



How do I copy a Permit Application?

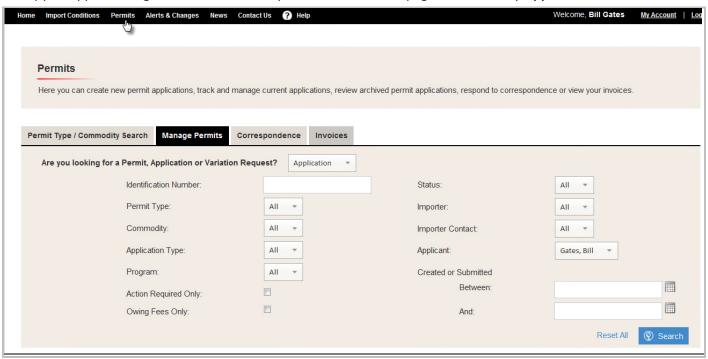
This task card demonstrates how to copy an existing import permit application and allow you to use it as a template.

Copy Existing Application

There may be times when you would like to import the same or similar goods you have previously held permits for. BICON allows you to copy existing Applications to use for this situation.

1.1 Search Applications

To copy an application, go to **Permits** in the top menu on the home page and search by **Application**.



Note: Select **Application** if you select **All Types** you will not get the tick box.

1.2 Select Existing Application

Select the checkbox of the application that you wish to copy, and select the **Please select an action** dropdown. Select **Copy Selected Application**.

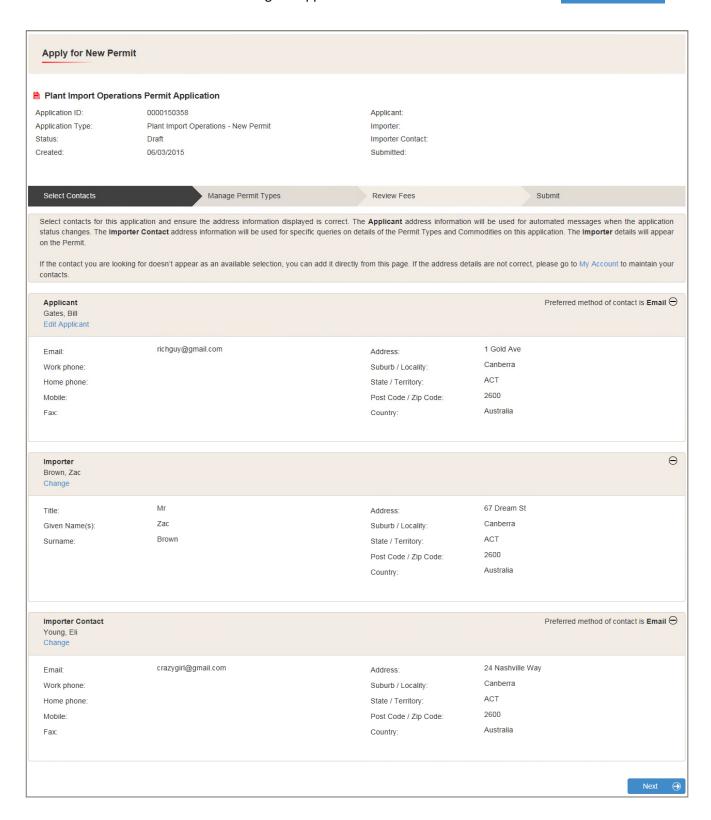






2. Review Previous Contacts

The **Apply for New Permit** screen will display. The contact details will be pre-populated, however you are required to review the information before submitting the application. Review the contacts and select Next .



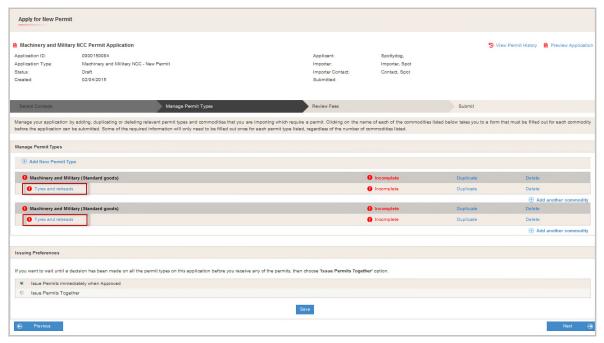


Review Previous Application

The permit types and commodities will be pre-populated from the previous application. The open icon will appear against each permit type and commodity. Details provided in the copied application will be populated but you are required to review these details before submitting the application.

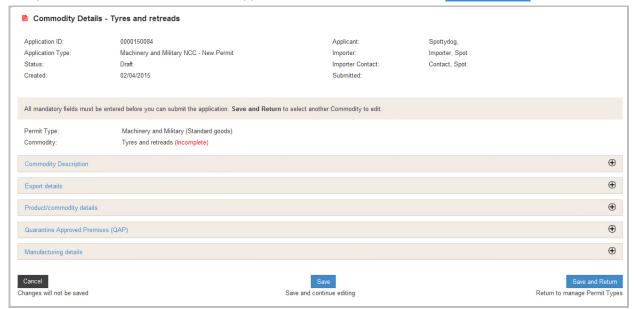
3.1 Permit Types and Commodities

Review the permit types and commodities listed on the application to ensure they are required. Add or remove as appropriate.



3.2 Application Details

Select each commodity to view the details copied from the previous application. Expand each section to verify that the details provided are correct for this new application. Once reviewed, select Save and Return.







4. Submit Application

Once you have completed the application form(s) each permit type should be marked as Ready to submit.

Select Next 9 to continue the payment and submit process.

