act), which govern the handling personal information. This privacy notice is provided in accordance with APP 5 and explains how Defence will handle the personal information it collects in this application form.

**Purpose of Collection**

The personal information you provide in this application form is collected by Defence to administer export control legislation including the *Customs Act 1901*, the *Defence Trade Controls Act 2012* and the *Weapons of Mass Destruction (Prevention of Proliferation) Act 1995*.

The personal information collected on this form includes your name. The information you provide will be used to assess your application. Defence may also use the information when undertaking compliance activities.

If Defence does not collect the personal information contained within this application form, we will be unable to process and assess your application.

**Disclosure of Information**

### Step 4

- Once you have read the 'Privacy Notice', select 'Continue'.

### Step 4

**Purpose of Collection**

The personal information you provide in this application form is collected by Defence to administer export control legislation including the *Customs Act 1901*, the *Defence Trade Controls Act 2012* and the *Weapons of Mass Destruction (Prevention of Proliferation) Act 1995*.

The personal information collected on this form includes your name. The information you provide will be used to assess your application. Defence may also use the information when undertaking compliance activities.

If Defence does not collect the personal information contained within this application form, we will be unable to process and assess your application.

**Disclosure of Information**

Defence may provide some or all of the information to other Australian Government agencies involved in the administration of export control legislation including Department of Immigration and Border Protection, Department of Foreign Affairs and Trade, Department of Industry, law enforcement and intelligence agencies. In some circumstances, Defence may be required to provide personal information to Australia's international regime partners in order to fulfil Australia's reporting and consultation responsibilities.

**Privacy Policy, Complaints and Correction of Personal Information**

Defence has a Privacy Policy which contains information on how an individual may access and/or amend their personal information held by Defence. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence has breached the APPs. A copy of the Defence Privacy Policy can be found at <https://www.defence.gov.au/about/governance/privacy-policy>. For more information, the Defence Privacy Officer can be contacted by email at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

Cancel Delete Save Continue

### Step 5

- Select your 'Client registration number' that will have been provided at the completion of the DCRN Application process. You may enter an 'Internal reference number', specific to your organisation, to assist with identifying and locating the application at a later date.
- Once you have done this, select 'Continue'.

### Step 5

My Australian Defence Exports | My Applications | MADE Profile | DCRN Data | Help & FAQs

### Defence Export Controls Forms

Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

#### 10C - Provision services outside Australia A-25006

Applicant details

- Privacy Notice
- Applicant**
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Further Information
- Declaration

Client registration number \*  
211003D

Name of applicant (company or individual)  
Australian Defence Exports Company

Internal reference number

Back Delete Save Continue

### Step 6

- Indicate 'yes' or 'no' as to whether your application is relevant to each of the types of services listed.

### Step 6

#### 10C - Provision services outside Australia A-25006

Application details

- Privacy Notice
- Applicant
- Application**
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Further Information
- Declaration

#### Application purpose

If you are providing a DSGL related service to a foreign person located overseas, then please select as many as applicable below:

Design \*  
 Yes  No

Development \*  
 Yes  No

Engineering \*  
 Yes  No

Manufacture \*  
 Yes  No

Production \*  
 Yes  No

Assembly \*  
 Yes  No

Testing \*  
 Yes  No

Repair \*  
 Yes  No

### Step 7

- Continue to indicate 'yes' or 'no' for the service types and provide a description of the equipment, system or platform that the service is related to.

### Step 7

Yes  No  
Assembly \*

Yes  No  
Testing \*

Yes  No  
Repair \*

Yes  No  
Maintenance \*

Yes  No  
Modification \*

Yes  No  
Operation \*

Yes  No  
Demilitarisation \*

Yes  No  
Destruction \*

Yes  No  
Processing or use \*

Provide a description of the equipment / system / platform that the service relates to.

Remaining: 500 characters

### Step 8

- Provide a short description of the activity being conducted specific to the equipment, system or platform. Select either 'yes' or 'no' to indicate whether there are goods being provided as a part of this service, and if the answer is 'yes', provide details on how those goods are being exported and whether or not they are intangible or physical.
- If no goods are being provided you will not be required to enter a description of Goods and /or technology further in the application process.
- Indicate 'yes' or 'no' if you believe or suspect the technology being supplied may be used in a WMD program, then select 'Continue'.

