|  |  |
| --- | --- |
| **Ref. No.** |  |

***Leading information***

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|  |
| Inventory changes for the month of: |  | Year: |  |  |
|  |
| *First* ASO305 Reference No. for this period: |  | *Last* ASO305 Reference No. for this period: |  |  |
|  |
| ***Increases to the inventory*** |
|  |
| Total number of items CREATED: |  | Total number of items RECEIVED: |  |  |
|  |
| Total number of items CREATED BY REPRODUCTION: |  |  |
|  |

***Decreases to the inventory***

|  |
| --- |
|  |
| Total number of items DISPATCHED: |  | Total number of items DESTROYED: |  |  |
|  |
| Total number of items LOST: |  | Total number of items OTHERWISE REMOVED: |  |  |
|  |

***Items changing status***

|  |
| --- |
|  |
| Total number of items with a STATUS CHANGE: |  |  |
|  |

***Summary***

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|  |
|  | **INVENTORY CHANGE CODE** |  | **ASO305 REFERENCE NUMBER(S)** |  |
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|  |

***Signature***

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| --- |
|  |
| Name : |  |  |
|  |
| Position: |  |  |
|  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |
|  |
| Permit Holder: |  | Permit No. |  |  |
|  |

Explanatory Notes

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| --- | --- |
| **Ref. No.**  | A sequential reference number is required for each form of this type submitted by the Permit Holder (eg, 001, 002, 003, etc). Where amendments are made to a previously submitted form, please use the same reference with a sequential revision number (eg, 003-Rev.1). |
| **Inventory changes for the month of:**  | A report—for each calendar month—must be submitted to ASNO within 10 working days of the end of the month being reported. |
| **Signature**  | This form must be signed by a representative of the Permit Holder (ie, the organisation) who will take responsibility for, and sign documents on behalf of, the organisation. |
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| **This form replaces the following forms 🡪** | ASO304 (Original issued 1 January 2002) |