

Extraordinary



Federal Republic of Nigeria Official Gazette

No. 30

Lagos - 19th February, 2021

Vol. 108

Government Notice No. 29

The following is published as supplement to this *Gazette* :

<i>S.I. No.</i>	<i>Short Title</i>	<i>Page</i>
18	Nigerian Nuclear Safeguards Regulations, 2021	B1109-1138

Printed and Published by The Federal Government Printer, Lagos, Nigeria
FGP 76/022021/1.250

Annual Subscription from 1st January, 2021 is Local : ₦45,000.00 Overseas : ₦60,500.00 [Surface Mail] ₦75,000.00 [Second Class Air Mail]. Present issue ₦2,500 per copy. Subscribers who wish to obtain *Gazette* after 1st January should apply to the Federal Government Printer, Lagos for amended Subscriptions.

NUCLEAR SAFETY AND RADIATION PROTECTION ACT, 1995
NIGERIAN NUCLEAR SAFEGUARDS REGULATIONS, 2021



ARRANGEMENT OF REGULATIONS

Regulation :

PART I—OBJECTIVE AND APPLICATION

1. Objectives.
2. Application.

PART II—LICENSING

3. Application for licence.
4. Requirement for issuance of licence.
5. Responsibilities of the Authority.
6. Obligation of licensee.
7. Obtaining written authorization.
8. Provision of information to the Authority.
9. Reporting.
10. Observance of terms of licence.

PART III—NUCLEAR MATERIAL ACCOUNTANCY

11. Nuclear material accountancy.
12. Nigeria's SAC.
13. System of accounting for and control of nuclear material at facility and LOF level.
14. Records.
15. Accounting reports.
16. Special report.
17. Advance notifications.
18. Operating losses.
19. Domestic transfer of nuclear material.
20. International transfer of nuclear material.
21. Exemptions from safeguards.

PART IV—PROVISION OF INFORMATION

22. Design information.
23. Provision of information under the additional protocol.
24. Future plans.
25. Nuclear fuel cycle related R&D information.

B 1110

- 26. Information regarding specified activities.
- 27. Information regarding export and import of specified equipment and non-nuclear material
- 28. Communications.

PART V—INSPECTIONS

- 29. Inspection of nuclear material.
- 30. Ad Hoc inspections.
- 31. Routine inspections.
- 32. Unannounced inspections.
- 33. Special inspections.
- 34. Technical visits.
- 35. Complementary access.

PART VI—OFFENCES AND PENALTIES

- 36. Offences and penalties.

PART VII—MISCELLANEOUS

- 37. Guidelines.
- 38. Protection of confidential information.
- 39. Interpretation.
- 40. Citation.

S. I. No. 18 of 2021

NUCLEAR SAFETY AND RADIATION PROTECTION ACT 1995**NIGERIAN NUCLEAR SAFEGUARDS REGULATIONS, 2021**

[11th Day of January, 2021]

Commence-
ment.

In exercise of the powers conferred on it by section 47 of the Nuclear Safety and Radiation Protection Act, 1995 and of all other powers enabling it in that behalf, the Nigerian Nuclear Regulatory Authority, with the approval of the President, makes the following Regulations—

PART I—OBJECTIVE AND APPLICATION

1. The objectives of these Regulations are to—

Objectives.

(a) establish the System of Accounting and Control of nuclear material (SAC) by the Authority in order to ensure timely detection of loss, theft, diversion, unauthorized production, or possession ;

(b) ensure the implementation of the safeguards agreement and the additional protocol between the Federal Republic of Nigeria and the International Atomic Energy Agency by—

(i) establishing requirements and procedures for accountancy and control of nuclear material,

(ii) submitting a design information in respect of facilities, and

(iii) providing information as required under the safeguards agreement and additional protocol as well as national inspections ; and

(c) provide the basis for meeting international obligations under the Safeguards Agreement and items in Annex II to the Additional Protocol.

2. These Regulations shall apply—

Application.

(a) to any person or entity within Nigeria, processing, producing, handling, treating, utilizing, collecting, storing, disposing, liquidating, using, importing, exporting or transiting, nuclear material and items in Annex II to the Additional Protocol ;

(b) to a person or entity conducting nuclear fuel cycle-related activities, including research and development activities related to the nuclear fuel cycle not involving nuclear material ; and

(c) in addition to the Radiation Protection Regulations, and any other existing ionizing radiation and nuclear Regulations, and Transportation of Radioactive Material Regulations in force.

