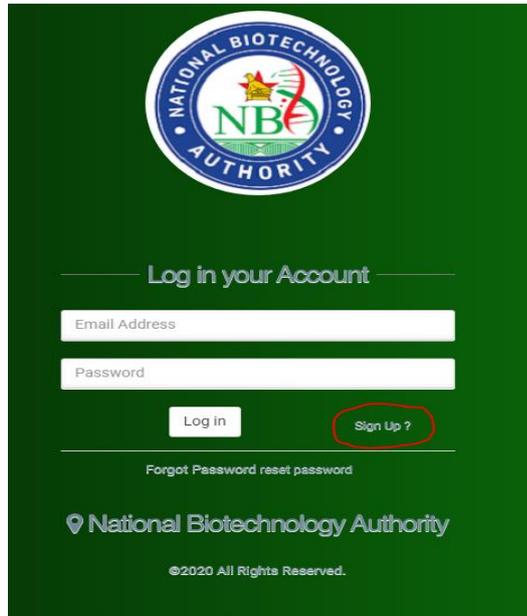


## Online Application Procedure.

### Step 1

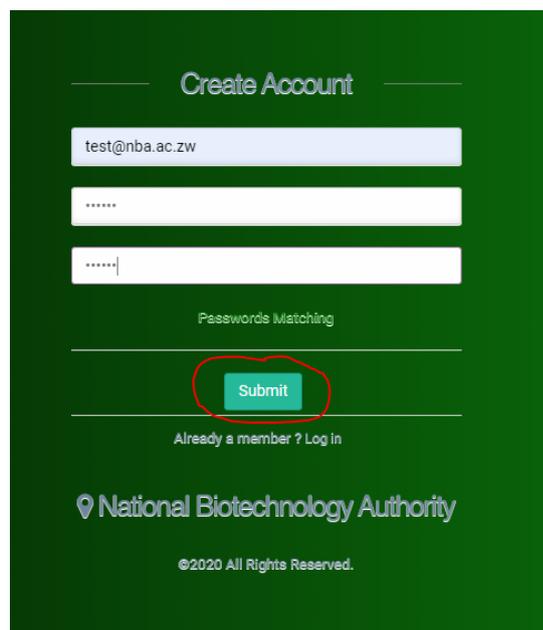
Here is the short procedure for login into the system.

If you have not logged into the system before please click on the sign up Button on the bottom left as indicated in the picture below. Use the assigned email address which we have in our database. This will enable you to access your existing records.



### Step 2

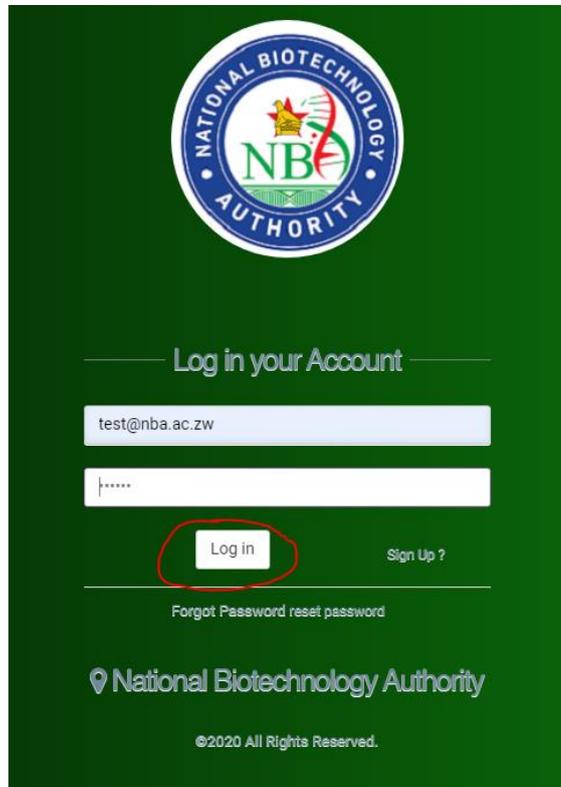
Enter you email address and your preferred password and repeat the password in the form that comes up as below.



