

APPLICATION FORM



Australian Government
**Department of Agriculture,
Fisheries and Forestry**

Office use only
Application No.

Approved Supply Chain Improvements Program

This form is to be used by eligible Australian exporters and/or industry bodies, to apply for a reimbursement for investments in approved supply chains in Australian livestock export markets. Eligible applicants should seek their own financial advice prior to lodging an application under this program.

All sections of this application form must be completed. Incomplete applications may not be assessed. It is the applicant's responsibility to correctly fill in the application form and provide relevant documentary evidence. If these documents are not in English, a certified, translated copy is required. DAFF requires certified translation by NAATI level 2/3 translators.

This application should be read in conjunction with the ***Approved Supply Chain Improvements Program Guidelines***. If you have any further questions about this form, the guidelines or the program please contact the program manager on 02 6272 3300 or email ASCIP@daff.gov.au.

Applications may be submitted by email to the Approved Supply Chain Improvements Program (ASCIP@daff.gov.au), or mailed to:

Approved Supply Chain Improvements Program
Animal Welfare Branch
Department of Agriculture, Fisheries & Forestry
GPO Box 858
CANBERRA ACT 2601

When submitting your application form electronically, please check the size of the email. If the email size is above 7 Mb, please send the application and attachments in separate emails.

Applications received after 30 April 2013 will not be accepted.

The Department of Agriculture, Fisheries and Forestry (DAFF) is collecting the information on this form for the purpose of assessing your grant application and to allow us to contact you with regards to your grant application.

Section 1 – Applicant Details

To be eligible for this program the applicant must meet the eligibility requirements listed in Section 5 of the program guidelines.

Applicant details:	
Legal name of applicant:	
ABN:	
Are you GST registered?	YES / NO
Is your organisation incorporated?	YES / NO
If yes, please provide the incorporation number:	
Do you currently hold a license to export livestock under the <i>Australian Meat and Livestock Industry Act 1997</i> ?	YES / NO
If yes, please provide your current license number:	
Is this the first time you have made an application for Approved Supply Chain Improvements Program funding?	YES / NO

Section 2 – Key Contact Details

Please provide the contact details for the primary contact for this application. This will assist DAFF if it is necessary to contact the applicant in relation to this application.

Contact person for application:			
First Name:		Last name:	
Position:			
Phone No.:		Facsimile:	
Mobile:			
Email address:			
Postal Address:			

Please indicate above with an asterisk (*) the preferred method of contact (i.e. via phone/fax/mobile/email).

Section 3 – Nominated Account Details

Please provide details of the bank account that program funding should be paid into. If these details change after submitting the application, please call (02) 6272 3300 or advise by emailing ASCIP@daff.gov.au.

Payment details:	
Name of Bank:	
Name of Branch:	
Bank account name:	
BSB:	
Account number:	

Section 4 – Checklist of Documentation

Please indicate which documents have been supplied with this form.

Documents attached to application form:		Please Tick
I.	Details of NOI approval post improvements, including supply chain details	
II.	Receipt/s	
III.	Invoice/s	
IV.	Others – please list	

Section 5 – Details of Expenditure on Eligible Activities

*Please provide details of expenditure itemising each eligible activity, including the supply chain and country it applies to. Please ensure that amounts listed are **GST exclusive**.*

Eligible Activity <i>(Refer to Guidelines Section 6)</i>	Date of activity	Supply chain details <i>(Provide name and address of supply chain component (eg. abattoir or feedlot) that the eligible activity occurred in)</i>	LNC number of NOI approved following the eligible activity. <i>(Audit reports provided as part of ESCAS approval may be used to help assess this application)</i>	Country	Expense paid (\$) (GST exclusive) <i>(Receipts and other documentary evidence must be attached to the application form and listed in Section 4)</i>
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

5.

Eligible Activity <i>(Refer to Guidelines Section 6)</i>	Date of activity	Supply chain details <i>(Provide name and address of supply chain component (eg. abattoir or feedlot) that the eligible activity occurred in)</i>	LNC number of NOI approved following the eligible activity. <i>(Audit reports provided as part of ESCAS approval may be used to help assess this application)</i>	Country	Expense paid (\$) (GST exclusive) <i>(Receipts and other documentary evidence must be attached to the application form and listed in Section 4)</i>
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

If space is insufficient, attach details.

Section 6 – Declarations

Applicant Declaration & Authority
<ul style="list-style-type: none">I have read and understood the Approved Supply Chain Improvements Program Guidelines and obtained clarification where needed.
<ul style="list-style-type: none">I declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details.
<ul style="list-style-type: none">I understand that it is a breach of the <i>Criminal Code Act 1995</i> to provide false or misleading detail in an application and that DAFF will prosecute any attempted fraud.
<ul style="list-style-type: none">I authorise DAFF to seek any additional relevant information it may require to process this application, and I hereby request and authorise any parties to supply such information as requested by DAFF.
<ul style="list-style-type: none">I understand that if this application is successful, information about the grant program may be publicised by DAFF or provided as required or permitted by law.
<ul style="list-style-type: none">I understand and acknowledge that DAFF, or any persons authorised in writing by DAFF, may access the Applicant's premises where records relating to the performance or implementation of supply chain improvement activities are stored or held and agrees to allow those persons to inspect and take copies of any material relevant to the Program.

Signature of applicant or authorised officer

Signature

Name

Date

(Note: the applicant must also make a statutory declaration before a prescribed witness to complete the application)



APPROVED SUPPLY CHAIN IMPROVEMENTS PROGRAM

STATUTORY DECLARATION

I, (name of person undertaking declaration).....

(Address)

.....

(Position)

do solemnly and sincerely declare:

- (1) I am authorised by the Applicant to make this declaration
- (2) all the information provided in this application and attached to it is true and correct;
- (3) all receipt(s) and documentary evidence attached are for eligible activities under the Approved Supply Chain Improvements Program (Program) Guidelines;
- (4) the Applicant has incurred the costs claimed;
- (5) the Applicant has not been reimbursed or received a refund or other subsidy from another source in respect of the costs claimed, and is not entitled to receive any such payment other than as disclosed in this application;
- (6) the receipt(s) have not been submitted for any other claim to DAFF;
- (7) the Applicant consents to DAFF using and disclosing information about its claim, including this application, in accordance with the Privacy Statement in the Guidelines and publication of information;
- (8) I understand and acknowledge that:
 - (8.1). the Commonwealth may recover from the Applicant the financial assistance that it has paid to it if:
 - it provides false or misleading information; or
 - DAFF otherwise determines that it is not entitled to the assistance in accordance with the Guidelines;
 - (8.2). providing false and misleading information is an offence under the Criminal Code Act 1995; and

(8.3). DAFF, or any persons authorised in writing by DAFF, may access the Applicant's premises where records relating to the performance or implementation of supply chain improvement activities are stored or held and agrees to allow those persons to inspect and take copies of any material relevant to the Program.

I make this solemn declaration by virtue of the *Statutory Declaration Act 1959* as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(9)

Signature

Declared at(place),

on(date)

before me(in the presence of),

(10)

(Signature of person before whom the declaration is made)

(11)

(Title of person before whom the declaration is made)

See Section 7 for a list of people that can authenticate documents.

Section 7 – Authentication of Documents

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution