



Home Office

National Drugs Control System Guide for Users

Home Office Drugs and Firearms Licensing Unit

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National Drugs Control System

Introduction

The National Drugs Control System (NDS) is an online facility designed to allow you to make applications for licences for the import and export of controlled drugs and precursor chemicals. It is also where licence holders can add preparations and overseas trading partners to their accounts. This guide will provide information on how to:

- Register for an NDS account.
- Set up trading partners and preparations.
- Apply for import and export licences for controlled drugs and precursor chemicals.
- Endorse licences online.

The Drugs and Firearms Licensing (DFLU) are available to provide assistance at any stage of the process, Monday to Friday, between 9am and 5pm. Our number is 020 7035 6330 and our e-mail is dflu.ie@homeoffice.gsi.gov.uk.

The NDS system has been optimised for Firefox version 3 onwards, and Internet Explorer versions 6.5, 7 and 8. Your internet security settings should be set to allow JavaScript.

NDS Registration

Domestic licence to trade

Generally, before companies can register for an NDS account to import or export controlled drugs and/or precursor chemicals, they must have a United Kingdom Controlled Drug or Precursor Chemicals licence in place covering the appropriate schedules for the substances they wish to trade in. In most circumstances, a company which trades in controlled substances under the Misuse of Drugs Act 1971 and Misuse of Drugs Regulations 2001 requires a controlled drugs domestic licence. A company which trades in precursor chemicals which are controlled under Regulation (EC) No. 273/2004 requires a precursor chemical domestic licence or registration.

An exception to this is for individuals who wish to import patient prescribed medicine into the UK. More information for this type of importation may be found on our website:

<https://www.gov.uk/controlled-drugs-licences-fees-and-returns#importing-patient-prescribed-medicines-to-the-uk>

How to register for a Controlled Drug/Precursor Chemical Licence

New and current licensees who wish to trade in controlled substances should first visit the drugs licensing website. All requirements, including the costs of registering and the costs of a licence are shown here:

<https://www.gov.uk/controlled-drugs-licences-fees-and-returns>

The Domestic Licensing team may be contacted on:

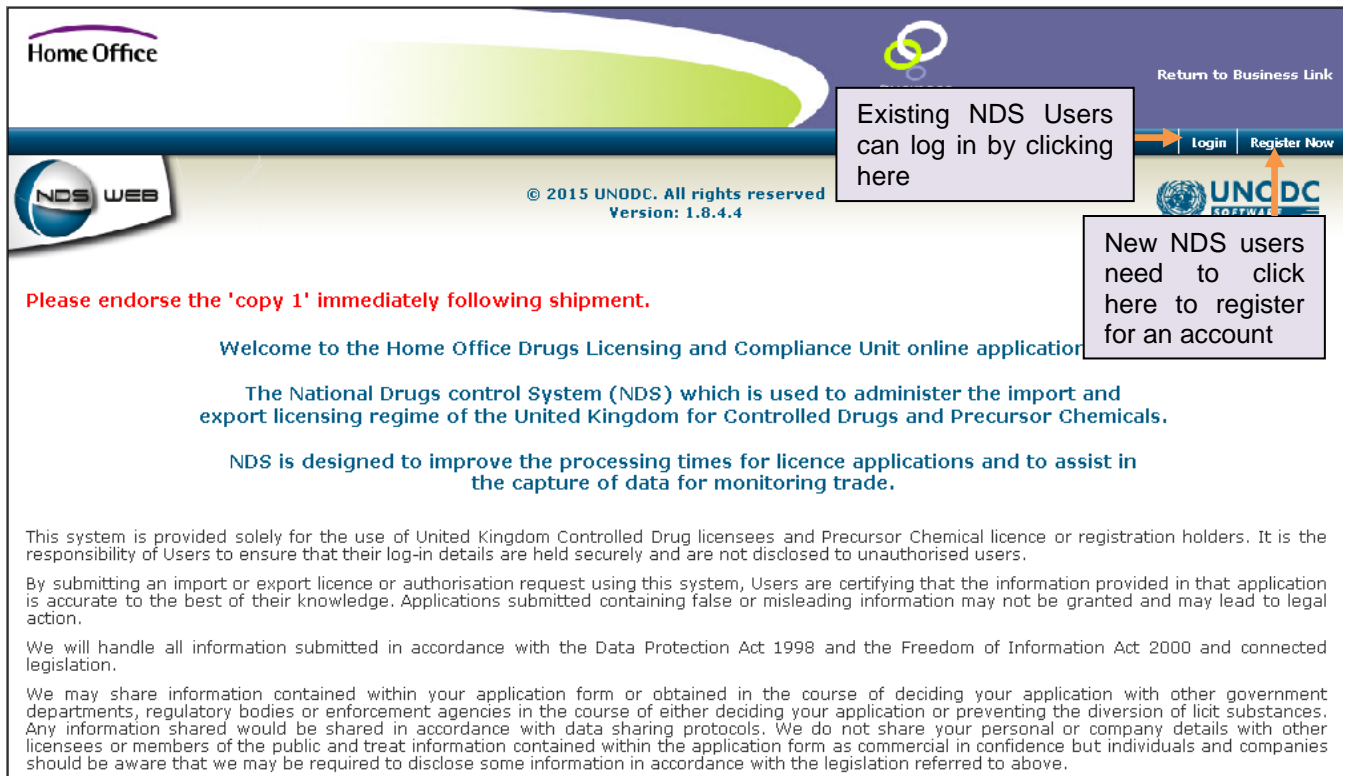
Drugs Domestic Licence – 020 7035 8972

Email: dflu.dom@homeoffice.gsi.gov.uk

Applying for an NDS account

The NDS home page may be found here: <https://DFLU.homeoffice.gov.uk>

For all first time users you will need to click on the link “Register Now” (in the top right corner as highlighted below) which will take you through to the User Registration screen.



The screenshot shows the NDS WEB Home Office website. At the top left is the Home Office logo. In the top right, there is a 'Return to Business Link' and two buttons: 'Login' and 'Register Now'. The 'Register Now' button is highlighted with a red arrow. A callout box points to the 'Login' button with the text: 'Existing NDS Users can log in by clicking here'. Another callout box points to the 'Register Now' button with the text: 'New NDS users need to click here to register for an account'. Below the navigation bar, there is a copyright notice: '© 2015 UNODC. All rights reserved Version: 1.8.4.4'. The main content area features a red warning message: 'Please endorse the 'copy 1' immediately following shipment.' followed by a welcome message: 'Welcome to the Home Office Drugs Licensing and Compliance Unit online application'. Below this, it states: 'The National Drugs control System (NDS) which is used to administer the import and export licensing regime of the United Kingdom for Controlled Drugs and Precursor Chemicals.' and 'NDS is designed to improve the processing times for licence applications and to assist in the capture of data for monitoring trade.' There are three paragraphs of fine print at the bottom of the page.

Home Office

Return to Business Link

Existing NDS Users can log in by clicking here

Login Register Now

NDS WEB

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Please endorse the 'copy 1' immediately following shipment.

Welcome to the Home Office Drugs Licensing and Compliance Unit online application

The National Drugs control System (NDS) which is used to administer the import and export licensing regime of the United Kingdom for Controlled Drugs and Precursor Chemicals.

NDS is designed to improve the processing times for licence applications and to assist in the capture of data for monitoring trade.

This system is provided solely for the use of United Kingdom Controlled Drug licensees and Precursor Chemical licence or registration holders. It is the responsibility of Users to ensure that their log-in details are held securely and are not disclosed to unauthorised users.

By submitting an import or export licence or authorisation request using this system, Users are certifying that the information provided in that application is accurate to the best of their knowledge. Applications submitted containing false or misleading information may not be granted and may lead to legal action.

