



APPLY FOR A SANCTIONS PERMIT

The key feature of PAX is being able to submit and track an application for a Sanctions Permit, also referred to as Matters. Follow the steps in this guide to submit a matter to the Australian Sanctions Office (ASO).

1 Once logged into your account, click **New Application**



2 Read the **Confidentiality Notice** and **Legal Obligations Notice** and click 'Agree to proceed.

Sanction Permit Application

The permit application process has the following steps:

- Nominate the sanction framework that is relevant to your permit application
- Advise the details of any existing or previous permits or applications that are related to your application
- Select the designated persons or entities you are proposing to deal with (if relevant)
- Describe the activity you propose to undertake, and explain how you think it would breach Australian sanctions law (if not authorised by a permit)
- Advise if you have a commercial deadline or other compelling reason to prioritise the application
- Upload any supporting documents
- Review and submit your application

Confidentiality Notice

The business and financial information you provide to the Australian Sanctions Office will be treated as confidential, unless you state otherwise. This information may be used to administer sanctions law in accordance with the Charter of the United Nations Act 1945 (Cth) and the Autonomous Sanctions Act 2011 (Cth), and in relation to import/export controls. We will not disclose this information to third parties for any other purpose, unless you have provided your consent or we are otherwise authorised to do so by law. (Text updated by SK - Test)

Legal Obligations Notice

Providing false or misleading information (including documents) in connection with an Australian sanctions law is an offence under the Charter of the United Nations Act 1945 and the Autonomous Sanctions Act 2011. Penalties may include fines and/or imprisonment. (Test - Text updated by SK)

Exit Agree

3 **Framework Selection**

Enter your Application/Matter title.

Select the Relevant Sanctions Framework. Once you type at least three letters, a dropdown with a list of available Frameworks will be displayed.

Tick the boxes to describe your proposed activity.

Click **Save & Continue**.

Framework Selection

* Application Title

* Sanction Framework

Please describe your proposed activity:

* You can select more than one item

I want to deal with a designated person or entity

I want to import, export or transfer sanctioned goods

Other (including providing a sanctioned service or engaging in a sanctioned commercial activity)

Information about the selected sanctions framework can be found at the following website:
<https://www.dfat.gov.au/international-relations/security/sanctions/sanctions-regimes>

Exit Save & Continue

To view the full list of Sanction Frameworks, click the link located above the Exit button this will direct you to DFAT's website for more information.

4 **Adding Related Matters to your Application**

If there is another Matter/application that is related to this application select **Yes**, then **Save & Continue**.

If **No** you will move to step 6.

Related Matters

Application ID PAX-01210 Engaging in Trade - Test
Consolidated List; Sanctioned Goods; Other

* Is there an existing or previous permit, or permit application, that relates to this application?

Yes

No

Exit Previous Save & Continue



5 Adding Related Matters to your Application

Select the check box next to the relevant permit.

Provide a brief explanation on how the matters/applications are related.

Click Save and Continue

Application ID PAX-01213 Providing Financial Services
Consolidated List; Sanctioned Goods; Other

Permit or Application Identification Number

Please provide the previous permit or application identification number by using the look-up tool. Application numbers start with PAX-NNNNN

If you cannot locate the number in the look-up tool please write it below.

4 of 4 items • 1 item selected

<input type="checkbox"/>	Matter number	Status	Date of submission	Framework	Measure	Application Title
<input checked="" type="checkbox"/>	PAX-01212	New	15/04/2025, 03:17 pm	Russia	Consolidated List; Sanctioned Goods; Other	Transporting goods - Test 123
<input checked="" type="checkbox"/>	PAX-01211	New	15/04/2025, 11:55 am	Lebanon	Consolidated List; Sanctioned Goods; Other	Dual use technology - Test
<input checked="" type="checkbox"/>	PAX-01210	Draft		Russia	Consolidated List; Sanctioned Goods; Other	Engaging in Trade - Test
<input checked="" type="checkbox"/>	PAX-01209	Draft		Russia	Consolidated List; Sanctioned Goods; Other	Engaging in Trade

Relationship Explanation

* Briefly explain how the existing or previous permit or application are related to the current application. If you were unable to locate the number in the look-up tool please write it below.

