



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

Section A: General information

Purpose of this form	<p>For the holder of an existing approved arrangement for organic goods certification operations with an expiry date, to apply to renew the approved arrangement with or without a variation to the arrangement.</p> <p>An application to renew must be made within:</p> <ul style="list-style-type: none">• 60 days starting on the day that is 180 days before the expiry date for the approved arrangement, or• a longer period approved by the Secretary of the Department of Agriculture, Fisheries and Forestry.
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• 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 application to renew your approved arrangement:</p> <ul style="list-style-type: none">• meets the ‘Legislative requirements for applications’ 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 approved arrangement and any supporting documents relating to proposed variations to your approved arrangement (you may list relevant documents previously provided to the department)</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 E: 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: Renewal type

1 Indicate application type (select one box).

Renew without variations

Renew with variations

Section C: Applicant

2 Business name (legal entity name)

3 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

4 Trading name (registered business names only)

5 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 D: Persons who manage or control the approved arrangement

The fit and proper person requirements in section 372 of the Act must be met by the holder of the approved arrangement and persons who manage or control the organic goods certification operations (within the meaning of section 21 of the Act), including a person who signs organic goods certificates in accordance with the approved arrangement (sections 156(2)(a) and 373(1) of the Act and section 5-16(3) of the Export Control (Organic Goods) Rules 2021).

- 6 List staff that have or would have authority to direct either:
- the certification operations, or an important or substantial part of the organic goods certification operations, within the entity
 - 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
 - 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 E: 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.**

- 7 Have you or any of the people listed in Section D 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)

- 8 Have you or any of the people listed in Section D, either alone or jointly with another person:**
- a. been refused a licence, permit or approval to export prescribed goods, or**
 - b. 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)

- 9 Have you or any of the people listed in Section D, 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)

10 Do you or any of the people listed in Section D, 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)

11 Do you or any of the people listed in Section D 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 F

Yes Provide details of non-compliance (attach more pages if necessary) and go to question 12

12 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 F: Your approved arrangement

These questions relate to the requirements to renew an approved arrangement under the *Export Control Act 2020* and *Export Control (Organic Goods) Rules 2021*.

13 Does your approved arrangement demonstrate the applicant's commitment to meeting the applicable objects in section 3 of the Act?

No

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

14 Has the holder of the approved arrangement complied with the requirements of the Act (section 156(2)(c) of the Act)?

No

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

- 15 Has the holder of the approved arrangement complied with, and are they continuing to comply with, the conditions of the approved arrangement (section 156(2)(d) of the Act)?**

No

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

- 16 Will exporting in accordance with the approved arrangement ensure compliance with the Act and importing country requirements (section 156(2)(e) of the Act)?**

No

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

- 17 Does your renewal include variations?**

No Go to question 19

Yes Provide details of proposed variations (attach more pages if necessary) and go to question 18

- 18 Will exporting in accordance with the proposed varied approved arrangement ensure:**

- a. compliance with the requirements of the Act**
- b. that importing country requirements will be met**
- c. the integrity of the goods (section 161(3)(b) of the Act)?**

No

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

Section G: Consent to listing your entity on our website

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

No

Yes

Section H: Applicant declaration

To be completed by Person 1 named in [Section D](#) 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 approved arrangement, and proposed variations (if applicable), and confirm it meets all organic export regulatory requirements, importing country requirements and legislative requirements under the *Export Control Act 2020* and the Organic Goods 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 I: 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.