<table>
<thead>
<tr>
<th>Explanatory Notes - To be Retained by Applicant</th>
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<tbody>
<tr>
<td><strong>What is an EX26?</strong></td>
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<tr>
<td><strong>What is an export establishment?</strong></td>
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<tr>
<td><strong>When does a premises need to be registered with DAFF?</strong></td>
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<tr>
<td><strong>Who should dairy establishments contact regarding registration of an establishment?</strong></td>
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<tr>
<td><strong>How can I reserve an establishment number?</strong></td>
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<tr>
<td><strong>What is a prescribed good?</strong></td>
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<tr>
<td><strong>What is an occupier?</strong></td>
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</table>
| **When do I need to complete an EX26?** | - If you are seeking registration (including re-registration) 
- adding or amending persons in management and control 
- adding or amending authorised signatories or Approved Export Permit Issuers or Agents 
- a change in name of occupier 
- variation of operations* 
- transferring registration to another entity  
*Alternatively you may request this on company letterhead signed by a person in management and control. |
| **Who should complete an EX26?** | The person completing the application and declaration must be a person in management and control (for a Company the Company Secretary should make an application). For a new registration the person must be nominated in management and control of the application. |
| **Who should be nominated in management and control?** | Any and every person in a position to manage or control the day-to-day operation of the establishment. |
| **Who is an ‘Approved Export Permit Issuer’?** | For all commodities, any and every person who is approved to validate RFPs submitted via the electronic certification system EXDOC and who requires an EXDOC AQA user ID. |
| **Who are ‘Authorised signatories’?** | For non-meat establishments: any and every person who is authorised to sign export documentation for the establishment. 
For meat establishments: any and every person as defined as authorised signatories in the Approved Arrangement Guidelines - Meat. 
For dairy: approval as an authorised signatory or approved export permit issuer is completed via a separate process. Please contact the regional documentation section on dairy.exdoc@agriculture.gov.au for further details. |
| **Who are ‘Agents’?** | Any and every person who is nominated as an agent by the occupier of an establishment, who are not in direct management and control of an establishment, but act as an agent for the purpose of validating RFPs for the establishment. |
| **FISH - Are agents required to complete an Agents Authorisation Form?** | Yes. Agents validating RFPs for fish exports must complete an agent authorisation form. The form must accompany the EX26 obtained from foodexportdocumentation@agriculture.gov.au |
| **Is there an application fee?** | Depending on the type of establishment and application there may be a fee. Information regarding DAFF fees and charges can be obtained from the Biosecurity Office in your respective region or the DAFF website www.agriculture.gov.au |
| **Important information which may effect the establishment’s application or ability to process.** | There are fees and charges which apply for DAFF inspection and inspection related services. Certification provided by DAFF will also attract a charge. Penalties may apply for late payments. 
Prior to transferring registration from one occupier to another all outstanding monies owed to DAFF in fees and charges and industry levies must be paid in accordance with legislative provisions. 
Persons nominated in management and control will be assessed for fit and proper status which may include criminal history checks. 
The establishment registration is subject to continuing compliance with the conditions as provided in the Export Control (Prescribed Goods – General) Order 2005 and the relevant commodity Orders and it will be scrutinised from time to time for technical compliance, indebtedness and fit and proper purposes. |
| **How long will application take to process?** | Approximately 2 weeks unless further information is required. It should be noted that the application is not approved until the Secretary or their delegate signs the application. |
| **When do I need to notify DAFF of any changes?** | All changes made to an establishment or to anyone listed in management and control must be notified to DAFF within 7 days of the change occurring. |

This information is provided as a guide only. A Biosecurity Officer will be able to provide more detailed advice and information concerning the legislative requirements and may be contacted on: 

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<th></th>
<th>NSW</th>
<th>VIC</th>
<th>WA</th>
<th>QLD</th>
<th>TAS</th>
<th>NT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>02 8334 7444</td>
<td>03 8318 6700</td>
<td>08 9334 1555</td>
<td>07 3246 8755</td>
<td>03 6223 2502</td>
<td>08 9891 1211</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
<td><a href="mailto:EXDOC@agriculture.gov.au">EXDOC@agriculture.gov.au</a></td>
</tr>
</tbody>
</table>