### Step 8

Yes  No  
Demilitarisation \*

Yes  No  
Destruction \*

Yes  No  
Processing or use \*

Provide a description of the equipment / system / platform that the service relates to.

Sneaky Hawk Surveillance Drone

Remaining: 470 characters

Provide a short description on the specific equipment / system / platform and activity being conducted.

As part of the contract with the Foreign Military, our organisation will assemble the drones once delivered, and participate in the local testing of the drone and training of personnel. This includes repair and maintenance during the trial process.

Remaining: 232 characters

Are there goods being provided as a part of this service? \*

Yes  No

Do you believe or suspect the technology being supplied may be used in a weapons of mass destruction program? \*

Yes  No

Back Delete Save Continue

### Step 9

- Reference the Defence and Strategic Goods List to determine what category your supply falls under and choose an option within the 'category' drop-down box.
- Choose the expected date of supply, then select 'Continue'.

### Step 9

My Australian Defence Exports | My Applications | MADE Profile | DCRN Data | Help & FAQs

### Defence Export Controls Forms

Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

#### 10C - Provision services outside Australia A-25006

Supply details

- Privacy Notice
- Applicant
- Application
- Supply Details**
- End User / Recipient Details
- Government Representative Details
- Further Information
- Declaration

Back Delete Save Continue

### Step 10

- If you have previously set up End-User details, you can select these from the drop-down box. If you have not previously set up these details, you will be required to enter them in a separate section of the system.
- If you have not already entered these details, save your application before exiting and adding consignee details.

### Step 10

Defence Export Controls Forms

Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

#### 10C - Provision services outside Australia A-25006

End-User details

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details**
- Government Representative Details
- Further Information
- Declaration

#### End-User(s)

End-User 1

End-User name  
Please select...

Number and street name Suburb/Town

Postcode

Province/State/Region

Country

### Step 11

- Indicate 'yes' or 'no' as to whether your provision of services is related to any Australian Government business. If 'no', select 'Continue'.

### Step 11

10C - Provision services outside Australia A/25006

End-User details

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details**
- Government Representative Details
- Description of Goods and/or Technology
- Further Information
- Declaration

End-User(s)

End-User 1

End User name\*  
Jane Doe

Number and street name  
123 Defence Street

Suburb/Town  
Export Controls

Postcode  
2345

Province/State/Region  
ACT

Country  
Australia

+ Add End-User

Back Delete Save Continue

### Step 12

- If your provision of services is related to Australian Government business, you will be required to fill in the details of your government point of contact.

### Step 12

10C - Provision services outside Australia A/25006

Third Party / Foreign Government approvals

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details**
- Description of Goods and/or Technology
- Further Information
- Declaration

Activity related to Australian Government business

Is the export or supply of the goods and technology related to Australian Government business?\*

Yes  No

Government Representative details

Name\*

Position / Title\*

Department\*

Work area\*

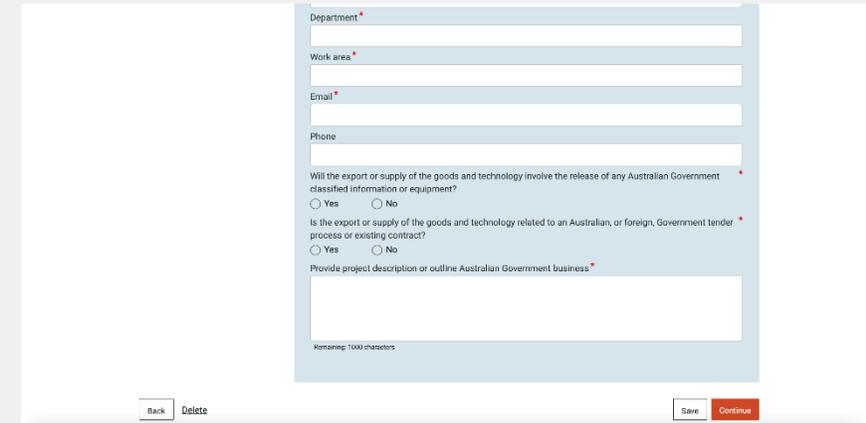
Email\*

Phone

### Step 13

- Once you have completed the government point of contact details, you must indicate 'yes' or 'no' to a number of questions on classification, tender or contract association, and a project description or outline of the Australian Government business.
- Having answered these questions, select 'Continue'.

### Step 13

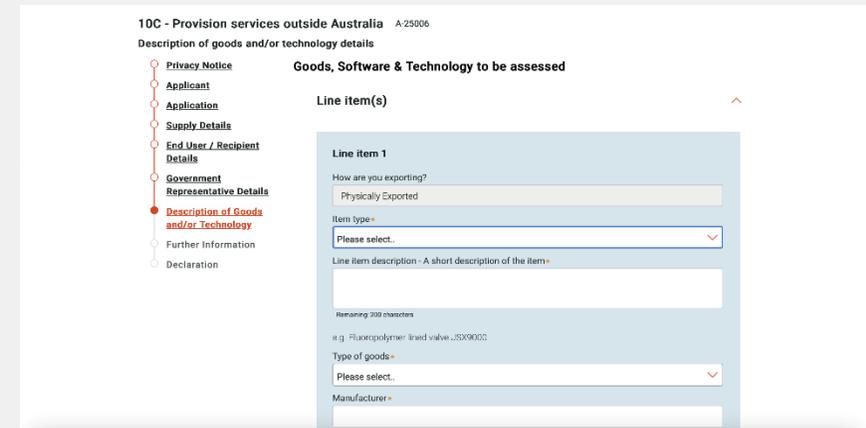


A screenshot of a web form for Step 13. The form contains several input fields: 'Department', 'Work area', 'Email', and 'Phone'. Below these are two radio button questions: 'Will the export or supply of the goods and technology involve the release of any Australian Government classified information or equipment?' and 'Is the export or supply of the goods and technology related to an Australian, or foreign, Government tender process or existing contract?'. Both questions have 'Yes' and 'No' options. At the bottom is a large text area for 'Provide project description or outline Australian Government business' with a 'Remaining: 1000 characters' indicator. Navigation buttons 'Back', 'Delete', 'Save', and 'Continue' are visible at the bottom.

### Step 14

- Depending on which option you chose in Step 8 relating to the goods being provided with the service, the 'how are you exporting' will be automatically filled. Then select the 'Item type' drop-down box and select the appropriate type – goods, software or technology.
- Provide a short description of the item. Provide enough detail to identify your specific items, to the extent that they cannot be confused with any other item or product.

### Step 14



A screenshot of a web form for Step 14. The page title is '10C - Provision services outside Australia A 25006'. A breadcrumb trail on the left shows steps: Privacy Notice, Applicant, Application, Supply Details, End User / Recipient Details, Government Representative Details, **Description of Goods and/or Technology** (highlighted), Further Information, and Declaration. The main heading is 'Goods, Software & Technology to be assessed'. Under 'Line item(s)', there is a 'Line item 1' section. It includes a 'How are you exporting?' dropdown (set to 'Physically Exported'), an 'Item type' dropdown (set to 'Please select...'), a 'Line item description - A short description of the item' text area (with 'Remaining: 200 characters' and an example: '# g Fluoropolymer lined valve JSX9000'), a 'Type of goods' dropdown (set to 'Please select...'), and a 'Manufacturer' text field.

### Step 15

- Due to firearm and radio exports requiring serial numbers, these items have been included in the 'Type of goods' drop-down box. If your items are neither of these, choose 'Other' and specify in the text box. This can be a simpler description than previously provided.
- Indicate the 'Manufacturer', the 'Model name and/or number', 'NATO stock number' if applicable, the 'Quantity', 'Unit of measure' and 'Total value of line item'. The 'Total value of line item' is a per unit basis.

### Step 15

The screenshot shows a form for Step 15. It includes a 'Type of goods' dropdown menu with 'Other' selected. Below it is a text box for 'Other, please specify?' containing 'Unscrewed Aerial vehicle for military use'. There are also fields for 'Manufacturer' (filled with 'Defence Exports'), 'Model name / number' (filled with 'SH001'), and 'NATO stock number (if applicable)'. A note indicates a valid format for the stock number is 'NNNN-NN-NNN-NNNN (all numerical)'. Other fields include 'Quantity', 'Unit of measure' (set to 'Please select'), 'Total value of line item (AUD)', and 'Supporting material' (set to 'Please select').

