



Modification to Fit and Proper Person questionnaire export prescribed wood and woodchips

Section A: General information

Purpose of this form	<p>A person or company must complete this form if any details from the original Fit and Proper Person questionnaire have changed before determination expires after 12 months. This includes adding or removing persons who manage or control export operations.</p> <p>This form must be lodged as soon as the change is identified. We recommend that this form is lodged at least 60 days prior to applying for a Wood Export Licence.</p>
Before applying	<ul style="list-style-type: none"> Learn about obtaining a wood export licence. Understand the meaning of 'conviction' and 'spent conviction' under subsection 85ZM(1) of the Crimes Act 1914. Understand the Fit and proper person test: https://www.agriculture.gov.au/biosecurity-trade/export/from-australia/fpp-test.
To complete this form	<p>Electronically</p> <p>You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.</p> <p>Manually</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>
Your application must include	<p><input type="checkbox"/> A completed and signed Modification to Fit and Proper Person Questionnaire.</p> <p><input type="checkbox"/> Any documentation required as indicated below.</p>
Email your application	<p>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. Email wood.export@agriculture.gov.au.</p>
For more information	<p>Email wood.export@agriculture.gov.au or phone 02 6272 4353.</p>

Note: All fields are compulsory.

Section B: Applicant details

Indicate modification type (select one or more boxes):

Add persons who manage or control export operations (complete Sections B, C, D and F).

Remove persons who manage or control export operations (complete Sections B, E and F).

Name	
ABN/ACN	
Contact name	
Street address	
Phone number	
Email	

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

Section C: Additional persons who manage or control export operations

Note: Complete as many as required.

Person 1 (if a company, insert director details)

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

Person 2

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

Person 3

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

Person 4

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

Person 5

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

Person 6

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

Person 7

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

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)

Section E: Persons to be removed

Names to be removed from management and control.

Given name	Family name
Given name	Family name
Given name	Family name
Given name	Family name
Given name	Family name

Section F: 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 in 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	

Section G: 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.