

Genetic Resources Information Center

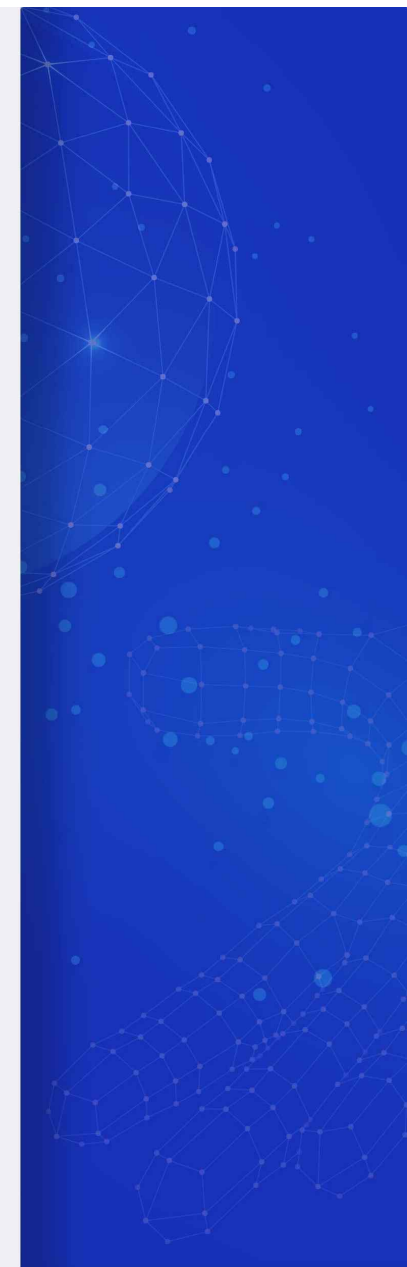
Integrated Reporting Service User Manual v2.0

Web Link <https://www.abs.go.kr>

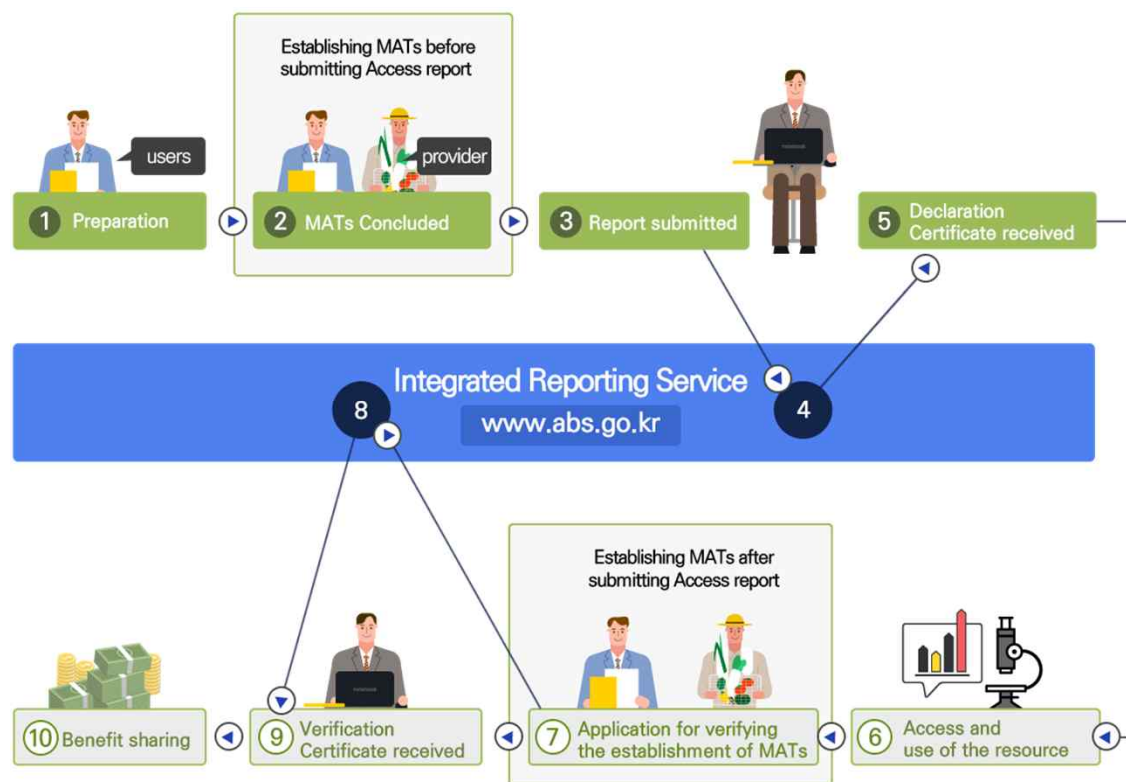


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Overview of Access and Benefit Sharing process



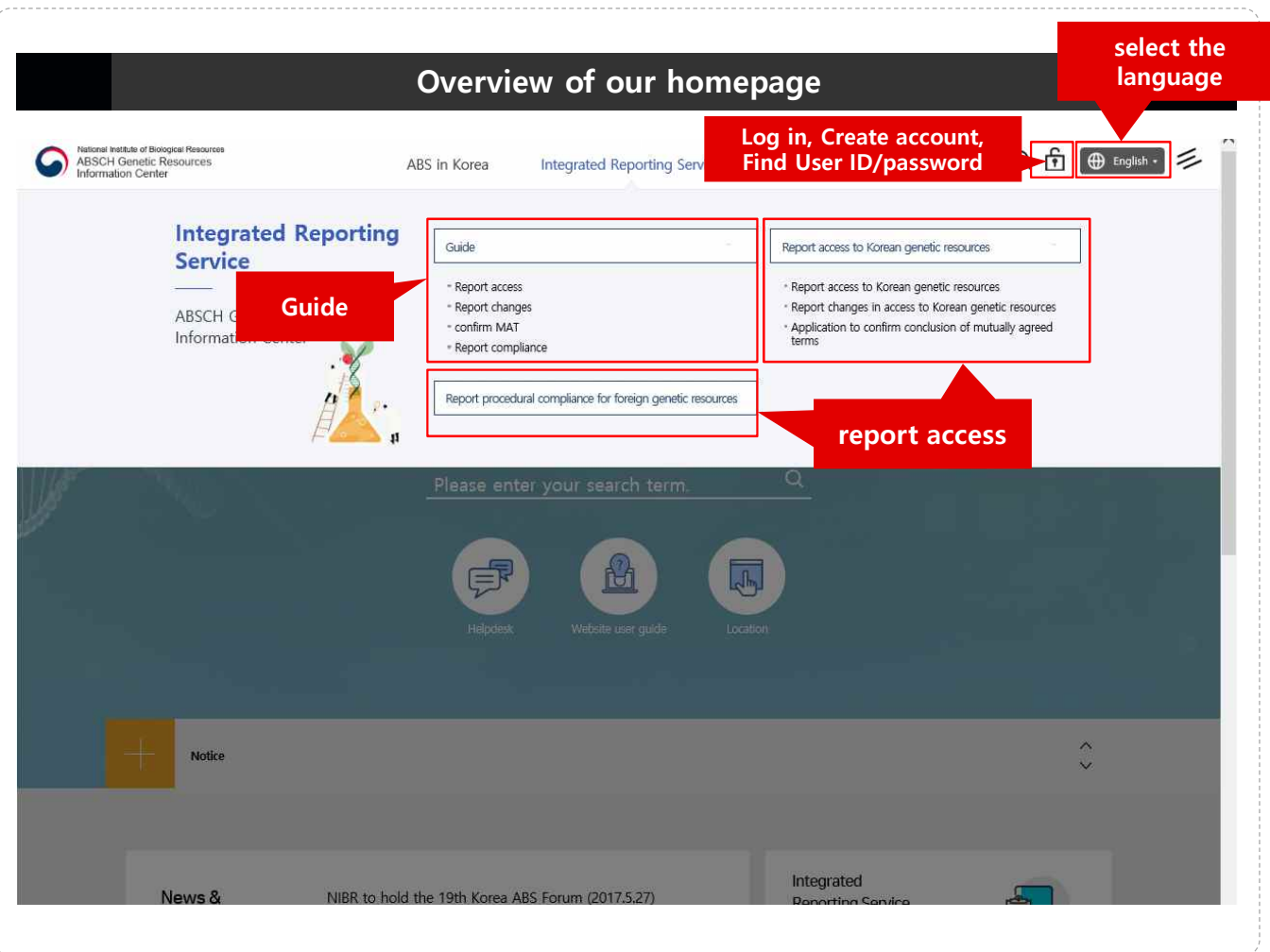
- 1 Preparation :** User identifies type, quantity, purpose, and provider of genetic resources
- 2 MATs(Mutually Agreed Terms) Concluded :** User concludes a written contract with the provider for fair benefit sharing of the resources
- 3 Report submitted :** User submits the access report via online Integrated Reporting Service (with a copy of MATs, a copy of passport and fee receipt)
- 4 Report reviewed :** the CNA(Competent National Authority) reviews the submitted report, send modification request (if needed), and issue a declaration certificate (within 30 days from the receipt of the report)
- 5 Declaration Certificate received :** User receives the declaration certificate issued by the CNA
- 6 Access and use of the resource :** User accesses and uses the genetic resources pursuant to the certificate and MATs
- 7 Application for verifying the establishment of MATs :** If MATs are established after the declaration certificate was issued, user submits the application form via online Integrated Reporting Service
- 8 Application confirmed :** the Competent National Authority receives the submitted application and issues the verification certificate
- 9 Verification Certificate received :** User receives the verification certificate issued by the CNA
- 10 Benefit sharing :** User shares benefits with the provider pursuant to the MATs



