Application to vary an Approved Islamic Organisation's Approved Arrangement

Form approved under the Export Control Act 2020

Section A: General information

Purpose of this form	For a person in management and control of an Approved Islamic Organisation to apply to: • vary an Approved Islamic Organisation's registration • vary an existing Approved Arrangement and/or operations.
Before completing this form	Ensure you understand the requirements for varying an Approved Arrangement for an Approved Islamic Organisation.
To complete this form	**Electronically** 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. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet. **Manually** • Use black or blue pen. • Print in BLOCK LETTERS. • Mark boxes with a tick or a cross.
Your application must include	☐ a draft copy of your proposed varied arrangement ☐ if relevant, documents associated with Section D: Variation of an Islamic Organisations contact details ☐ if relevant, documents associated with Section E: Management and Control ☐ if relevant, documents associated with Section G: Importing Country Listing/s ☐ if relevant, documents associated with Section H: Export Registered Establishment listing/s.
To submit your form	Email halal.exportmeat@aff.gov.au
More information	Meat Exports Branch Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601 Email halal.exportmeat@aff.gov.au Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web Approved Islamic Organisation (AIO) Approved Arrangement variations - DAFF

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Section B: Applicant

1 Business details

Business name (legal entity name)

Trading name (registered business name only)

Principal business activity

2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

3 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

4 Postal address (if same as question 3, insert 'AS ABOVE')

Suburb/town/city

State/territory

Postcode

5 Person authorised to sign this form

Title

Given names

Family name

Position

Work phone

Mobile phone

Email

Fax

Section C: Application type

6 Indicate type of variation (select one or more boxes):

- ☐ Application to vary an Approved Islamic Organisation's trading name and/or contact details (complete Section D)
- ☐ Application to vary a person/s in management and control of an Approved Islamic Organisation (complete Section E)
- ☐ Application to vary an Approved Arrangement to add/remove an importing country listing/s for an Approved Islamic Organisation (complete Section G)
- ☐ Application to vary an Approved Arrangement to add/remove an export registered establishment listed for certification of Halal red meat and meat products for an Approved Islamic Organisation (complete Section H)
- ☐ Other (complete Section I)

Section D: Variation of an Islamic Organisation's contact details

Please complete all sections requiring variations:

7 Islamic Organisation name

8 If the application is to change your Islamic Organisation's trading name, has a change of name certificate and evidence that importing countries recognise the name change been provided?

No ☐ You must provide a copy of the required evidence.

Yes ☐ Continue to question 9.

9 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

10 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

11 Postal address (if same as question 3, insert 'AS ABOVE')

Suburb/town/city

State/territory

Postcode

12 Company seal

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Section E: Management and control

13 List staff being added to positions of management and control (as defined in the Approved Arrangement Guidelines) within the organisation and directly involved in (attach more pages if necessary):

A. Halal auditing

B. Halal certification activities

Person 1

Title | Given names | Family name

Position

Residential Address

Suburb/town/city | State/territory | Postcode

Mobile phone

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

Signature

Person 2

Title | Given names | Family name

Position

Residential Address

Suburb/town/city | State/territory | Postcode

Mobile phone

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

Signature

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Person 3

Title | Given names | Family name

Position

Residential Address

Suburb/town/city | State/territory | Postcode

Mobile phone

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

Signature

Person 4

Title | Given names | Family name

Position

Residential Address

Suburb/town/city | State/territory | Postcode

Mobile phone

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

Signature

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14 Have details of relevant qualifications and experience (i.e. auditing, food industry) of each person in management and control directly involved in halal auditing and halal certification activities been provided?

This may include, but is not limited to:

- training records, including importing country training records
- tertiary qualifications.

No ☐ You must provide a copy for each person with your application.

Yes ☐ Continue to Question 15.

15 List staff being removed from positions of management and control within the organisation (attach more pages if necessary):

Person 1

Title	Given names	Family name

Person 2

Title	Given names	Family name

Person 3

Title	Given names	Family name

Section F: Fit and proper person test

16 Have all persons listed in management and control been advised the department will be conducting 'Fit and Proper Person' checks in accordance with the *Export Control Act 2020* and have they granted permission for this check to be undertaken?

No ☐ It is a legislative requirement that all persons in management and control undergo a Fit and Proper Person check. You must provide permission if you wish to be in a position of management and control.

Yes ☐ Continue to Question 17.

These questions relate to the following legislation:

- the *Export Control Act 2020* (including any instruments made under that Act) or the repealed *Export Control Act 1982*
- the repealed *Australian Meat and Live-stock Industry Act 1997*
- the *Biosecurity Act 2015* or the repealed *Quarantine Act 1908*
- the *Imported Food Control Act 1992*
- the *Illegal Logging Prohibition Act 2012*
- the *Primary Industries Levies and Charges Collection Act 2024* or the repealed *Primary Industries Levies and Charges Collection Act 1991*
- another Act prescribed by the Export Control Rules 2021
- the *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
- any Regulations, Orders or Rules made under the Acts referred to in this question.

17 Have you or any of the people listed in Section E been convicted (within the meaning given by subsection 85ZM(1) of the *Crimes Act 1914*) of any offence against any law of the Commonwealth or a state or territory?

No ☐

Yes ☐ Provide details (attach more pages if necessary).

18 Have you or any of the people listed in Section E been ordered to pay a penalty under any Act or any law of the Commonwealth or a state or territory?

No ☐

Yes ☐ Provide details (attach more pages if necessary).

