

**2017 Administrative Procedures for  
FMSCI Permit Applications**

The following table details the schedule for publication of documents to be sent to the FMSCI.

No.	Activity	Closed / Closed Invitation / Open	Challenge / Cup / Series / Trophy/League /State / Regional / Other Championships	National / National Championship Rounds	International
1	Draft Supplementary Regulations & Permit Application & Fees	3 weeks before the event	1 month before the event	2 months before the event	3 months before the event
2	Appointment of Stewards & Observer (if applicable)	2 weeks before the event	3 weeks before the event	1 month before the event	3 months before the event
3	Draft Safety Plan (if applicable)	3 weeks before the event	1 month before the event	2 months before the event	3 months before the event
4	Issuing of Permit by FMSCI	After completion of all formalities	After completion of all formalities	After completion of all formalities	After completion of all formalities
5	Closing of entries	2 days before the event by 1700 hrs	3 days before the event by 1700 hrs	Monday before event by 1700 hrs	Monday before event by 1700 hrs
6	Entry List to be faxed / emailed to FMSCI	Immediately on closure of entries	Immediately on closure of entries	Wednesday before event by 1700 hrs	Wednesday before event by 1700 hrs
7	Final results, Stewards Reports, License forms and fees and all other original papers to be sent to FMSCI	Within 3 days after the event	Within 3 days after the event	Within 3 days after the event	Within 3 days after the event

- Permit applications for **Closed / Closed Invitation / Open** events are to be submitted a minimum of 3 weeks before the start of the event. Permit applications received less than 3 weeks before this date (but not later than 1 week before the event) would be subject to a late inscription fee of 100% the permit fee. Permit applications may not be accepted after this period.

- Permit applications for **Challenge / Cup / Series / Trophy / League / State / Regional / Other Championship** events are to be submitted a minimum of 1 month before the start of the event. Permit applications received less than 3 weeks before this date (but not later than 1 week before the event) would be subject to a late inscription fee of 100% the permit fee. Permit applications may not be accepted after this period.
- Permit applications for **National / National Championship** events are to be submitted a minimum of 2 months before start of the event. Permit applications received less than 2 months before this date (but not later than 1 month before the event) would be subject to a late inscription fee of 100% the permit fee. Permit applications may not be accepted after this period.
- Permit applications for **International** events are to be submitted a minimum of 3 months before the start of the event. Permit applications received less than 3 months before this date (but not later than 2 months before the event) would be subject to a late inscription fee of 100% the permit fee. Permit applications may not be accepted after this period.
- Change of date : Fee is 100% the permit fee (except in the case of force-majeure)
- All monetary fines & penalties levied during events by stewards / organizers must be remitted to FMSCI.
- All official ID tags / starting arches / podium backdrops must carry FMSCI logo in prominent position
- Please note that it is the organiser's responsibility to obtain all relevant permissions from the police / competent authorities copies of which must be sent to the FMSCI prior to issue of permit, or in special cases be made available for inspection by Stewards before the start of the event.