



Application for an approved arrangement (approved certifying body for organic goods)

Section A: General information

Purpose of this form	For a certifying body to apply to operate an approved arrangement for organic goods certification operations.
Before applying	<p>Ensure you read and understand the:</p> <ul style="list-style-type: none">• requirements for approved certifying bodies• requirements for exporting organic and bio-dynamic goods from Australia• National Standard for Organic and Bio-Dynamic Produce• fit and proper person requirements under sections 372 and 373 of the Export Control Act 2020, including the meaning of 'associate' under section 13 of the Act• meaning of 'conviction' and 'spent conviction' under subsection 85ZM(1) of the Crimes Act 1914. Applicants are not required to disclose spent convictions. <p>Ensure your proposed arrangement:</p> <ul style="list-style-type: none">• meets the 'Legislative requirements under the Act and the Organic Goods Rules' in the Organic goods approved arrangement guidelines• demonstrates that all relevant Commonwealth liabilities of the applicant have been paid or are taken to have been paid; or, if one or more relevant Commonwealth liabilities of the applicant have not been paid or are not taken to have been paid, the nonpayment is due to exceptional circumstances (paragraph 156(2)(b) of the Export Control Act).
Your application must include	<p>your proposed arrangement and supporting documents</p> <p>if relevant, the details of additional persons who manage or control the organic goods certification operations under the approved arrangement</p> <p>if relevant, documents associated with Section D: Fit and proper person test</p>
To complete this form	<p>Electronically</p> <p>Save the form to your desktop or device. Open and complete the form using the latest version of Adobe Acrobat Reader. Do not work on the form in your web browser.</p> <p>Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.</p> <p>Manually</p> <p>Use black or blue pen.</p> <p>Print in BLOCK LETTERS</p> <p>Mark boxes with a tick or a cross</p>

Application fee

Learn more about [fees and charges](#).

You will be invoiced when you submit the form and once assessment is completed.

Post or email your application (email preferred)

Organic Exports Program
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

Email OrganicExports@aff.gov.au

More information

Phone 1800 900 090 (within Australia)

+61 3 8318 6700 (outside Australia)

Web agriculture.gov.au/biosecurity-trade/export/controlled-goods/organic-bio-dynamic

Section B: Applicant

1 Business name (legal entity name)

2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

3 Trading name (registered business names only)

4 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address

Work phone (include area code)

Mobile phone

Email

Section C: Persons who manage or control export operations

The fit and proper person requirements in section 372 of the Act must be met by applicants and persons who would manage or control the organic goods certification operations (within the meaning of section 21 of the Act), including a person who would be signing organic goods certificates in accordance with the approved arrangement (sections 151(2)(a) and 373(1) of the Act and section 5-16(2) of the Rules).

5 List staff who have or would have authority to direct either:

- a. the certification operations, or an important or substantial part of the organic goods certification operations, within the entity or proposed entity
- b. another person who has or would have the authority to direct a person as described in 5(a), in the exercise of that authority or proposed authority, or
- c. another person who has or would have authority to sign and issue organic goods certificates.

(Attach more pages if necessary)

Person 1 Director or equivalent (person authorised to sign this form)

Title

Given name(s)

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Work phone

Mobile phone

Email

Person 2

Title

Given name(s)

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Work phone

Mobile phone

Email

Person 3

Title

Given name(s)

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Work phone

Mobile phone

Email

Person 4

Title	Given name(s)	Family name	
Date of birth (dd/mm/yyyy)		Place of birth	
Job title			
Street address			
Suburb/town/city		State/territory	Postcode
Work phone		Mobile phone	
Email			

Person 5

Title	Given name(s)	Family name	
Date of birth (dd/mm/yyyy)		Place of birth	
Job title			
Street address			
Suburb/town/city		State/territory	Postcode
Work phone		Mobile phone	
Email			

Person 6

Title	Given name(s)	Family name
Date of birth (dd/mm/yyyy)		Place of birth
Job title		

Street address

Suburb/town/city

State/territory

Postcode

Work phone

Mobile phone

Email

Section D: Fit and proper person test

These questions relate to the following legislation:

- *Export Control Act 2020* or the repealed *Export Control Act 1982* or any Regulations, Orders or Rules made under these Acts
- *Criminal Code Act 1995* or the *Crimes Act 1914*, to the extent that they relate to any Act or any law of the Commonwealth or a state or territory.

6 Have you or any of the people listed in Section C 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)

7 Have you or any of the people listed in Section C, either alone or jointly with another person:

- been refused a licence, permit or approval to export prescribed goods, or
- been granted a licence, permit or approval to export prescribed goods that has subsequently been revoked, suspended or cancelled?