If you think someone you know is breaking Australian quarantine or food inspection laws, we want to hear from you.
# Application for Registration or Notification to the Secretary of Change of Details of an Establishment

*Export Control (Prescribed Goods — General) Order 2005*

## APPLICATION CLASSIFICATIONS

Complete each section as indicated below (please type clearly or print all details)

<table>
<thead>
<tr>
<th>Section to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Registration</td>
</tr>
<tr>
<td>Occupier Change of Name</td>
</tr>
<tr>
<td>Change of Management and/or Authorised Signatories, Agents</td>
</tr>
<tr>
<td>Change of Occupier</td>
</tr>
</tbody>
</table>

This application may attract a fee which is payable prior to registration being granted

## SECTION A

Registration number or reserved number (registration number if registered within last seven years if known)

Name of Occupier
- if a corporation: registered company name;
- if a partnership: name of each partner in full;
- if an individual: person’s name in full

ACN

ABN

Alternative trading names of occupier (registered business names only)

State RBN

Vessel name (if the premises are a ship)

## SECTION A (continued)

Address of establishment or home port

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Phone:  
Fax:

Mobile:  
Email:

Business address of occupier

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Phone:  
Fax:

Mobile:  
Email:

## SECTION B

If establishment is a ship, the place in Australia where the ship can be inspected

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

### SECTION C

Transfer of Occupier

(To be completed by the current registered occupier)

The person who signs this declaration must be included in those listed in Management and Control of the establishment.

I, being the current occupier of the registered export establishment, apply for transfer of occupier of

Establishment number

TO — Name of proposed occupier

Reason for transfer

Proposed transfer date

Full name of current occupier

Signature of the current occupier  Date

Name in full (please print)

Position

## SECTION D

Declaration

The person who signs this declaration must be included in those listed in Management and Control of the establishment.

I, being the person in whose name, or being the representative of the company in whose name the establishment is, or is sought to be registered declare

that I have read the information and that the information provided in and with this application is true in every detail.

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

Name in full (please print)

Position

Signature Date

## SECTION E

Transfer of Occupier

(To be completed by the current registered occupier)

The person who signs this declaration must be included in those listed in Management and Control of the establishment.

I, being the current occupier of the registered export establishment, apply for transfer of occupier of

Establishment number

TO — Name of proposed occupier

Reason for transfer

Proposed transfer date

Full name of current occupier

Signature of the current occupier  Date

Name in full (please print)

Position

## SECTION F

Declaration

The person who signs this declaration must be included in those listed in Management and Control of the establishment.

I, being the person in whose name, or being the representative of the company in whose name the establishment is, or is sought to be registered declare

that I have read the information and that the information provided in and with this application is true in every detail.

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

Name in full (please print)

Position

Signature Date

## Field Officer

Operations Recommending Officer

Recommended operations (Refer to code book) and comments affecting registration, where appropriate the charge category and expected volume of export should be included.

Registered operations

| QA= Yes | No |

Overseas Operations:

<table>
<thead>
<tr>
<th>Commodity(ies)</th>
<th>Establishment Type</th>
<th>Charge Category</th>
</tr>
</thead>
</table>

Is the establishment approved to validate export permit/RFP in accordance with instrument of approval?

Yes  
No

This establishment is operationally suitable for export registration under the Export Control Act 1982 and an approved arrangement is in place.

Signature Date

Printed name in full and position

## Investigation & Enforcement

Investigation & Enforcement has no objection to this application.

Signature   Date

Printed name in full and position

## Accounts Certification

This establishment meets the financial requirements of Part 4 of the Export Control (Prescribed Goods — General) Order 2005

Account number

Signature   Date

Printed name in full and position

## Central Office

Overseas Letters

Comments

Pursuant to Part 4 of the Export Control (Prescribed Goods — General) Order 2005, I hereby register the establishment designated in this application as an export establishment for the operations specified.

Signature   Date

Name and position number

Action officer

Transaction checked

Initials and date
SECTION C

Management Details
List all persons who manage or control the day to day operations of the establishment, or a substantial part of the operations, and any person who has the authority to direct such persons. Also include the person who will sign this application.

Note: For the purposes of the Export Control (Prescribed Goods — General) Order 2005, a person is taken to be a person who manages or controls, or is in manage or control, the operations carried on, or to be carried on, in an establishment if the person has or would have authority to:

(a) direct the operations, or an important or substantial part of the operations; or
(b) direct a person who has the kind of authority referred to in paragraph (a) in the exercise of that authority or proposed authority.

