



# Change of details for 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 to change contact information for a class 19 approved arrangement or update the association of accredited persons for classes 19.1 and 19.2.</p> <p><b>Warning</b> Ensure you complete the correct form. If you:</p> <ul style="list-style-type: none"><li>• need to change the approved arrangement manager or add or remove class 19.2, submit an <a href="#">Application to vary a class 19 approved arrangement</a></li><li>• are an accredited person who needs to update your personal details, submit a <a href="#">Change of details for class 19 accredited persons</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>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>

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## Section B: Type of request

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

Update business contact details (complete sections C, D and F)

Add or remove association of accredited persons (complete sections C, D, E and F)

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## Section C: Approved arrangement manager details

All sections to be completed by the approved arrangement manager (person responsible for the approved arrangement and authorised to sign this form).

### 2 Contact details

Title                      Given name(s)                      Family name

Work phone (include area code)                      Mobile phone

Email

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## Section D: Approved arrangement contact details

### 3 Business name (legal entity name)

### 4 Approved arrangement

Approved arrangement number                      Branch ID

### 5 Australian business registration

Australian Business Number (ABN)                      Australian Company Number (ACN)

### 6 Physical address

Street address (PO Box will not be accepted)

Suburb/town/city                      State/territory                      Postcode

### 7 Postal address (if same as physical address, write 'AS ABOVE')

PO Box or street address

Suburb/town/city                      State/territory                      Postcode

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## Section E: Association of accredited persons

**8 Provide details of the accredited persons associated with the approved arrangement. Indicate whether their names are to be added, retained or removed. (attach more pages if necessary)**

No.	Given name(s)	Family name	Accreditation no.	Customs licence no.	Add	Retain	Remove
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

## Section F: 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 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 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 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).