We will handle all information submitted in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000 and connected legislation.

We may share information contained within your application form or obtained in the course of deciding your application with other government departments, regulatory bodies or enforcement agencies in the course of either deciding your application or preventing the diversion of licit substances. Any information shared would be shared in accordance with data sharing protocols. We do not share your personal or company details with other licensees or members of the public and treat information contained within the application form as commercial in confidence but individuals and companies should be aware that we may be required to disclose some information in accordance with the legislation referred to above.

Below is the “User Registration” screen. All information should be entered as fully as possible as this information is used by the Home Office to address all envelopes used to send out completed licences. The e-mail address will be the address that your login details and all subsequent notifications (such as confirmation of licences being issued) will be sent to.

Home Office

Business LINK

Return to Business Link

Login Register Now

NDS WEB

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User Registration

All fields marked (*) are mandatory

Establishment Customs Point

Title

First Name*

Last Name*

Occupation

EMail*

Phone*

Fax

Allowed to submit

Establishment Name*

Establishment Address including postcode* (max. 255 characters)

Secret Phrase*

Please ensure that you check this box if it is your responsibility to submit applications to the Home Office

967017

Please type the image text as you see above

Submit Cancel

You may only use an e-mail account once on the NDS system and cannot use the same address for multiple accounts. Once approved, accounts cannot be amended or altered. A new account must be applied for with a new e-mail address. Should there be an amendment made to the company details (such as a change in name or change of premises) this can be made separately and will not affect your NDS

account. If your company e-mail account changes then you will need to register for a new account with your new e-mail address.

Please ensure that you have checked the box “Allowed to Submit” if it is your responsibility to submit licence requests. In the case of precursor chemical applications only the Guarantor and Responsible Person, who are named on the domestic licence, may check this box. If you do not check this box then you will be able to create a request and input data but you will not be able to submit the application. In this case, another person in your company must be able to access any draft applications and approve them before submitting them.

Once you have completed the above steps DFLU will review your application and, provided your details are correct and you meet the criteria required, will grant you an NDS account. You will receive an e-mail which will confirm your login name and a generated password. If there are any queries with regards to an application we will contact the person named as the applicant.

Logging on for the first time

Once you have received your login details you will be able to log in to the system for the first time. Click on “Login” and enter your user name and password to access the system.

If you want to change your password, click on the “User Settings” menu and then “Change Password”.

Applying for a licence to import or export controlled drugs and precursor chemicals

Applying for trading partners

Once you have successfully logged on, the first step to making a licence application is to apply for trading partners for your account. To add a partner you will need to click on “Masters” and then “Register Foreign Establishment”. You will see the following screen.

The screenshot shows the 'Foreign Establishment Request Form' interface. At the top, there is a navigation bar with 'Home Office' on the left and 'Return to Business Link' on the right. Below this is a menu bar with 'Home', 'Masters', 'Import/Export', 'Statistic Upload', 'User Settings', and 'Logout ASPRI (10 days left to password expiration)'. The main header area includes the 'NDS WEB' logo, the copyright notice '© 2015 UNODC. All rights reserved Version: 1.8.4.4', and the 'UNODC SOFTWARE' logo.

The form title is 'Foreign Establishment Request Form' with a help icon. Below the title, it states 'All fields marked (*) are mandatory'. The 'Status' field is set to 'DRAFT'.

The 'Foreign Establishment' section contains the following fields:

- Country* (a dropdown menu with a downward arrow)
- Establishment* (a text input field)
- Street* (a text input field)
- City* (a text input field)
- County (a text input field)
- Postcode (a text input field)

An orange arrow points from a callout box to the 'Country*' dropdown menu. The callout box contains the text: 'The country must be chosen from the drop down list otherwise you will not be able to submit this request'.

At the bottom of the form, there are three buttons: 'Submit Request', 'Save as Draft', and 'Cancel'.