### Step 16

- Indicate the type of supporting material, which may be a 'Specification Sheet', 'Technical Documentation' or a 'Website URL'. If you choose 'Specification Sheet' or 'Technical Documentation', you will need to provide these as attachments later in the application process. If you choose 'Website URL' you will need to provide the link within this section.
- Indicate whether the goods were manufactured in Australia. If they were, you have the option to provide any foreign export control classifications.

### Step 16

The screenshot shows a form for Step 16. A dropdown menu for 'Supporting material' is open, showing options: 'Please select.', 'No Supporting Document', 'Specification Sheet', 'Technical Documentation', and 'Website URL'. Below the dropdown, there is a link to a legislative page: 'Have you self-assessed against the Defence and Strategic Goods List (DSGL)?\* <https://www.legislation.gov.au/Details/F20211.01198>'. There are several radio button questions: 'Do you self-assessed against the Defence and Strategic Goods List (DSGL)?\*' (Yes/No), 'Does the item contain encryption?' (Yes/No), 'Is the export an upgrade to a system previously exported from Australia?' (Yes/No), 'Software upgrade that enhance and increase the capability of existing software will require new application to be submitted.' (Yes/No), 'Is the item for the installation, operation, maintenance or repair of goods (including software and technology)?' (Yes/No), 'Are the goods, software or technology specially designed or modified for military use?' (Yes/No), 'Is the item specially designed for medical end-use?' (Yes/No), and 'Is the item, or will the item be, incorporated into medical equipment?' (Yes/No).

### Step 17

- Indicate whether you have completed a self-assessment, achieved by identifying your type of goods within the Defence and Strategic Goods List (DSGL). Provide the code relevant to your goods found within the DSGL, and provide justification for your self-assessed classification, that is, how you made the decision on which code to select.
- Indicate 'yes' or 'no' to the remainder of the questions within this section.

### Step 17

Have you self-assessed against the Defence and Strategic Goods List (DSGL)?  
<https://www.legislation.gov.au/Details/F2021L01198>

Yes  No

Provide self-assessment code\*

ML14

Provide justification / key parameters for self-assessed classification\*

Self assessment indicated a permit was needed.

Remaining: 954 characters

Does the item contain encryption?\*

Yes  No

Is the export an upgrade to a system previously exported from Australia?\*

Yes  No

Software upgrade that enhance and increase the capability of existing software will require new application to be submitted.

Is the item for the installation, operation, maintenance or repair of goods (including software and technology)?\*

Yes  No

Are the goods, software or technology specially designed or modified for military use?\*

Yes  No

Is the item specially designed for medical end-use?\*

Yes  No

Is the item, or will the item be, incorporated into medical equipment?\*

Yes  No

### Step 18

- After indicating 'yes' or 'no' to the remainder of the questions in this section, and providing any additional detail as required, you have the option to select 'Add line item'. This enables you to include multiple line items within this single application.
- If your application is only in reference to a single item, select 'Continue'.

### Step 18

Self assessment indicated a permit was needed.

Remaining: 954 characters

Does the item contain encryption?\*

Yes  No

Is the export an upgrade to a system previously exported from Australia?\*

Yes  No

Software upgrade that enhance and increase the capability of existing software will require new application to be submitted.

Is the item for the installation, operation, maintenance or repair of goods (including software and technology)?\*

Yes  No

Are the goods, software or technology specially designed or modified for military use?\*

Yes  No

Is the item specially designed for medical end-use?\*

Yes  No

Is the item, or will the item be, incorporated into medical equipment?\*

Yes  No

+ Add line item

Back Delete Save Continue

### Step 19

- Indicate 'yes' or 'no' to indicate whether you wish to provide any additional information in support of your application. You may include any relevant details, but please ensure that all documents combined do not exceed 15 MB and are not password protected. After attaching any additional information, click 'Continue'.