PART II—LICENSING

3. A person or entity shall not receive, take possession of, take responsibility for export, import, or transfer of nuclear material, or operate a facility or a Location Outside Facilities (LOF) without a licence duly issued by the Authority.

Application
for licence.

B 1112

Requirement
for issuance
of licence.

4.—(1) An applicant for license shall—

(a) obtain application form from the Authority, as specified in the First Schedule to these Regulations ; and

(b) submit a completed application form obtained pursuant to paragraph (a) of this regulation to the Authority.

(2) The application shall demonstrate how the use of nuclear material will meet the requirements specified in these Regulations.

(3) The applicant shall provide information on—

(a) the type, form, and intended quantity of nuclear material ;

(b) qualifications of users ; and

(c) evidence of a comprehensive system to account for and control of the nuclear material at the facility/LOF level.

(4) The applicant shall establish, maintain and follow procedures for Physical Inventory Taking (PIT) and for accounting and control of nuclear material in its possession for the approval of the Authority, before issuance of the licence.

(5) Upon review of an application made pursuant to this regulation, the—

(a) Authority may approve and issue a licence ; and

(b) licence shall contain such terms and conditions as may be deemed necessary by the Authority in the interest of health, safety and security.

Responsibilities
of the
authority.

5. The Authority shall be responsible for, amongst others—

(a) maintaining the national safeguards system and ensuring that the obligations of international agreements concerning peaceful use of nuclear material are met ;

(b) the granting of authorization for the use, import, export, operation, specific activities, including tampering with Safeguards equipment, safe storage and transportation of nuclear material ;

(c) determination of the duration and renewal of authorizations ;

(d) ensuring safeguards by implementing a regulatory programme involving activities, including conducting domestic inspection, assessment of licensee performance, events analysis and enforcement ;

(e) collecting records and reports from facilities and forwarding the reports to the IAEA ;

(f) setting forth a reporting deadline that will enable it have enough time for verifying the correctness and completeness of the information it receives from licensees or operators and to prepare and submit to the IAEA the required reports in accordance with the deadlines set forth in the Safeguards Agreement, Subsidiary Arrangements and the Additional Protocol ;

(g) notification of Physical Inventory Verification and Design Information Verification exercise ;

(h) facilitating complimentary access and accompany IAEA Safeguards Inspectors during verification exercise ; and

(i) perform such other responsibilities in relation to compliance with Safeguards Agreement and the Additional Protocol.

6.—(1) The obligation of the licensee in relation to regulatory requirement on safeguards shall entail the following—

Obligation of licensee.

(a) designation of a person at facility or LOF level responsible for accountancy and control of nuclear material and elaboration of reports required under the Additional Protocol, provided that the technical qualification of such person shall be certified through regular examination by the Authority ;

(b) submission of design information and updates or modifications as appropriate ;

(c) maintenance of accounting and operating records in accordance with the formats prescribed by the Authority for the purpose of efficiency in the reporting process, from the licensee to the Authority and to the IAEA ; and

(d) submission of reports, including amplification and clarification in respect of previously submitted information, at intervals prescribed from time to time by the Authority.

(2) All reporting formats shall be identical or at least consistent with Code 10 of the Subsidiary Arrangements for Physical Incentive Listing (PILs), Inventory Change Reports (ICRs), Material Balance Reports (MBRs) and with protocol reporter in respect of information to be provided under Article 2 of the additional protocol.

7. The licensee shall apply for and receive written authorization—

Obtaining written authorization.

(a) before beginning any activity that may be subject to the accounting for and control of nuclear material and provision of information under these Regulations ;

(b) in advance of any planned consumption or dilution of nuclear material in such a way that it will become unrecoverable, except in the case of consumption of nuclear material in nuclear reactors ; and

(c) before interfering with any nuclear safeguards equipment or removing a Seal installed by the Authority or the IAEA, except in nuclear safety emergency situations, provided that the licensee shall report the situation immediately to the Authority.

8.—(1) The licensee shall provide and submit all required information, data, reports, and notifications required under these Regulations in writing and electronic format without delays.

Provision of information to the Authority.

