

July 2025

# Tea tree oil half-yearly return form

Form approved under the *Primary Industries Levies and Charges Collection Act 2024*

## Section A: General information

|  |  |
| --- | --- |
| **Purpose of this form** | For people who:   * own and sell tea tree oil distilled in accordance with the international standard ‘ISO 4730:20217’, other than by retail sale. * export tea tree oil, or * are collection agents who act on behalf of levy or export charge payer.   This form applies from 1 July 2025.  Do not complete this form if you are lodging your return via [Levies Online](https://leviesonline.agriculture.gov.au/lrsonline/LPD_Security/LPD_AgentLogin.aspx?ck=432643909066). |
| **Before applying** | Learn more about [levies and export charges](https://www.agriculture.gov.au/agriculture-land/farm-food-drought/levies/rates). |
| **Return and payment must be received by** | 31 July (1 January to 30 June period)  31 January (1 July to 31 December period) |
| **Late payment penalty** | Calculated daily at a compounding rate of 2% of the unpaid amount each month, including any outstanding debt, until the amount is paid in full.  See [Late payment penalties](https://www.agriculture.gov.au/agriculture-land/farm-food-drought/levies/lodging-returns-paying-levies/late-payment-penalties#daff-page-main). |
| **To complete this form** | **Electronically**  Save this MS Word form to your desktop or device. Do not work on the form in your web browser.  **Manually**  Use black or blue pen  Print in BLOCK LETTERS  Mark boxes with a tick or a cross |
| **Email (preferred) or post your return** | Email [levies.management@aff.gov.au](mailto:levies.management@aff.gov.au)  Levies Administration  Department of Agriculture, Fisheries and Forestry  Locked Bag 4488  Kingston ACT 2604 |
| **For assistance** | Phone Levies on1800 020 619 (within Australia). |
| **Payment details** | **Electronic funds transfer**  Account name: DAFF Official Administered Receipts Account  BSB: 092 009 Account number: 111 700  Reference: [Insert your 5-digit LRS account number and business name]  **Cheque or money order**  Made out to Department of Agriculture, Fisheries and Forestry – Levies |

## Section B: Details of person authorised to sign return

### Person authorised to sign this form

Given names Family name

Work phone Mobile phone

### Email

### LRS number

### Business name

### Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### Business address

Street address (physical address not PO Box)

Suburb/town/city State/territory Postcode

### Postal address (If same as question 5, insert ‘AS ABOVE’)

Street address

Suburb/town/city State/territory Postcode

Business email

## Section C: Levy and/or export charge payer details

### Period return relates to (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### If you are a:

* **collection agent – provide details for each levy payer and/or export charge payer**
* **levy or export charge payer – insert ‘AS ABOVE’ for** [**Levy or export charge payer 1**](#_Levy_payer_1)**.**

Add an attachment if there are more than 2 levy or export charge payers for this return period. For information on exemptions, definitions and how to calculate the amount payable, visit [levies and export charges](https://www.agriculture.gov.au/agriculture-land/farm-food-drought/levies/rates).

### Levy or export charge payer 1 details

Given names Family name

Work phone \_\_ Mobile phone

### Email

### Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### Business address

Street address (physical address not PO Box)

Suburb/town/city State/territory Postcode

| **Product** | **Total quantity (kilograms)** | **Levy and/or export charge rate (per kilogram)** | **Levy and/or export charge payable ($ GST exclusive) (total quantity × rate)** |
| --- | --- | --- | --- |
| Tea tree oil exported |  | 25 cents |  |
| Tea tree oil sold other than by retail sale |  | 25 cents |  |

**Total levy and/or export charge payable for payer 1 ($ GST exclusive)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Levy or export charge payer 2 details

Given names Family name

Work phone \_\_ Mobile phone

### Email

### Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### Business address

Street address (physical address not PO Box)

Suburb/town/city State/territory Postcode

| **Product** | **Total quantity (kilograms)** | **Levy and/or export charge rate (per kilogram)** | **Levy and/or export charge payable ($ GST exclusive) (total quantity × rate)** |
| --- | --- | --- | --- |
| Tea tree oil exported |  | 25 cents |  |
| Tea tree oil sold other than by retail sale |  | 25 cents |  |

**Total levy and/or export charge payable for payer 2 ($ GST exclusive)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Provide details about the total amount payable by you, on behalf of all levy and/or export charge payers. Do not include GST.

### Total levy and/or export charge payable for all products ($ GST exclusive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Payment method (select the boxes that apply)

Cheque

Electronic funds transfer  Date deposited (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Money order

**Total levy and/or export charge paid** **($ GST exclusive)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section D: Declaration

**To be completed by the authorised person named in** [**Section B**](#_Section_B:_Details) **of this return.**

I declare that:

* I am authorised to sign this declaration and lodge this return
* the information contained in this return and any attachments is true and correct to the best of my knowledge and belief
* I have the necessary records to support the information contained in this return
* I have read and understood the [Privacy notice](#_Section_E:_Privacy_1) and Privacy Policy.

I understand that:

* if I fail to provide the information required to be given in this return, I may be liable for a civil penalty, or subject to criminal prosecution, and I may be required to provide further information about the reasons for not providing information as required by this form
* the *Primary Industries Levies and Charges Collection Act 2024* imposes heavy penalties for giving false or misleading information, other than minor errors, and for failing to give a return and keep records required under that Actand the Primary Industries Levies and Charges Collection Rules 2024
* it is also a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information.

Signature (sign or type name, or insert electronic signature)

Full name

Date (dd/mm/yyyy)

## Section E: Privacy notice and information use and disclosure

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

The Department of Agriculture, Fisheries and Forestry collects your personal information and information about other individuals (as defined in the *Privacy Act 1988*) in relation to this form as required and/or authorised under the *Primary Industries Levies and Charges Collection Act 2024* and Primary Industries Levies and Charges Collection Rules 2024 for the purposes of assessing your return 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 return.

Information you provide in a return about yourself or other individuals may be used as required or authorised under the *Export Control Act 2020*.

The department may use your personal information to contact you to provide information relating to levies, such as when there are changes to levy rates or to administrative arrangements for payments of levies.

The department may disclose your personal information to levy recipient bodies, other Australian Government agencies, persons and 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](https://www.agriculture.gov.au/about/commitment/privacy) 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).