Enter the details here as completely as possible as this is the information that will be recorded on the licence once you have made the application. Once submitted, it will be reviewed by DFLU and added to your account. You will need to repeat this process for each trading partner.

Applying for a Preparation

The next step after setting up trading partners is to apply for any preparations of drugs that you intend to trade in. All substances are available already, but an application will not be granted if you do not have the correct domestic licence for the selected substance. From the home screen after logging in, select “Masters” and then “Register Preparation”. The following screen will appear:

Home Office Return to Business Link
Business Link

Home | Masters | Import/Export | Statistic Upload | User Settings | Logout ASPRI (10 days left to password expiration)

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Preparation Request Form

All fields marked (*) are mandatory

Status
DRAFT

Select the Preparation Type here. This is the form in which the drug is prepared (tablet, ampoule, capsule etc.)

Preparation

Preparation Type*

Preparation Name* Enter the Preparation Name here. This must be the name as it appears on the packaging as this is what will appear on the licence

UOM*

Select the Unit of Measurement here. This will be how the drug is packaged (boxes, packs, barrels, bottles etc.)

Controlled Substance

+ Add New Record Refresh

#	Subst. Code	Subst. Name	Qty./Volume	UOM
Substance Name* <input type="text"/>				
Qty/Volume* <input type="text" value="0"/>				
UOM <input type="text"/>				
Insert				
Cancel				

No records to display.

Select the base drug from the preparation here. The NDS system will automatically select the Unit of Measurement so you need only enter the appropriate quantity

Package Size

+ Add New Record Refresh

#	Package Size*	EAN Code
0.	<input type="text"/>	<input type="text"/>
Insert		
Cancel		

No records to display.

Submit Request Save as Draft Cancel

This information must be recorded accurately as this is the information that will appear on your licence. Once this has been received it will be checked, and if all is well, approved by DFLU.

If we have to cancel any applications, we will provide you with the reason.

Applying for Import and Export Licences for Controlled Drugs

Once your trading partners and preparations have been approved you will be able to make an application for an import or export licence. From the main menu click on “Import/Export” and select “Import/Export Requests”. At the top of the screen, will be the “Create Imp/Exp request” button.

Home Office Business Link

Home Masters Import/Export Statistic Upload User Settings

Once approved the Licence number will appear here

To create a new Import Permit click here

You can export all the details of your Import/Export requests to Excel by clicking here

Import/Export Requests Status

Create Imp/Exp Request Filter Export General Export Detailed

Request ID	Auth. Number	Status	Request Type	Request Date	Approval Date	Valid To Date	Trading Country	Trading Establishment	Created By
> 72550	IMP/N/2015/2150	APPROVED	Import Controlled Drugs	27/07/2015	27/07/2015	27/10/2015	ARMENIA	Specialist API Ltd	JBLOG More...
> 72549		IN REVIEW	Import Controlled Drugs	27/07/2015		27/10/2015	ANGOLA	Pharma Co Ltd	JBLOG More...
> 72548		CANCELED	Import Controlled Drugs	27/07/2015			ALBANIA	ABC Drugs	JBLOG More...

Close

The status of any previous applications are listed here

The Web Request ID appears here. If you need to query an application with DFLU always quote this number

Please note the following:

- The application status will be “DRAFT” until it is submitted
- Select “Single Product” if you are importing only one product. “Multiple Products” should be selected if you are importing more than one product (up to a maximum of four).
- Select “Re-Export” if these substances are to be exported to another country after being imported. Select “Domestic Use” if it is to be supplied to the UK market.
- In the notes section of “Shipment Detail” you can include notes that will appear on the licence (for example, a customer reference number).
- In the “Transport Details” section, you can specify the route and method of transport if it is known at the time of your application.

- In the “User Comments” section, you can enter comments for the attention of the DFLU staff. These comments will not appear on the licence.

The process for applying for an export licence is largely similar to applying for an import licence. The main difference is that the import licence or permit from the importing country needs to be uploaded. If this is not attached, your application will be rejected.

