[Date] 2025

# Application to lodge a return and pay annually

Form approved under the Primary Industries Levies and Charges Collection Rules 2024

## Section A: General information

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| **Purpose of this form** | For levy payers, export charge payers and collection agents to apply to lodge a return and pay once a year if the person reasonably believes they may not exceed a product’s dollar or quantity threshold. |
| **Before applying** | Learn more about how to apply to lodge a return and pay annually. |
| **When to apply** | Applications must be made before the end of the first quarter or month in which levy or charge is imposed. |
| **To complete this form** | **Electronically**  Save this MS Word form to your desktop or device. Do not work on the form in your web browser.  **Manually**  Use black or blue pen  Print in BLOCK LETTERS  Mark boxes with a tick or a cross |
| **Email (preferred) or post your return (do not mark envelope as ‘private’ or ‘confidential’)** | Email [LeviesDebt@aff.gov.au](mailto:LeviesDebt@aff.gov.au)  Levies Compliance Section  Department of Agriculture, Fisheries and Forestry  Locked Bag 4488  Kingston ACT 2604 |
| **For assistance** | Phone Levies on1800 020 619 (within Australia). |

### Section B: Applicant details

### Applicant

Given names \_\_\_\_\_ Family name

Work phone \_\_ Mobile phone

### Email

### LRS number

### Business name

### Australian business registration

Australian Business Number (ABN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Company Number (ACN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Business address

Street address (physical address not PO Box)

Suburb/town/city State/territory Postcode

### Postal address (If same as question 5, insert ‘AS ABOVE’)

Street address

Suburb/town/city State/territory Postcode

## Section C: Return and payment information

### Levy or export charge the application relates to

### Name of the levy or export charge (e.g. ‘Apples’)

### Usual return and payment period (select one box)

monthly return

quarterly return

### Estimated amount, quantity or value likely to be payable this year. (select one box)

Total amount of levy and/or export charge ($)

Total quantity subject to levy or export charge (kg/tonnes)

Total value subject to levy or export charge ($)

## Section D: Declaration

I declare that:

* I am authorised to sign this declaration and lodge this application
* the information contained in this application and any attachments are true and correct to the best of my knowledge and belief
* I have the necessary records to support the information contained in this application
* I have read and understood the [Privacy notice](#_Section_E:_Privacy) and Privacy Policy.

I understand that:

* the Primary Industries Levies and Charges Collection Act 2024 imposes heavy penalties for giving false or misleading information, other than minor errors, in or in connection with an application for return exemption
* it is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information.

Signature

Full name

Date (dd/mm/yyyy)

## Section E: Privacy notice and information use and disclosure

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

The Department of Agriculture, Fisheries and Forestry collects your personal information and information about other individuals (as defined in the *Privacy Act 1988*) in relation to this form as required and/or authorised under the *Primary Industries Levies and Charges Collection Act 2024* and Primary Industries Levies and Charges Collection Rules 2024 for the purposes of assessing your return 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 return.

Information you provide in a return about you, or other individuals may be used as required or authorised under the *Export Control Act 2020*.

The department may use your personal information to contact you to provide information relating to levies, such as when there are changes to levy rates or to administrative arrangements for payments of levies.

The department may disclose your personal information to levy recipient bodies, other Australian Government agencies, persons and organisations 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.

See our [Privacy Policy](https://www.agriculture.gov.au/about/commitment/privacy) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, email our Privacy Officer at [privacy@aff.gov.au](mailto:privacy@aff.gov.au).