



Modification to fit and proper person questionnaire – export prescribed wood and woodchips

Section A: General information

Purpose of this form

For a person, or business, to notify the department of any changes to the details they provided in their current 'Fit and proper person questionnaire'. Changes include adding or removing persons in management or control of export operations.

You must lodge this form as soon as the change is identified and within 12 months of submitting the current questionnaire.

Before applying

Ensure you understand the:

- [wood export licence](#) process
 - purpose of the [fit and proper person test](#)
 - meaning of 'conviction' and 'spent conviction' under [subsection 85ZM\(1\) of the Crimes Act 1914](#).
-

To complete this form

Electronically

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.

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

Your application must include

if relevant, the details of additional persons who manage or control export operations

if relevant, documents associated with [Section D](#)

Email your application

Agvet Chemicals and Forestry Branch
Department of Agriculture, Fisheries and Forestry

Email wood.export@aff.gov.au

Applications must be submitted:

- as soon as possible before undertaking export activities, or
 - at least 60 days prior to applying for a wood export licence.
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More information

Email wood.export@aff.gov.au or phone 02 6272 4353.

Section B: Applicant

1 Indicate modification type (select one or more boxes).

Add persons who manage or control export operations (complete sections B, C, D and F).

Remove persons who manage or control export operations (complete sections B, E and F).

2 Business name (legal entity name)

3 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

4 Trading name (registered business names only)

5 Person currently listed in management or control (authorised to sign this form)

Given name(s)

Family name

Work phone (include area code)

Mobile phone

Email

6 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Postal address

Work phone (include area code)

Mobile phone

Email

Section C: Add persons who manage or control export operations

7 List additional 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

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

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.

8 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)

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

No

Yes Provide details (attach more pages if necessary)

10 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)

11 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)

- 12 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)

- 13 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)

- 14 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: Remove persons who manage or control export operations

15 Provide the names of persons to be removed (attach more pages if necessary).

Title	Given name(s)	Family name
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Title	Given name(s)	Family name
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Title	Given name(s)	Family name
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Title	Given name(s)	Family name
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Title	Given name(s)	Family name
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Title	Given name(s)	Family name
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Section F: Applicant declaration

To be completed by the person named in [question 5](#) 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

Section G: 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.