



# Fit and proper person questionnaire – export prescribed wood and woodchips

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## Section A: General information

<b>Purpose of this form</b>	To enable the department to assess whether you, or your business, demonstrate the integrity to be granted or continue to hold a wood export licence.
<b>Before applying</b>	Ensure you understand the: <ul style="list-style-type: none"><li>• <a href="#">wood export licence</a> process</li><li>• purpose of the <a href="#">fit and proper person test</a></li><li>• meaning of ‘conviction’ and ‘spent conviction’ under <a href="#">subsection 85ZM(1) of the Crimes Act 1914</a>.</li></ul>
<b>To complete this form</b>	<p><b>Electronically</b></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 <a href="#">Adobe Acrobat Reader mobile app</a> for your smartphone or tablet.</p> <p><b>Manually</b></p> <p>Use black or blue pen.</p> <p>Print in BLOCK LETTERS</p> <p>Mark boxes with a tick or a cross</p>
<b>Your application must include</b>	<p>if relevant, the details of additional persons who manage or control export operations</p> <p>if relevant, documents associated with <a href="#">Section D: Compliance</a></p>
<b>Email your application</b>	<p>Agvet Chemicals and Forestry Branch Department of Agriculture, Fisheries and Forestry</p> <p>Email <a href="mailto:wood.export@aff.gov.au">wood.export@aff.gov.au</a></p> <p>Applications must be submitted:</p> <ul style="list-style-type: none"><li>• as soon as possible before undertaking export activities, or</li><li>• at least 60 days prior to applying for a wood export licence.</li></ul>
<b>More information</b>	Email <a href="mailto:wood.export@aff.gov.au">wood.export@aff.gov.au</a> or phone 02 6272 4353.

## Section B: Applicant

### 1 Business name (legal entity name)

### 2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 3 Trading name (registered business names only)

### 4 Contact person

Given name(s)

Family name

Work phone (include area code)

Mobile phone

Email

### 5 Business address

Street address

Suburb/town/city

State/territory

Postcode

Postal address

Work phone (include area code)

Mobile phone

Email

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

### 6 List staff who have or would have authority to direct either:

- a. the export operations, or an important or substantial part of the operations, within the business, or
- b. another person who has or would have the authority to direct a person as described in 6(a), in the exercise of that authority or proposed authority.

**(Attach more pages if necessary)**

#### Person 1 Director or equivalent (person authorised to sign this form)

Title                      Given name(s)                      Family name

#### Also known as

Title                      Given name(s)                      Family name

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

Job title

Residential street address

Suburb/town/city                      State/territory                      Postcode

Work phone (include area code)                      Mobile phone

Email

#### Person 2

Title                      Given name(s)                      Family name

#### Also known as

Title                      Given name(s)                      Family name

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

Job title

Residential street address

Suburb/town/city                      State/territory                      Postcode

Work phone (include area code)                      Mobile phone

Email

**Person 3**

Title                      Given name(s)    Family name

**Also known as**

Title                      Given name(s)    Family name

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

Job title

Residential street address

Suburb/town/city    State/territory    Postcode

Work phone (include area code)    Mobile phone

Email

**Person 4**

Title                      Given name(s)    Family name

**Also known as**

Title                      Given name(s)    Family name

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

Job title

Residential street address

Suburb/town/city    State/territory    Postcode

Work phone (include area code)    Mobile phone

Email

**Person 5**

Title                      Given name(s)    Family name

**Also known as**

Title                      Given name(s)    Family name

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

Job title

Residential street address

Suburb/town/city    State/territory    Postcode

Work phone (include area code)    Mobile phone

Email

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**Person 6**

Title                      Given name(s)    Family name

**Also known as**

Title                      Given name(s)    Family name

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

Job title

Residential street address

Suburb/town/city    State/territory    Postcode

Work phone (include area code)    Mobile phone

Email

**Person 7**

Title                      Given name(s)    Family name

**Also known as**

Title                      Given name(s)    Family name

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

Job title

Residential street address

Suburb/town/city    State/territory    Postcode

Work phone (include area code)    Mobile phone

Email

## Section D: Compliance

**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.**

**Applicants are not required to disclose spent convictions.**

**7 Have you or any of the people listed in [Section C](#) 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 Do you or any of the people listed in [Section C](#) have any outstanding charges?**

No

Yes Provide details (attach more pages if necessary)

**9 Do you or any of the people listed in [Section C](#), 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)

**10 Have you or any of the people listed in [Section C](#), 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)

- 11 Have you or any of the people listed in [Section C](#), 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)

- 12 Have you or any of the people listed in [Section C](#), alone or jointly with another person, contravened any export notice, instruction, condition or restriction?**

No

Yes Provide details (attach more pages if necessary)

- 13 Do you or any of the people listed in [Section C](#) 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**
    - iii. penalty for failure to pay a charge or levy?**
  - 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 E](#)

Yes Provide details of non-compliance (attach more pages if necessary)



## Section E: Applicant declaration

To be completed by Person 1 named in [Section C](#) of this application.

I declare that:

- the information I have provided is true and correct
- I have conducted the appropriate due diligence in compiling relevant information on people listed at [Section C](#) in management and control.

I understand that:

- making a false or misleading statement in an application or providing false or misleading information or documents may be considered an offence, or be liable to a civil penalty under sections 136.1, 137.1 and 137.2 of the *Criminal Code Act 1995* and sections 367, 368 and 369 of the *Export Control Act 2020*.

I have read and understood the [privacy notice](#) and Privacy Policy.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

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## Section F: 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 is authorised under the *Export Control Act 2020* to collect 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 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.

See our [Privacy Policy](#) 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).