1. Approved Export Permit Issuer — Only tick for those persons who are approved to validate RFPs in EXDOC and who require an EXDOC AQA user ID.

2. Agent — Only tick those persons who you are nominating as an agent i.e. they are not in direct management and control of the establishment, but will act as an agent for the purpose of validating RFPs for the establishment.

3. Authorised Signatories — persons who are authorised to sign export documentation for the establishment.

Note: At some establishments an individual may be nominated for approval as both an ‘Approved Export Permit Issuer’ and an ‘Authorised Signatory’.

Note: Approval of authorised signatories and agents under the dairy program must be done on a separate form. Please contact Dairy Export Program. Please attach a separate sheet if insufficient space.

Attachment Included?
☐ Yes
☐ No

1. Name in full (please print)
☐ Adding

Position (including company directors) and occupation

Home address

Place of birth Date of birth

☐ Approved Export Permit Issuer
☐ Agent
☐ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

2. Name in full (please print) ☐ Adding

Position (including company directors) and occupation

Home address

Place of birth Date of birth

☐ Approved Export Permit Issuer
☐ Agent
☐ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

3. Name in full (please print) ☐ Adding

Position (including company directors) and occupation

Home address

Place of birth Date of birth

☐ Approved Export Permit Issuer
☐ Agent
☐ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

4. Name in full (please print) ☐ Adding

Position (including company directors) and occupation

Home address

Place of birth Date of birth

☐ Approved Export Permit Issuer
☐ Agent
☐ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature
5. Name in full (please print)  □ Adding

Position (including company directors) and occupation

Home address

State  Postcode

Place of birth  Date of birth

[please tick appropriate box(es)]

□ Approved Export  □ Agent  □ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

6. Name in full (please print)  □ Adding

Position (including company directors) and occupation

Home address

State  Postcode

Place of birth  Date of birth

[please tick appropriate box(es)]

□ Approved Export  □ Agent  □ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

7. Name in full (please print)  □ Adding

Position (including company directors) and occupation

Home address

State  Postcode

Place of birth  Date of birth

[please tick appropriate box(es)]

□ Approved Export  □ Agent  □ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

8. Name in full (please print)  □ Adding

Position (including company directors) and occupation

Home address

State  Postcode

Place of birth  Date of birth

[please tick appropriate box(es)]

□ Approved Export  □ Agent  □ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

9. Name in full (please print)  □ Adding

Position (including company directors) and occupation

Home address

State  Postcode

Place of birth  Date of birth

[please tick appropriate box(es)]

□ Approved Export  □ Agent  □ Authorised signatory Permit Issuer

I, the undersigned, have read and answered all questions in Section D

Signature

PERSONS TO BE DELETED
SECTION D

For Persons Nominated in Management Details

1 Has the person completing this form, or any of the persons listed in Section C of this application; Yes No

1.1 been convicted of any offence against any law of the Commonwealth or a State or Territory?

1.2 in the last 10 years, been placed on a bond to be of good behaviour and/or been fined without a conviction being recorded against them?

1.3 to their knowledge have any charges outstanding against them?

1.4 had any convictions against a law of any country other than Australia?

1.5 either alone or jointly with another person, owe the Commonwealth any amount by way of:

(i) a fee for a service performed at a registered establishment; or

(ii) a charge or levy arising under a law of the Commonwealth; or

(iii) a penalty for failure to pay a charge or levy arising under a law of the Commonwealth?

1.6 either alone or jointly with another person failed to pay any fee, charge, levy or penalty of that kind within 30 days after the due date for payment?

1.7 previously 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?

1.8 either alone or jointly with another person:

(i) been refused a licence, permit or approval to export prescribed goods; or

(ii) been granted a licence, permit or approval to export prescribed goods which has been revoked, suspended or cancelled?

1.9 contravened any other notice, instruction, condition or restriction under the Export Control Act 1982, or under regulations or orders made under the Export Control Act 1982?

If the answer to any part of Section D, Q1 is YES then please specify person, offence penalty date and details. Please attach a separate sheet if insufficient space.

Question 2 in this section relates to the applicant and persons named in Section C, and deals with “ASSOCIATES” of the applicant and persons named in Section C.