### Step 3

Use the email address and password to login

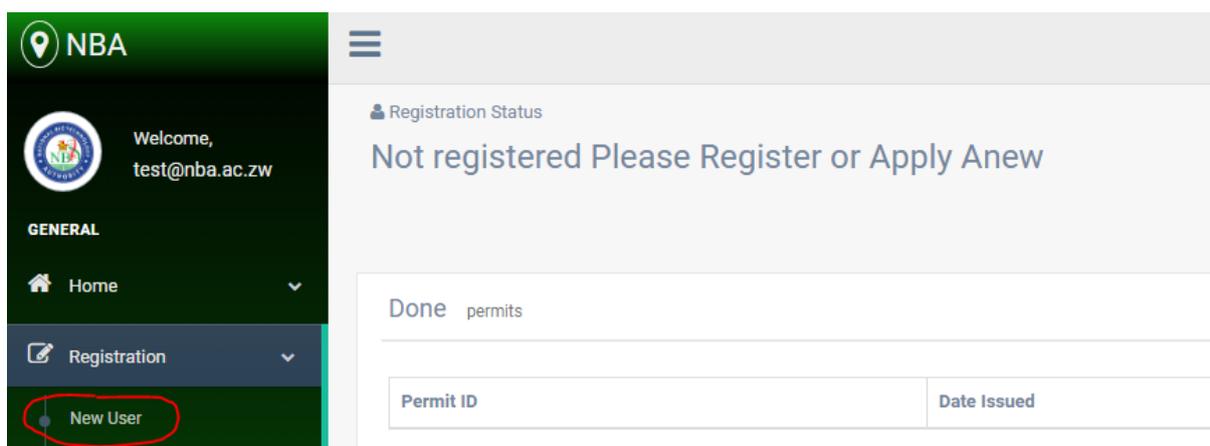
On the form below



The image shows a login form for the National Biotechnology Authority (NBA) on a green background. At the top center is the NBA logo, which is a circular emblem with a DNA helix and a crown, surrounded by the text 'NATIONAL BIOTECHNOLOGY AUTHORITY'. Below the logo, the text 'Log in your Account' is centered. There are two input fields: the first contains the email address 'test@nba.ac.zw' and the second contains a masked password '\*\*\*\*\*'. A 'Log in' button is highlighted with a red circle, and a 'Sign Up ?' link is positioned to its right. Below the input fields, there is a link that says 'Forgot Password reset password'. At the bottom of the form, the NBA logo and name are displayed again, along with the copyright notice '©2020 All Rights Reserved.'

### Step 4

Once logged in and as a new user you will see the screen below. Please click on the link registration Drop down as shown in the picture below and start the registration



The image shows a mobile application interface for the National Biotechnology Authority (NBA). On the left is a dark green sidebar with the NBA logo and the text 'Welcome, test@nba.ac.zw'. Below this, under the heading 'GENERAL', are menu items for 'Home', 'Registration', and 'New User', with 'New User' circled in red. The main content area on the right has a grey header with a hamburger menu icon and the text 'Registration Status'. Below this, it says 'Not registered Please Register or Apply Anew'. There is a section labeled 'Done permits' followed by a table with two columns: 'Permit ID' and 'Date Issued'.

Permit ID	Date Issued
-----------	-------------

## Step 5

Please enter all the required details and also attach PDF copies of requested documents. These will be uploaded when you click on proceed.