1. Overview of Integrated Reporting Service



1. Overview of Integrated Reporting Service



Go to our website (www.abs.go.kr)

Create an account

Confirm the account
(Via confirmation email)

Log in

Fill out the online reporting form

Submit the form

Review by the competent authority

Process completed

1. Overview of Integrated Reporting Service

✓ What you need before you start

1 Report Access

- ID document (Passport, Corporate Register Certificate etc.)
- A copy of mutually agreed terms (if concluded)
- Electronic Revenue Stamp 10,000 KRW

2 Report Changes

- Original Declaration Certificate for Access to Korean Genetic Resources (mail submission)
- Electronic Revenue Stamp 5,000 KRW

3 Confirm MAT

- A copy of Mutually Agreed Terms
- No Charge

4 Report Compliance

- ID document (only if unverifiable through administrative records)
- A document approved by the provider country for access to genetic resources
- A copy of Mutually Agreed Terms (if concluded)
- No Charge

※ For **detailed information**, please **refer** corresponding page of user manual.



2. Create an account



2. Create an account (Consent to Terms of Use)

The screenshot shows the 'Terms of Use' page of the Genetic Resources Information Center. It is divided into three main sections: 'Terms of Use', 'Privacy Policy', and 'Personal data consent (required)'. Each section has a scrollable content area and a checkbox labeled 'I agree and submit' at the bottom. Callout 1 points to the 'I agree and submit' checkbox in the Terms of Use section. Callout 2 points to the 'I agree and submit' checkbox in the Privacy Policy section. Callout 3 points to the 'I agree and submit' checkbox in the Personal data consent section. Callout 4 points to a blue 'I agree' button at the bottom of the page, which is highlighted by a mouse cursor.

Terms of Use

Chapter 1 (General Provisions)

Article 1 (Purpose)

This Agreement shall stipulate conditions and procedures to use all services that the Site of Genetic Resources Information Center (hereinafter, "the Center") (abs.go.kr) and Integrated Reporting Service (hereinafter, the "Service") provides, and rights and responsibilities, duties between users and the Center.

Article 2 (Validity and Modification of the Agreement)

☐ I agree and submit

Privacy Policy

The Genetic Resources Information Center (hereinafter "the Center") will collect and use your personal information based on your consent, in accordance with the Article 15 of Personal Information Protection Act.

Article 1 (The Purpose of Processing Personal Information)

The Center collects and uses your personal information for the following purposes. Your personal data will not be used beyond the purposes described in this Policy. The Center will ask for your consent, should there be any changes in the use of your personal information.

☐ I agree and submit

Personal data consent (required)

By submitting this form, you confirm that you agree to the storing and processing of your personal data as described below. As you use Integrated Reporting System of Genetic Resources Information Center ("GRIC"), the information you submit will be processed by and transferred to the third parties below for the following purposes.

Personal data processed	For Email service	For SMS service
The third party (Data processor)	humusOn	SK BROADBAND TELECOM

☐ I agree and submit

I agree

✓ Consent to Terms of Use



- 1 Read the Terms of Use and tick the "I agree" box.
- 2 Read the Privacy Policy and tick the "I agree" box.
- 3 Read the Personal data consent and tick the "I agree" box.
- 4 Click the "I agree" button.



You need to accept all of the terms to use our website service.

2. Create an account (Fill in form)

Create account

information input

Name	Last name	First Name
ID	<input type="text"/> <input type="button" value="Check Availability"/>	
Password	<input type="password"/> <small>• Password must contain at least 10 characters with a mixture of lowercase characters, numbers, and special characters.</small>	
Confirm Password	<input type="password"/>	
Country	<input type="text" value="Select Country"/>	
Affiliation	<input type="text" value="Affiliation/Department"/>	
Contact information	<input type="text" value="Select Number"/> <input type="text"/> <small>• Enter a valid phone number without hyphen. Make sure the number is correct so that you receive important messages on your submitted report.</small>	
Phone number	<input type="text"/>	
Address	<input type="text"/>	
Address details	<input type="text"/>	
E-mail	<input type="text"/> @ <input type="text"/> <input type="text" value="Direct input"/> <small>• Confirmation emails can be blocked when you use business email with corporate domain based on your ISP. It is recommended to add personal email address (ex: gmail, hotmail) to increase email deliverability.</small>	
Alternate E-mail	<input type="text"/> @ <input type="text"/> <input type="text" value="Direct input"/> <small>• Confirmation emails can be blocked when you use business email with corporate domain based on your ISP. It is recommended to add personal email address (ex: gmail, hotmail) as alternative to increase email deliverability.</small>	

2

Create account

✓ Contact information

1 Enter the following information

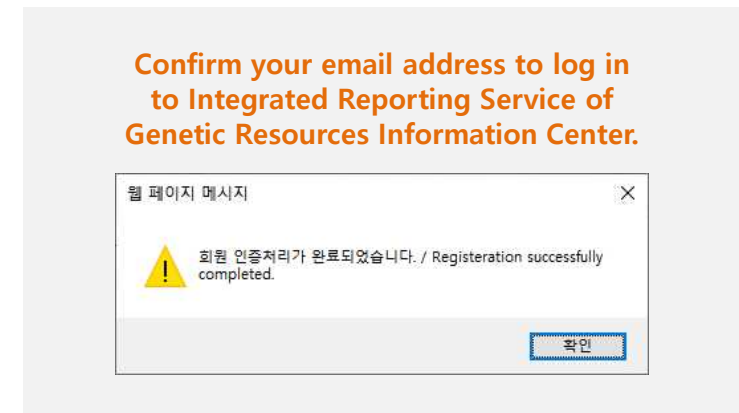
- **Name** : Last / First name
- **User ID**
- **Password**
- **Confirm password**
- **Country**: Nationality
- **Affiliation** : Affiliation/Department
- **Telephone number** : Country code and telephone number (Make sure the number is correct so that you receive important messages on your submitted report)
- **Phone number**: mobile number
- **Address**
- **Email address**
- **Alternate email**: Confirmation emails can be blocked when you use business email with corporate domain based on your ISP. It is recommended to use personal email address (ex: gmail) to increase email deliverability.


2 Click the "Create account" button.

2. Create an account (Confirm your Email)

✓ Membership registration

- 1 Click the "Confirmation process" button below to complete the confirmation process.