DFLU will review and process your application provided that all relevant criteria are met. You will receive 2 copies of each licence, marked as Copy 1 and Copy 3. Copy 2 is retained by the Home Office and sent to the relevant Competent Authority of whichever country you are importing from or exporting to.

Applying for an import permit for precursor chemicals

The process for applying for an import licence for precursor chemicals is again largely similar to applying for a controlled drugs licence.

Applications **must** be made either by the named Responsible Officer or Guarantor, both of whom should have NDS accounts. Where any licence is requested on their behalf, notes must be added to confirm they are aware of application. If this condition is not met, the licence application is likely to be rejected.

Import licenses are only required for Category 1 precursor chemicals.

Please include information on the ultimate consignee, broker, carrier and manufacturer, if known, as it will aid our processing of the application.

Once you have submitted this application it will be reviewed by a member of DFLU who will contact you by telephone or email to confirm certain details. The application will then be processed and, if the relevant criteria are met, then it will be granted. Copies 2, 3 & 4 of the licence will be sent to you and Copy 1 retained by DFLU for our records.

Applying for an export licence for precursor chemicals

The process for applying for an export licence for precursor chemicals is again largely similar to applying for an export licence for controlled drugs. However, the process will take longer as DFLU need to obtain consent from the Competent Authority of the importing country. This is known as “pre-export notification” (PEN) and takes 15 working days. Once this time has passed and provided there are no objections from the importing country, the licence will be granted.

Please note the following:

- Enter the “Import Reference” from the importing country and the date of issue of the permit, if known.

- In the notes section of “Shipment Detail” you can include notes that will appear on the licence (for example, a customer reference number).
- In the “Transport Details” section, you can specify the route and method of transport if it is known at the time of your application.
- In the “User Comments” section, you can enter comments for the attention of the DFLU staff. These comments will not appear on the licence.
- Please include information relation to the ultimate consignee, broker, carrier and manufacturer if known as it will aid our processing of the application.

Once submitted, your application will be reviewed by DFLU and placed “In Review” for 15 working days whilst we wait for confirmation from the importing country that they consent to the application. Should there be any issues, DFLU will contact to you. Copies 2, 3 & 4 of the licence will be sent to you and Copy 1 retained by DFLU for our records. Your licence will be issued on the 16th working day.

Importing patient-prescribed medicines to the UK

If you are intending to import medicines prescribed to you from outside the UK, you will require a Home Office import licence to lawfully do this. You will need to follow the same steps set out above:

Your personal details must be entered under “Establishment Name” and “Establishment Address”. Details of who is sending you your medication should be entered under “Trading Partners”. Details your medication should be entered under “Applying for a Preparation”. When you come to apply for an import licence a copy of your prescription must be uploaded.

Endorsing Licences

Part of your obligations as a holder of a domestic licence for controlled drugs or precursor chemicals is endorsing the quantity of goods shipped on each licence. The Home Office, as the United Kingdom Competent Authority, is a signatory to the UN Single Convention on Narcotic Drugs 1961, the Convention on Psychotropic Substances 1971, and, the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988. Through these, the UK is allocated an agreed yearly limit (the “estimate¹”) for controlled drugs and precursor chemicals that can be imported.

As such, you are required to upload the endorsement immediately after the shipment has been sent/received or on the expiry date of the licence, if it is not used. This is a condition of all licenses issued.

¹ http://www.incb.org/documents/Narcotic-Drugs/Training-Materials/English/PART_II_English.pdf

Timely endorsement of licences maintains the integrity of the estimate system for all licencees, allows DFLU to process licence applications as quickly as possible, and enables the UK to meet its international obligation under UN conventions.