### Step 19

Defence Export Controls Forms  
Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

10C - Provision services outside Australia A-25006

Further information

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Description of Goods and/or Technology
- Further Information**
- Declaration

Do you wish to provide additional information in support of your application? \*

Yes  No

Back Delete Save Continue

### Step 20

- You will be required to upload any supporting documents depending on the nature of your application. Once you have uploaded these documents, or if you are not required to, select 'Continue'.

### Step 20

Defence Export Controls Forms  
Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

10C - Provision services outside Australia A-25006

Further information

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Description of Goods and/or Technology
- Further Information**
- Declaration

Do you wish to provide additional information in support of your application? \*

Yes  No

Back Delete Save Continue

### Step 21

- Select the check box to indicate that you confirm the information you have provided is true and correct, and that you will promptly notify Defence Export Controls of any changes relating to the information provided.

### Step 21

Defence Export Controls Forms  
Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.

10C - Provision services outside Australia A-25006

Statement by Applicant

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Description of Goods and/or Technology
- Further Information
- Declaration**

By submitting this application, I confirm that:

- I certify that the information in this application is true and correct.
- I will promptly notify Defence Export Controls of any changes relating to the information provided.

**Authorised contact details on behalf of Australian Defence Exports Company**

Applicant first name	Applicant last name
Nina	Robins
Applicant position / title *	Applicant email
nina.rob.ns@gmail.com	nina.rob.ns@gmail.com
Applicant phone number	Submission date
--	20-Aug-2024

### Step 22

- Enter your position and/or title, then select 'Finish'.

### Step 22

10C - Provision services outside Australia A-25006

Statement by Applicant

- Privacy Notice
- Applicant
- Application
- Supply Details
- End User / Recipient Details
- Government Representative Details
- Description of Goods and/or Technology
- Further Information
- Declaration**

By submitting this application, I confirm that:

- I certify that the information in this application is true and correct.
- I will promptly notify Defence Export Controls of any changes relating to the information provided.

**Authorised contact details on behalf of Australian Defence Exports Company**

Applicant first name	Applicant last name
Nina	Robins
Applicant position / title *	Applicant email
Exports Manager	nina.robins@gmail.com
Applicant phone number	Submission date
--	20-Aug-2024

Back Delete Save Finish

### Step 23

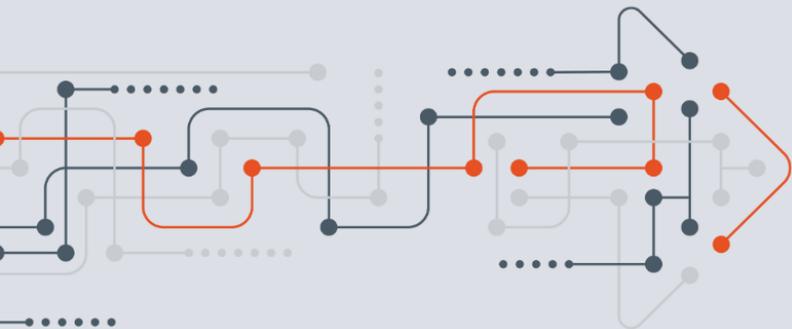
- Your application has now been submitted. You can check on the processing status of your application on the MADE landing page.

### Step 23

The screenshot shows the 'My Australian Defence Exports' (MADE) website interface. At the top, there are navigation links for 'My Applications', 'MADE Profile', 'DCRN Data', and 'Help & FAQs'. The main heading is 'Defence Export Controls Forms', with a sub-heading stating 'Defence Export Controls (DEC) is responsible to the Minister for Defence for regulating the export of defence and strategic goods and technologies.' A large green checkmark icon is centered on the page, followed by the text 'Submission successful' and 'Your application has been successfully submitted.' Below this, there is a section for '10C - Provision services outside Australia' with the application ID 'A-25006'. Under the 'Overview' section, a table displays the following information:

Overview:	
Application status	SUBMITTED
Generated by	Nina Robins
Generated date	20-Aug-2024
Submitted date	20-Aug-2024

## Need Assistance?



### Contact Us

-  [defence.gov.au/business-industry/export/controls](https://defence.gov.au/business-industry/export/controls)
-  [exportcontrols@defence.gov.au](mailto:exportcontrols@defence.gov.au)
-  1800 DEFENCE, Option 4