 You have to confirm your email address to activate your account.

If you do not receive a confirmation email, please check your spam folder. Also, please verify that you entered a valid email address in our sign-up form. If you need assistance, please contact gric@korea.kr

Membership
registration completed



Your registration has been successfully completed.

Please confirm your email address to activate your account before you login.
If you don't receive the verification email, please contact us at gric@korea.kr or call us at 82-32-590-7118 and we will help you with the verification process.

Login

Home

유전자원정보관리센터의 통합신고 서비스 이용을 위한 가입 인증 메일입니다.
아래의 이메일 인증 버튼을 클릭하여 인증을 완료해주세요.
Please confirm your email address to login to Integrated Reporting System of Genetic Resources Information Center.
Click the confirmation button below to complete the confirmation process.

이메일 인증
confirmation process

1

Confirmation Email

본 메일은 발신전송 메일로 회신되지 않습니다.
궁금하신 점은 홈페이지의 [통합헬프데스크](#)를 이용해주세요.
If you have any questions, please use [ABS Help Desk](#) on the homepage.

2. Create an account (Find User ID/Password)

Forgot User ID/Password

Find your User ID Find your User Password

Please enter the following information and click the "Search" button

minsik First name

Email

Search

웹 페이지 메시지

! Your User Id is [ppman444]

확인

1

Forgot User ID/Password

Find your User ID Find your User Password

A temporary password has been sent to the email address you have provided.

ID

Email

Search

웹 페이지 메시지

! The password has been sent to

확인

2

✓ If you forgot your User ID/Password

- 1 Enter your Last/First name and Email address, and then click the "Search" button.
- 2 Enter your User ID and Email address, and then click the "Search" button.

(Temporary password will be sent to your email. If you do not receive a email, please contact gric@korea.kr)

Please change the temporary password after you log in.



Find User ID/Password

You can search for your User ID or reset your password on this page.



3. Log in



3. Log in

The screenshot shows the login interface of the ABSCH Genetic Resources Information Center. At the top, a green box labeled '1' contains the text 'Log in' and the URL 'https://www.abs.go.kr'. Below this, the website header includes the logo and name of the National Institute of Biological Resources (NIBR) Genetic Resources Information Center. On the right side of the header, a 'Log in' button with a lock icon is highlighted by a red box and labeled '2'. Below the header, there are navigation links for 'ABS in Korea' and 'Integrated Reporting Service'. A search bar with a lock icon is also present, labeled '3'. The main content area features a 'Login' form with fields for 'ID' and 'Password', and a 'Login' button. A red lightning bolt icon is next to the 'Login' button. At the bottom of the form, there are links for 'Forgot User ID/Password' and 'Create account'.

1 Access to GRIC website <https://www.abs.go.kr>

2 Click the  "Log in" button at the top.

3 Enter User ID and Password, and Click the 



4. How to report



4. How to report

4-1. Report access to Korean genetic resources (Select Competent National Authority)

Selection of Competent National Authority

Applicant

Provider of Genetic Resources

Access and utilization






Mutually agreed term

About the fee payment

Submission

Submission completed

Selection of Competent National Authority

 Ministry of Environment	<ul style="list-style-type: none">National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<div>Law</div> <div>Search</div>
 Ministry of Agriculture, Food and Rural Affairs	<ul style="list-style-type: none">Rural Development AdministrationKorea Forest ServiceAnimal and Plant Quarantine Agency	In accordance with Act on the Preservation, Management and Use of Agro-Fishery Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<div>Law</div> <div>Search</div>
 Ministry of Health and Welfare	<ul style="list-style-type: none">Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<div>Law</div> <div>Search</div>
 Ministry of Oceans and Fisheries	<ul style="list-style-type: none">National Institute of Fisheries ScienceNational Marine Biodiversity Institute of Korea	In accordance with Act on Securing, Management, Use, etc. of Marine and Fisheries Bio-Resources: Fisheries bio-resources, Marine bio-resources	<div>Law</div> <div>Search</div>
 Ministry of Science and ICT	<ul style="list-style-type: none">Korea Research Institute of Bioscience & Biotechnology	Biological research resources pursuant to the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<div>Law</div> <div>Search</div>

Save and Next page

Save

Next page

Reporting process icons
(You can freely click any icons in this bar.)

1

1 Select the Competent National Authority (CNA)

- Select one CNA to report your access to Korean genetic resources.

※ The selected CNA can be changed by the Administrator, if needed.



Having a trouble with selecting CNA?

If you are not sure about which CNA to select, please feel free to contact gric@korea.kr

4. How to report

4-1. Report access to Korean genetic resources (Reporting person)

Selection of National Checkpoints

Applicant

Provider of Genetic Resources

Prior informed consent

Access and utilization

Submission

Submission completed

Applicant

Applicant ?

☒ Individual ☐ Company

1

Name ?

Affiliation ?

Date of birth ?

Phone number ?

Select Number ▼

Email

@

Direct input ▼

Address (place of business)

Zip code

Address

Floor / unit number

Detail address

1 Enter the reporting person's information.

- Please enter other information after select Individual/Company field.

A Declaration Certificate for Access to Korean Genetic Resources will be sent to the address you entered in this form. Take note that Competent National Authorities are not responsible for any delivery problems (delay, loss, delivery to wrong address, etc.) or disadvantages caused by delivery problems.

4. How to report

4-1. Report access to Korean genetic resources (Reporting person)

- 1 Foreign nationals, overseas Koreans, representatives of foreign institutions who are not registered in Korea ,tick the “I disagree” box and attach relevant document.
- 2 Korean, registered foreign nationals and foreign institution, tick “I agree” and sign your electronic signature to consent to Sharing Administrative Information.
- 3 Tick the “I have read and agree to the terms” to consent to Disclosure of Information.
- 4 You can tick the boxes by category.
- 5 Sign your electronic signature to consent to Disclosure of Information.



When you disagree with Consent to Sharing Administrative Information

When you click “I disagree”, an attachment field will be activated for you to attach the relevant documents*)

*) Resident(alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals), corporate registration certificate(for company) etc.

I Consent to sharing administrative records

- I hereby agree that officers in charge of reporting may verify the matters above with the head of the relative Competent National Authority through the sharing of administrative records pursuant to Article 36 (1) of the Electronic Government Act.

- ※ If the reporting person does not consent to the above, the person must submit the relevant document(s) directly.

Applicant: ☐ agree ☐ disagree

Consent to disclosure of information

- The purpose of this consent to disclosure of information is the implementation of Article 14 of the Nagoya Protocol through the sharing of information between government agencies in relation to the reporting process.

- Please check the boxes below to indicate whether you agree or do not agree to the sharing of each of the following items between government agencies in relation to the reporting process.

☐ I agree (I have read and agree to the terms)

Category	Reporting person/Applicant	Provider of Genetic Resources
Name	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Identification number	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Contact information	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Address	<input type="radio"/> agree <input type="radio"/> disagree	<input type="radio"/> agree <input type="radio"/> disagree
Name of genetic resource	<input type="radio"/> agree <input type="radio"/> disagree	
Quantity or Concentration	<input type="radio"/> agree <input type="radio"/> disagree	
Purpose of access	<input type="radio"/> agree <input type="radio"/> disagree	