(2) Other means of communication such as telephone may be permitted by the Authority in urgent cases, provided additionally that the reporting licensee shall report in writing within the timeline agreed by the Authority.

B 1114

Reporting.

9.—(1) All accounting and operating records, reports and any other communication to the Authority shall be kept by the licensee and the Authority in English for a period of at least 5 years.

(2) The licensee shall provide nuclear material accounting reports specified in these Regulations to the Authority at the time specified, by a method and in a format approved by the Authority using the forms and codes provided in the Second Schedule to these Regulations.

(3) The licensee shall, without delay provide special report as specified in regulation 16 and advance notification to the Authority by a method and in the format approved by the Authority.

(4) The licensee shall give information required under these Regulations to the Authority and provide updates at the times specified.

(5) The licensee shall provide clarifications to any report to the Authority as required.

(6) The licensee shall archive the accounting and operating records and accounting reports and source documents related to the accounting for and control of nuclear material and selected items for a period of at least 5 years from the moment of their origination, provided that these records shall be available to the Authority at any time, for purpose of evaluation and verification.

Observance of terms of licence.

10. A licensee shall not carry out any operation in violation of the terms of any applicable licence, regulations, or order of the Authority.

PART III—NUCLEAR MATERIAL ACCOUNTANCY

Nuclear material accountancy.

11.—(1) This regulation shall apply to special fissionable material and source material.

(2) The requirements of accounting and control shall not apply to material in mining or ore processing activities, provided that such material is not of a composition and purity suitable for fuel fabrication or for isotopic enrichment.

Nigeria's SAC.

12.—(1) The Authority shall be responsible for determining Material Balance Area (MBAs) to be used for accounting purposes.

(2) The Authority, upon consultation with the Licensee, shall select those strategic points which are Key Measurement Points (KMPs) to be used to determine the nuclear material flows and inventories in each MBA.

(3) The Licensee shall ensure the effective implementation of accountancy and control measures at facility or LOF level.

(4) The Licensee shall, in compliance with the provisions of sub-regulation (3) of this regulation—

(a) ensure the integrity of and prevent any damage to containment and surveillance devices installed by the Authority or the IAEA ;

(b) apply for and receive written authorization from the Authority before interfering with any nuclear safeguards equipment or removing a seal installed by the Authority or the IAEA, except in cases of a safety emergency, provided that the licensee shall immediately notify the Authority ;

(c) report to the Authority within 8 hours any finding of breach or damage to containment or surveillance devices installed by the Authority or the IAEA ;

(d) submit a full and complete special report to the Authority within 14 days following the finding in paragraph (c), including proposed measures to prevent recurrence ; and

(e) provide to the Authority for notification to the IAEA, information on the health and safety procedures at the facility, prior to the conduct of an IAEA safeguards inspection.

(5) At the request of the IAEA, the Authority shall direct the licensee to ship to the IAEA headquarters or other location notified by the IAEA samples taken for the IAEA's use, provided that the cost implication of these request shall be provided for in accordance with Article 15 of the Safeguards Agreement between Nigeria and the IAEA.

13.—(1) The Nigerian System of Accounting for and Control of Nuclear Material shall include the following elements—

(a) designation of a person responsible for management of nuclear material accounting and control measures at facility and LOF level, who shall communicate regularly with the Authority and be available as may be requested by the Authority to—

(i) participate in the preparation and planning of all licensee activities related to the nuclear material management,

(ii) ensure the fulfillment of the guideline on accounting for and control of nuclear material at the facility and LOF,

(iii) perform periodic check-ups on the compliance of physical state of nuclear material with the operation records, and inspects the IAEA seals and other technical equipment,

(iv) prepare records on those check-ups and inspections referred to in sub-paragraph (iii) of this paragraph,

(v) keep accounting records and prepare the book inventory of nuclear material and preserve these records,

(vi) prepare the accounting reports,

(vii) check physically each receipt and each shipment of nuclear material,

(viii) assures the physical inventory taking of nuclear material, and

(ix) accompany the Authority and the IAEA Inspectors during their inspections ;

System of accounting for and control of nuclear material at facility and LOF level.

(b) maintenance of the records and reports specified under this regulation and regulation (12) of these Regulations in a manner that provides for ease of accessibility for verification by the Authority or any IAEA designated inspectors ;

(c) retaining the records and reports referred to in sub-regulation (2) (b) of this regulation, for a minimum of five years after the removal of all nuclear material from the facility or LOF ;

(d) identifying unique locations for storage of nuclear material ;

(e) ensuring that nuclear materials are only used and stored in approved locations to which access is limited ;

(f) emplacing provisions to assure quality control and accounting procedures and the manner in which they are implemented ; and

(g) emplacing a corrective action programme for the documentation, investigation, reporting and resolution of deficiencies and discrepancies.

(2) The licensee shall fulfill the following requirements—

(a) take physical inventories as directed by the Authority to determine the quantities of nuclear material present within each MBA ;

(b) reconcile any differences between the physical inventory and book inventories within 15 days after the start of the PIT ;

(c) conduct physical inventory for LOFs on a date specified by the Authority ;

(d) adjust the accounting records to reflect the results of the physical inventory of all nuclear material, including changes to nuclear material category, quantities, and composition ;

(e) report to the Authority within 8 hours, the discovery of any theft, unauthorized removal, diversion, loss, or misappropriation of any nuclear material, which the licensee is licensed to possess, or nuclear equipment, technology or non-nuclear material that is subject to the regulatory control of the Authority ;

(f) cooperate with the Authority and any other relevant National Agency in any investigation and resolution in the case of theft, unauthorized removal, diversion, loss or misappropriation of nuclear material, and make available all pertinent information ;

(g) notify and receive written approval from the Authority before introduction or removal of any nuclear material from the Facility or LOF ;

(h) enable the Authority inspectors and persons specifically designated by the Authority to verify the implementation of these Regulations, and allow access to all nuclear material, facilities and LOFs for verification purposes ; and

(i) provide to the Authority information on the health and safety procedures with which the inspectors and other designated persons shall comply at the Facility or LOF, prior to inspections and visits by the Authority inspectors, IAEA inspectors and other persons designated by the Authority.

14.—(1) The licensee shall ensure that the following accounting records are set forth in respect of each Material Balance Area (MBA)—

Records.

(a) all inventory changes, so as to permit a determination of the book inventory at any time ;

(b) all measurement results used for determination of the physical inventory ;

(c) all adjustments and corrections made in respect of inventory changes, book inventories and physical inventories ;

(d) for all inventory changes and physical inventories the records shall show, in respect of each batch of nuclear material—

(i) material identification,

(ii) batch data, and

(iii) source data ;

(e) the records shall account for uranium, thorium and plutonium separately in each batch of nuclear material ; and

(e) for each inventory change, the following shall be indicated, the—

(i) date of the inventory change,

(ii) originating MBA, and

(iii) receiving MBA or the recipient.

(2) The licensee shall ensure that the operating records, as appropriate, in respect of each MBA contain—

(a) the operating data used to establish changes in the quantities and compositing of nuclear material ;

(b) the data obtained from the calibration of tanks, instruments and sampling and analyses, quality control procedures of measurements as well as the derived estimates of random and systematic error ;

(c) a description of the sequence of the actions taken in preparing for, and in taking, a physical inventory, in order to ensure that it is correct and complete ;

(d) a description of the actions taken in order to ascertain the cause and magnitude of any accidental or unmeasured loss that might occur ; and

(e) the date and the signature of an employee who has prepared the record, provided that, in the case of inventory changes which lead to the termination of nuclear material accounting, the signatures of at least three employees, including the signature of the nuclear material accounting officer.

15.—(1) The licensees shall provide accounting reports consisting of ICR, MBR and PIL.

Accounting reports.

(2) The licensee shall complete reports of all changes, adjustments, and corrections to the inventory of nuclear material, and submit them to the Authority by means and in a format approved by the Authority or by using the ICR form in Second Schedule to these Regulations, provided that reports of—

(a) receipts shall be submitted within 5 days of receipt of the nuclear material ;

(b) shipments of nuclear material shall be submitted not later than the close of business the next working day after the shipment and shall not be released to the public until the shipment is completed ; and

(c) other changes to inventory, including nuclear decay (spontaneous disintegration of a radioactive substance), nuclear loss (consumption of nuclear material because of its transformation into other elements as a result of nuclear reactions), and nuclear production (conversion of nuclear material into Special Fissionable material through irradiation in a nuclear reactor) shall be submitted within 10 days after the start of taking a physical inventory and shall accompany the MBR.