GENERAL

Home

Registration

New User

Renew existing registration

---

### Customer Details

---

Application Category \*

Registered Name- No Special Characters like ?@#//\|!"" .etc - Letters ONLY \*

Phone Number Mobile \*

Physical Address \*

Postal Address \*

Email Address \*

---

### Employment

---

Number of Employees \*

Working Hours \*

---

### Head of Organisation's Details

---

Name \*

Position \*

Contact Details \*

---

### Contact Person Details

---

Name \*

Position \*

Email Address \*

Mobile \*

---

### Application Details

---

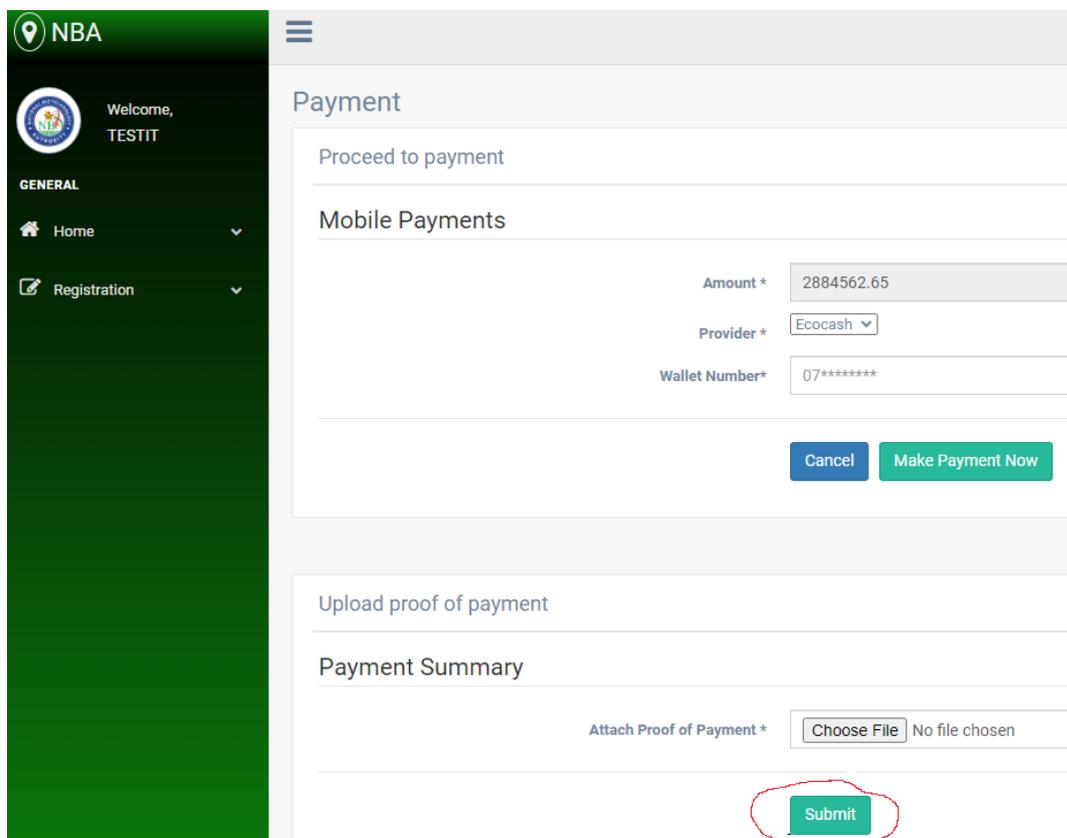
## Step 6

After clicking proceed you will be presented with a payment form as below. You have an option to use online Payment using Ecocash, Onemoney, Telecash or if you have used other payments methods like RTGS use the last option where you attach the proof of payment.

Please note when using online payment after entering you PIN please allow about **two minutes** for our system to receive payment confirmation. Once payment has been confirmed the system will take you to you Home page where you will see your dashboard.

**You will have to wait for us to inform you via email that you Permit is ready for collection.**

Please NOTE that if you have attached proof of payment , processing may be delayed a bit by the process of confirmation of receipt of funds into out Account

