



## Fit and Proper Person questionnaire export prescribed wood and woodchips

### Section A: General information

<b>Purpose of this form</b>	Under section 6-2A of the Export Control (Wood and Woodchips) Rules 2021, a Wood Export Licence applicant or holder must be assessed as a fit and proper person under section 372 of the <i>Export Control Act 2020</i> . This questionnaire provides the information to undertake this assessment.
<b>Before applying</b>	<ul style="list-style-type: none"> <li>Learn about obtaining a <a href="#">wood export licence</a>.</li> <li>Understand the meaning of 'conviction' and 'spent conviction' under <a href="#">subsection 85ZM(1) of the Crimes Act 1914</a>.</li> <li>Understand the <a href="#">Fit and proper person test</a>.</li> </ul>
<b>To complete this form</b>	<p><b>Electronically</b></p> <p>You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the <a href="#">Adobe Acrobat Reader mobile app</a> for your smartphone or tablet.</p> <p><b>Manually</b></p> <p>Use black or blue pen Print in BLOCK LETTERS.        Mark boxes with a tick or a cross.        Scan or photograph the completed form.</p>
<b>Your application must include</b>	A completed and signed Fit and Proper Person Questionnaire. Any documentation required as indicated below.
<b>Email your application</b>	Email the completed form as soon as possible prior to undertaking export activities. We recommend this is done at least 60 days prior to applying for a wood export licence. Ensure you attach all the required documents. Email to <a href="mailto:wood.export@agriculture.gov.au">wood.export@agriculture.gov.au</a> .
<b>For more information</b>	Email <a href="mailto:wood.export@agriculture.gov.au">wood.export@agriculture.gov.au</a> or phone 02 6272 4353.

**Note:** All fields are compulsory.

## Section B: Applicant Details

<b>Name</b>	
<b>ABN/ACN</b>	
<b>Contact name</b>	
<b>Street address</b>	
<b>Phone number</b>	
<b>Email</b>	

**Note:** If the applicant is a company, please provide the details of the legal entity. If the applicant is an individual, please ensure that Part C below is also filled out.

## Section C: Persons who manage or control export operations

**Note:** Complete as many as required.

### Person 1 (if a company, insert director details)

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>
<b>Date of birth (dd/mm/yyyy)</b>	<b>Place of birth</b>	
<b>Job title</b>		
<b>Street address (residential)</b>		
<b>Suburb/town/city</b>	<b>State/Territory</b>	<b>Postcode</b>

## Person 2

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

## Person 3

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

## Person 4

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

## Person 5

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

**Person 6**

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

**Person 7**

<b>Title</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Also known as</b>	<b>Given name(s)</b>	<b>Family name</b>	
<b>Date of birth (dd/mm/yyyy)</b>		<b>Place of birth</b>	
<b>Job title</b>			
<b>Street address (residential)</b>			
<b>Suburb/town/city</b>		<b>State/Territory</b>	<b>Postcode</b>

## Section D: Compliance

Understand the meaning of 'conviction' and 'spent conviction' under [subsection 85ZM\(1\) of the Crimes Act 1914](#). Applicants are not required to disclose spent convictions.

1. Have you or any of the people listed at [section C](#) been convicted (within the meaning given by subsection 85ZM(1) of the *Crimes Act 1914*) of any offence against any law of the Commonwealth or a state or territory?

No	
Yes	Provide details (attach relevant conviction history)

2. Do you or any of the people listed at [section C](#) have any outstanding charges?

No	
Yes	Provide details (attach more pages if necessary)

3. Do you or any of the people listed at [section C](#), alone or jointly with another person, owe the Commonwealth for:
- a fee for service performed at a registered establishment
  - a charge or levy
  - a penalty for failure to pay a charge or levy?

No	
Yes	Provide details (attach more pages if necessary)

4. Have you or any of the people listed at [section C](#), alone or jointly with another person, made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations, Orders or Rules made under the *Export Control Act 2020* or the *Export Control Act 1982*?

No	
Yes	Provide details (attach more pages if necessary)

5. Have you or any of the people listed at [section C](#), alone or jointly with another person:
- been refused a licence, permit or approval to export prescribed goods
  - had a licence to export prescribed goods suspended or cancelled?

No	
Yes	Provide details (attach more pages if necessary)

6. Have you or any of the people listed at [section C](#) failed to comply with any other notice, instruction, condition or restriction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?

No	
Yes	Provide details (attach more pages if necessary)

7. Do you or any of the people listed at [section C](#) have an associate who has been convicted of any offence against any law of the Commonwealth or a state or territory?

No	
Yes	Provide details (attach more pages if necessary)

8. Do you or any of the people listed at [section C](#) have an associate who, alone or jointly with another person, owe the Commonwealth for:

- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No	
Yes	Provide details (attach more pages if necessary)

9. Do you or any of the people listed at [section C](#) have an associate who, alone or jointly with another person:

- has made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations or Rules made under that Act
- has made a false or misleading statement in any application or notice under the *Export Control Act 1982* or under Regulations or Orders made under that Act
- has been refused a licence, permit or approval to export prescribed goods
- has been granted a licence, permit or approval to export prescribed goods that has been revoked, suspended, or cancelled
- has failed to comply with any direction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?

No	
Yes	Provide details (attach more pages if necessary)

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## Section E: Applicant declaration

To be completed by a person listed in management and control at the establishment.

I declare that the information I have provided is true and correct and I have conducted the appropriate due diligence to compile relevant information on people listed at [section C](#) in management and control.

I understand that:

- it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law
- a person may commit an offence or be liable to a civil penalty if they make a false or misleading statement in an application or provide false or misleading information or documents (see sections 136.1, 137.1 and 137.2 of the *Criminal Code Act* and sections 367, 368 and 369 of the *Export Control Act 2020*).

Signature (type or sign your name)	Date (dd/mm/yyyy)
Full Name	



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## Section F: Privacy notice

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive personal information' is a subset of personal information and means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture, Fisheries and Forestry (department) collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application. The department is authorised under the *Export Control Act 2020* to assess your application and related purposes. If you fail to provide some or all of your personal information, we will not be able to process your application.

The department may disclose your personal information to other State government agencies, and other Australian government agencies, persons, or organisations, where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be handled in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

See the department's Privacy Policy to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at [privacy@aff.gov.au](mailto:privacy@aff.gov.au).