Australian Government Department of Agriculture, Water and the Environment

Application to enter into a food import compliance agreement

Form approved under section 35A of the Imported Food Control Act 1992

Section A: General information

Purpose of this form	For food importers to apply to enter into a food import compliance agreement (FICA) with the department.		
Before applying	 You must have a documented food safety compliance system in place that covers: approved supplier program product specifications verification that food imported by you complies with the Australia New Zealand Food Standards Code 		
	 corrective action procedures to address noncompliance traceability and stock control processes. 		
	See Food import compliance agreement document at Food import compliance agreements.		
To complete this form	Electronic		
	Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit. Download the <u>Adobe Acrobat Reader mobile app</u> 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	a completed and signed application form		
include	where relevant, a copy of registration or licence as a food business issued by a local, state or territory authority		
	a list of food products imported by your business		
	relevant documents from your food safety compliance system.		
Post or email your application (emailed applications preferred)	Director, Imported Food Department of Agriculture, Water and the Environment GPO Box 858 Canberra ACT 2601		
	Email <u>fica@agriculture.gov.au</u>		
	Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)		
	Web agriculture.gov.au/import/goods/food/inspection-compliance/ food-import-compliance-agreements-fica		

Section B: Applicant

1 Legal entity name (other party)

	Australian Business Number (ABN)		Australian Com	pany Number (A	ACN)
	Integrated cargo system (ICS) number				
2	Business address				
	Street address (PO Box will not be accepted)				
	Suburb/town/city	State/territory		Postcode	
3	Postal address				
	PO Box/Locked bag				
	Suburb/town/city	State/territory		Postcode	
4	Primary warehouse address (if different from busine	ess address)			
	Street address (PO Box will not be accepted)				
	Suburb/town/city	State/territory		Postcode	
5	Contact person authorised to sign this form				
	Given names	Family name			
	Position title				
	Work phone (include area code)	Mobile phone			
	Email				

Section C: Subsidiary companies

6 Does the parent company have subsidiaries that will operate under this compliance agreement?



7 Legal entity name

	Australian Business Number (ABN)		Australian Company Number (ACN)
8	Business address Street address (PO Box will not be accepted)		
	Suburb/town/city	State/territory	Postcode
9	Primary warehouse address (if different from busine Street address (PO Box will not be accepted)	ess address)	
	Suburb/town/city	State/territory	Postcode
10	Contact person		
	Given names	Family name	
	Position title		
	Work phone (include area code)	Mobile phone	
	Email		

Section D: Management and control

11 People in management and control (attach a sheet if necessary)

Person 1			
Title	Given names	Family name	
Date of birth (dd/mm/yyyy)		
Position title			
Work phone (include area code)	Mobile phone	
Email			
Street address	s (PO Box will not be accepted)		
Suburb/town/	′city	State/territory	Postcode
Person 2			
Title	Given names	Family name	
Date of birth (dd/mm/yyyy)		
Position title			
Work phone (include area code)	Mobile phone	
Email			
Street address	s (PO Box will not be accepted)		
	/city	State/territory	Postcode

Person 3

Title	Given names	Family name		
Date of birth	Date of birth (dd/mm/yyyy)			
Position title				
Work phone ((include area code)	Mobile phone		
Email				
Street addres	s (PO Box will not be accepted)			
Suburb/town,	/city	State/territory	Postcode	
Person 4 Title	Given names	Family name		
Date of birth	(dd/mm/yyyy)			
Position title				
Work phone ((include area code)	Mobile phone		
Email				
Street address (PO Box will not be accepted)				
Suburb/town,	/city	State/territory	Postcode	

Section E: Suitability assessment

This section relates to all persons nominated in section D and authorised to administer the agreement on behalf of the applicant.

12 Are all personnel authorised to administer the agreement on behalf of the applicant already operating under another approved arrangement with the department?

No Complete questions 13 to 17



Provide the approved arrangement approval number Go to section F

13 Has the applicant or any person nominated in section D been convicted of any offence or been ordered to pay a penalty under the *Export Control Act 1982*, the *Imported Food Control Act 1992*, the *Quarantine Act 1908*, the *Biosecurity Act 2015*, the *Customs Act 1901*, the *Crimes Act 1914* or any relevant state or territory food Act?

Do not include convictions older than 10 years if the person was not sentenced to imprisonment or not sentenced to more than 30 months' imprisonment.

No



Attach details of the circumstances

14 Does the applicant or any person nominated in section D owe money to the Commonwealth that has been outstanding for longer than 28 days?