19 Have you or any of the people listed in Section E, either alone or jointly with another person been:

a) refused a licence, permit or approval to export prescribed goods, or

b) 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).

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20 Have you or any of the people listed in Section E, alone or jointly with another person, made a false or misleading statement in any export application or notice?

No ☐

Yes ☐ Provide details (attach more pages if necessary).

21 Have you or any of the people listed in Section E, alone or jointly with another person, contravened any other notice, export instruction, condition or restriction?

No ☐

Yes ☐ Provide details (attach more pages if necessary).

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

a) fee for service performed at a registered establishment

b) charge or levy arising under a law of the Commonwealth, or

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).

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23 Do you or any of the people listed in Section E, alone or jointly with another person, have a debt due and payable under any Commonwealth, state or territory law?

No ☐

Yes ☐ Provide details (attach more pages if necessary).

24 Do you or any of the people listed in Section E have an associate who:

a) has been convicted of any offence against any law of the Commonwealth or a state or territory

b) have a debt due and payable under any Commonwealth, state or territory law

c) 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, or

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

d) has made a false or misleading statement in any export application or notice

e) has been refused a licence, permit or approval to export prescribed goods

f) has been granted a licence, permit or approval to export prescribed goods that has subsequently been revoked, suspended or cancelled

g) has failed to comply with any export direction?

No ☐ Go to Section J.

Yes ☐ Provide details (attach more pages if necessary).

25 Associate details (attach more pages if necessary)

Associate 1

Title | Given names | Family name

Position

Work phone | Mobile phone

Email

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Date of birth (dd/mm/yyyy)

Place of birth

Business details

Business name (legal entity name)

Trading name (registered business name only)

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Work phone

Mobile phone

Email

Section G: Importing Country Listing/s

26 Has a copy of an accreditation certificate or letter from an overseas competent authority been provided, confirming acceptance of exported red meat certified by the Islamic Organisation identified in Section B of this form?

No ☐ An accreditation certificate or letter from an overseas competent authority must be provided with your application.

Yes ☐ Continue to Question 27.

27 Please select the importing country/ies providing the acceptance or accreditation:

Select all that apply.

- ☐ Indonesia
- ☐ Malaysia
- ☐ Saudi Arabia
- ☐ Singapore
- ☐ United Arab Emirates
- ☐ Qatar
- ☐ Kingdom of Bahrain
- ☐ Türkiye
- ☐ Egypt
- ☐ Other (please list below)

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28 Have the specific importing country requirements for halal certification to the markets selected from the above list (if any exist) been added to your Approved Arrangement?

No ☐ Please add these importing country requirements to the Approved Arrangement.

Yes ☐ Go to Section J.

N/A ☐ Please provide an explanation as to why it is not required.

Section H: Export Registered Establishment Listing/s

29 If you are applying to add an Export Registered Establishment to your Approved Arrangement, has your organisation conducted an initial audit of the Export Registered Establishment you are proposing to add?

No ☐ You must ensure an initial audit of the establishment is completed before applying to have it added to your Approved Arrangement.

Yes ☐ Continue to Question 30.

30 Please add the details of the Export Registered Establishment you are applying to add or remove from your organisations Approved Arrangement (attach more pages if necessary).

Establishment 1

☐ Add

☐ Remove

Establishment name

Registered number

Scope of certification (Beef meat, Offal, etc.)

Country listings for the Establishment your organisation will be performing certification for:

Establishment 2

☐ Add

☐ Remove

Establishment name

Registered number

Scope of certification (Beef meat, Offal, etc.)

Country listings for the Establishment your organisation will be performing certification for:

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Establishment 3

☐ Add

☐ Remove

Establishment name

Registered number

Scope of certification (Beef meat, Offal, etc.)

Country listings for the Establishment your organisation will be performing certification for:

Section I: Other

If applicable, please include relevant details of the variations you are seeking approval for, and which are not covered by any of the other sections in this form:

Section J: Consent to website listing

Do you agree to the department publishing your Islamic Organisation's name, town and postcode on the department's List of recognised Islamic bodies for halal certification of red meat webpage?

No ☐

Yes ☐

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Section K: Applicant declaration

To be completed by the person named in Section B of this application.

I declare that the information I have provided is true and correct. 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 further understand that if this application is successful, the organisation will be required to:

- comply with the requirements of the *Export Control Act 2020* and the Export Control (Meat and Meat Products) Rules 2021
- maintain compliance with the organisation's Approved Arrangement
- notify the department in writing, as soon as practical, of any changes of the details, and the day that the changes occurred, related to persons in management and control of the halal certification operations or if a person who was permitted to sign Halal certificates in accordance with the Approved Arrangement ceases to do so
- participate in audits by importing country authorities
- ensure security over forms is maintained at all times, and that records are maintained to account for all export red meat halal certificates issued by the Islamic Organisation
- jointly approve with the department the halal specific sections of the establishment's Approved Arrangement
- work with the department in jointly evaluating establishment progress or to carry out occasional joint audits
- notify the department of any critical non-conformance detected in establishments under the supervision of the Islamic Organisation as soon as practical.

I have read and understood the privacy notice.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

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Section L: 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 as required under the Export Control Act 2020 and the Export Control (Meat and Meat Products) Rules 2021 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 other Commonwealth or state agencies, relevant authorities in an importing country, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be handled 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 relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- 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
- 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 make a complaint. Alternatively, email our Privacy Officer at privacy@aff.gov.au.

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