(3) The licensee shall complete reports showing the material balance based on a physical inventory of nuclear material actually present in the MBA in line with the codes specified in the Second Schedule to these Regulations, and submit to the Authority either by means and in a format approved by the Authority or by using the MBR form specified in the Second Schedule to these Regulations, provided that reports of—

(a) MBR shall be submitted within 10 days after the start of taking a physical inventory ;

(b) MBR shall include the following entries—

(i) beginning physical inventory,

(ii) inventory changes (increases and decreases),

(iii) ending book inventory ; shipper or receiver differences,

(iv) ending physical inventory,

(v) adjusted ending book inventory,

(vi) MUF ; and

(c) the licensee shall explain any amount of Material Unaccounted For (MUF) different from zero in a concise note accompanying the material balance report.

(4) The licensee shall complete inventory listings and submit to the Authority either by a method and in a format approved by the Authority or by using the PIL form specified in the Second Schedule to these Regulations, provided that—

(a) the licensee shall submit the PIL within 10 days after the PIT at a facility ;

(b) PIL shall be accompanied by the MBR except for the initial PIL, which does not require an MBR ; and

(c) all inventory changes occurring on the PIT date shall be reflected in the corresponding PIL and MBR.

14.—(1) The licensee shall ensure that the following accounting records are set forth in respect of each Material Balance Area (MBA)— Records.

- (a) all inventory changes, so as to permit a determination of the book inventory at any time ;
- (b) all measurement results used for determination of the physical inventory ;
- (c) all adjustments and corrections made in respect of inventory changes, book inventories and physical inventories ;
- (d) for all inventory changes and physical inventories the records shall show, in respect of each batch of nuclear material—
 - (i) material identification,
 - (ii) batch data, and
 - (iii) source data ;
- (e) the records shall account for uranium, thorium and plutonium separately in each batch of nuclear material ; and
- (e) for each inventory change, the following shall be indicated, the—
 - (i) date of the inventory change,
 - (ii) originating MBA, and
 - (iii) receiving MBA or the recipient.

(2) The licensee shall ensure that the operating records, as appropriate, in respect of each MBA contain—

- (a) the operating data used to establish changes in the quantities and compositing of nuclear material ;
- (b) the data obtained from the calibration of tanks, instruments and sampling and analyses, quality control procedures of measurements as well as the derived estimates of random and systematic error ;
- (c) a description of the sequence of the actions taken in preparing for, and in taking, a physical inventory, in order to ensure that it is correct and complete ;
- (d) a description of the actions taken in order to ascertain the cause and magnitude of any accidental or unmeasured loss that might occur ; and
- (e) the date and the signature of an employee who has prepared the record, provided that, in the case of inventory changes which lead to the termination of nuclear material accounting, the signatures of at least three employees, including the signature of the nuclear material accounting officer.

15.—(1) The licensees shall provide accounting reports consisting of ICR, MBR and PIL. Accounting reports.

(2) The licensee shall complete reports of all changes, adjustments, and corrections to the inventory of nuclear material, and submit them to the Authority by means and in a format approved by the Authority or by using the ICR form in Second Schedule to these Regulations, provided that reports of—

(a) receipts shall be submitted within 5 days of receipt of the nuclear material ;

(b) shipments of nuclear material shall be submitted not later than the close of business the next working day after the shipment and shall not be released to the public until the shipment is completed ; and

(c) other changes to inventory, including nuclear decay (spontaneous disintegration of a radioactive substance), nuclear loss (consumption of nuclear material because of its transformation into other elements as a result of nuclear reactions), and nuclear production (conversion of nuclear material into Special Fissionable material through irradiation in a nuclear reactor) shall be submitted within 10 days after the start of taking a physical inventory and shall accompany the MBR.

(3) The licensee shall complete reports showing the material balance based on a physical inventory of nuclear material actually present in the MBA in line with the codes specified in the Second Schedule to these Regulations, and submit to the Authority either by means and in a format approved by the Authority or by using the MBR form specified in the Second Schedule to these Regulations, provided that reports of—

(a) MBR shall be submitted within 10 days after the start of taking a physical inventory ;

(b) MBR shall include the following entries—

(i) beginning physical inventory,

(ii) inventory changes (increases and decreases),

(iii) ending book inventory ; shipper or receiver differences,

(iv) ending physical inventory,

(v) adjusted ending book inventory,

(vi) MUF ; and

(c) the licensee shall explain any amount of Material Unaccounted For (MUF) different from zero in a concise note accompanying the material balance report.