Nov 12 2019

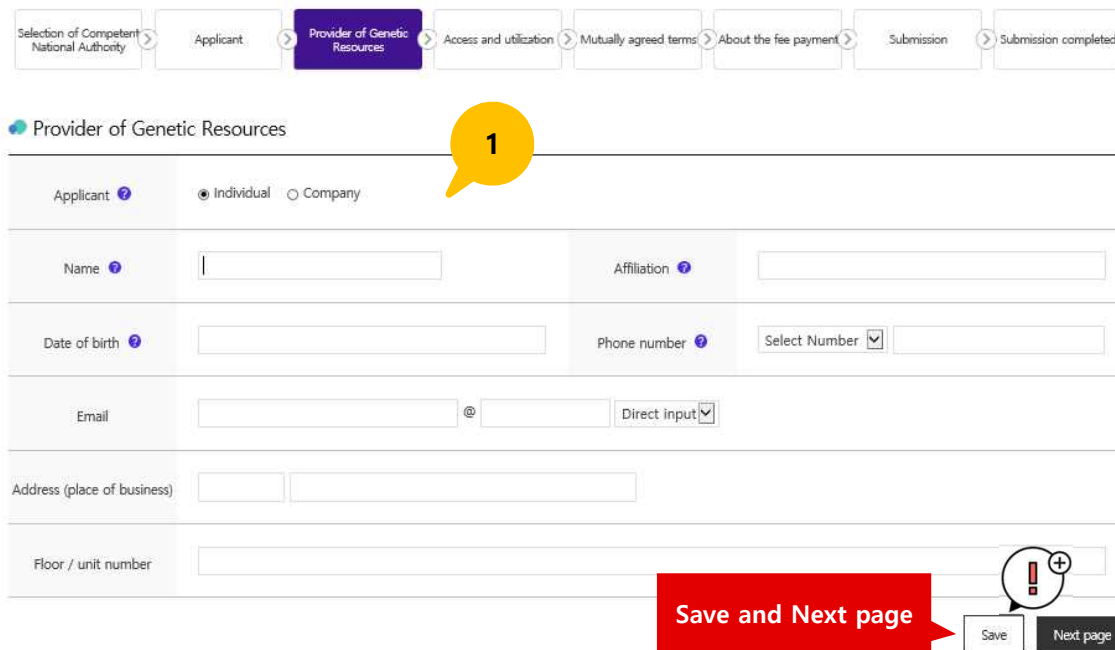
Applicant: ☐ agree ☐ disagree

Save and Next page

Save Next page

4. How to report

4-1. Report access to Korean genetic resources (Provider of genetic resources)



The screenshot shows a multi-step reporting process. The steps are: Selection of Competent National Authority, Applicant, **Provider of Genetic Resources** (highlighted), Access and utilization, Mutually agreed terms, About the fee payment, Submission, and Submission completed. The 'Provider of Genetic Resources' form includes the following fields:

- Applicant:** Radio buttons for ☒ Individual and ☐ Company.
- Name:** Text input field.
- Affiliation:** Text input field.
- Date of birth:** Text input field.
- Phone number:** A dropdown menu labeled 'Select Number' followed by a text input field.
- Email:** Two text input fields separated by an '@' symbol, with a 'Direct input' checkbox.
- Address (place of business):** Two text input fields.
- Floor / unit number:** Text input field.

At the bottom right, there is a red arrow pointing to a 'Save and Next page' button, and a 'Next page' button. A warning icon (exclamation mark in a circle) is also present near the buttons.

1 Enter the information on the provider of genetic resources.

- Select Individual/Company field before you enter information.



You can save the draft by clicking "Save" button below.

4. How to report

4-1. Report access to Korean genetic resources (Access and Utilization)



Access and utilization

- In the section "Name of genetic resource," please state the name of the genetic resource along with the scientific and common names of the relevant species. If no name exists for a certain genetic resource, please state only the scientific and common names of the species.
- In the section "Quantity or concentration," please state the quantity or concentration of the genetic resource you wish to access. If you wish to access traditional knowledge, check the box "Traditional knowledge."
- Multiple boxes may be checked in the sections "Methods of access," "Purpose of access," "Purpose of utilization," "Countries seeking to utilize relevant resources," "Method of utilization" and "Content of Mutually Agreed Terms."
- If the relevant genetic resource is accessed through a third party (i.e., a procurement agent or entity other than the provider), information about the third party should be entered in the section "Methods of access." If the third party is a company, please state the name of the company and the name of its representative.
- In the section "Method of utilization," briefly describe the technology applied to the resource, including biological engineering technology, etc.

1

Name of the genetic resources	Scientific name	/	common name	/	Name of the	Search
Quantity or concentration	<input type="text"/>					
	<input type="checkbox"/> Traditional knowledge					
Methods of access	<input type="checkbox"/> Purchase <input type="checkbox"/> Endowment or Exchange <input type="checkbox"/> Gene bank or seed bank, etc. <input type="checkbox"/> Collection <input type="checkbox"/> Access to genetic resources through third party <input type="checkbox"/> Other (<input type="text"/>)					
Purpose of access	<input type="radio"/> Commercial <input type="radio"/> Non-commercial		Purpose of utilization	<input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Cosmetic <input type="checkbox"/> Horticulture <input type="checkbox"/> Other		
Countries seeking to utilize relevant resources	AFGHANISTAN		Period of utilization	<input type="text"/> ~ <input type="text"/>		
Method of utilization	<input type="text"/>					
Add other genetic resources and utilization cases						Save Next page

2

1 Enter information on Access and Utilization.

2 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page. ↓

Delete : This button is to delete the bottom field you activated to add other resources.

Name of the genetic resources	Scientific name	/	Name of the genetic resour	/	common name	Search	Delete		
Quantity or concentration	<input type="text"/>						Search	Delete	
	<input type="checkbox"/> Traditional knowledge								
Methods of access	www.abs.go.kr 내용: The field data at the bottom of this page will be deleted. Do you want to continue?								
Purpose of access	<input type="button" value="확인"/> <input type="button" value="취소"/>								
Countries seeking to utilize relevant resources	AFGHANISTAN				Period of utilization				
Method of utilization	<input type="text"/>								
Add other genetic resources and utilization cases								Save	Next page

When you click "Delete"



If you access to more than one Korean genetic resources, you can report those resources by clicking "Add other genetic resources and utilization cases" button.

4. How to report

4-1. Report access to Korean genetic resources (Mutually Agreed Terms)

Selection of Competent National Authority > Applicant > Provider of Genetic Resources > Access and utilization > **Mutually agreed terms** > About the fee payment > Submission > Submission completed

Mutually agreed terms

Have Mutually Agreed Terms been concluded? ☒ Yes ☐ No **When you click "Yes"**

Mutually agreed terms

- ☐ Monetary benefit-sharing
- ☐ Non-monetary benefit-sharing
- ☐ Conditions for later use by a third party
- ☐ Conditions for changes in use
- ☐ Conditions for reporting or information-sharing between provider and user
- ☐ Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)
- ☐ Other ()

Copy of Mutually Agreed Terms (if applicable) **1**

* Please submit the file in the PDF or JPG file.

Have Mutually Agreed Terms been concluded? ☐ Yes ☒ No **When you click "No"**

If not, reasons for Not Concluding

2

1 When you click 'Yes'

- Tick the appropriate boxes and attach a copy of Mutually Agreed Terms (MATs)

2 When you click "No"

- Enter the reasons for not concluding MATs.



Fields will be activated differently depending on your answers for "Have Mutually Agreed Terms been concluded".

4. How to report

4-1. Report access to Korean genetic resources (Fee payment)



About the fee payment

Any person intending to report access to Korean genetic resources shall pay a fee (KRW 10,000) in accordance with Article 22 of the Act on Access to and Utilization of Genetic Resources and Benefit-Sharing, and Article 6 of the Enforcement Rule thereof. You can pay using electronic revenue stamps issued by the Ministry of Strategy and Finance. To pay, please visit the website for electronic revenue stamps (www.edoc-revenuestamp.or.kr). After purchasing a stamp, please attach the scanned receipt or screen-captured payment certificate (PDF format).

Payment of fee

(Online) the official website of Electronic Revenue Stamps (www.edoc-revenuestamp.or.kr)

- Non-member service or Sign-in (via Accredited Certificate, I-Pin) on the website
- Payment methods
 - Account transfer (KB Bank, Shinhan Bank, etc)
 - Credit cards (BC Card, Samsung Card, etc)
- Click the "Administrative fee(행정수수료)" button after you select "Electronic revenue stamp for documents"

[Go to the website of Electronic Revenue Stamps]

[A guide to purchase of electronic revenue stamp]

2

1
Attach the electronic revenue stamp and other documents

3

Save and Next page

Save

Next page

- 1 Click the link to the official website of Electronic Revenue Stamps.
- 2 You can refer to "A guide to purchase electronic revenue stamps" (PDF)
- 3 Attach the scanned receipt or documents verify your payment.



