

## INTERNAL TRANSFER - END USER DECLARATION FORM

This form is for **internal purposes only** i.e., when a 17B or 17C substance is provided by the supplier to a staff member or student or if transferred between research groups. This form is required to be signed off by a staff member or the academic supervisor of the student and the original must be kept by the supplier and a copy kept by the receiver in a form which can be retrieved if requested by SAPOL for a period of 5 years. For external purchases, this form will be provided by the external supplier and a copy is required to be kept by the receiver for 5 years.

<b>Name and University number of supplier</b>	
<b>Location and research group</b>	

<b>Name of person and university number of the receiver</b>	
<b>Location and research group</b>	

**END USER STATEMENT**

The controlled substance product I wish to purchase is classified as a possible illicit drug precursor or auxiliary reagent. I understand that to be supplied this product a signed end user declaration must be provided together with the order.

CAS Number.	Product Name	Quantity/ Pack Size	Order No.

**Intended Use**

- Analytical
  Research and Design
  Manufacturing
  Other (please specify)

**Please specify the details of intended use**

**RECEIVERS USER DECLARATION**

I, \_\_\_\_\_ being \_\_\_\_\_  
Full Name Position

**I declare that the apparatus/chemical listed above will not be used for the manufacture of illicit drugs.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE RECEIVER'S SUPERVISOR AUTHORISATION**

I, \_\_\_\_\_, being \_\_\_\_\_,  
Full Name Position

**approve that the purchase/transfer of the apparatus/chemicals is for research use.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the internal supplier**

Name on the photo identification \_\_\_\_\_

Photo Identification card type of the receiver  Driver's Licence  or  Other \_\_\_\_\_

Current Photo Identification Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature of supplier \_\_\_\_\_ Date \_\_\_\_\_

HSW Handbook	Appendix F - Internal Transfer - End User Declaration Form	Effective Date:	10 May 2022	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	10 May 2025	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			