No

Yes Provide details (attach more pages if necessary)

8 Have you or any of the people listed in Section C, alone or jointly with another person:

- a. made a false or misleading statement in any export application or notice?**
- b. contravened any export notice, instruction, condition or restriction?**

No

Yes Provide details (attach more pages if necessary)

9 Do you or any of the people listed in Section C, alone or jointly with another person, owe the Commonwealth any:

- a. fee for a service performed at a registered establishment**
- b. charge or levy arising under a law of the Commonwealth**
- c. penalty for failure to pay a charge or levy arising under a law of the Commonwealth?**

No

Yes Provide details (attach more pages if necessary)

10 Do you or any of the people listed in Section C have an associate who:

- a. has been convicted of any offence against any law of the Commonwealth or a state or territory?**
- b. alone or jointly with another person, owes the Commonwealth for any:**
 - i. fee for service performed at a registered establishment**
 - ii. charge or levy arising under a law of the Commonwealth**
 - iii. penalty for failure to pay a charge or levy arising under a law of the Commonwealth?**
- c. has made a false or misleading statement in any export application or notice**
- d. has been refused a licence, permit or approval to export prescribed goods**
- e. has been granted a licence, permit or approval to export prescribed goods that has subsequently been revoked, suspended or cancelled**
- f. has failed to comply with any export direction?**

No Go to Section E

Yes Provide details (attach more pages if necessary) and go to question 11

11 Associate details (attach more pages if necessary)**Associate 1**

Title Given name(s) Family name

Date of birth (dd/mm/yyyy) Place of birth

Street address

Suburb/town/city State/territory Postcode

Work phone Mobile phone

Email

Business details (if relevant)

Business name (legal entity name)

Trading name (registered business names only)

Position

Australian Business Number (ABN) Australian Company Number (ACN)

Section E: Your proposed arrangement

These questions relate to the requirements to apply to operate an approved arrangement under the Export Control Act and Export Control (Organic Goods) Rules 2021.

12 Does your proposed arrangement comply with the requirements of the Act and requirements of importing countries (paragraph 151(2)(c) of the Act)?

No

Yes Provide titles of supporting documents and relevant pages or sections.

13 Does your proposed arrangement demonstrate the applicant's commitment to:

a. meeting the applicable objects in section 3 of the Act?

b. complying with the requirements of the Act applicable to the operations (section 5-1(2) of the Rules)?

No

Yes Provide titles of supporting documents and relevant pages or sections.

14 Does your proposed arrangement cover all aspects of the organic goods certification operations to be carried out (section 5-1(3) of the Rules)?

No

Yes Provide titles of supporting documents and relevant pages or sections.

15 Does your proposed arrangement record the organisational structure of the applicant and appropriate systems of controls to be implemented for the purposes of sections 5-1(4) and (6) of the Rules?

No

Yes Provide titles of supporting documents and relevant pages or sections.

16 Does your proposed arrangement comply with the requirements of the National Organic Standard, importing country requirements, organic goods certificates and management practices (sections 5-3 to 5-11 of the Rules)?

No

Yes Provide titles of supporting documents and relevant pages or sections.

17 Will the organic goods certification operations under the proposed arrangement be fair, accurate and complete (section 5-1(5) of the Rules)?

No

Yes Provide titles of supporting documents and relevant pages or sections.

Section F: Consent to listing your entity on our website

18 Do you agree to the department publishing the name of your business at [Organic Approved Certifying Bodies \(Export\)](#)?

No

Yes

Section G: Applicant declaration

To be completed by Person 1 named in [Section C](#) of this application.

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. This offence carries a maximum penalty of 12 months' imprisonment.

I declare that:

- the information I have provided is true and correct
- I have made reasonable enquiries to confirm the accuracy of the details provided in this form
- I have prepared the attached proposed arrangement and can confirm it meets all organic export regulatory requirements, importing country requirements and legislative requirements under the Act and the Rules
- I will comply with the organic export legislation and policy framework, and I am committed to meeting the objects of the Act in section 3 of the *Export Control Act 2020*.

I have read and understood the [privacy notice](#) and Privacy Policy.

Signature (type or sign your name)

Date (dd/mm/yyyy)

Full name

Section H: Privacy notice

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

'Sensitive information' is a subset of personal information and includes 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.

By completing and submitting this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian Government agencies where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the 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 disclosure of all personal information contained in this form to relevant authorities in the importing country. The department has not taken steps to ensure that the relevant authorities in the importing country does not breach the Australian Privacy Principles. This means that:

- the relevant authorities in the importing country may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction
- the relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or making a complaint. Alternatively, email our Privacy Officer at privacy@aff.gov.au.