



Attachment 1: Imported inorganic fertiliser entity registration application

Section A: General information

Purpose of this form For an Australian business to sponsor registration of an overseas manufacturer or supplier as a Level 1 or Level 2 imported inorganic fertiliser entity.

Consignments from Level 1 and 2 entities are eligible for reduced biosecurity intervention on arrival.

Imported consignments must either:

- have an import permit, or
- meet import requirements listed in the Biosecurity (Prohibited and Conditionally Non-prohibited Goods) Determination 2021.

Before completing this form Ensure you understand the eligibility requirements for Level 2 classification described in section 2.1 of the [Imported Inorganic Fertiliser Management Policy](#).

To complete this form Save the form to your desktop or device. You can complete the form in MS Word or on hard copy.

All documentation must be completed in English.

We will accept either a Word version or a PDF of your completed form.

Your application must include The inorganic fertiliser entity's:

- site plans and photographs (if relevant) showing all storage, bagging and container loading facilities, infrastructure, surrounding areas, site security and proximity to other parts of the import pathway (e.g. wharves and consolidation sites)

- fertiliser movement flowchart that includes:

- mine and plant location
 - manufacturing location
 - bagging and handling
 - transportation
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- storage
 - load facility or load port.
- export volumes, including Agricultural Import Management System (AIMS) entry numbers (if applicable)
- contamination risk mitigation processes
- contamination contingency plans.
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Application fee Learn more about fees, charges and service-level agreements in the [Imported Inorganic Fertiliser Management Policy](#).

To submit your form Email AuditServices@aff.gov.au.

If files exceed 20 MB, notify SeaCargoPolicy@aff.gov.au before you submit your application.

More information Audit and Assurance Branch
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

Email AuditServices@aff.gov.au
Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)

Web agriculture.gov.au/biosecurity-trade/import/goods/fertiliser/chem-mined

Section B: Applicant

1 Business details of Australian sponsor

Business name (legal entity name) _____

2 Australian business registration

Australian Business Number (ABN) _____

3 Business address

Street address (PO Box will not be accepted) _____

Suburb/town/city _____ State/territory _____ Postcode _____

4 Sponsor representative authorised to sign this form

Title _____ Given names _____

Family name _____

Position _____

Work phone _____ Mobile phone _____

Email _____

Section C: Inorganic fertiliser entity

Provide details of the entity you wish to sponsor.

5 Entity name _____

6 Business address

Street address _____

Suburb/town/city _____ State/territory/province _____

Postcode _____ Country _____

Email (generic) _____ Google Earth URL _____

7 Export volume to Australia. Attach evidence.

Volume of consignments, holds or containers in previous 2 years (kg or t) _____

AIMS entry numbers _____

8 Does the entity consent to having their registration details published on our website?

No

Yes

Section D: Supply chain

9 Describe the type of facility used by the entity. Attach photographs and site plans.

10 Describe the processes the facility performs.

11 List any plant or animal-based products that the facility processes or handles.

12 List all fertilisers that the facility processes or handles.

13 Outline how the entity moves fertiliser. Attach a flowchart.

Include movement associated with:

- mine and plant location
- manufacturing location
- bagging and handling
- transportation
- storage
- load facility or load port.

14 Provide details about the transport methods used by the entity (e.g. barges, trains, trucks and conveyor systems). Include:

- measures used to ensure product integrity is maintained
- all other commodities that are transported using the same transportation or transported in the direct vicinity
- cleaning processes (if any) of each mode of transport.

15 Outline storage conditions used by the entity (e.g. terminal storage, container terminals and cleaning processes). List all commodities stored in the same facilities and nearby commodity storage facilities.

16 Outline container or vessel loading facilities used by the entity (e.g. bottom dumpers, hoppers, grabs, front-end loaders, conveyors and any other transfer equipment). Include:

- all other commodities that are loaded using the same facilities or are loaded in the direct vicinity of loading facilities
- cleaning processes (if any).

17 Provide details of loading inspection location and access to treatment facilities (e.g. Berth 81, Beihai port, China).

Section E: Contamination risk management

18 Describe how the entity reduces contamination risk at each point of the supply chain. Attach contamination risk mitigation processes.

19 Describe how the entity responds to, or would respond to, contamination incidents. Attach contingency plans.

Section F: Applicant declaration

To be completed by the person named in [Section B](#) of this application.

I declare that:

- the information I have provided is true and correct to the best of my knowledge. 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. This offence carries a maximum penalty of 12 months' imprisonment.
- the inorganic fertiliser entity that I am sponsoring has authorised me to share their information.

I understand that the department will charge a fee for assessing my application and supporting documentation, as outlined in the [Imported Inorganic Fertiliser Management Policy](#).

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

Signature (type or sign your name) _____

Date (dd/mm/yyyy) _____

Full name _____

Section G: Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture, Fisheries and Forestry collects the personal information of offshore inorganic fertiliser manufacturing or supplying entities and their Australian sponsor representatives, in relation to this form, for the purposes of determining the suitability for registration of these offshore entities to receive reduced intervention of exported consignments on arrival in Australia.

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, persons or organisations where necessary for the purposes described, provided the disclosure is

consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be handled in accordance with the Australian Privacy Principles. We are unlikely to disclose your information overseas.

Learn more about our [Privacy Policy](#), including how to access or correct personal information or make a complaint. Alternatively, email our Privacy Officer at Privacy@aff.gov.au.