

Chinese human genetic resources material export approval

Administrative Licensing Matters Service Guide

1. Scope of application

This license applies to international scientific cooperation on the use of human genetic resources in China research, or due to other special circumstances, it is really necessary to transport Chinese human genetic resource materials, Standardization and management of mailing and carrying out of the country.

For clinical diagnosis and treatment, blood collection and supply services, investigation and punishment of crimes, doping testing and funerals

According to the relevant national laws

Regulatory management is not covered by this license.

2. Item information

(1) Item name: China's human genetic resources materials export approval.

(2) Approval category: administrative license.

(3) Item number: To be determined.

3. Basis for handling

1. State Decree No. 717 of the Regulations of the People's Republic of China on the Administration of Human Genetic Resources (May 2019).

2. "Administrative Licensing Law of the People's Republic of China" Chairman's Order No. 7 (August 2003 moon).

4. Acceptance agency

Ministry of Science and Technology

5. The decision-making body

Ministry of Science and Technology

6. Quantity limit

Unlimited

7. Conditions of work

(1) Requirements for applicants

A Chinese entity with legal personality.

(2) Approval conditions

1. When applying for the transportation, mailing and carrying of Chinese human genetic resources materials out of the country, the

ready or meet the following conditions:

(1) There is no harm to the public health, national security and public interests of our country;

(2) It has legal personality;

(3) Have a clear overseas partner and a reasonable outbound purpose;

(4) The collection of human genetic resources material is legal or from a legal depository institution;

(5) Pass the ethical review;

2. Prohibited requirements: apply for the transportation, mailing,

If it is carried out of the country and does not meet the above conditions, it will not be approved.

8. Application materials

Serial number	Name of submitted material	Original/ Copy	Copies Paper/Electronic	Require
1	application	Original 1	Paper and Electronic	After filling out the online platform, Paper stamped submission.
2	Copies of legal personality documents	1	Paper and electronic	The legal person qualification materials include the business license of the enterprise legal person or business unit legal person certificate

					Book or private non-enterprise sheet Registration certificate, etc.
3	A copy of the informed consent form	1 paper and electronic			none
4	Copy of Ethical Review Approval	1 Paper and Electronic			none
5	China National Human Genetic Resources International Cooperative Scientific Research Approval Decision			Copy 1 Paper and electronic if required.	
6	Chinese human genetic resources Material Exit Approval Decision			Copy 1 Paper and electronic if required.	
Note: Please refer to Appendix 1 for the template of the application form.					

9. Application reception

(1) Receiving method

The electronic version of the application materials is received through the online platform, and the paper version of the application materials can be received through the online platform.

Window or mail to receive:

1. Online platform: <https://grants.most.gov.cn>;

2. Window or mail reception: the administrative approval acceptance window of the Ministry of Science and Technology (Address: Beijing

1st Floor, Building 4, Yard 16, West Fourth Ring Middle Road, Haidian District, China Biotechnology Development