The fee is 10,000 KRW.
It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp.

4. How to report

4-1. Report access to Korean genetic resources (Submission)

Selection of Competent National Authority > Applicant > Provider of Genetic Resources > Access and utilization > Mutually agreed terms > About the fee payment > **Submission** > Submission completed

Mutually agreed terms

- ☐ Monetary benefit-sharing
- ☐ Non-monetary benefit-sharing
- ☐ Conditions for later use by a third party
- ☐ Conditions for changes in use
- ☐ Conditions for reporting or information-sharing between provider and user
- ☐ Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc)
- ☐ Other ()

Copy of Mutually Agreed Terms (if applicable)
Please submit the file in the PDF or JPG file.

About the fee payment

Attach the receipt of an electronic revenue stamp for paper documents

Submission

I hereby submit this Report on Access to Korean Genetic Resources pursuant to Resources and Benefits Sharing, Article 4 (1) of the Enforcement Decree 1

Nov 12, 2019

Applicant min sik Kim **Sign**

Submit

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.







You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage.

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Select National Checkpoint)

Selection of National Checkpoints

Reporting process icons (You can freely click any icons in this bar.)

 Ministry of Environment	<ul style="list-style-type: none">National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<div>Law</div> <div>Search</div>
 Ministry of Agriculture, Food and Rural Affairs	<ul style="list-style-type: none">Rural Development AdministrationKorea Forest ServiceAnimal and Plant Quarantine Agency	In accordance with Act on the Preservation, Management and Use of Agro-Fishery Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<div>Law</div> <div>Search</div>
 Ministry of Trade, Industry and Energy	<ul style="list-style-type: none">Korea Biosafety Clearing House	Biological research resources in accordance with the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<div>Law</div> <div>Search</div>
 Ministry of Health and Welfare	<ul style="list-style-type: none">Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<div>Law</div> <div>Search</div>
 Ministry of Oceans and Fisheries	<ul style="list-style-type: none">National Institute of Fisheries ScienceNational Marine Biodiversity Institute of Korea	In accordance with Act on Securing, Management, Use, etc. of Marine and Fisheries Bio-Resources: Fisheries bio-resources, Marine bio-resources	<div>Law</div> <div>Search</div>
 Ministry of Science and ICT	<ul style="list-style-type: none">Korea Research Institute of Bioscience & Biotechnology	Biological research resources pursuant to the Act on the Acquisition, Management, and Utilization of Biological Research Resources	<div>Law</div> <div>Search</div>

Save and Next page

Save Next page

1 Select the National Checkpoint(CP)

- Select the National Checkpoint for procedural compliance reporting on foreign genetic resources.

The selected Checkpoint can be changed by Administrator if needed.



Having a trouble with selecting CP?

If you are not sure about which CP to select, please feel free to contact gric@korea.kr

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Reporting person)

Selection of National Checkpoints > **Applicant** > Provider of Genetic Resources > Prior informed consent > Access and utilization > Submission > Submission completed

Applicant

Applicant ⓘ ☒ Individual ☐ Company

Name ⓘ	이상준	Affiliation ⓘ	
Date of birth ⓘ		Phone number ⓘ	Select Number ▼
Email		@	Direct input ▼
Address (place of business)			
Floor / unit number			

1 Enter reporting person's information.

- Please enter information after select Individual /Company field.

Please take note that there is no certificate issued after you submit Procedural Compliance Report on Accessing and Utilizing Foreign Genetic Resources.

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Reporting person)

Consent to sharing administrative records

I Matters to be verified by the National Checkpoint

- Business registration certificates (if applicable)
- Resident (alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals)

I Consent to sharing administrative records

- I hereby agree that officers in charge of reporting may verify the matters above with the head of the relative National Checkpoints through the sharing of administrative records pursuant to Article 36 (1) of the Electronic Government Act.
- **※ If the reporting person does not consent to the above, the person must submit the relevant document(s) directly**

☐ agree ☐ disagree

Applicant: min Park

Consent to disclosure of information

The purpose of this consent to disclosure of information is the implementation of Article 14 of the Nagoya Protocol through the sharing of information between government agencies in relation to the reporting process.

Please check the boxes below to indicate whether you agree or do not agree to the sharing of each of the implementation of the Act on Genetic Resources (No.14533, January 17, 2017)

☐ I agree (I have read and agree to the terms)

Category	Reporting person/Applicant
Name	<input type="radio"/> agree <input type="radio"/> disagree
Identification number	<input type="radio"/> agree <input type="radio"/> disagree
Contact information	<input type="radio"/> agree <input type="radio"/> disagree
Address	<input type="radio"/> agree <input type="radio"/> disagree
Name of genetic resource	<input type="radio"/> agree <input type="radio"/> disagree
Quantity or Concentration	<input type="radio"/> agree <input type="radio"/> disagree
Purpose of access	<input type="radio"/> agree <input type="radio"/> disagree

Nov 12 2019

Applicant: min Park

Save and Next page

Save Next page

- 1 Tick the "I agree" or "I disagree" box .
 - Document(s) to be submitted in case you disagree with the Consent to Sharing Administrative Information.
- 2 Sign your electronic signature to consent to Sharing Administrative Information.
- 3 Tick the "I have read and agree to the terms" to consent to Disclosure of Information.
- 4 You can tick the boxes by category.
- 5 Sign your electronic signature to consent to Disclosure of Information.

• If you disagree with the Consent to Sharing Administrative Information:
(When you click "I disagree", an attachment field will be activated for you to attach the relevant documents*).

*Resident(alien) registration certificate or passport, nationality certificate, registration of Korean nationals residing abroad or certificates registered in their own countries (for individuals), etc.



Electronic signature is required for Consent to Sharing Administrative Information, and Consent to Disclosure of Information.

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Reporting person)

Selection of National Checkpoints > Applicant > **Provider of Genetic Resources** > Prior informed consent > Access and utilization > Submission > Submission completed

Provider of Genetic Resources

Applicant ?	<input checked="" type="radio"/> Individual <input type="radio"/> Company		
Name ?	<input type="text"/>	Affiliation ?	<input type="text"/>
Country	<input type="text" value="AFGHANISTAN"/>	Phone number ?	<input type="text" value="Select Number"/>
Email	<input type="text"/>	@	<input type="text"/> <input type="checkbox"/> Direct input
Address (place of business)	<input type="text"/>		
Floor / unit number	<input type="text"/>		

Save and Next page

Save Next page

- 1 Enter the information on provider of genetic resources.

Select Individual/Company field before you enter information.



You can save the draft by clicking the "Save" button below.

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Prior informed consent)

The screenshot shows a multi-step reporting process. The 'Prior informed consent' step is highlighted in purple in the top navigation bar. The form contains the following fields:

- The Country granting the Prior Informed Consent:** A dropdown menu with 'AFGHANISTAN' selected. A yellow callout bubble with the number '1' points to this field.
- Institution granting Prior Informed Consent:** An empty text input field.
- Consent number:** An empty text input field.
- Date of consent:** An empty text input field.
- Document demonstrating that the reporting person has been approved by the provider country for access to genetic resources:** A text area with a file upload button labeled '찾아보기...' (Find...). A yellow callout bubble with the number '2' points to this section.

Below the form, there is a red callout bubble that says 'Save and Next page'. At the bottom right, there are two buttons: 'Save' and 'Next page'.

- 1 Enter information on Prior informed consent.
- 2 Attach documents to demonstrate that you have been approved for access to genetic resource(s) from a country providing relevant genetic resource(s).



Enter information on prior informed consent from the providing country of the foreign genetic resource(s).