Exit Previous Save & Continue

6 Consolidated list search

Click **Search And Add** to open the consolidated list. Search for the relevant person or entity and check the box next to it. Click Add Selected. Then click **Save & Continue**

Application ID PAX-01219 Test 232
Consolidated List; Sanctioned Goods; Other

Consolidated List Search

Please search for the relevant person or entity and select all relevant instances of the entity for inclusion. The search operates in English only and will return both English and original script where known for entries in the list

Please search by the name of the person or entity in English characters only

You can find the full Consolidated List on our website here

Search And Add Delete Selected

Reference Name of Individual or Entity Name Type Date of Birth Additional Information

No items to display.

Exit Previous Save & Continue

Consolidated list POP UP

Add Consolidated List

Search with at least 3 characters

Reference	Name of In...	Name Type	Date of Birth	Additional I...
100	Naser Mohammed...	Primary Name	1954	Title: Master/D...
100a	Naser Mohammed...	Alia	1954	Title: Master/D...
100b	محمد ناصر	Original Script	1954	Title: Master/D...
100c	محمد ناصر	Primary Name		Title: Master/D...
101	AL VAKEL AND ...	Primary Name		Al Vakil and B...
101a	AVAKELIAN AN...	Primary Name		Logothos S.A. a...
101b	AVAKELIAN EST...	Alia		Logothos S.A. a...
101c	LOGOTHOS S.A.	Primary Name		Federal No. CH...
101d	LOGOTHOS AG	Alia		Federal No. CH...
101e	TECHNOLOGY ...	Primary Name		Last known dire...

Showing 1 of 989 results

Add Selected

7 Entity's involvement

Provide an explanation on how the identified entities will be involved in the activity. Click **Save & Continue**.

Application ID PAX-01266 User guide test case
Consolidated List; Sanctioned Goods; Other

Consolidated Entries

* Please explain how identified entities from the Consolidated List may or will be involved in the activity

Complete this field.

Exit Previous Save & Continue

8 Now complete the fields about the activity you are seeking authority to undertake, and why the activity is prohibited by Australian Sanctions Laws. Click **Save & Continue**.

Application ID PAX-01266 User guide test case
Consolidated List; Sanctioned Goods; Other

Please complete all fields

What is the activity are you seeking authority to undertake?

* Please describe your proposed activity (250 words). You can attach supporting documentation in the next section.

Complete this field.

Why would this activity be prohibited by Australian sanctions law?

* Please set out why you think your proposed activity is prohibited (250 words). Include references to specific prohibitions in relevant legislation if possible.

Exit Previous Save & Continue

9 Requested Deadline If you have a commercial deadline or other compelling reason why we should prioritize your application, select **Yes**.

Application ID PAX-01266 User guide test case
Consolidated List; Sanctioned Goods; Other

Requested Deadline

If you have a commercial deadline or other compelling reason why we should prioritise your application, please select the date before which you would like your application to be finalised and provide a written justification in the text field. Please note permit applications can take three or more months to process and your requested deadline may not be able to be met.

* Do you have a deadline date?

Yes
 No

Exit Previous Save & Continue

10 Add your requested date and reason click **Save and Continue**.

* Requested Date

* Reason

Exit Previous Save & Continue



11 Attach Supporting Documentation

You can upload supporting documents by clicking the “Upload Files” button.

Alternatively, you can drag and drop files directly into the upload area.

File requirements are listed on this page.

When the file is uploaded click **Done**.

Click **Save & Continue**.



12 Review your Matter/Application

Carefully review the information you’ve entered throughout your application.

If you need to make any changes, use the **Previous** button to go back to the relevant section.

Once you’ve confirmed everything is correct, click **Save and Continue** to proceed.

13 Acknowledgement

By clicking **Acknowledge and Submit**, you confirm that:

- The information provided in your application is true and correct.
- You agree to promptly notify the Australian Sanctions Office of any changes to this information.

Important: Once submitted, your application cannot be edited.

If you need to make changes after submission, please contact the Australian Sanctions Office via the Communications tab on the Registered User Homepage.

Your Matter/Application has now been submitted and can be found in the My Application section of the Registered User Homepage