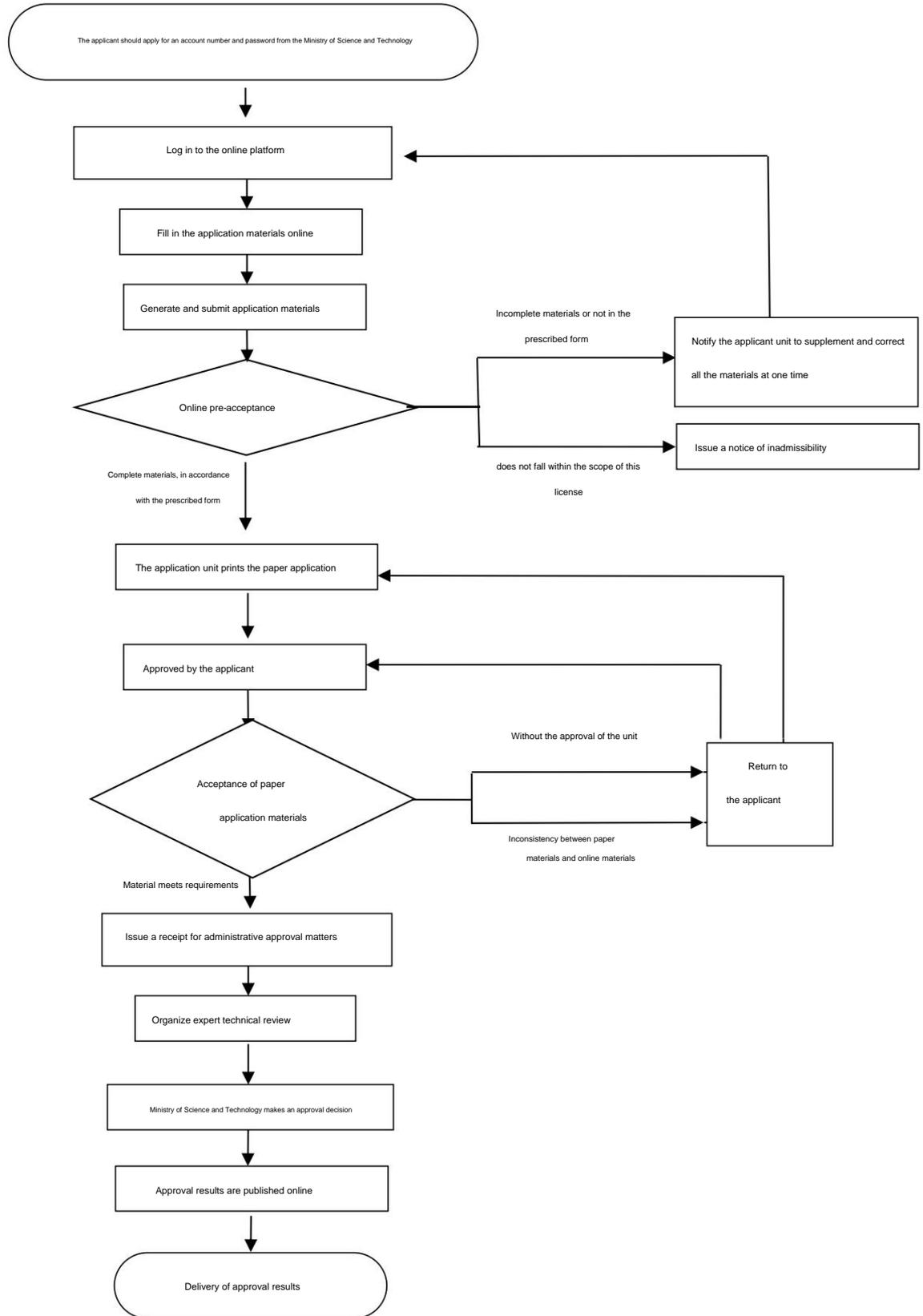
Heart; Postcode: 100039; Tel: 010-88225151).

(2) Office hours

Working days: 8:30—11:30, 13:30—16:30.

10. Procedure

Schematic diagram of the process:



11. How to handle

This administrative license is handled in accordance with general procedures, including application, acceptance, technical review,

Decisions and service of documents, etc.

(1) Online application

The applicant unit submits the electronic version of the application materials through the online platform.

(2) Online pre-acceptance

After the Ministry of Science and Technology receives the electronic version of the application materials submitted online by the applicant unit, it will

Complete the pre-review within working days. If the application materials are complete and meet the prescribed forms, the

Pre-examination, the applicant can print the paper materials; the application materials are incomplete or do not meet the requirements

If the applicant does not pass the pre-examination, the applicant should be notified through the online platform that supplementary

the full content.

(3) Submission of paper application materials

The applicant unit will print the electronic version of the application materials pre-accepted online on A4 paper on both sides.

Printing, cover and signature and seal pages are printed on one side, in one copy, in perfect binding, and the attachments are in order

The order should be bound in the application form, and the paper application should be submitted to the Ministry of Science and Technology after review and approval by the unit.