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Access and Utilization)

The screenshot shows a multi-step reporting process. The 'Access and utilization' step is highlighted in purple. The form includes sections for: Name of the genetic resources (with fields for Scientific name, common name, and Name of the provider), Quantity or concentration (with a checkbox for Traditional knowledge), Purpose of access (Commercial/Non-commercial), Purpose of utilization (Pharmaceutical, Cosmetic, Horticulture, Other), Access and utilization details (Have Mutually Agreed Terms been concluded? Yes/No), 상호합의조건 내용 (Mutually Agreed Terms content) with checkboxes for Monetary benefit-sharing, Non-monetary benefit-sharing, Conditions for later use by a third party, Conditions for changes in use, Conditions for reporting or information-sharing between provider and user, Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.), and Other. A file upload section for 'Copy of Mutually Agreed Terms (if applicable)' is also present. At the bottom, there are buttons for 'Add other genetic resources and utilization cases', 'Save', and 'Next page'.

1 Enter information on Access and Utilization (of foreign genetic resource(s)).

2 Enter information on Mutually Agreed Terms (MATs)

- If concluded, attach a copy of MATs
- If not concluded, enter reasons for not concluding

3 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page.(28p)

...

Next page

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Access and Utilization)

The screenshot shows the 'Access and utilization' step in a multi-step process. The process flow includes: Selection of National Checkpoints, Applicant, Provider of Genetic Resources, Prior informed consent, Access and utilization (current step), Submission, and Submission completed. The 'Access and utilization' section contains several fields: 'Method of utilization' (with a help icon), 'Name of the genetic resources' (with sub-fields for Scientific name, Name of the genetic resource, and common name, plus Search and Delete buttons), 'Quantity or concentration', 'Methods of access' (with checkboxes for Purchase and Access), 'Purpose of access' (with radio buttons for Commercial and Other), 'Countries seeking to utilize relevant resources' (with a dropdown menu showing 'AFGHANISTAN'), 'Period of utilization' (with start and end date fields), and another 'Method of utilization' field. A red box highlights the 'Add other genetic resources and utilization cases' button, with a yellow circle '1' next to it. A yellow circle '2' is next to the 'Delete' button. A red speech bubble points to the 'Delete' button with the text 'When you click "Delete"'. A modal dialog box is open, displaying the URL 'www.abs.go.kr 내용:' and the message 'The field data at the bottom of this page will be deleted. Do you want to continue?'. The dialog has '확인' (Confirm) and '취소' (Cancel) buttons. At the bottom of the page, there are buttons for 'Add other genetic resources and utilization cases', 'Save', and 'Next page'.

- 1 If you report to more than one genetic resources, click the **Add other genetic resources and utilization cases** button below this page.
- 2 This button(**Delete**) is to delete the bottom field you activated to add other resources.

4. How to report

4-2. Report Procedural compliance for foreign genetic resources (Submission)

Selection of National Checkpoints > Applicant > Provider of Genetic Resources > Prior informed consent > Access and utilization > **Submission** > Submission completed

Have Mutually Agreed Terms been concluded? ☒ Yes ☐ No

Mutually agreed terms

- ☐ Monetary benefit-sharing
- ☐ Non-monetary benefit-sharing
- ☐ Conditions for later use by a third party
- ☐ Conditions for changes in use
- ☐ Conditions for reporting or information-sharing between provider and user
- ☐ Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)
- ☐ Other:

Copy of Mutually Agreed Terms (if applicable)

Please submit the file in the PDF or JPG file.

Submission

I hereby submit this Procedural Compliance Report on Accessing and Utilizing Foreign Access to and Utilization of Genetic Resources and Benefit-Sharing, Article 6 of the Enforcement Rules thereof.

Nov 12 2019

Applicant **min Kim**

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.

You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage .

4. How to report

4-2. Report changes in access to Korean genetic resources (Find Declaration Certificate)

Report changes in access to Korean genetic resources

Integrated Reporting Service > Report access to Korean genetic resources > Report changes in access to Korean genetic resources

Find your Declaration Certificate for Access to Korean Genetic Resources

Before you report any changes in your access to Korean genetic resources, you must first submit the original Declaration Certificate for Access to Korean Genetic Resources to the Competent National Authority by

① If you reported your access online, please enter the serial number of the Declaration Certificate below. If you reported it offline, please click "Next page" to proceed.

Find your

Total contents : 2 / Page : 1/1

No	Registration number	Applicant	Institution in charge	Submission Date	Status	Note
2	KR-S1-19-D-1	min Kim	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Certificate issued	View Report changes
1		min Kim	National Institute of Biological Resources	2019-09-16	Certificate issued	View Report changes

For reporting changes, you must send your Original Declaration Certificate for Access to Korean Genetic Resources to this Institution by post.

- 1 Find your Declaration Certificate for Access to Korean Genetic Resources
- 2 View the status of the issued certificates
- 3 Report changes in access to Korean genetic resources (Click "Report Change")

Before you report any changes in your access to Korean genetic resources, you must first submit the original Declaration Certificate for Access to Korean Genetic Resources to the Competent National Authority by post.

The original Declaration Certificate is a necessary document to report changes in access to Korean genetic resources. The revised certificate will be issued and sent to you after you submit the report on changes.

Name of the institution

- Check the institution issuing the original certificate (The institution's address)
- Guide > Report changes > To report, you need: click the [Find office address] button.



This page is to report any changes in access to Korean genetic resources after you have received "Declaration Certificate for Access to Korean Genetic Resources".

4. How to report

4-3. Report changes in access to Korean genetic resources (Report changes)



Information on the reporting person written in the original Declaration Certificate

Serial number of Declaration Certificate for Access to Korean Genetic Resources

Applicant ?

Applicant	<input checked="" type="radio"/> Individual <input type="radio"/> Company		
Name (Company Representative)	gil-dong Hong	Affiliation (Company Name)	Genetic Resources information center
Date of birth (Business registration number)	20191130	Phone number	+82-1041531160
Email	hong@mail.com		
Address (place of business)	Hwangyeong-ro 42, Seo-gu, Incheon 22689		
Floor / unit number	Genetic Resources information center <small>① A Declaration Certificate for Access to Korean Genetic Resources will be sent to the address you entered in this form. The [Ministry of Environment] is not responsible for any delivery problems (delay, loss, delivery to wrong address, etc.) or disadvantages caused by delivery problems.</small>		

Serial number of Declaration Certificate for Access to Korean Genetic Resources



4. How to report

4-3. Report changes in access to Korean genetic resources (Content of changes)

Contents of changes

name of the genetic resource : NA / Scientific name : Rice vinegar samples / common name :NA

Applicant	Before changes	After changes (Tick the box to activate this section) ?
Purpose of access	<input checked="" type="radio"/> Commercial <input type="radio"/> Non-Commercial <input checked="" type="checkbox"/> Pharmaceutical <input type="checkbox"/> Cosmetic <input type="checkbox"/> Horticulture <input checked="" type="checkbox"/> Miscellaneous <input type="checkbox"/> Scientific research	<input checked="" type="radio"/> Commercial <input type="radio"/> Non-Commercial <input checked="" type="checkbox"/> Pharmaceutical <input type="checkbox"/> Cosmetic <input type="checkbox"/> Horticulture <input checked="" type="checkbox"/> Miscellaneous <input type="checkbox"/> Scientific research
Have Mutually Agreed Terms been concluded? ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<input checked="" type="checkbox"/> Monetary benefit-sharing <input checked="" type="checkbox"/> Non-monetary benefit-sharing <input type="checkbox"/> Conditions for later use by a third party	<input checked="" type="checkbox"/> Monetary benefit-sharing <input checked="" type="checkbox"/> Non-monetary benefit-sharing <input type="checkbox"/> Conditions for later use by a third party

A copy of the changed mutually agreed terms (* please submit the file in the PDF or JPG file) 1.jpg [5775 byte]

(Attach the file for the modification process.)

1 Enter the following information to report changes:

- Access and Utilization of Korean genetic resources
- Contents of Mutually Agreed Terms
(You cannot edit the "Have Mutually Agreed Terms been concluded?" category field.)

