



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	<p>You must have a documented food safety compliance system in place that covers:</p> <ul style="list-style-type: none">• 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. <p>See <i>Food import compliance agreement</i> document at Food import compliance agreements.</p>
To complete this form	<p>Electronic</p> <p>Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet.</p> <p>Manually</p> <p>Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross</p>
Your application must include	<p>a completed and signed application form</p> <p>where relevant, a copy of registration or licence as a food business issued by a local, state or territory authority</p> <p>a list of food products imported by your business</p> <p>relevant documents from your food safety compliance system.</p>
Post or email your application (emailed applications preferred)	<p>Director, Imported Food Department of Agriculture, Water and the Environment GPO Box 858 Canberra ACT 2601</p> <p>Email fica@agriculture.gov.au</p> <p>Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia)</p> <p>Web agriculture.gov.au/import/goods/food/inspection-compliance/food-import-compliance-agreements-fica</p>

Section B: Applicant

1 Legal entity name (other party)

Australian Business Number (ABN)

Australian Company Number (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 business 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?

No  Go to Question 11

Yes  Go to Question 7

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 business address)

Street address (PO Box will not be accepted)

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 (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 (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Person 3

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

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

Yes  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

Yes  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

Yes  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

Yes  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.

No

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  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

Yes  Provide details and attach evidence

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 [Food import compliance agreements](#). Attach relevant documents from your food safety compliance system.**

Compliance system

Documented and indexed system	▶	Importer reference
Roles and responsibilities of key staff	▶	Importer reference
Management review procedure	▶	Importer reference
Staff training process	▶	Importer reference
Internal system review	▶	Importer reference

Warehouse

Warehouse register	▶	Importer reference
Direct delivery arrangements	▶	Importer reference

Document and data control

Document control procedure	▶	Importer reference
Control of records	▶	Importer reference
Record retention	▶	Importer reference

Food safety and compliance assessment

Identify food types	▶	Importer reference
Applicable food standards	▶	Importer reference
Analysis of food safety risks	▶	Importer reference
Product specifications	▶	Importer reference
Product labelling	▶	Importer reference
Verification activity	▶	Importer reference
Foreign government certification requirements	▶	Importer reference

Manufacturer assurance

Assessment of manufacturer's systems	▶	Importer reference
Verification activity	▶	Importer reference
Assessment of Australian third-party providers of warehousing, storage and distribution	▶	Importer reference

Verification

- On-arrival assessment processes ▶ Importer reference
- Product testing ▶ Importer reference
- Internal review procedure ▶ Importer reference

Process control

- Purchasing ▶ Importer reference
- Shipping and storage ▶ Importer reference
- Clearance of goods ▶ Importer reference
- Traceability ▶ Importer reference

Control of noncompliance

- Corrective and preventive actions ▶ Importer reference
- Handling of noncompliant food ▶ Importer reference
- Food recall ▶ Importer reference

Notification

- Notification requirements ▶ Importer reference
- Food subject to department notifications ▶ Importer reference

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 [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.