Material.

(4) Examination and acceptance of paper materials

After the Ministry of Science and Technology receives the paper application materials submitted by the applicant unit, within 5 working days

Complete the formal examination within the

Formally accept and issue an acceptance form. If the application materials are incomplete or do not meet the prescribed forms,

Return to the applicant unit.

(5) Technical review

The Ministry of Science and Technology organizes experts to conduct technical review of the accepted applications, and form experts

Review comments.

(6) Approval decision

The Ministry of Science and Technology makes a decision of approval or disapproval.

(7) Announcement of results

The Ministry of Science and Technology will announce the approval results on the website of the Ministry of Science and Technology. If you are not approved, say it clear reason.

(8) Service of documents

The Ministry of Science and Technology will deliver the approval decision to the province by mail within 10 working days level science and technology administrative department, and publish the mailing details online.

Go to the provincial science and technology administrative department to get the approval decision.

12. Administrative license

Chinese human genetic resources material exit approval decision (see Annex 2 for the format).

13. Time limit for approval

Approval or disapproval by the Ministry of Science and Technology within 20 working days after the official acceptance

Decide. If the approval decision cannot be made within the prescribed time limit due to special reasons, the Ministry of Science and Technology shall

With the approval of the person in charge, it can be extended for 10 working days.

14. Approval fees

There is no fee for this approval.

15. Applicant's rights and obligations

(1) According to the "Administrative Licensing Law of the People's Republic of China", "People's Republic of China"

According to the Regulations on the Administration of Human Genetic Resources of China, applicants shall enjoy the following rights according to law:

1. With regard to the administrative license implemented by the administrative organ, it has the right to state and defend;

If the legal rights and interests are damaged due to the illegal implementation of administrative licensing by administrative organs, they have the right to request compensation.

2. If the applicant has any objection to the approval decision, he/she may, within 60 days from the date of receipt of the notification

Apply to the Ministry of Science and Technology for administrative reconsideration within days, or apply to the Ministry of Science and Technology within 6 months from the date of receipt of the notice

The people's court filed a lawsuit.

(2) According to the "Administrative Licensing Law of the People's Republic of China", "People's Republic of China"

According to the Regulations on the Administration of Human Genetic Resources of China, an applicant applying for an administrative license shall:

Submit the relevant materials to the administrative organ and reflect the real situation, and the substance of the application materials

Responsible for the authenticity of the content.

If the applicant engages in fraudulent acts during the administrative application process, the Ministry of Science and Technology will

Terminate the review of his application or revoke an approval decision that has been made, notify his supervisor in writing

Departments, and depending on the circumstances, according to the "Administrative License Law of the People's Republic of China", "People's Republic of China"

Administrative Punishment Law of the People's Republic of China and Regulations of the People's Republic of China on the Administration of Human Genetic Resources

hold them accountable.

16. Consultation channels

(1) Window consultation: Administrative Approval Acceptance Window of the Ministry of Science and Technology (Address: Beijing

1st Floor, Building 4, Yard 16, Xisihuan Middle Road, Haidian District, China Biotechnology Development Center);

(2) Online consultation:

<http://appweblogic.most.gov.cn/gzwd/gzwd.htm>

(3) Letter consultation: Department of Science and Technology for Social Development, Ministry of Science and Technology (Address: Haikou, Beijing)

No. 15 Fuxing Road B, Dian District, Department of Social Development Science and Technology, Ministry of Science and Technology, Zip Code 100862);

(4) Email consultation: ycb@cncbd.org.cn;

(5) Telephone consultation: 010-88225151.

