



June 2026

Change to business details form

General information

Purpose of this form	<p>For current approved arrangement operators seeking to update the following details only:</p> <ul style="list-style-type: none"> • Change to the legal entity name only (no change to business structure, ABN, or company ACN) • Adding an ACN to your existing arrangement (for companies only)
To complete this form	<p>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.</p> <p>Manually</p> <ul style="list-style-type: none"> • Use black or blue pen. • Print in BLOCK LETTERS. • Mark boxes with a tick or a cross.
Application fee	<p>Learn more about fees and charges. You will be invoiced once assessment is completed.</p>
To submit your form	<p>Email aa.canberra@aff.gov.au</p>
More information	<p>Approved Arrangement Program Department of Agriculture, Fisheries and Forestry GPO Box 858 Canberra ACT 2601</p> <p>Email aa.canberra@aff.gov.au</p> <p>Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)</p> <p>Web agriculture.gov.au/biosecurity-trade/import/arrival/arrangements</p>

Section A: Approved arrangement details

1.	Approved arrangement number
2.	Approved arrangement name

3.	Australian business number (ABN)
4.	Australian company number (ACN) (mandatory for companies)
5.	Entity type (visit ABN lookup to confirm)

Section B: Change to your business details

Indicate the one change you intend to make.

- Change to legal entity name
 Add an ACN to your existing approved arrangement (for companies only)

Will this change result in a new approved arrangement manager?

- Yes, Update the details via [Approved Arrangement Management Product \(AAMP\) - DAFF](#)
 No

6.	Australian company number (ACN) (if applicable)
7.	New Legal entity name (if applicable)
8.	<p>Do you agree to your approved arrangement details being published on the department's website?</p> <p> <input type="checkbox"/> No <input type="checkbox"/> Yes </p>

Section C: Declaration

Only an AA Manager or site contact can sign this form.

I declare that:

- I am authorised to sign this form on behalf on the entity.
- I have made reasonable enquiries in respect of the matters in this form
- I have read and understood the privacy notice.

The information I have provided is true and correct to the best of my knowledge.

Signature	Date (dd/mm/yyyy)
Full name	

Section D: Privacy notice

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Personal information' that is collected under or in accordance with the *Biosecurity Act 2015* is also 'protected information' under the Biosecurity Act.

'Sensitive information' is a type of personal information and includes any information or opinion about an individual's racial or ethnic origin; political opinions; religious beliefs or affiliations; philosophical beliefs; sexual orientation or practices; membership of a political association, professional or trade association or union; or criminal record. It also includes health or genetic information about an individual and biometric information or templates.

The Department of Agriculture, Fisheries and Forestry collects your 'protected information' including personal and sensitive information in relation to this application under the *Biosecurity Act 2015* for the purposes of assessing your application and related purposes. If you fail to provide some or all of the relevant personal information requested in this application the department may be unable to process your application. Information collected by the department will only be used or disclosed as authorised under the *Biosecurity Act 2015*.

The department may disclose your personal information to other Australian government agencies including the Australian Customs and Border Protection Agency, and other persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cth). Your personal information will be handled in accordance with the Australian Privacy Principles and the *Biosecurity Act 2015* (Cth). It is unlikely to be disclosed overseas.

See the department's [Privacy policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, email the department at privacy@aff.gov.au.