



# Application to vary a class 19 approved arrangement

Form approved under the *Biosecurity Act 2015*

## Section A: General information

<b>Purpose of this form</b>	<p>For approved arrangement managers of class 19 approved arrangements to apply to:</p> <ul style="list-style-type: none"><li>• vary the approved arrangement manager for a class 19 approved arrangement</li><li>• add or remove class 19.2 Automatic entry processing for commodities (AEP COMM) to the approved arrangement.</li></ul> <p><b>Warning</b> Ensure you complete the correct form. If you:</p> <ul style="list-style-type: none"><li>• need to apply for a new class 19 approved arrangement, submit the <a href="#">Application for a class 19 approved arrangement</a></li><li>• are an approved arrangement manager who wishes to change contact information for a class 19 approved arrangement or update the association of accredited persons, submit a <a href="#">Change of details for a class 19 approved arrangement</a>.</li></ul>
<b>Before applying</b>	<p>Verify that you can comply with these conditions:</p> <ul style="list-style-type: none"><li>• <a href="#">Approved arrangements general policies</a></li><li>• <a href="#">Requirements and conditions for approved arrangement class 19.1</a></li><li>• <a href="#">Requirements and conditions for approved arrangement class 19.2</a></li><li>• <a href="#">Fit and proper person test for approved arrangements applicants</a>.</li></ul>
<b>To complete this form</b>	<p><b>Electronically</b> 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> Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross</p>
<b>Your application must include (if relevant)</b>	<p>a trust deed identifying the trustee (legal entity responsible for the approved arrangement)</p> <p>information requested in the fit and proper person test in Section F.</p>
<b>Submit your application (emailed applications preferred)</b>	<p>AEP Arrangements Pathway Policy – Cargo and Conveyances Branch Department of Agriculture, Fisheries and Forestry PO Box 858 Canberra ACT 2601 Email <a href="mailto:AEP.Arrangements@agriculture.gov.au">AEP.Arrangements@agriculture.gov.au</a></p>
<b>More information</b>	<p>Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web <a href="http://agriculture.gov.au/biosecurity-trade/import/arrival/arrangements">agriculture.gov.au/biosecurity-trade/import/arrival/arrangements</a></p>

## Section B: Type of request

### 1 What is the nature of your request? (select one or more boxes)

Change approved arrangement manager (complete sections C, D, F and G)

Add class 19.2 AEPCOMM to the approved arrangement (complete sections C, D, E, F and G)

Remove class 19.2 AEPCOMM from the approved arrangement (complete sections C, D, E, F and G)

## Section C: Applicant

### 2 Business name (legal entity name)

### 3 Trading name (If same as question 1, insert 'AS ABOVE')

### 4 Is the applicant's ABN registered as a trust?

No

Yes      Trustee must be named as the legal entity listed in [question 2](#) (attach trust deed)

### 5 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 6 Approved arrangement

Approved arrangement number

Branch ID

### 7 Generic email (if applicable)

### 8 Are you changing the approved arrangement manager?

No

Yes

### 9 Approved arrangement manager (person responsible for the approved arrangement and authorised to sign this form)

Title

Given name(s)

Family name

Work phone (include area code)

Mobile phone

Email

Section D: Accredited persons

10 List all accredited persons for the approved arrangement. Include at least one accredited person who holds the accreditation relevant to this application.

No .	Given name(s)	Family name	Broker licence no.	Accreditation no.	Accreditation class 19.1	Accreditation class 19.2
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Section E: Proposed changes to class

11 Current approved arrangement class (select one or more boxes)

- 19.1: NCCC
- 19.2: AEPCOMM
- Go to question 13

12 Do you want to add class 19.2 to this approved arrangement?

- No
- Go to Section F
- Yes
- Go to Section F

13 Do you want to remove class 19.2 from this approved arrangement?

- No
- Go to Section F
- Yes
- Go to Section F

## Section F: Fit and proper person test

- 14 Have you or any of the associates relevant to the operation of the proposed arrangement been convicted of an offence against, or ordered to pay, a pecuniary penalty under the:**

- (a) *Biosecurity Act 2015*
- (b) *Quarantine Act 1908*
- (c) *Customs Act 1901*
- (d) *Criminal Code Act 1995* or the *Crimes Act 1914*, to the extent that it relates to any Act referred to in this paragraph?

Do not include any convictions older than 10 years if not sentenced to imprisonment, or if sentenced to imprisonment of no more than 30 months.

No

Yes Attach details of the circumstances, including the offence, dates and associated penalties

- 15 Is a debt to the Commonwealth due and payable by you or any of the associates relevant to the operation of the proposed arrangement under the:**

- (a) *Biosecurity Act 2015*
- (b) *Quarantine Act 1908*
- (c) *Customs Act 1901*

No Go to question 17

Yes

- 16 Are any of these debts more than 28 days overdue?**

No

Yes Attach details of the circumstances

- 17 Have you or any of the associates relevant to the operation of the proposed arrangement had a permit, compliance agreement, approval, arrangement or licence refused under the:**

- (a) *Biosecurity Act 2015*
- (b) *Quarantine Act 1908*
- (c) *Customs Act 1901*

No Go to question 19

Yes

- 18 Were any of these refusals partly or fully due to a record of noncompliance?**

No

Yes Attach details of the circumstances

- 19 Have you or any of the associates relevant to the operation of the proposed arrangement had a permit, compliance agreement, approval, arrangement or licence partly or fully suspended, revoked or cancelled under the:**

- (a) *Biosecurity Act 2015*
- (b) *Quarantine Act 1908*
- (c) *Customs Act 1901*

Do not include any decision to vary, suspend, revoke or cancel that was set aside on review. more than 30 months.

No Go to question 21

Yes

**20 Were any of these suspensions, revocations or cancellations partly or fully due to failure or refusal to comply with the relevant requirements of the arrangement, permit and/or licence?**

No

Yes Attach details of the circumstances

**21 Are there any other matters relevant to whether you are a fit and proper person to carry out biosecurity activities to manage biosecurity risk?**

No

Yes Attach details of the circumstances

## Section G: Approved arrangement manager declaration

**To be completed by the approved arrangement manager named in [Section C](#) of this form.**

I declare that the information I have provided is true and correct. 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.

I am authorised to submit this declaration on behalf of the applicant named in question 2.

I have read and understood the [Requirements and conditions for approved arrangement class 19.1: non-commodity for containerised cargo clearance](#).

I acknowledge that by not meeting the conditions, the legal entity may be subject to regulatory action as described in the [Approved arrangements general policies](#) and [Compliance classifications for class 19 approved arrangements](#) and in accordance with the *Biosecurity Act 2015*. Legal action may include the suspension or revocation of the approved arrangement.

I have made reasonable inquiries to confirm the accuracy of the details provided in this form.

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 H: 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 collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application to vary the approved arrangement 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, including Australian Border Force, 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, email our Privacy Officer at [privacy@agriculture.gov.au](mailto:privacy@agriculture.gov.au).