17. Monitoring, Complaint and Reporting Channels

(1) Window complaints: Department of Science and Technology Supervision and Integrity Construction of the Ministry of Science and Technology (Address: North

Building 5, Beijing Friendship Hotel, No. 1 Zhongguancun South Street, Haidian District, Beijing);

(2) Telephone complaints: Department of Science and Technology Supervision and Integrity Construction, Ministry of Science and Technology

010-68947680

(3) Online complaints: <http://www.most.gov.cn/jdts/>;

(4) Email complaints: jdpgyc@most.cn;

(5) Complaint by letter: Department of Science and Technology Supervision and Integrity Construction of the Ministry of Science and Technology (Address: North

Building 5, Beijing Friendship Hotel, No. 1 Zhongguancun South Street, Haidian District, Beijing; Zip Code:

100873

18. Office Hours and Address

Office hours: 8:30-11:30, 13:30-16:30 on weekdays.

Address 1: China Biotechnology Development Center (Middle West Fourth Ring Road, Haidian District, Beijing

Floor, Building 4, No. 16).

How to get there: Get out from Exit B of Wukesong Station of Metro Line 1, take 627, 634

Or take bus No. 568 to Jingouhe bus stop.

Address 2: Department of Science and Technology for Social Development, Ministry of Science and Technology (B15, Fuxing Road, Haidian District, Beijing

Ministry of Science and Technology).

How to get there: Get out from the Military Museum Station of Metro Line 1 and walk west along Fuxing Road

50 meters to the intersection of Fuxing Road and Liulinguan Road, 50 meters north along Liulinguan Road and west.

19. Public inquiries

From the date of acceptance, you can call (010-88225151) or online

Check the approval status.

After 20 working days from the date of acceptance, by telephone

(010-88225151) or query results on the official website of the Ministry of Science and Technology.

attachment1

Declaration No.:

Chinese Human Genetic Resources Material Exit Approval Application Form

Matter name: _____

Application unit: _____

principal: _____

Contact: _____

contact number: _____

Contact Email: _____

mailing address: _____

year month day

Ministry of Science and Technology of the People's Republic of China

Completion Instructions

1. The applicant is a Chinese unit.

2. Applicants should carefully read the "People's Republic of China Human Genetic Resources Management Administrative Regulations and Administrative Licensing Service Guide, the contents of the declared matters must correspond to the guide, meet the reporting requirements.

3. The contents of the application form will serve as an important basis for the review of the matter. The application content must be realistic, accurate and complete, and clear. The applicant unit must declare We are responsible for the authenticity, integrity and normativeness of materials.

4. The applicant unit fills in the application form online according to the prompts of the application system. application is positive The text part should be filled in with the imitation Song Xiaoji characters, and the line spacing should be 1.5 times. Anything not filled in content, please use "None". Foreign languages should be expressed in both the original and Chinese, and the foreign abbreviations should be used. When it appears for the first time, the full name must be indicated.

5. The applicant shall print on both sides of A4 paper, and print the cover and signature and seal pages on one side. Printed, in one copy, glue-bound, and the attachments are bound in sequence on the signed and sealed page of the application. back.

6. Administrative license acceptance window Address: West Fourth Ringzhong, Haidian District, Beijing
1st Floor, Building 4, Yard 16, Road 100039.

1. Basic information table

Matter name				
Document No. of the Approval Decision on International Cooperation in Scientific Research				
Approved Document No. of the Approval Decision on the Exit of Approved Materials				
Approved export plan for human genetic resources	name	Quantity	unit/specification	Exit period
Human genetic resources materials that have been exported	name	has left the country The total number	Unit/Specification	HS code
The situation of human genetic material to be exported this time	name	Quantity	unit/specification date of departure	HS code
Proposed port of exit				
Application unit	name		Unified Social Credit Code	
	Legal representative			
	authority			
	Province (municipality, autonomous region) where the unit is located	Zip code		
	mailing address			