(4) The licensee shall complete inventory listings and submit to the Authority either by a method and in a format approved by the Authority or by using the PIL form specified in the Second Schedule to these Regulations, provided that—

(a) the licensee shall submit the PIL within 10 days after the PIT at a facility ;

(b) PIL shall be accompanied by the MBR except for the initial PIL, which does not require an MBR ; and

(c) all inventory changes occurring on the PIT date shall be reflected in the corresponding PIL and MBR.

16.—(1) The licensee shall submit to the Authority a special report—

Special
report.

(a) on the loss of nuclear material ; or

(b) where the integrity of the nuclear material containment and surveillance was breached.

(2) The special report shall be dispatched to the Authority within 8 hours following the discovery of such events.

17.—(1) The licensee shall submit an advance notification to the Authority in case of—

Advance
notifications.

(a) consumption and measured discard of nuclear material ; or

(b) intended export or import of nuclear material.

(2) The notification referred to in sub-regulation (1) of this regulation shall be submitted to the Authority within 60 days before the commencement of the operation.

(3) The advance notification shall include—

(a) the name and identification of the licensee;

(b) an identification, quantity and composition of nuclear material consumed, discarded, or intended to be imported or exported;

(c) the date of commencement and end of the operation; and

(d) a brief description of the operation and its purpose.

18.—(1) The operating losses are the unmeasured operating losses which occurs in each technology especially as a result of dispersion, evaporation, rounding, analytical errors or an unauthorized withdrawal.

Operating
losses.

(2) The operating losses shall be determined by a PIT and the result in material accounted for.

(3) The operating loss limits shall be established by the Authority for each licensee.

(4) The licensee shall inform the Authority by a special report on each violation of those limits.

19.—(1) In the case of domestic transfer, the transferring licensee shall forward to the receiving licensee and to the Authority a report on the inventory change which shall contain data on the quantity and type of the nuclear material transferred.

Domestic
transfer of
nuclear
material.

(2) The receiving licensee shall verify data specified by the transferring licensee and notify the Authority on the inventory change by the corresponding report.

(3) In case of a discrepancy between data specified by the transferring and receiving licensees, the licensee shall ask the Authority to carry out measurement, the result of which shall be for the decisive accounting purposes.

B 1120

International
transfer of
nuclear
material.

20.—(1) The licensee shall—

(a) notify the Authority of any intended transfer of nuclear material into and out of Nigeria within 60 days of expected shipment ;

(b) provide the Authority with advance notification of any import of nuclear material at least 30 days before the unpacking date is scheduled to begin ; and

(c) provide the Authority with advance notification of any export of nuclear material at least 30 days before preparation of the material for packaging and shipment.

(2) The notification shall specify—

(a) the identification, expected quantity and composition of the nuclear material to be transferred ;

(b) the State for which the nuclear material is destined or originated from ;

(c) the dates on and locations at which the nuclear material is to be prepared for shipping or receiving ; and

(d) the approximate dates of dispatch or receipt and arrival of the nuclear material.

Exemptions
from
safeguards.

21.—(1) The licensee may apply for an exemption from safeguards of nuclear material, where—

(a) special fissionable material, is used in gram quantities or less as a sensing component in instruments ; and

(b) nuclear material is used in non-nuclear activities such as the production of alloys or ceramics.

(2) The licensee shall not consider any nuclear material as exempted from safeguards until written approval has been received from the Authority or IAEA, following which the transfer to the exempted category shall be reported using the ICR form specified in the Second Schedule to these Regulations or a format approved by the Authority.

(3) Nuclear material exempted from safeguards shall be—

(a) stored separately from other nuclear material ;

(b) included in the book inventory of the location with indication that the material is exempted ;

(c) listed separately in the list of physical inventory ; and

(d) kept under the regulatory control of the Authority.

(4) Where an exempted nuclear material is to be processed or stored together with nuclear material that is subject to safeguards, provision shall be made for de-exemption from safeguards and the re-application of all requirements under the Safeguards Agreement, provided that the licensee shall notify the Authority of the date of such transfer or re-transfer, using the ICR form specified in the Second Schedule to these Regulations or any other format approved by the Authority.