2 Tick the appropriate boxes and click the "Next page" button.

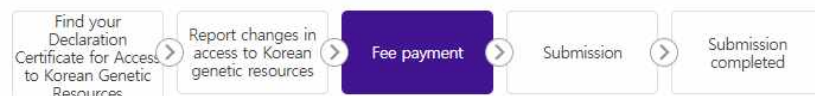
You cannot edit the information in the "Before changes" column. Please tick the "After changes" box to report changes.

2

Next page

4. How to report

4-3. Report changes in access to Korean genetic resources (Fee payment)



About the fee payment

Any person intending to report changes in accessing to Korean genetic resources shall pay a fee (KRW 10,000) in accordance with Article 22 of Act on Access to and Utilization of Genetic Resources and Benefit-Sharing, and Article 6 of the Enforcement Rule thereof.

Payment of fee

(Online) the official website of Electronic Revenue Stamps (www.edoc-revenuestamp.or.kr)

- Non-member service or Sign-in (via Accredited Certificate, I-Pin) on the website
- Payment methods
 - Account transfer (KB Bank, Shinhan Bank, etc)
 - Credit cards (BC Card, Samsung Card, etc)
- Click the "Administrative fee(행정수수료)" button after you select "Electronic revenue stamp for paper documents"
 - It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp.

[Go to the website of Electronic Revenue Stamps]

[A guide to purchase of electronic revenue stamp]

1 Find post offices in Korea.

2 payment by presenting your ID card.

Any helps in paying the fee? gric@korea.kr

Attach revenue stamp receipt

파일 선택

3

Next page

- 1 Click the link to the official website of Electronic Revenue Stamps.
- 2 You can refer to "A guide to purchase electronic revenue stamps" (PDF)
- 3 Attach the scanned receipt or documents verify your payment.



The fee is 5,000 KRW. It is recommended that the applicants from overseas get help from partner organization in Korea to buy electronic revenue stamp

4. How to report

4-3. Report changes in access to Korean genetic resources (Submission)

Find your Declaration Certificate for Access to Korean Genetic Resources > Report changes in access to Korean genetic resources > Fee payment > **Submission** > Submission completed

A copy of the changed mutually agreed terms (* please submit the file in the PDF or JPG file) 1.jpg [5775 byte] (Attach the file for the modification process.)

About the fee payment

Attach revenue stamp receipt

Submission

I hereby submit this Application Form for Verifying the Establishment of Mutually Agreed Terms in accordance with Article (4) of the Enforcement Decree of the Act on Access to and Utilization of Genetic Resources and Biological Resources and the Rules thereof.

Nov 12 2019

Applicant min Park

1

2

3

- 1 Review and edit your report before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your report.

You can see the status of your submitted reports after you log in and click the "My account" at the top of the homepage.

4. How to report

4-4. Application to confirm conclusion of Mutually Agreed Terms (Declaration Certificate)

Application to confirm conclusion of mutually agreed terms

Integrated Reporting Service > Report access to Korean genetic resources > Application to confirm conclusion of mutually agreed terms

Retrieve declaration certificate

If you reported your access to Korean genetic resources online, please enter the serial number of the "Declaration Certificate for Access to Korean Genetic Resource"

Find your

TOTAL 2 (1/1)

No	Receipt (issue) number	Reporter	Reception (issue) agency	Date	State	Hits	etc
2		홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Confirm MAT
1		홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Confirm MAT

- 1 Find your Declaration Certificate for Access to Korean Genetic resources
- 2 View the status of the issued Certificates
- 3 Apply to confirm MATs




This page is apply to confirm conclusion of Mutually Agreed Terms so that you receive the Verification Certificate of the Establishment of Mutually Agreed Terms

4. How to report


4-4. Application to confirm conclusion of Mutually Agreed Terms (Fill in form)

Find your Declaration Certificate for Access to Korean Genetic Resources > **Application to confirm conclusion of Mutually Agreed Terms** > Submission > Submission completed

Applicant

Applicant	<input checked="" type="radio"/> Individual <input type="radio"/> Company		
Name (Company Representative)		Affiliation (Company Name)	국립생물자원관
Date of birth (Business registration number)	20191130	Phone number	+82-1041531160
Email	hong@mail.com		

Serial number of Declaration Certificate for Access to Korean Genetic Resources



Mutually agreed terms

Contents of mutually agreed terms

- ☐ Monetary benefit-sharing
- ☐ Non-monetary benefit-sharing
- ☐ Conditions for later use by a third party
- ☐ Conditions for changes in use
- ☐ Conditions for reporting or information-sharing between provider and user
- ☐ Applicable Jurisdiction, governing law, dispute settlement procedure, and alternative

1

2

Next page

Information on the reporting person written in the original Declaration Certificate

Serial number of Declaration Certificate for Access to Korean Genetic Resources

- 1 Tick the appropriate boxes and upload a copy of Mutually Agreed Terms.
- 2 Click the "Next page" button.

4. How to report

4-4. Application to confirm conclusion of Mutually Agreed Terms (Submission)

Find your Declaration Certificate for Access to Korean Genetic Resources > Application to confirm conclusion of Mutually Agreed Terms > **Submission** > Submission completed

Mutually agreed terms

Contents of mutually agreed terms ⓘ

- ☐ Monetary benefit-sharing
- ☐ Non-monetary benefit-sharing
- ☐ Conditions for later use by a third party
- ☐ Conditions for changes in use
- ☐ Conditions for reporting or information-sharing between provider and user
- ☐ Applicable Jurisdiction, governing law of dispute settlement procedure, and alternative dispute resolution (mediation, arbitration, etc.)
- ☐ Other { }

Copy of Mutually Agreed Terms (if applicable) [찾아보기...](#)

Submission

I hereby submit this Change Report on Access to Domestic Genetic Resources pursuant to Access to and Utilization of, Genetic Resources and Benefits Sharing, and Art

Nov 12 2019

Applicant min Kim [sign](#)

[Ok](#) [Cancel](#)

[Submit](#)

- 1 Review and edit your application before submission.
- 2 Sign your electronic signature for submission.
- 3 Submit your application.

You can see the status of your submitted application after you log in and click the "My account" at the top of the homepage .



5. My account (My menu)



5. My account (My menu)

5-1. List of my reports

◆ My account

Report access

Report compliance

Report changes

Confirm MAT

Reports

Institution in charge

Applicant

Registration number

Status

QSearch

Total contents : 1 / Page : 1/1

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification
1			Korea Research Institute of Bioscience & Biotechnology	2018-08-16	<div>Declaration Certificate issued</div>	<div>View</div>	<div>Certificate issued</div>	

1

- 1 Click the report you want to check.
- 2 You can find your reports by entering relevant information in the fields.
- 3 List of my reports
 - Registration number
 - Reporting person : Name (Company representative)
 - Institution in charge
 - Submission date
 - Status : Draft, Report submitted, Under review, Modification required, Modification completed, Certificate issued, and Rejected, etc.
 - **View : View your reports (applications)**
 - **Modifications : you can modify your report when modification request occurs, or you have not submitted your report (draft)**
 - **Note : Certificates, Print, and other information**

The original Declaration/Verification Certificate will be sent to the reporting person by post.

(The printed document does not contain official seal, thereby the document has no legal force. We are not responsible for any illegal uses of the printed document)



You can check the status of your reports and print the Declaration Certificate and Verification Certificate for your reference after log in and click "My account" at the top of the homepage.