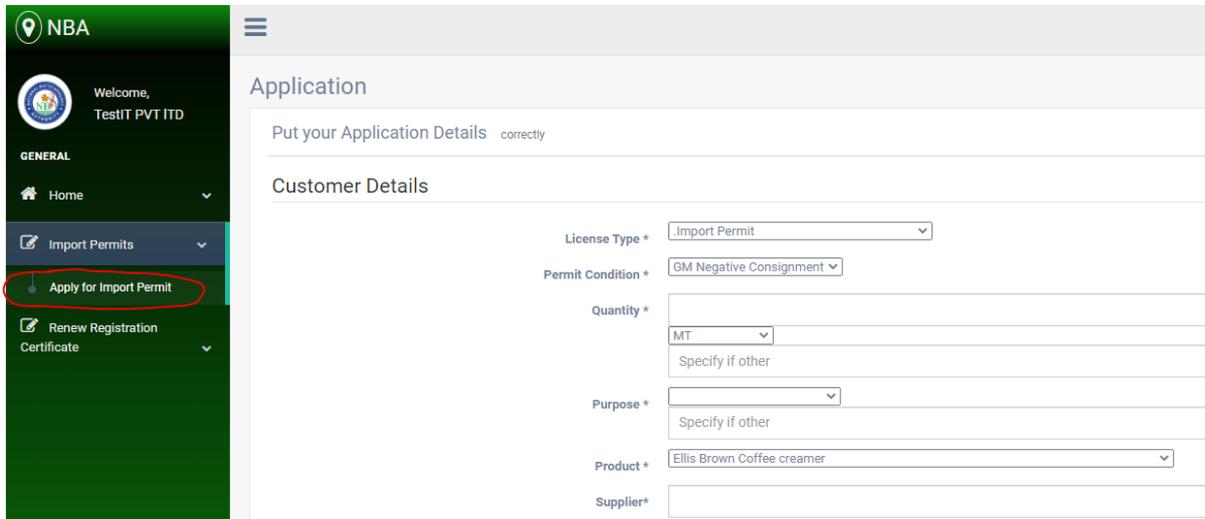


The screenshot shows the NBA mobile application interface. On the left is a dark green sidebar with the NBA logo and navigation options: Home and Registration. The main content area is titled "Payment" and contains the following sections:

- Proceed to payment**: A section header.
- Mobile Payments**: A section header.
- Payment Form**: Fields for "Amount\*" (2884562.65), "Provider\*" (Ecocash), and "Wallet Number\*" (07\*\*\*\*\*). Below these are "Cancel" and "Make Payment Now" buttons.
- Upload proof of payment**: A section header.
- Payment Summary**: A section header.
- Attach Proof of Payment\***: A file selection field with a "Choose File" button and "No file chosen" text.
- Submit**: A green button at the bottom, circled in red.

## Step 7 Applying for Import Permit

You can apply for your Permit by clicking on Apply for an Import by clicking on Import Permits – Apply for Import Permit as shown below.

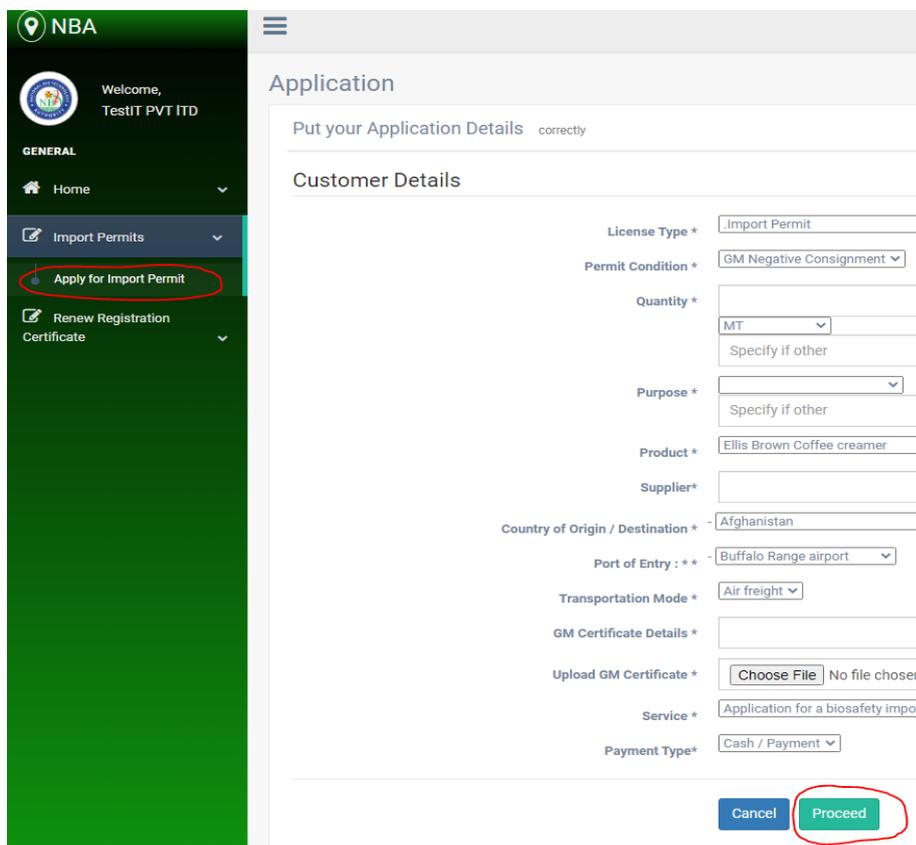


The screenshot shows the application interface with the sidebar on the left. The sidebar contains the following items: Home, Import Permits, Apply for Import Permit (highlighted with a red circle), and Renew Registration Certificate. The main content area is titled 'Application' and contains the following fields:

- Put your Application Details correctly
- Customer Details
- License Type \* (Import Permit)
- Permit Condition \* (GM Negative Consignment)
- Quantity \* (MT)
- Purpose \* (Specify if other)
- Product \* (Ellis Brown Coffee creamer)
- Supplier\*

## Step 8

Complete the Application form by filling all the fields. Once done click on Proceed and then you will be taken to payment form and you can Jump back to Step 6 for the procedure.



The screenshot shows the application form with the sidebar on the left. The sidebar contains the following items: Home, Import Permits, Apply for Import Permit (highlighted with a red circle), and Renew Registration Certificate. The main content area is titled 'Application' and contains the following fields:

- Put your Application Details correctly
- Customer Details
- License Type \* (Import Permit)
- Permit Condition \* (GM Negative Consignment)
- Quantity \* (MT)
- Purpose \* (Specify if other)
- Product \* (Ellis Brown Coffee creamer)
- Supplier\*
- Country of Origin / Destination \* (Afghanistan)
- Port of Entry : \*\* (Buffalo Range airport)
- Transportation Mode \* (Air freight)
- GM Certificate Details \*
- Upload GM Certificate \* (Choose File No file chosen)
- Service \* (Application for a biosafety import)
- Payment Type\* (Cash / Payment)

At the bottom right, there are two buttons: Cancel and Proceed (highlighted with a red circle).

## Step 9

Once you have clicked proceed on the above step you will be taken to the payment page where you have to make a payment for the permit application. You can choose the payment method you want you can choose to make a transfer using Ecocash,Netcash,Telecash or to upload a Proof of Payment (POP),and then click submit

NBA  
Welcome,  
TestIT PVT LTD

GENERAL

- Home
- Import Permits
- Renew Registration Certificate

Payment

Proceed to payment

Mobile Payments

Amount \* 158601.888

Provider \* Ecocash

Wallet Number\* 07\*\*\*\*\*

Cancel Make Payment Now

OR

Upload proof of payment

Payment Summary

Attach Proof of Payment \* Choose File No file chosen

Submit

Make sure your phone is unlocked while for transaction

## Step 10

After clicking submit the system will process your documents and confirmation message will appear on your screen if your application has successfully been lodged in the system.

Application Submitted successfully ! We will Email you when your permit is ready. You can log off

NBA  
Welcome,  
TestIT PVT LTD

GENERAL

- Home
- Import Permits
- Renew Registration Certificate

Payment

Proceed to payment

Mobile Payments

Amount \* 158601.888

Provider \* Ecocash

Wallet Number\* 07\*\*\*\*\*

Cancel Make Payment Now

## Dashboard

The Dashboard will show you all your previous applications.

If you have an application whose Payment process failed along the way, you can make payment for that application by clicking on the \$ Pay under action as shown below

The screenshot shows the NBA dashboard interface. On the left is a green sidebar with navigation options: Home, Dashboard, Import Permits, and Renew Registration Certificate. The main content area displays the user's registration status as 'Registered' with 83 total applications. Below this, there are sections for 'Done permits' and 'Processed applications'. The 'Processed applications' section contains a table with the following data:

Application ID	Status	Next Stage	Action
18720	Submitted Application	Payments to be Made	If Payment Failed Click here to Pay or upload POP
18770	Submitted Application	Payments to be Made	If Payment Failed Click here to Pay or upload POP
19617	Submitted Application	Payments to be Made	If Payment Failed Click here to Pay or upload POP

## Password Change

You can click on the top right hand corner to Change your password

This screenshot shows the same NBA dashboard as above, but with the 'Log Out' button in the top right corner highlighted with a red circle. The 'Log Out' button is located in a dropdown menu that also includes a 'Profile' option. The rest of the dashboard content, including the application status and the table of processed applications, remains the same.