



Change of Details Form for Approved Arrangement Classes 19.1: Non-commodity for Containerised Cargo Clearance and 19.2: Automatic Entry Processing for Commodities

Form approved under section 434 of the *Biosecurity Act 2015*

Section A: General information

Purpose of this form For existing Accredited Persons and/or Approved Arrangement holders to notify the Department of Agriculture and Water Resources of a change in accredited person, Approved Arrangement and /or e-notification details.

Select the class your request relates to

19.1: Non-commodity for Containerised Cargo Clearance (NCCC)

19.2: Automatic Entry Processing for Commodities (AEPCOMM)

Select the reason for your request

To update/register accredited person details (complete sections B and E)

To update Approved Arrangement details (complete sections C, D and E)

To update E-notification details (complete sections D and E)

Post or email your completed application to

Email address
broker.accreditation@agriculture.gov.au

Postal address
Compliance Assessment & Management Section
Department of Agriculture and Water Resources
GPO Box 858
Canberra ACT 2601

Section B: Accredited Person Details

Title	First name	Last name
Accreditation Number		Customs Licence Number
Work phone		Work mobile phone
Work email		

Accredited person's postal address

PO Box/Number	Or Street name	
Suburb/town/city	State	Postcode

Accredited person's home address

Street number	Street name	
Suburb/town/city	State	Postcode

Approved Arrangement association list

No.	Business Name (Legal Entity Name)	Approved Arrangement Number	Branch ID
1			
2			
3			
4			
5			

Section C: Approved Arrangement details

Legal entity name	
Approved Arrangement number	Branch ID
Australian Business Number (ABN) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Company email	
Company phone	

Postal address

PO Box/Number	Or Street name	
Suburb/town/city	State	Postcode

Physical address

Street number	Street name	
Suburb/town/city	State	Postcode

Accredited Persons to be associated with the Approved Arrangement

No.	Name of Accredited Person	Accreditation Number	Customs Licence Number
1			
2			
3			
4			
5			

Accredited Persons to be removed from association with the Approved Arrangement

No.	Name of Accredited Person	Accreditation Number	Customs Licence Number
1			
2			
3			
4			
5			

Section D: E-Notification Change of Details

Legal entity name	
Approved Arrangement number	Branch ID
Company email	

Add or remove email addresses that receive E-notifications emails from the Department

Add Email addresses to receive E-notifications	Email addresses to be <u>removed</u> from receiving E-notifications

Section E: Declaration

Must be signed by the **Approved Arrangement manager**.

Giving false or misleading information is a serious offence under the *Criminal Code Act 1995*. You may be liable to a civil penalty for giving false and misleading information.

By signing this form you declare that:

- You are authorised to submit this declaration on behalf of the applicant.
- You have made reasonable enquiries in respect of the matters in this application.
- The information you have provided is true and correct to the best of your knowledge.

Signature

Date (dd/mm/yyyy)

Full name

Section F: Privacy notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture and Water Resources collects your personal information (as defined by the *Privacy Act 1988*) in this application for the purposes of determining your eligibility for approval of an Approved Arrangement. If you fail to provide the personal information requested in this application, the department may be unable to assess your eligibility for an Approved Arrangement and process your application.

The Department of Agriculture and Water Resources may disclose your personal information to other Australian agencies, including the Australian Border Force, persons or organisations where necessary for these purposes provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Privacy Act). Your personal information will be used and stored 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 collected by the Department of Agriculture and Water Resources in this application.

See our Privacy Policy web page (www.agriculture.gov.au/about/privacy) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.