

## General requirements:

1. Registration form
2. Application and technical guide form
3. Project proposal
4. Previously informed consent (CPI) between the applicant and supplier. The previously informed consent and the mutually agreed conditions could be reached and negotiated according to the model contract prepared by the Technical Office of CONAGEBio.
5. User<sup>[1]</sup>'s and main researcher(s)'s identity card (Costa Rican) or Passport (foreigner).
6. If the User and/or the provider is a legal entity, attach a valid and original legal status certification and a copy of their ID or passport of the legal representative.
7. In the event that the User resides abroad, attach a document in which a legal representative, resident in Costa Rica, is designated (the form can be downloaded from the template section of the virtual platform).
8. Documents or power of attorney, if needed.
9. Submit, if any, the material transfer agreements or contracts subscribed between physical or legal persons, national or foreign, if they foresee access to the country's genetic or biochemical resources of biodiversity.
10. For basic research or bioprospecting an affidavit must be submitted stating that if there is a change in the purposes of the permit, whether for bioprospecting or economic use, the User must comply with all the requirements established for each case (the form can be downloaded from the template section of the virtual platform).
11. In case of access to *ex situ* collections, include:
  - i. Code of conduct (the form can be downloaded from the template section of the virtual platform).
  - ii. Permit with which the samples were collected.

[1] Physical person or legal entity who formally apply for ABS permit. This person will be the holder and responsible for the permit.

### Other documents required in case of economic utilization:

In case of requesting a permit for economic **utilization**, in addition to the above, the User must provide:

- i. **Description of the commercial use** of the genetic or biochemical resources of biodiversity that are intended to be extracted or associated traditional knowledge.
- ii. **Financial feasibility study** of the product, under the form of an affidavit and certified by an authorized public accountant. In case the User is a foreigner who is not resident in the country, the Public Accountant must be certified internationally. This study should provide the projection for the following five years, valued at market prices, which will include the following data:

1. Data of the estimated demand over the five year period, to determine income.
2. Data of the estimated offer over the five year period, to determine investments and costs.
3. Determine the estimated equilibrium point.

4. Projected income.
5. Projected general financial balance.
6. Internal rate of return of investment, net present value, and market discount rate according to capital cost estimated by the Central Bank and/or stock exchange.
7. Cost of the process to access the genetic resources and percentage of use in the final product.

**Notes:**

· The User must present the original document with an authentic signature. For that, the User has two options:

1. Print the forms and deliver them to OT-CONAGEBIO, with the signatures authenticated by a lawyer. If documents are signed abroad, signatures must be apostilled.
  2. Print the forms, bring them in person to OT-CONAGEBIO and sign them in the presence of one of the officials, who must verify that it is authentic.
- All documents must be submitted in Spanish