



# Application to register an establishment and/or approve a proposed arrangement (EX26a)

Form approved under section 377(1)(b) of the *Export Control Act 2020*

## Section A: General information

<b>Purpose of this form</b>	For the applicant listed as Person 1 in section C to apply for: <ul style="list-style-type: none"><li>• registration of a new establishment to undertake export operations in relation to prescribed goods, and/or</li><li>• approval of a proposed arrangement to undertake export operations in relation to prescribed goods.</li></ul>
<b>Before applying</b>	<p><b>All applicants</b></p> <ul style="list-style-type: none"><li>• Learn about <a href="#">registering an establishment and exporting prescribed goods</a>.</li><li>• Understand the meaning of ‘associate’ under section 13 of the <a href="#">Export Control Act 2020</a>.</li><li>• See <a href="#">export fees and charges</a>.</li></ul> <p><b>Plant and/or plant product establishments</b></p> <ul style="list-style-type: none"><li>• See <a href="#">Guideline: Management of plant export registered establishments</a>.</li></ul>
<b>To complete this form</b>	<p><b>Electronically</b></p> <p>You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the <a href="#">Adobe Acrobat Reader mobile app</a> for your smartphone or tablet.</p> <p><b>Manually</b></p> <p>Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross</p>
<b>Processing fee</b>	You will be invoiced for the \$600 processing fee once we receive your application.
<b>Your form must include</b>	<p><b>All applicants</b></p> <p>where relevant, attachments relating to <a href="#">section D</a>.</p> <p><b>Plant and/or plant product establishments</b></p> <p>an <a href="#">Application for registration as a grain and prescribed plant products establishment</a> attachments as indicated in <a href="#">Guideline: Management of plant export registered establishments</a>.</p>
<b>Post or email your application</b>	Certificate Management Group Department of Agriculture, Water and the Environment GPO Box 858 Canberra ACT 2601 Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Email <a href="mailto:exportestablishment@agriculture.gov.au">exportestablishment@agriculture.gov.au</a>

## Section B: Applicant

### 1 Indicate application type (select one box)

Dairy, fish or egg establishments must select the third box.

Application to register a new establishment (complete sections B, C, D, E and F)

Application to approve a proposed arrangement (complete sections B, D, E and F)

Application to register a new establishment and approve a proposed arrangement (complete sections B, C, D, E and F)

### 2 Establishment details

Establishment number (if known)

Establishment name

### 3 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 4 Trading names (registered business names only)

### 5 Establishment address

Street address

Suburb/town/city

State/territory

Postcode

Postal address

Suburb/town/city

State/territory

Postcode

Work phone (include area code)


Mobile phone

Email

**6 Which commodities would you like to be registered for? (select one or more boxes)**

Eggs and/or egg products	Milk and/or milk products	Rabbit and/or rabbit products
Fish and/or fish products	Plant and/or plant products (go to question 9)	Ratite and/or ratite products
Meat and/or meat products	Poultry and/or poultry products	Wild game

**7 What type of establishment are you? (select one or more boxes)**

Abattoir	Further process/manufacture	 Other
Boning	Storage	Provide details
Container packing, storing, handling and or loading	Fishing vessel	
Freight forwarder	Wild game meat processor	


**8 Vessel details (only complete if the establishment is a fishing vessel)**

Vessel name Inspection port

Vessel home port

**9 Plant and/or plant product establishments**

Indicate what type of activities you perform. (select one or more boxes)

Automatic in-line hay sampling	Quality systems recognition
Export compliant goods storage	 Other operations
Mobile bulk loading	Provide details

## Section C: Persons who manage or control export operations

### 10 List staff who have or would have authority to direct:

- a) the export operations, or an important or substantial part of the export operations, of the business or proposed business, or
- b) another person who has or would have the authority to direct a person as described in 10(a) in the exercise of that authority or proposed authority.

#### Person 1: The applicant (if a company, insert director details)

Title                                      Given name(s)                                      Family name

**Also known as**                                      Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)                                      Place of birth

Job title

Street address

Suburb/town/city                                      State/territory                                      Postcode

#### To be completed by establishments that produce meat or meat products only (select one or more boxes)

This person:                                      is authorised to sign meat transfer certificates                                      supervises the loading of prescribed meat or meat products

#### Person 2

Title                                      Given name(s)                                      Family name

**Also known as**                                      Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)                                      Place of birth

Job title

Street address

Suburb/town/city                                      State/territory                                      Postcode

#### To be completed by establishments that produce meat or meat products only (select one or more boxes)

This person:                                      is authorised to sign meat transfer certificates                                      supervises the loading of prescribed meat or meat products

**Person 3**

Title                                      Given name(s)                                      Family name

**Also known as**

Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 4**

Title                                      Given name(s)                                      Family name

