



# Application to vary an establishment registration and/or approved arrangement (EX26b)

Form approved under section 377(1)(b) of the *Export Control Act 2020*

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## Section A: General information

### Purpose of this form

For a person in management and control to apply to:

- vary an export establishment registration, and/or
- vary an approved arrangement and/or operations.

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### Before applying

#### All applicants

- Learn about [registering an establishment and exporting prescribed goods](#).
- Understand the meaning of ‘associate’ under section 13 of the [Export Control Act 2020](#).
- See [export fees and charges](#).

#### Plant and/or plant product establishments

- See [Guideline: Management of plant export registered establishments](#).

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### To complete this form

#### Electronically

You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. 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

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### Your form must include

#### All applicants

where relevant, attachments relating to [section E](#).

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### Post or email your application

Certificate Management Group  
Department of Agriculture, Water and the Environment  
GPO Box 858  
Canberra ACT 2601  
Phone 1800 900 090 (within Australia)  
+61 3 8318 6700 (outside Australia)  
Email [exportestablishment@agriculture.gov.au](mailto:exportestablishment@agriculture.gov.au)

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## Section B: Applicant

### 1 Indicate application type (select one or more boxes)

Application to vary an establishment's trading name or contact details (complete sections B, C, and G)

Application to vary an establishment's management and control (complete sections B, D, E and G)

Application to vary an approved arrangement or establishment operations (complete sections B, F and G)

### 2 Establishment registration details

Establishment number

Establishment name

Australian Business Number (ABN)

Australian Company Number (ACN)

Street address

Suburb/town/city

State/territory

Postcode

### 3 Vessel details (only complete if the establishment is a fishing vessel)

Vessel name

Inspection port

Vessel home port

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## Section C: Establishment details to be updated

### 4 Trading names (registered business names only)

Postal address

Suburb/town/city

State/territory

Postcode

Work phone (include area code)

Mobile phone

Email

## Section D: Persons who manage or control export operations

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

- a) the export operations, or an important or substantial part of the export operations, of the business or proposed business, or
- 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.

#### Person 1 (if a company, insert director details)

Title                                      Given name(s)                                      Family name

#### Also known as

Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

#### To be completed by establishments that produce meat or meat products only (select one or more boxes)

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

#### Person 2

Title                                      Given name(s)                                      Family name

#### Also known as

Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

#### To be completed by establishments that produce meat or meat products only (select one or more boxes)

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 3**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

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

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 4**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

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

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 5**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

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

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 6**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

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

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is an approved export permit issuer                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 7**

Title Given name(s) Family name

**Also known as**

Given name(s) Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:	is an approved export permit issuer	is authorised to sign meat transfer certificates	supervises the loading of prescribed meat or meat products
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**6 Names to be removed from management and control**

Given name Family name

Given name Family name

Given name Family name

Given name Family name


Given name Family name

## Section E: Compliance

Understand the meaning of 'conviction' and 'spent conviction' under [subsection 85ZM\(1\) of the Crimes Act 1914](#). Applicants are not required to disclose spent convictions.


**7 Have you or any of the people listed at section D 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 relevant conviction history)

**8 Do you or any of the people listed at section D have any outstanding charges?**


No

Yes  Provide details (attach more pages if necessary)

**9 Do you or any of the people listed at section D, alone or jointly with another person, owe the Commonwealth for:**


- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No

Yes  Provide details (attach more pages if necessary)

**10 Have you or any of the people listed at section D, alone or jointly with another person, made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations, Orders or Rules made under the *Export Control Act 2020* or the *Export Control Act 1982*?**


No

Yes  Provide details (attach more pages if necessary)


**11 Have you or any of the people listed at section D, alone or jointly with another person:**

- been refused a licence, permit or approval to export prescribed goods
- had a licence to export prescribed goods suspended or cancelled?


No

Yes  Provide details (attach more pages if necessary)**12 Have you or any of the people listed at section D failed to comply with any other notice, instruction, condition or restriction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?**

No


Yes  Provide details (attach more pages if necessary)**13 Do you or any of the people listed at section D have an associate who has 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)**14 Do you or any of the people listed at section D have an associate who, alone or jointly with another person, owe the Commonwealth for:**

- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No


Yes  Provide details (attach more pages if necessary)



**15 Do you or any of the people listed at section D have an associate who, alone or jointly with another person:**

- has made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations or Rules made under that Act
- has made a false or misleading statement in any application or notice under the *Export Control Act 1982* or under Regulations or Orders made under that Act
- has been refused a licence, permit or approval to export prescribed goods
- has been granted a licence, permit or approval to export prescribed goods that has been revoked, suspended or cancelled
- has failed to comply with any direction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?

No

Yes  Provide details (attach more pages if necessary)**Section F: Approved arrangement or operational change****16 Indicate which variations you would like to make to your approved arrangement or establishment operations. (select one or more boxes)**

Add or remove a commodity in your registration



Indicate commodity type

Add or remove operations in your registration (including overseas listings)

Make a structural change to your establishment

Make other type of variation



Provide details

**17 Plant and/or plant product establishments that are making a variation. Indicate which activities the variations apply to. (select one or more boxes)**

Automatic in-line hay sampling

Export compliant goods storage

Mobile bulk loading

Quality systems recognition



Other operations

Provide details

Include a completed [Application for registration as a plant export registered establishment and/or associated operations and functions \(EX26d\)](#) with your submission.

## Section G: Applicant declaration

**To be completed by a person listed in management and control at the establishment.**

I declare that the information I have provided is true and correct and I have conducted the appropriate due diligence to compile relevant information on people listed in section D in management and control.

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
- a person may commit an offence or be liable to a civil penalty if they make a false or misleading statement in an application or provide false or misleading information or documents (see sections 136.1, 137.1 and 137.2 of the *Criminal Code Act* and sections 367, 368 and 369 of the *Export Control Act*).

If I am applying for approval to operate an approved arrangement, I declare that I have prepared my approved arrangement and meet all commodity-specific requirements.

Signature (type or sign your name)

Date (dd/mm/yyyy)

Full name

## Section H: Privacy notice

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

‘Sensitive personal information’ is a subset of personal information and means 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.

The Department of Agriculture, Water and the Environment collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application. The department is authorised under the *Export Control Act 2020* to assess your application and related purposes. If you fail to provide some or all of your personal information, we will not be able to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian agencies where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence and to maintain the currency of your personal information for the purpose of the licence. 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 collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will 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.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.