	Unit Type		ý Scientific research institutions ý Colleges and universities ý Medical institutions ý Enterprises ý Others him (please specify:)			
	burden responsibility people	Name		gender		date of birth
		Title ý Senior ý Deputy Senior ý Intermediate ý Primary ý Other				
		job title		business expertise		
		Telephone		E-mail		
contact			Telephone			
Overseas reception unit	name		Chinese			
			English			
	address		Chinese			
			English			
	Unit Type		ý Scientific research institutions ý Colleges and universities ý Medical institutions ý Enterprises ý Others him (please specify:)			
	burden responsibility people	Name		gender		date of birth
		job title		business expertise		
		Telephone		E-mail		
contact			Telephone			
Remaining human remains	ý After testing or experiment, it will be directly destroyed according to the standard process of medical waste destruction					
Handling of materials	ý Detect or experiment directly to destroy the standard process in accordance with the destruction of the test unit					
Way	ýOther (Attachment: Agreement Text)					

2. Review opinion

Comments from the applicant:

Signature of the legal representative: (must have signed)

Unit official seal: (must have stamps)

years

Day

Attachment list

serial number	appendix
1	Documents on legal personality
2	Ethical review approval document
3	Informed Consent
4	Decision on the approval of China's international cooperative scientific research on human genetic resources
5.	Decision on the approval of Chinese human genetic resources materials exporting

Declaration number:

Chinese Human Genetic Resources Material Exit Approval Application Form

Matter name: _____

Application unit: _____

principal: _____

Contact: _____

contact number: _____

Contact Email: _____

mailing address: _____

year month day

Ministry of Science and Technology of the People's Republic of China

Completion Instructions

1. The applicant is a Chinese unit.

2. Applicants should carefully read the "People's Republic of China Human Genetic Resources Management Administrative Regulations and Administrative Licensing Service Guide, the contents of the declared matters must correspond to the guide, meet the reporting requirements.

3. The contents of the application form will serve as an important basis for the review of the matter.

The content of the declaration must be realistic, accurate and complete, and the levels are clear. Applicants must report

We are responsible for the authenticity, integrity and normativeness of materials.

4. The applicant unit fills in the application form online according to the prompts of the application system. application is positive

The text part shall be filled in with the imitation of Song Xiaoquan characters, and the line spacing shall be 1.5 times. Anything not filled in content, please use "None". Foreign languages should be expressed in both the original and Chinese, and the foreign abbreviations should be used.

When first appearing, the full name must be indicated.

5. The applicant shall print on both sides of A4 paper, and print the cover and signature and seal pages on one side.

Printed, in one copy, glue-bound, and the attachments are bound in sequence on the signed and sealed page of the application.

back.

6. Address of the administrative license acceptance window of the Ministry of Science and Technology: Middle West Fourth Ring Road, Haidian District, Beijing

Building 1, Building, No. 16, Road, 100039: 100039.

1. Basic information table

Matter name							
Summary of Matters	(within 500 words)						
Human genetic material to be exported	HS Code	Name	Quantity	Unit/Specification	Date of Exit		
Proposed port of exit							
Application unit	name			unified society credit code			
	Legal representative						
	authority						
	unit location			post code			
	mailing address						
	Unit Type		ý Scientific research institutions ý Colleges and universities ý Medical institutions ý Enterprises ý Others (please specify:)				
	principal	Name			gender		date of birth
		Title		ý Senior ý Deputy Senior ý Intermediate ý Primary ý Other			
		job title			business expertise		
		Telephone			E-mail		
	contact			Telephone			
overseas receipt bit	name		Chinese				
			English				

	address		Chinese				
			English				
	Unit Type		ý Scientific research institutions ý Colleges and universities ý Medical institutions ý Enterprises ý Others him (please specify:) 				
	principal	Name		gender		date of birth	
		position		Telephone			
contact			Telephone				
Remaining human remains	ý After testing or experiment, it will be directly destroyed according to the standard process of medical waste destruction ý After the test or experiment, it will be directly destroyed according to the standard process of destruction of the testing unit ýOther						
Handing of materials	(Attachment: Agreement Text)						
Way							

2. Review opinion

Comments from the applicant:

Signature of legal representative: (must have signature)

Unit official seal: (must have stamp)

years

Day

Attachment list

serial number	appendix
1	Documents on legal personality
2	Ethical review approval document
3	Informed Consent

