

Application for a change in legal entity - non-broker approved arrangement

Approved under section 434 of the *Biosecurity Act 2015*

Section A: General information

Purpose of this application	To apply for a change in any of the following: <ul style="list-style-type: none">- Australian Business Number (ABN)- Australian Company Number (ACN)- Legal entity name of an approved arrangement.
Before applying	Read the department's fit and proper person's guidance material, available on the department's website.
Submit your application to	aa.canberra@awe.gov.au
After you apply	After receipt of your application you will receive an invoice with payment instructions. More information on fees and levies is available on the department's website.

Section B: New business details

1	Australian Company Number (ACN) (leave blank if none)		
2	Australian Business Number (ABN)		
3	Legal entity name (must match name of the ACN/ABN used above)		
4	Physical address		
	Room numbers	Floor/level	Building name
	Street number		Street name
	Suburb/town/city	State	Postcode

Section C: Current approved arrangements details

5	Approved arrangements reference number						
6	Legal entity name						
7	Date of revocation*						
	D	D	M	M	Y	Y	Y
	<p>* It is a legislative requirement that a date for the cancellation of the current approved arrangement is provided to the department. The date needs to be more than 15 business days from the date this application is submitted to the department. The revocation will be actioned on approval of the new approved arrangement.</p>						

Section D: Management

8	Declarant (authority to sign this application)		
	Title	First name	Last name
	Job title		
	Work phone	Work mobile phone	
	Work email address		
9	Approved arrangement manager (person responsible for the approved arrangement)		
	<input type="checkbox"/> If same as above		
	Title	First name	Last name
	Work phone	Work mobile phone	
	Work email		

Section E: New business declaration (to be completed by the declarant)

10	<p>Has the physical address changed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Provide details</p>
11	<p>Has the AA manager changed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Provide details</p>
12	<p>Have the site contact persons changed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Provide details</p>
13	<p>Have the accredited persons changed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Provide details</p>
14	<p>Have the biosecurity activities changed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Provide details</p>
15	<p>Details of any other changes to the approved arrangement</p>

Section F: Fit and proper person test

16	<p>Have you, or any of the associates relevant to the operation of the proposed arrangement, been convicted of an offence against, or ordered to pay a pecuniary penalty under, any of the following Acts:</p> <p>a) <i>Biosecurity Act 2015</i> b) <i>Quarantine Act 1908</i> c) <i>Customs Act 1901</i> d) the Criminal Code or the <i>Crimes Act 1914</i>, to the extent that it relates to any Act referred to in this paragraph?</p> <p>Note: Do not include any convictions older than 10 years if:</p> <ul style="list-style-type: none"> • not sentenced to imprisonment, or • sentenced to imprisonment of no more than 30 months. <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Attach details of the circumstances including details of the offence, dates and associated penalties.</p>
17	<p>Is there a debt that is due and payable by you, or any of the associates relevant to the operation of the proposed arrangement, to the Commonwealth under:</p> <p>a) <i>Biosecurity Act 2015</i> b) <i>Quarantine Act 1908</i> c) <i>Customs Act 1901</i>?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Attach details of the current debt including reason why it is overdue.</p>

18	<p>Have you, or any of the associates relevant to the operation of the proposed arrangement, had a permit, compliance agreement, approval, arrangement or licence refused under:</p> <p>a) <i>Biosecurity Act 2015</i> b) <i>Quarantine Act 1908</i> c) <i>Customs Act 1901?</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Attach details of the circumstances including details of the refusals, dates and associated reference numbers.</p>
19	<p>Have you, or any of the associates relevant to the operation of the proposed arrangement, had a permit, compliance agreement, approval, arrangement or licence suspended, revoked or cancelled in part or in full under:</p> <p>a) <i>Biosecurity Act 2015</i> b) <i>Quarantine Act 1908</i> c) <i>Customs Act 1901?</i></p> <p>Note: Do not include any decision to vary, suspend, revoke or cancel that was set aside on review.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Attach details of the circumstances including details of the suspensions, revocations or cancellations, dates and associated reference numbers.</p>
20	<p>Are there any other matters relevant to whether you are a fit and proper person to carry out biosecurity activities to manage biosecurity risk?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes → Attach details of the circumstances.</p>

Section G: Declaration

To be submitted by the Declarant, listed in section D of this application.

Giving false or misleading information is a serious offence. You may be liable to a civil penalty for giving false and misleading information.

I declare that:

- I am the applicant/I am authorised to sign this declaration on behalf of the applicant.
- I have made reasonable enquiries in respect of the matters in this application.
- The information I have provided is true and correct to the best of my knowledge.
- I will ensure that biosecurity activities are carried out in accordance with the approved arrangement.

Signature	Date (dd/mm/yyyy)
Full name	

Section H: Privacy notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The Department of Agriculture, Water and the Environment collects your 'protected information' including personal and sensitive information in relation to this application under the *Biosecurity Act 2015* for the purposes of assessing your application and related purposes. If you fail to provide some or all of the relevant personal information requested in this application the department may be unable to process your application. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*

The department may disclose your personal information to other Commonwealth agencies such as the Department of Home Affairs (DHA).

With the consent of relevant individuals or entities named in this application, the department may disclose the following information to the DHA for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

- **Information about individuals in this application (personal and protected information).** This information includes personal information, as defined in the *Privacy Act 1988*, that is protected information under the *Biosecurity Act 2015*. This information may also include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, about individuals that is protected information.
- **Information about the applicant which is not personal information (entity and protected information).** This information may include commercial-in-confidence information, as defined in section 15 of the Biosecurity Act, that is protected information under the Biosecurity Act.

Note: Decisions regarding this consent provision do not impact on the assessment of this application. If consent is provided it may be withdrawn at any time by notifying the department at aa.canberra@awe.gov.au.

Consent can be given by relevant persons by completing the below declarations.

Consent to disclose personal and protected information

This application contains personal information and/or commercial-in-confidence information which constitutes protected information under the Biosecurity Act. Under subsection 588(3) of the Biosecurity Act the department may disclose protected information that relates to me with my consent.

By signing below, I provide consent for the department to disclose personal and protected information that relates to me, to DHA, for DHA to use that information for the purpose of assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme.

Signature	Declarant full name
Signature	Approved arrangements manager full name
Signature	Approved arrangements site contact full name

Consent to disclose entity information

By signing below, the named entity provides consent for the department to disclose entity information to DHA, which may include protected information under the Biosecurity Act, for the purpose of DHA assessing and processing an application for the Australian Trusted Trader program and/or the Known Consignor Scheme:

Signature	Declarant full name	Name of entity
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See our [Privacy Policy](#) webpage to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at privacy@awe.gov.au.