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

***Leading information***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| 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***

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

***Signature***

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

Explanatory Notes

|  |  |
| --- | --- |
| **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. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **This form replaces the following forms 🡪** | ASO304 (Original issued 1 January 2002) |