No



Attach details of the circumstances

- 15 Has the applicant or any person nominated in section D been refused an application to enter into any of the listed arrangements with the department due to past noncompliance with any of the listed Acts?
 - quarantine approved premises under the Quarantine Act
 - compliance agreement under the Quarantine Act
 - approved arrangement under the Biosecurity Act
 - export registration under the Export Control Act
 - food import compliance agreement under the Imported Food Control Act.

No



Attach details of the circumstances

- 16 Does the applicant, any person nominated in section D or their associates have a poor record of compliance that has resulted in:
 - · cancellation of an import permit
 - suspension or cancellation of an approved arrangement (including quarantine approved premises) or a compliance agreement
 - suspension or cancellation of an export registration
 - suspension or cancellation of a food import compliance agreement
 - suspension or cancellation of a state or territory food business registration or licence.



Yes

Attach details of the circumstances

17 Do you have other information about the applicant, any person nominated in section D or their associates that may affect their ability to carry out activities under an approved arrangement?

No

Yes

Attach details of the circumstances

Section F: Arrangements, registration and auditing

18 Does the applicant or any person nominated in section D have any other arrangement approved by the department, such as an approved arrangement or export registration?

No

Yes

Provide details and attach evidence

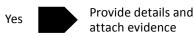
19 Is the applicant notified, registered or licensed as a food business with a local, state or territory health authority?

No Yes Provi

Provide details and attach evidence

20 Is the applicant audited by a third party (for example, an audit body or other food company) in relation to importing food?

No



Section G: Food to be imported under the compliance agreement

21 Attach a list of all food products currently imported by your business. Does the list include the following types of food:

Shelf-stable food?
No
Yes
Chilled food?
No
Yes
Frozen food?
No
Yes

Section H: Authorised personnel agreement

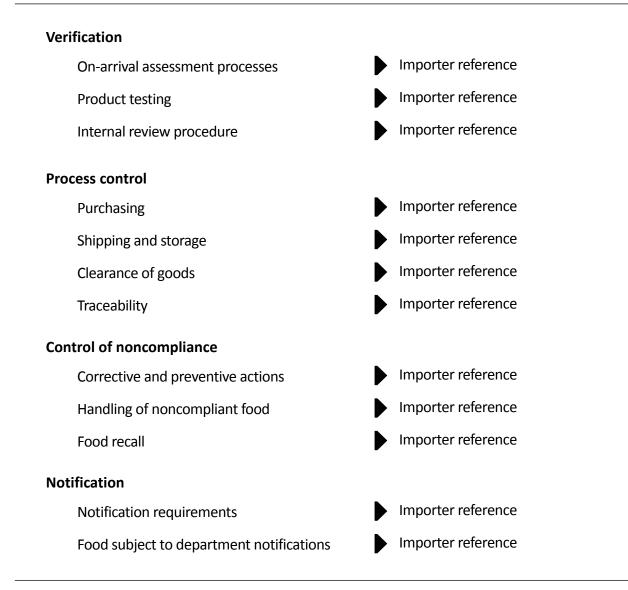
22 List the personnel authorised to administer the agreement on behalf of the applicant and to provide a certificate, assurance or declaration that the applicant has complied with all FICA procedures. The names provided will be recorded at schedule 1 of the compliance agreement.

No.	Given names	Family name
1		
2		
3		
4		
5		
6		

Section I: Self-assessment checklist

23 Applicants must have a food safety compliance system that meets the criteria outlined in this self-assessment checklist. See *Food import compliance agreement* document at <u>Food import compliance agreements</u>. Attach relevant documents from your food safety compliance system.





Section J: Consent to listing on department website

The department may publish the names of food businesses that have food import compliance agreements. Your consent will not affect your application.

24 Do you consent to the department publishing your business name on its website?

No

Yes

Section K: Applicant declaration

To be completed by the person listed in section B of this application.

I will comply with the requirements imposed under the food import compliance agreement and any other requirements of the department.

I will ensure that all individuals carrying out activities covered by the food import compliance agreement understand and execute their responsibilities in accordance with that agreement and any other requirements of the department. I have read and understood this form. I declare that the information provided is true, correct and complete in every particular.

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. I understand that this offence carries a maximum penalty of 12 months' imprisonment.

I have read and understood the privacy notice and Privacy Policy.

Signature (typed or electronic)

Date (dd/mm/yyyy)

Full name

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, Water and the Environment collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form as required under the *Imported Food Control Act 1992* 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 the Department of Home Affairs, other Australian Government agencies, local, state and territory health authorities and 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 used and stored in accordance with the Australian Privacy Principles.

See our <u>Privacy Policy</u> web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.