How to endorse a licence

After shipment, the bottom section of Copy 1 of your licence must be completed. The bottom section of the Copy 1 licence is shown below:

FOLLOWING SHIPMENT YOU MUST DETAIL BELOW THE ACTUAL AMOUNT OF EACH SUBSTANCE/PREPARATION SHIPPED AND ENDORSE ON-LINE:

1: 2:
 3: 4:

DATE OF SHIPMENT: COMPLETED BY (NAME):
 CONTACT TELEPHONE NUMBER:

Enter the quantity imported/exported here, along with the date of shipment and name of the person entering the data

Once you have completed the relevant form for your licence you must scan it and

The screenshot shows the 'Import/Export Requests Status' screen. At the top, there are logos for 'Home Office' and 'Business LINK'. Below that is a navigation menu with 'Home', 'Masters', 'Import/Export', 'Statistic Upload', and 'User Settings'. The main content area has a 'NDS WEB' logo and a copyright notice: '© 2015 UNODC. All rights reserved Version: 1.8.4.4'. Below the notice are buttons for 'Create Imp/Exp Request', 'Filter', 'Export General', and 'Export Detailed'. A 'Refresh' button is in the top right of the table area. The table has columns: Request ID, Auth. Number, Status, Request Type, Request Date, Approval Date, Valid To Date, Trading Country, Trading Establishment, and Created By. There are three rows of data, each with a 'More...' link. A 'Close' button is at the bottom left.

Request ID	Auth. Number	Status	Request Type	Request Date	Approval Date	Valid To Date	Trading Country	Trading Establishment	Created By
> 72550	IMP/N/2015/2150	APPROVED	Import Controlled Drugs	27/07/2015	27/07/2015	27/10/2015	ARMENIA	Specialist API Ltd	JBLOG More...
> 72549		IN REVIEW	Import Controlled Drugs	27/07/2015		27/10/2015	ANGOLA	Pharma Co Ltd	JBLOG More...
> 72548		CANCELED	Import Controlled Drugs	27/07/2015			ALBANIA	ABC Drugs	JBLOG More...

attach it to your online endorsement. From the home screen select “Import/Export” and then “Import/Export Endorsements”.

Once you have done this the following screen should appear:

Only “approved” licences can be endorsed.

Double click here to endorse your licence

Please ensure that the information entered is in the same unit of measurement as the licence as this is what will be recorded on the NDS system. For example, if in packs, state the number of packs rather than the gram weight. If you are endorsing a precursor chemical licence, the information should be recorded on the form supplied with the licence. You must always include a scanned copy of the endorsement when completing this form otherwise it will be refused by DFLU.

Once you have double clicked on "More..." the following screen will open which will allow you to endorse your licence online:

The screenshot shows the 'Import/Export Endorsement Form' interface. At the top, there is a navigation bar with 'Home Office' and 'Business Link' logos, and a menu with 'Home', 'Masters', 'Import/Export', 'Statistic Upload', and 'User Settings'. Below the menu is the 'NDS WEB' logo and a copyright notice: '© 2015 UNODC. All rights reserved. Version: 1.6.4.4'.

The main form is titled 'Import/Export Endorsement Form' and includes a note: 'All fields marked (*) are mandatory'. The form is divided into several sections:

- Status:** A dropdown menu currently showing 'APPROVED'. A callout box points to this field with the text: 'The status of the licence will be shown here'.
- Auth. Type:** Set to 'Import Controlled Drugs'.
- Auth. Number:** Set to 'IMP/N/2015/2150'.
- Endorsement Date*:** A date input field with a calendar icon. A callout box points to it with the text: 'The Endorsement Date should be the date of shipment'.
- Attachments:** A 'Select' button and a file upload area. A callout box points to the 'Select' button with the text: 'You must include a scanned copy of the appropriate endorsement as shown above otherwise it will be refused'.
- Establishment:** A section containing 'NDS Test Company - 1', 'Address: 2 Marsham Street', 'City: London', 'County: London', and 'Postcode: SW1P4DF'. A callout box points to this section with the text: 'These fields will automatically show the specific information relating to the selected shipment'.
- Exporter Details:** A section containing 'Country: ARMENIA', 'CA Department: Specialist API Ltd', 'Address: Yerevan Road', 'City: Yerevan', 'County: Yerevan', and 'Postcode:'. A callout box points to this section with the text: 'Any additional information you wish to provide DFLU may be entered here'.
- Substance/Preparation Details:** A table with columns: '#', 'Subst/Prep. Name', 'EAN Code', 'Preparation Type', 'No of Units', 'Requested Qty', 'Approved Qty', 'Endorsed Qty', 'UOM', and 'Edit'. A 'Refresh' button is located at the top right of the table. The table contains one row:

#	Subst/Prep. Name	EAN Code	Preparation Type	No of Units	Requested Qty	Approved Qty	Endorsed Qty	UOM	Edit
1.	Drug C		Injection Solution	10	10	1E-06	0	GRAMS	Edit
- Comments:** Two text input areas: 'User Comments' and 'CA Comments'. A callout box points to the 'CA Comments' field with the text: 'Any comments from DFLU to you will be entered here.'

At the bottom of the form, there are three buttons: 'Submit Endorsement', 'Save as Draft', and 'Cancel'.

Frequently Asked Questions

Do I need an NDS account to apply for a licence?

Yes, as the majority of applications for importing or exporting controlled drugs or precursor chemicals need to be completed online and cannot be submitted in another manner.

Some countries which have not been registered with the International Narcotics Control Board (INCB) (which include Kosovo, North Korea, Northern Cyprus and Taiwan) need paper applications to be made to DFLU. Please contact DFLU for more information. The Channel Islands have separate arrangements as well. The form can be downloaded from our website.

Why can't I submit a licence request?

You can only submit an application if you checked the "Allowed to Submit" box when registering for your account. If you did not check this box then you will only be able to complete draft applications. These can subsequently be approved by another individual who has been granted permission.

I cannot see the drugs/substance or trading partner I am looking for?

If you have applied for a preparation or a trading partner but it does not appear in your account please first check the status of your request. If it is shown as being approved but does not appear in your account, please contact DFLU.

Do I need my own account?

Each individual who intends to submit applications for import or export permits must have their own account. This includes the importation of prescribed medication for own use. There is no limit to the number of accounts assigned to any company.

I have an NDS account. I now work for another department of same company or I have left the company. Do I need to notify the Home Office?

Yes please. Once a staff member leaves a company and will no longer be submitting import or export applications the manager for that team should notify DFLU as soon as possible so that the account can be closed. This will prevent unauthorised use of the account and will ensure that an up to date record of approved users is available to DFLU at all times.

Someone who has an NDS account has left the company. What do I need to do?

Please contact the Home Office so we can close their account.

I have an NDS account but also have to order licences under a different trading name, within our company. Can I use my current account to do this?

No. You will need to apply for a separate NDS account under the other trading name. You cannot use the same email address or telephone number when applying, as the system will not permit us to enter duplicate information.

Our company has changed its name, do we need to request new accounts and re-submit all our trading partners and preparations again?

Once your domestic licence has been issued in your new trading name, we can change the company account details, so that all your existing trading partners and preparations are available to you. You will, however, be asked to re-apply for new individual accounts, otherwise you will not receive email alerts on status, automatically generated by the system.

I have submitted a licence and do not have a reference number. Where can I find this?

Once you have submitted an application to DFLU you will see a Web Request number generated automatically. This can be found on the left of the screen when you enter the "Imports/Exports Request Status" screen. This should be used as your reference when contacting DFLU. You will not have a licence number issued until your request has been approved.

How can I find the progress of my of my licence request?

Your licence status is shown on the "Imports/Exports Request Status" screen. If your licence is being processed you will see "In Review" as the status, and once it has been processed and printed it will say "Approved". Our current working standard is to have all licence applications processed within 10 working days.

Where can I find out more information about the licensing of controlled substances?

More information is shown on our website:

<https://www.gov.uk/controlled-drugs-licences-fees-and-returns>