“IMPORTANT “associate” includes

(a) a person who is or was a consultant, adviser, partner, representative on retainer, employer or employee of the person concerned or of any corporation of which the person concerned is an officer or employee, or in which the person concerned holds shares; and

(b) the spouse or de facto partner (within the meaning of the Acts Interpretation Act 1907) of the person concerned; and

(c) any other person who is or was;

(i) directly or indirectly concerned in; or

(ii) in a position to control or influence the conduct of; a business or undertaking of the person concerned, or of a corporation of which the person concerned is an officer or employee, or in which the person concerned holds shares; and

(d) a corporation of which the person concerned, or any other person mentioned in paragraphs (a), (b) and (c), is, or was at a relevant date, an officer or employee, or in which the person concerned or any of those other persons holds shares or held shares on a relevant date.

For further information see section 4.05 of the Export Control (Prescribed Goods – General) Order 2005

2 Has the person completing this form, or any of the persons listed in Section C of this application have an associate*; Yes No

2.1 who has been convicted of an offence against a law of the Commonwealth or a State or a Territory or another country?

2.2 who either alone or jointly with another person, owe the Commonwealth any amount by way of:

(i) a fee for a service performed at a registered establishment; or

(ii) a charge or levy arising under a law of the Commonwealth; or

(iii) a penalty for failure to pay a charge or levy arising under a law of the Commonwealth?

2.3 who either alone or jointly with another person failed to pay any fee, charge, levy or penalty of that kind within 30 days after the due date for payment?

2.4 who previously 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?

2.5 who either alone or jointly with another person:

(i) been refused a licence, permit or approval to export prescribed goods; or

(ii) been granted a licence, permit or approval to export prescribed goods which has been revoked, suspended or cancelled?

2.6 who contravened any other notice, instruction, condition or restriction under the Export Control Act 1982, or under regulations or orders made under the Export Control Act 1982?

If the answer to any part of Section D, Q2 is YES then please specify person, offence penalty date and details. Also include full name, date of birth of associate and details of association. Please attach a separate sheet if insufficient space.
SECTION E

Transfer of Occupier
(To be completed by the current registered occupier)
The person who signs this declaration must be included in those listed in Management and Control of the establishment. I, being the current occupier of the registered export establishment, apply for transfer of occupier of:

Establishment number

TO — Name of proposed occupier

Reason for transfer

Proposed transfer date

Full name of current occupier

Signature of the current occupier Date

Name in full (please print)

Position

SECTION F

Declaration

The person who signs this declaration must be included in those listed in Management and Control of the establishment.

(Before signing this declaration please ensure that you have completed each section requested in the application classifications box)

I, being the person in whose name, or being the representative of the company in whose name the establishment is, or is sought to be registered declare that I have read the information and that the information provided in and with this application is true in every detail.

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

Name in full (please print)

Position

Signature Date
**FIELD OFFICER**

**Operations Recommending Officer**
Recommended operations (Refer to code book) and comments affecting registration, where appropriate the charge category and expected volume of export should be included.

<table>
<thead>
<tr>
<th>Registered operations</th>
<th>QA= Yes</th>
<th>No</th>
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<tbody>
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</table>

Overseas Operations:

Commodity(ies):

Establishment Type:

Charge Category:

Is the establishment approved to validate export permit/RFP in accordance with instrument of approval? Yes No

This establishment is operationally suitable for export registration under the Export Control Act 1982 and an approved arrangement is in place.

Signature Date

Printed name in full and position

**REGION REGISTRATION COORDINATOR**

Evidence of legal existence received for:

- Occupier name
- Trading name(s)
- Fee / Payment received

File Number:

**INVESTIGATION & ENFORCEMENT**

Investigation & Enforcement has no objection to this application.

Signature Date

Printed name in full position

**ACCOUNTS CERTIFICATION**

This establishment meets the financial requirements of Part 4 of the Export Control (Prescribed Goods — General) Order 2005

Account number

Signature Date

Printed name in full position

**CENTRAL OFFICE**

Overseas Letters

Comments

Pursuant to Part 4 of the Export Control (Prescribed Goods — General) Order 2005, I hereby register the establishment designated in this application as an export establishment for the operations specified.

Signature Date

Name and position number

Action officer

Transaction checked EXDOC

Initials and date