**Also known as**

Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 5**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

Date of birth (dd/mm/yyyy)                      Place of birth

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 6**

Title                      Given name(s)                      Family name

**Also known as**

Given name(s)                      Family name

Date of birth (dd/mm/yyyy)                      Place of birth

Job title

Street address

Suburb/town/city                      State/territory                      Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is authorised to sign meat transfer certificates                      supervises the loading of prescribed meat or meat products

**Person 7**

Title                                      Given name(s)                                      Family name

**Also known as**

Given name(s)                                      Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

**To be completed by establishments that produce meat or meat products only (select one or more boxes)**

This person:                      is authorised to sign meat                      supervises the loading of prescribed meat  
transfer certificates                      or meat products

**Section D: Compliance**

Understand the meaning of 'conviction' and 'spent conviction' under [subsection 85ZM\(1\) of the Crimes Act 1914](#). Applicants are not required to disclose spent convictions.


**11 Have you or any of the people listed at section C been convicted (within the meaning given by subsection 85ZM(1) of the Crimes Act 1914) of any offence against any law of the Commonwealth or a state or territory?**

No

Yes  Provide details (attach relevant conviction history)

**12 Do you or any of the people listed at section C have any outstanding charges?**


No

Yes  Provide details (attach more pages if necessary)

**13 Do you or any of the people listed at section C, alone or jointly with another person, owe the Commonwealth for:**


- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No

Yes  Provide details (attach more pages if necessary)

**14 Have you or any of the people listed at section C, alone or jointly with another person, made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations, Rules or Orders made under the *Export Control Act 2020* or the *Export Control Act 1982*?**


No

Yes  Provide details (attach more pages if necessary)

**15 Have you or any of the people listed at section C, alone or jointly with another person:**


- been refused a licence, permit or approval to export prescribed goods
- had a licence to export prescribed goods suspended, revoked or cancelled?

No

Yes  Provide details (attach more pages if necessary)


**16 Have you or any of the people listed at section C failed to comply with any other notice, instruction, condition or restriction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?**

No

Yes  Provide details (attach more pages if necessary)

**17 Do you or any of the people listed at section C have an associate who has 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)

**18 Do you or any of the people listed at section C have an associate who, alone or jointly with another person, owe the Commonwealth for:**

- a fee for service performed at a registered establishment
- a charge or levy
- a penalty for failure to pay a charge or levy?

No


Yes  Provide details (attach more pages if necessary)



**19 Do you or any of the people listed at section C have an associate who, alone or jointly with another person:**

- has made a false or misleading statement in any application or notice under the *Export Control Act 2020* or under Regulations or Rules made under that Act
- has made a false or misleading statement in any application or notice under the *Export Control Act 1982* or under Regulations or Orders made under that Act
- has been refused a licence, permit or approval to export prescribed goods
- has been granted a licence, permit or approval to export prescribed goods that has been revoked, suspended or cancelled
- has failed to comply with any direction under the *Export Control Act 2020* or under Regulations or Rules made under that Act?

No

Yes  Provide details (attach more pages if necessary)**Section E: Status of establishment****20 Is the establishment where you are proposing to conduct your export operations ready to commence export operations now?**

No

Yes

**21 Is the establishment available to be inspected to verify that the facility and equipment meet the applicable export requirements?**

No

Yes

**22 Is the establishment currently licensed with the applicable state, territory or Commonwealth authority to prepare similar goods for the domestic market?**

No

Yes

n/a Not applicable to plant or plant product establishments

**23 Do you have a documented proposed arrangement that details the products you intend to process, store, handle or load for export, and the processes used in their manufacture or handling?**

No

Yes

n/a Not applicable to plant or plant product establishments

## Section F: Applicant declaration

**To be completed by the applicant listed as Person 1 in [section C](#).**

I declare that the information I have provided is true and correct and I have conducted the appropriate due diligence to compile relevant information on people listed in section C in management and control.

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
- a person may commit an offence or be liable to a civil penalty if they make a false or misleading statement in an application or provide false or misleading information or documents (see sections 136.1, 137.1 and 137.2 of the *Criminal Code Act* and sections 367, 368 and 369 of the *Export Control Act*).

If I am applying for approval to operate an approved arrangement, I declare that I have prepared my approved arrangement and meet all commodity-specific requirements.

Signature (type or sign your name)

Date (dd/mm/yyyy)

Full name

## Section G: Privacy notice

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

‘Sensitive personal information’ is a subset of personal information and means 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.

The Department of Agriculture, Water and the Environment collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application. The department is authorised under the *Export Control Act 2020* to assess your application and related purposes. If you fail to provide some or all of your personal information, we will not be able to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian agencies where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence and to maintain the currency of your personal information for the purpose of the licence. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to 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.