5. My account (My menu)

5-2. Status of my reports

Status

1

Declaration Certificate number : [REDACTED]
Registration date : 2019-10-02

Selection of Competent National Authority

	<input type="radio"/> National Institute of Biological Resources	Biological resources in the field of wildlife pursuant to the Wildlife Protection and Management Act, and biological resources pursuant to the Act on the Conservation and Use of Biological Diversity	<div>Law</div> <div>Search</div>
	<input type="radio"/> Rural Development Administration <input type="radio"/> Korea Forest Service <input type="radio"/> Animal and Plant Quarantine Agency	In accordance with Act on the Preservation, Management and Use of Agro-Bioresources: Agricultural bio-resource, Forest Genetic Resource, Microbial Pathogen Resource	<div>Law</div> <div>Search</div>
	<input type="radio"/> Korea Centers for Disease Control & Prevention	Pathogen resources pursuant to the Act on the Promotion of Collection, Management and Utilization of Pathogen Resources	<div>Law</div> <div>Search</div>

2



1 You can check the status of your reports

2 The information of your report

You can edit your reports only when your report is not submitted (draft), or modification request is occurred.
("Edit" button will be activated)



You can check the status of your reports by clicking "View"

5. My account (My menu)

5-3. Modifying my reports upon request

Total contents : 28 / Page : 1/2

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification	Report Withdrawal
24	KR-S1-19-D-1	min sik	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Certificate issued	View	Certificate issued		
23		min sik	Korea Research Institute of Bioscience & Biotechnology	2019-10-02	Modification required	View	Edit	Submit modification	Report Withdrawal

1

3

2

Items to be modified

Reporting person / Provider of genetic resources / Genetic resources and access to and utilization of genetic resources /
Reasons for the modification request
보완요청
Date of modification request
2019-10-31
Other
**Please make sure you click the "Submit" button on the List page when you finish modification.
Even if you save the modification works on this page, the modified report will not be submitted until you click the Submit button.**

Please make sure you click the "Submit modification" button so that your modified report can be reviewed.

Submission Date	Status	View	Note
2018-08-17	Modification completed	View	

"Modification completed" will be appear.



When modification requested, you can see "Modification required" in the status of your reports. Click the "Edit" button to modify your report.

5. My account (My menu)

5-4. Printing my reports

The screenshot shows a web interface for managing reports. On the right, a list of reports is displayed with columns for Institution in charge, Submission Date, Status, View, Note, Modification, and Report Withdrawal. The first report is from the National Institute of Biological Resources, submitted on 2019-11-12, with a status of 'Drafted'. Below it, another report from the same institution, submitted on 2019-11-10, is also 'Drafted'. Further down, two reports are marked 'Report submitted'. A 'Certificate issued' button is visible next to one of the submitted reports, highlighted with a red box and a yellow circle labeled '1'. To the left, a detailed view of a 'Declaration Certificate for Access to Domestic Genetic Resources' is shown. This form contains fields for the Reporting Person, Provider of Genetic Resource, and various details about the genetic resource and access. A yellow circle labeled '2' points to the bottom of this form, and a yellow circle labeled '3' points to a printer icon in the browser's toolbar.

- 1 Click the "Certificate" button to activate the printing setting.
- 2 Printing settings will appear
- 3 The printing settings can be different depending on internet browsers



You can print your reports and certificates for your reference when such documents have been submitted and **issued**.



6. Editing my account



6. Editing my account

6-1. Editing my profile

The screenshot shows the homepage of the National Institute of Biological Resources ABSCH Genetic Resources Information Center. The top navigation bar includes 'My page' (annotated with a red box and '1'), 'Report access to Korean genetic resources' (annotated with a yellow circle '2'), and a search icon. A dropdown menu for 'Report access to Korean genetic resources' is open, showing options like 'Manage account' (annotated with a red box and '3'), 'Report access to Korean genetic resources', 'Report procedural compliance for foreign genetic resources', 'Report changes in access to Korean genetic resources', and 'Application to confirm conclusion of mutually agreed terms'. Below the navigation bar, there are sections for 'Reports' and 'Report access'. A search form is visible with fields for 'Institution in charge', 'Registration number', 'Applicant', and 'Status', and a 'Search' button. At the bottom, there is a table of reports.

No	Registration number	Applicant	Institution in charge	Submission Date	Status	View	Note	Modification	Report Withdrawal
2	XXXXXXXXXX	홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Certificate issued		
1	XXXXXXXXXX	홍길동1	Korea Research Institute of Bioscience & Biotechnology	2019-11-24	Certificate issued	View	Certificate issued		

- 1 Click the "My page" button at the top of the homepage after you logged in.
- 2 Click "Report access to Korean genetic resources" section.
- 3 Click "Manage account" section.

Once you logged in, click the "My page" at the top of the homepage to edit your profile.

6. Editing my account

6-1. Editing my profile

National Institute of Biological Resources
ABSCH Genetic Resources
Information Center

ABS in Korea Integrated Reporting Service About us

English

Home Mypage Manage account

Edit Withdrawal

1

Member Info

Name	Last name	이재호
ID	ljh130	
Password	<input type="password"/>	
Confirm Password	<input type="password"/>	
Country	AFGHANISTAN	

2

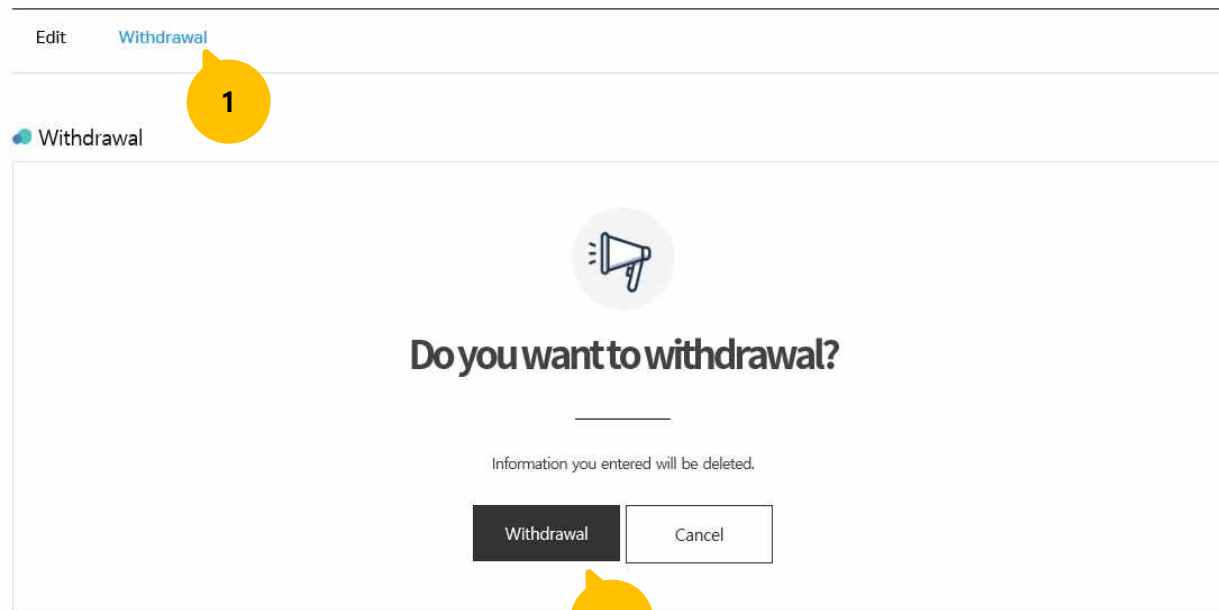
3

Edit Cancel

- 1 Click "Edit" section.
- 2 Edit your profile.
- 3 Click the "Edit" button below.

6. Editing my account

6-2. Withdrawal of membership



The screenshot shows a web interface for account management. At the top, there are two tabs: "Edit" and "Withdrawal". The "Withdrawal" tab is selected and highlighted with a yellow circle containing the number "1". Below the tabs, there is a "Withdrawal" button with a megaphone icon. This button is highlighted with a yellow circle containing the number "2". Below the button, a confirmation dialog is displayed with the text "Do you want to withdrawal?". Below this text, it says "Information you entered will be deleted." At the bottom of the dialog are two buttons: "Withdrawal" (highlighted with a yellow circle containing the number "2") and "Cancel".

1 Click the "Withdrawal" section.

2 Click the "Withdraw" button below

Once you withdraw, your profile will be deleted and you cannot log in. However the submitted reports and applications will not be removed.
(Take note that once you withdraw your membership, you are no longer able to check the status of your reports).



Thank you

Questions on Integrated Reporting Service

Please contact : gric@korea.kr

